

NILES ELEMENTARY SCHOOL DISTRICT 71

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Dear Parents or Guardians,

Welcome to the new school year. The administrative team is excited to be a vital part of your child's educational program. Our goal is to meet the needs of your child in order to give him or her the best education possible. However, we cannot achieve this without the support and participation of you, as parents, as well as your children. Our collaborative work together will help your child to achieve their greatest potential.

Please take some time to review the procedures contained in this handbook with your child and save it for periodic review. You can find this located at any time on the website. This is a key to all of us working together in a safe, productive school environment.

Throughout the year we will be communicating with you via many avenues. This will include our newsletters, email, power announcements, and through our website. Our web address is www.niles71.org. If at any time you have a question, please feel free to contact me or the other members of our administrative team.

I look forward to working with you and your child throughout the school year.

Respectfully,

John Kosirog, Ed.D.
Superintendent

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Student Handbook Acknowledgment

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature _____

Parent Signature _____

Date _____

Please return this form to your homeroom teacher

GENERAL DISTRICT INFORMATION

STATEMENTS OF BELIEFS AND VALUES

Education is the shared responsibility of students, families, the school, and the community. The following statements express the beliefs of Niles Elementary School District No. 71.

Our mission is to provide exceptional learning experiences that nurture, challenge, and inspire each student to contribute to a community of excellence.

BOARD MEETINGS

The Board of Education conducts its regular monthly meetings on the third Tuesday of every month at 6:30 p.m. The meetings are open to the public. If a speaker wishes to have a topic included on the formal agenda and discussed by the Board, the "Visitor's Statement" form must be completed and submitted to the Superintendent no later than five (5) days in advance of the School Board Meeting. Forms are available at the district office. The Board of Education conducts Special Meetings as needed.

SCHOOL PERSONNEL

SUPERINTENDENT

The Superintendent is employed by the School Board to carry out the philosophy, goals and policies of the school district. The Superintendent also reviews the needs of the district and makes recommendations to the Board concerning programs, staff, activities and budget. The Superintendent also functions as the school's business manager and human resource director and is in charge of curriculum. It is not uncommon however, that the Superintendent will support the Principal and the Director of Student Services, as needed.

PRINCIPAL

The Principal is the instructional leader of the school with responsibility over staff, students, programs, disciplinary matters and activities.

ASSISTANT PRINCIPAL

The Assistant Principal assists the principal with responsibility over staff, students, programs, disciplinary matters and activities.

DIRECTOR OF STUDENT SERVICES

The Director of Student Services is responsible for student support programs and their staff such as Special Education, English Language Learners and Title 1 programs, and Culver's Multi-Tiered System of Support.

STAFF

The district employs state-certified staff and educational support personnel to provide the instructional and support services to the students of the district.

SUBSTITUTE TEACHERS

All of our substitutes are qualified teachers and licensed by the state. When a substitute teacher is conducting a class, every attempt to maintain the structure and routine of the class will be made.

CONFERENCE WITH TEACHERS

If you wish to have a conference with a teacher, please contact the teacher directly between 7:20 a.m. and 3:10 p.m. Teachers will talk with you when they are not conducting class. Please note: Faculty members often meet daily from 7:20 – 8:00 a.m. and may not be available for phone calls during this time. If the person with whom you wish to speak is not available when you call, please leave a message on his/her voicemail. You may also utilize the email contact through the Culver website. Faculty members will return

phone calls during their planning periods or after school hours. All staff members may be reached by using the first initial and last name @niles71.org.

CONCERNS

To ensure a successful school experience, strong communication between parents and teachers is vital. Occasionally, misunderstandings between the home and school can occur. Often, these can be corrected by a call to the school. Because it is in our mutual best interests to resolve any misunderstandings, the following procedures are encouraged:

- The student or parent/guardian should discuss the matter with the person(s) directly involved first. Call the school so that you can discuss the matter with that person and/or to schedule a meeting with him/her.
- If Step #1 fails to resolve the problem, it should be directed to the Principal or Director of Student Services.
- If Step #2 fails to resolve the problem, it should be directed to the Superintendent.
- If the matter still remains unresolved, the parent/guardian may request permission to address the Board at its next regular meeting; this request is made at the next Board meeting per Board policy.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact school administration.

INVITATIONS AND GIFTS

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed. The office is unable to release addresses and phone numbers of students. .

SNACKS

Due to health concerns snacks must be store bought and packaged in individual servings. No homemade treats or snacks are allowed at school, for peer distribution. Please do not send snacks containing peanuts or tree nuts. We strongly encourage you to select a snack with nutritional value.

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

CARE OF STUDENTS WITH DISABILITIES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the Director of Student Services. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

c. Sign the Diabetes Care Plan.

d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building nurse.

ATTENDANCE

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student upon his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

REPORTING STUDENT ABSENCE

All students must be accounted for every day. School law requires parents or guardians to notify the school if a student will be absent. The school number to report an absence is **847-966-9280, ext. 5000. Please call before 8:15 a.m. to report an absence.** If the school is not notified of a student's absence, the school nurse or other school personnel will contact parents or guardians to verify that the student is ill. In order to provide an additional measure of security for your child, we also ask that **you call each day that your child will be absent.** If you will be picking up **homework for your child, please phone in your request to the school office by 9:00 a.m.** It is important to notify the school office by 9:00 a.m. to ensure there is ample time to prepare the materials needed for the missed class work and homework for that day.

Homework and classwork materials will be available for pick up after 3:00 p.m. If you have pre-arranged with a neighbor or friend to pick up homework, please let the office know when you call. If a student is tardy, he/she must first report to the office when he/she arrives. A tardy slip will be issued for late arrival to class. Arrival after 8:00 a.m. is considered tardy.

If a student is absent for more than three days, we may ask for a doctor's note explaining the reason for the absence. If necessary, the teacher will refer the child to the school nurse. Also, please note, if a student is ill, he/she will not be able to participate in any after school activity or sports on that day.

Although we realize that it is sometimes difficult to coordinate family vacations with the school calendar, we discourage a child's absence for the purpose of vacation.

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

TARDINESS

Out of courtesy to, and respect for other students and teachers, students are expected to make a habit of being on time with necessary materials for each class. If late to school, students must report to the office for a tardy slip. Students who are late for a class and have been detained in the office or by a teacher must ask for a tardy slip or pass from the person who detained them. Repeated or chronic tardiness may result in disciplinary action. All students walking in the hallway without a teacher need to have a pass, designating where they are going with the signature of the staff sending them.

SIGNING OUT

Students are not permitted to leave the school grounds at any time during the school day without a parent/guardian and a permit from the school office. Any person picking up a child must be listed on the Student Pickup Form. Phone calls from parents will not be accepted in lieu of written release on student pickup form.

RELEASE TIME FOR RELIGIOUS INSTRUCTION AND OBSERVANCE

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

EXTENUATING CIRCUMSTANCES

SECURITY INFORMATION

All school doors are locked at all times. At the main entrance there is a security camera and a buzzer system to allow people to enter. Students who arrive late must check-in at the front office. Parents or

visitors who come to the building during the school day are asked to have their driver's license or valid state identification available for scanning and must wear a visitor's badge while in the building. Any person volunteering in our school must follow the volunteer guidelines outlined on page 26.

We have a number of emergency protocols in place for handling various situations. If it becomes necessary to evacuate the building, we have an arrangement with buildings deemed safe in the area. If it becomes necessary to keep the children in the building due to outside safety concerns, we request that you do not make an attempt to pick your child up until notified. We realize that should this situation occur, your first instinct as a parent would be to pick up your child. However, our priority is to keep your child safe. Therefore, we cannot allow outsiders in the building until we receive notification from the police department that it is safe to release the students. You will be contacted by the administrative team as soon as possible utilizing our Alert Now automated system. Please do not call the school as this would add an additional burden to our phone lines.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically throughout the year. These drills are specifically designed to teach students the appropriate behavior in a disaster situation. The children are given instructions as to the proper procedure for each condition.

CLASSROOM INTERRUPTIONS

When a student forgets his/her lunch, homework, musical instrument, etc. and parents bring these items to school after school begins, it creates a disruption to the educational process. Please be sure your child has everything he/she needs before leaving home. On the rare occasion a forgotten item needs to be brought to school, the following procedures have been developed to avoid unnecessary classroom disruptions: All contact with students and teachers must be made through the main office when bringing forgotten items to school. Forgotten lunches, money, etc. should be left in the school office for the child to pick up. Only emergency telephone messages will be delivered. If you must change a student's after school arrangements, please send a written notice signed by the parent or guardian to the school office. If the school does not receive this written notice, the child will follow his/her usual routine.

LEAVING THE SCHOOL GROUNDS

Once a student has arrived on school grounds, at no time is he/she to leave the school grounds unless approved by the School Administration.

REQUESTS FOR EARLY DISMISSAL

Requests for early dismissal must be made in writing by the child's parent or legal guardian. We ask you to use these times sparingly, as the class work often cannot be duplicated. Dismissal will be from the school office. Only those who are pre-approved to pick up the child from school and show proper identification will be allowed to sign that child out of school. The early dismissal sign-out log is located in the school office.

CHANGE OF ADDRESS/TELEPHONE NUMBER

Parents should notify the school office in writing of any change in home or work addresses and phone numbers, as well as cell phone numbers. This information is vital for emergency contacts. Before the start of the school year parents and guardians with access to the Parent Portal will be able to update demographic and contact information.

VISITORS IN THE BUILDING

Visitors are welcome at our school. Visitors are to park in the lot located on the east side of the school building. Visitors are to enter the school building via the main entrance on the northeast side of the building. For security purposes, all doors to the school are locked. Niles Elementary School District 71 has a doorbell located at the main entrance. When you are "buzzed" into the school building during the school day please report to the school office and have your driver's license or valid state identification available for scanning and wear a visitor's badge while in the building.

You are cordially invited to visit your child's classes during the school year. We require that you make prior arrangements with both a member of the administrative team and the teacher you are requesting to visit a

minimum of 24 hours in advance. The teacher must be in agreement for the visit to occur. Should a visit from a parent cause a disruption to the educational environment, that parent will be asked to remove themselves from the classroom. For more information, please see Conference with Teachers on page 8. Any parent who wishes to volunteer in their child's classroom must complete the volunteer guidelines noted on page 26.

RESIDENCY

DISTRICT BOUNDARIES

See Appendix A.

RESIDENCY

As a matter of law, children presumptively reside in the school district where their parents/guardians reside. Their residence then gives the children the right to enroll in schools within that specific district. The School Board must ultimately make the decision as to whether a student is a resident or non-resident. The Board reviews the facts of each situation and then makes a determination based upon those facts. If you wish to review the School Board's policy on residency, it is located on the website under Board Policy 7.60.

ELIGIBILITY FOR SCHOOL (AGE, RESIDENCY)

A child whose fifth birthday falls on or before September 1st of the school year, from which the child is to be enrolled, is eligible for attendance in Kindergarten. Presentation of an original birth certificate or passport is the only document that shall be accepted to verify the date of birth. Only students whose parents or legal guardians reside in the district are eligible to attend school in the district. Students whose parents or legal guardians do not reside in the district may petition the Board to attend school in the district upon payment of tuition as required by law. A resident student who becomes a non-resident during the school year shall be allowed to remain in the district until the end of the current school year in which the non-residency occurs with the tuition waived. Transportation to and from school then becomes the responsibility of the parent or legal guardian.

TRANSFER STUDENTS

Students new to Niles Elementary School District 71 must present the "Student Transfer Form" from their previous school and should contact Culver School for registration information as soon as possible. A birth certificate must be made available upon registration. According to current law, if a birth certificate is not made available within 30 days, local law enforcement must be contacted. Proof of residency and a physical examination taken within the past year is also required for registration in the district. We will not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously. Families who plan to move out of Niles Elementary School District 71 should contact the school office as soon as possible, giving the expected departure date. On the final day of attendance, the parent/guardian will be given a transfer form. Student records will be released directly to the new school upon request. Copies of health records may be released directly to parents for presentation to the new school. For registration materials please visit our website at www.niles71.org.

HOMELESS STUDENTS

Homeless children may attend Niles Elementary School District 71 when they reside in the District's attendance area where they were last permanently housed or enrolled in school, or they are currently living within the District's attendance area. A 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. Further information regarding the educational rights of homeless students may be obtained by contacting the Homeless Student Liaison, Laura S. Guarraci, Director of Student Services.

TRANSPORTATION

AUTOMOBILE DROP-OFF/PICK-UP DIRECTIONS

If you choose to drive your child to/from school, it is important that you follow the drop-off and pick-up procedures. In the morning, you may drop-off your child/children in the East lot. In the afternoon, if you pick-up your child/children up you should use the East lot and follow traffic patterns. The East lot is for drop-off and pick-up. Please drive all the way around the front of the school and pull up directly behind the car in front of you. Please do not exit your car if you are in the drive thru lane. Once you have pulled up to the designated "Drop Off" area, then your student(s) should exit or enter the car. Please do not park in the East lot and have your child cross between the cars that are dropping-off or picking-up. If you would like to park and walk your child to the school, please park in the East parking spaces designated as visitor parking. (See Appendix B) Walk your child to the front entrance using care as cars will be moving in the drop-off lanes.

WALKING AND CROSSING DIRECTIONS

Children should always use sidewalks, cross at crosswalks where possible, and should avoid unsafe areas such as the forest preserves. If your child normally takes a bus to and/or from school and he/she will be walking or is being driven, please contact the front office and child's classroom teacher. Children who walk to school should obey all traffic and safety laws. Parents should determine and share with their children the exact route the child is expected to take to and from school. The Niles Police Department provides crossing guards at the following locations and times:

Oakton and Waukegan	Oakton and Civic Center Drive	Nordica and Howard
7:30-8:15 a.m.	7:30-8:15 a.m.	7:30-8:15 a.m.
2:45-3:30 p.m.	2:45-3:30 p.m.	2:45-3:30 p.m.

*Crossing guards will not be posted when after-school activities ending at 4:00 pm are scheduled. Please take this into consideration when you allow your child to walk home.

*Crossing guard times are subject to change based upon the needs of the children crossing.

*Students must cross at a crosswalk or where a crossing guard is posted.

MORNING ARRIVAL

Students entering the school grounds from Nordica Street should use the sidewalk. Once bike riders arrive on school grounds they are to walk their bikes on the sidewalk directly to the rack in the front of the school. Students riding skateboards to school must carry them on school grounds. Students not taking a bus to school must plan on arriving no earlier than 7:40 a.m. For the sake of safety, immediately upon arrival, students in grades K-8 are expected to report to the designated waiting areas and follow the directions of the morning supervisors. Students are not allowed to be in the playground nor in the field before school. The designated areas are as follows:

Bus students K-8	door #6	(South entrance)
Drop off or walking K-2	door #3	
Drop off or walking 3-5	door #2	(Northeast entrance)
Drop off or walking 6-8	door #13	(Northside of the building)
Preschool Drop off and pick up	door #3	

AFTERNOON DISMISSAL

Upon dismissal at 3:00 p.m., all students must leave the building promptly unless staying for a sanctioned activity. Students who walk should begin to walk home immediately unless supervised by a parent. Sidewalks are provided for your safety. Students are expected to use the sidewalks to avoid injury. Students are not allowed to linger on the playground or remain on school grounds unless supervised by a parent.

A supervisor will remain with the buses until all students have boarded, are seated and the buses have pulled away. Students must wear seatbelts while on the bus.

Students riding on the afternoon activity bus must be boarded and seated by 4:00 p.m.

Students participating in after school activities who do not ride the after school activity bus are expected to be picked up by a parent or designee by 4:00 p.m. on the East side of the school building, and off the school grounds by 4:00 p.m. if walking home.

BUS TIMES

The following buses are available for student transportation between home and school if you live on a designated route:

7:45 a.m. Arrival for K-8 students
3:05 p.m. Departure for K-8 students
4:00 p.m. Departure for K-8 students participating in after school activities ending at 4:00 p.m.
beginning two weeks after school begins.

Note: Transportation home for students who participate in after school activities which end later than 4:00 p.m. are the responsibility of the parents.

BUS ROUTES

Bus routes are published and distributed at the beginning of each school year. Bus routes are assigned based on students' addresses. Students are expected to use the school bus assigned to them, unless parents provide a written request for changes and these changes are approved as a permanent change by the building administrator. **Students will not be allowed to ride the bus home with their friend(s).**

Please arrange for alternate transportation for these purposes.

BUS RULES AND REGULATIONS FOR STUDENTS

A bus company has been contracted to transport children to and from the school. While all of these drivers have been trained in bus safety, they still need your cooperation. Please review the following rules with your children:

Buses will stop only at their assigned stops. Be at the bus stop on time. Drivers are not permitted to pick up and unload children anywhere but at the regular stops. As soon as you get on the bus, find your seat immediately, sit down and put on your seatbelt. Stay seated until the bus comes to a complete stop at your designated drop off point. Students should not change seats during bus travel. Talking quietly is permitted so as to not distract the bus driver. Improper language is not permitted on the bus. For your safety- **NEVER** put arms, legs, head, any other parts of your body, or anything else outside the window. No inappropriate physical contact is permitted on the bus (no hitting, pinching, scratching, kicking, etc.). When the bus arrives at school, children are to leave the bus in an orderly manner. Do not push or shove to get off the bus. No student will be permitted to change buses.

Any student not following the instructions noted above will be given a Review 360-Office Discipline Referral (ODR) by the school administrator. The following consequences may then be applied to students who do not follow the bus rules listed above.

BUS RULE CONSEQUENCES

Bus rule consequences will be handled on a case by case basis.

OPENING/CLOSING DAYS OF SCHOOL/IMPORTANT EVENTS

Wednesday, August 28	First full day of school grades 1-8
Wednesday, August 28	Kindergarten Information Night 5:30 pm
Wednesday, August 28	Preschool Information Night 6:30 pm
Thursday, August 29	Parent/Student-Kindergarten Orientation
Friday, August 30	First full day of Kindergarten and Preschool 8:00am-3:00pm

Wednesday, June 9

Last day of School, if emergency dates are not used

STUDENT NON-ATTENDANCE DAYS (x)

Monday and Tuesday, August 26 and 27

Monday, September 2

Monday, October 14

Monday, November 11

Tuesday, November 26

Wednesday, November 27

Thursday, November 28

Friday, November 29

Monday, January 20

Monday, February 17

Thursday, March 5

Friday, March 6

Friday, April 10

Monday, May 25

June 10, 11, 12, 15, 16

Teacher Institute Days

Labor Day

Columbus Day

Veterans' Day

Parent-Teacher Conferences

No School

Thanksgiving

No School

Martin Luther King Day

Presidents' Day

Parent Teacher Conferences

Teacher Institute

No School

Memorial Day

Emergency Snow Days

EARLY RELEASE DAYS FOR STUDENTS (11:30 A.M.)

Nine days of the school year students are released at 11:30 a.m. for teacher professional development

Non attendance Days for Blended Early Childhood/Preschool Students

Friday, September 27

Thursday, October 31

Monday, November 25

Friday, December 20

Friday, January 17

Friday, February 14

Friday, March 20

Thursday, April 24

Friday, May 22

PARENT TEACHER CONFERENCE DAYS

Tuesday, November 26

Thursday, March 5

MID-QUARTER DATES	QUARTER DATES	REPORT CARD DATES
9/27	8/28-10/31	11/08
12/13	11/01-1/24	1/31
2/21	1/27-04/03	4/09
5/08	4/06-6/08	6/09

SCHOOL DAY

Preschool	AM	8:30am-11:00am
	PM	12:00pm-2:30pm

Kindergarten– 8th 8:00 a.m. to 3:00 p.m.

RECESS

Students in grades Kindergarten through 8th grade participate in recess activities. Recess periods are supervised each day. Appropriate dress is expected. **A child well enough to attend school can participate in fresh air activities.** Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's issue, the time period during which the student is excused, and the specific kind of activity to be avoided. These requests must be in writing. **Please note that children will be outside in cold snowy weather; boots and snow pants are to be worn if students wish to play in the snow.**

LOCKERS

Students in Preschool and Kindergarten have open cubby lockers within their classrooms. Students in grades 1 through 4 have unlocked lockers in the halls. Students in grades 5 through 8 have lockers in the halls that are to be kept locked. Students in grades 1 through 5 may use their lockers as directed by their classroom teachers. Students in grades 6, 7 and 8 may use their lockers in the morning before their first class, before and after lunch, during passing periods and at the end of the school day.

EMERGENCY SCHOOL CLOSING

If it is necessary to close school because of severe weather or another emergency condition, you will receive information via ParentSquare. The information will also be given to the Emergency Closing Center and posted on our website.

FEES

EXPLANATION OF FEES

Registration fee	\$100.00 per student, \$300.00 Family maximum
Music Rental (Instrument owned by school)	\$25.55/ quarter per student
Technology fee	\$30.00
Heart Monitor with strap	\$15.00

Fees paid quarterly are due by the last day of each quarter. Students whose parents are unable to afford student fees may request a waiver of the fees. However, these students are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment. A parent/legal guardian of a student may submit applications for fee waivers. Application forms are available from the school office or found on the school website. Additional questions about Waiver of Student Fees can be directed to the Superintendent.

RETURNED CHECK FEE

A \$30.00 fee will be assessed for all checks returned for non-payment from the bank. Bank imposed fees for NSF (non – sufficient funds) will be the responsibility of the payer. Payment for returned checks must be made in cash, money order, or certified check. If fees are not paid, they may be referred to a collection agency.

HOT LUNCH PROGRAM

The district offers a hot lunch program to all students at a minimal cost. Students who bring their lunch may purchase milk and a la carte items. Costs are determined annually. Students are not permitted to go home for lunch. Free and reduced priced lunches are available to those students whose families qualify under federal guidelines. Additional information and applications are available in the superintendent's office or can be downloaded from the website.

Lunch will be served in the cafeteria beginning with the first full day of school. The price of a hot lunch is \$2.85. The menu will follow the dietary allowance requirements according to state and federal guidelines. Nutritional information for student lunches can be found on the school website. Students may purchase a la carte items. One carton (1/2 pint) of milk is included with each hot lunch. For children desiring to purchase extra milk, the cost is \$.35 cents per 1/2 pint carton. **Soda in bottles or cans is not permitted.** One feature of the school lunch is called Offer vs. Serve. The student may decline any two items on the menu for that day. The cost of the lunch does not change; it is still \$2.85. Monthly menus are posted on the district website.

BREAKFAST PROGRAM

Breakfast is served every school day from 7:40 a.m. to 8:00 a.m. Students may purchase breakfast for \$1.10.

INSURANCE

The district offers parents the opportunity to purchase an accident insurance policy for their children at a nominal fee. Information can be provided upon request.

MONEY AT SCHOOL

Students are discouraged from bringing large amounts of money, expensive equipment, or jewelry to school. Students are not allowed to buy or sell items to or from other students in school, or on the school grounds. The school cannot accept responsibility for loss or damage to any items brought to school. The preferred method of payment for school fees and purchases is checks or, if online, credit cards are accepted.

HEALTH AND SAFETY INFORMATION

GENERAL RULES FOR ALL ILLNESS AND REPORTING ABSENCES

Please observe your child carefully each day before sending him/her to school. Do not send him/her if he/she has any signs of illness or infection. For example, a temperature elevation above 100 degrees, a cold with symptoms that include the following: sore throat, earache, persistent coughing, red eyes, nausea and never if he/she has vomited during the night or upon rising. **Students must be fever free and vomit free for 24 hours before returning to school.**

If your child has been diagnosed with a chronic or communicable illness, please notify the school nurse so that an appropriate response plan can be developed. After an illness, a child should be kept home until fully recovered, has maintained a normal temperature without fever reducing medication for at least 24 hours, and can partake in all activities.

Excused Absences

A note from the physician indicating that the student may return to school is required following surgery or after recovering from any communicable disease, including strep throat. A physician's note may be requested by the administration after an absence. Physical Education activities are a vital part of your child's curriculum. A physician's note is required if your child is to be excused from any part of the Physical Education program.

Recess activities are an important part of each child's school day. Students will be excused from outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's problem, the time period during which the student is excused and the specific kind of activity to be avoided. **These requests must be in writing.**

If for any reason, your child is not in school, you are asked to contact and inform the school of your child's absence at 847-966-9280 ext. 5000. Please state the reason for the absence. This call is to be made before 8:15 a.m. if a child is absent and you have not contacted the school by 8:15 a.m., the school nurse is directed to contact you at home or, if necessary, at work. The school nurse may administer prescription or non-prescription medicines only if accompanied by written permission from the parent along with direction from the doctor. If either of these types of medication are brought to school, it must be in the

original prescription bottle and the bottle should be clearly labeled with the student's name, prescription number, time, amount of dosage and the duration of the prescription. All medication is to be given to the school nurse when it is brought into the school. Medication authorization forms should be obtained from the office prior to the administration of medication in school. All medications that have not been picked up upon the closing of school will be disposed of properly. Additional information concerning administering medicines to students can be found in Board Policy 7:270. Working together, we can keep your child healthy and safe.

The Illinois School Code allows students to self-administer both their asthma and allergy medication (allergy medication taken with an epinephrine auto-injector) at school. In order for students to be able to self-administer, written authorization from the parent/guardian and the physician/advanced practicing registered nurse must be on file in the office of the school nurse. The written authorization must include the name of the student and the medication that he/she will administer, the purpose of the medication, the prescribed dosage and the time when the medication is to be taken. The written authorization must be submitted by the parent/guardian every year before students will be allowed to self-administer their asthma and allergy medication. The required form may be picked up from the school nurse office or found on the website.

Every effort will be made to contact parents as soon as practical by the school nurse in case of illness or injury of a serious nature. If a parent cannot be reached the emergency number will be called. If a student is sent home due to illness or is absent on a given day from classes, he or she will not be allowed to return for special after school activities on that day. If a child comes to school late or leaves early due to illness, that child will be counted for ½ day absence.

CONTAGIOUS DISEASES

Parents are requested to call the school nurse immediately to report the diagnosis of a contagious disease. These include, but are not limited to, meningitis, hepatitis, chickenpox, scarlet fever, strep throat, fifth disease, H1N1, flu, impetigo, pink eye, and infectious mononucleosis. A doctor's release is necessary for children to be readmitted to school following hospitalization/ surgery, hepatitis, measles, mumps, rubella, chickenpox, pink eye and mono. A doctor's release will be required for other illnesses at the discretion of the school nurse following rules from the C.D.C. A child who exhibits acute respiratory infection, sore throat, ear ache, vomiting, or has an elevated temperature (over 100 degrees) will be sent home.

Students need to remain at home until he/she has been fever free for twenty four hours without medicine. If a child returns to school before the fever has expired for twenty four hours, he/she will be sent home. A child who has a strep culture should be kept home until the results are received. A child with a positive strep culture should be on antibiotics for a full 24 hours and have a physician note to return to school. Students with H1N1 influenza-like illness (fever with a cough or sore throat) should stay home and not attend school or go into the community except to seek medical care for at least 7 days even if symptoms resolve sooner.

HEAD LICE

When a student is determined to have lice infestation, the student's parent/guardian will be contacted. Information regarding lice treatment will be sent to the parent/guardian. Students are encouraged to avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp). Students should not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes. Students should not share combs, brushes, or towels.

MEDICAL RESTRICTION IN PHYSICAL EDUCATION AND RECESS

Students will be excused from physical education and/or outdoor recess subsequent to an illness upon written request of a parent. In excess of three days, a physician's statement is required as to the nature of the student's problem, the time period during which the student is to be excused and the specific kinds of activity to be avoided. These requests must be in writing. A doctor's note is needed to resume physical activity after hospitalization, surgery and bone injury.

PHYSICAL EXAMINATIONS

According to The School Code of Illinois, recent physical examinations are required for entrance into Preschool, Kindergarten and Sixth Grade. **In addition, any student new to Illinois Schools or any student trying out for an interscholastic team or cheerleading must have a separate athletic physical examination form on record with the school PRIOR to tryouts.** Children entering preschool, kindergarten or new to Illinois Schools must submit a recent physical examination, proof of up-to-date immunizations, proof of a vision exam and a blood lead test or screening dated no earlier than the first of the year in which their child is enrolled. The due date for required health immunizations is on or before October 15th. Parents must present health examinations and proof of immunizations on or before October 15th. Students who do not comply with this will be withheld from attending classes. Written proof of an appointment for a physical or immunization will be accepted. **Any student new to the district must show proof of a physical exam and up-to-date immunizations to be in compliance with State of Illinois requirements.**

Physical and Dental examination forms are available from the school nurse, school secretary, or on the website. The date of the physical examination with a doctor's signature and stamp must be recorded on the form.

IMMUNIZATIONS

Immunizations are an integral part of the physical examination. Upon entrance into school, each child must show proof of up-to-date immunizations as required in the Illinois School Code. The month, day and year of each immunization needs to be recorded by the physician.

In accordance with State of Illinois requirements, the following immunization will be required:

Oral Polio/PV: Three or more doses of IPV and/or OPV with the last dose qualifying as a booster and received on or after their fourth birthday.

DPT/DtaP or TD: Four or more doses of DPT/DtaP or TD with the last dose qualifying as a booster and received on or after their fourth birthday.

Tdap: Tdap vaccine should be given to children between ages 11 or 12; then have TD boosters every 10 years.

MEASLES, MUMPS, RUBELLA Vaccine (MMR): The first dose is given on or after the first birthday. A second dose of just the Measles Vaccine must be received before entering school. It can be given one month after the first dose.

The Hepatitis B series of three immunizations are required upon entrance into fifth grade: If the physical condition of a child is such that any one or more of the immunizing agents should not be administered, the examining physician responsible for the performance of the health examination shall note that fact on the physical examination form. If the series has not been completed, the physician should note when it will occur in order to ensure compliance with the law. Parents objecting to physical examinations and/or immunizations on religious grounds must submit a signed statement detailing the grounds for objection.

Chickenpox (Varicella): The State of Illinois has added the Chickenpox vaccine to the list of those required for entrance into Preschool and Kindergarten. The law is effective as of July 1, 2002. Children entering into any school-operated program for the first time at the Kindergarten level and below will be required to show proof of having received one dose of Chickenpox vaccine (varicella) on or after their first birthday. If your child has had the disease, then documentation from your physician will be required on the Physical Form for Kindergarten.

The Cook County Department of Public Health conducts immunization clinics each month in various areas of Cook County. For further information, contact the North District Office, phone number: 847-818-2860.

DENTAL REQUIREMENTS

According to the Illinois School Code, students in **Kindergarten, Second, and Sixth grade** of any public, private, or parochial school must have a dental examination. Students must present proof of having been examined by a dentist (within 18 months) before May 15th of the school year. If a child in the Second or Sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents

proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health shall establish by rule, provide a waiver for children who show an undue burden or a lack of access to a dentist.

PHYSICAL EXAMS FOR EXTRACURRICULAR ACTIVITIES

Students who plan to take part in extracurricular activities including Basketball, Track, Cross Country, Volleyball, and Soccer or Cheerleading must have had a physical exam within twelve months of participating in the activity. This includes try-outs for the activity. You are encouraged to make arrangements during the summer for these exams to avoid the rush once school begins.

VISION SCREENING

Vision screening services shall be provided annually for all Preschool children 3 years of age (or older) in any public or private educational program or licensed child-care facility, and all school age children who are in Kindergarten, Second and Eighth grades; in all special education classes; referred by teachers; and transfer students. Vision screening is recommended in grades 4, 6, 10 and 12. Such screening services shall be provided in all public, independent, private and parochial schools. In lieu of the screening services, required in subsection (a) of this Section, a completed and signed report form, indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed Optometrist has been administered within the previous 12 months is acceptable. The parent or legal guardian of a student may object to vision screening tests for their child on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the screening entity.

Individuals conducting vision screening tests shall give a child's parent or guardian written notification, before the vision screening is conducted, that states, "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Section 27-8.1 of the School Code)

EYE EXAMINATION

Illinois law requires that proof of eye examination by an optometrist or a physician who provides complete eye examinations be submitted to the school no later than October 15th of the year the child is first enrolled. The examination must be completed within one year prior to the child beginning school.

UNDESIGNATED MEDICATION

Culver School participates in the Undesignated Medications Program. The Health Department issued a standing order protocol for trained school personnel to use epinephrine injection, asthma medication, and/or naloxone in the setting of medical emergencies wherein a student, visitor, or staff person is experiencing a severe allergic/anaphylactic reaction, respiratory distress, and/or opioid overdose. The medications will be administered in appropriate circumstances.

As described in 105 ILCS 5/22-30, the school district, public school, charter school or nonpublic school and its employees and agents, are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of epinephrine, asthma medication, and opioid antagonists regardless of whether authorization was given by a pupil's parents or guardians or by a pupil's physician, physician assistant, or advanced practice registered nurse. Parents or guardians must indemnify and hold harmless the school district, public school, charter school, or nonpublic school and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of the administration of [asthma medication, an epinephrine injector, or an opioid antagonist] regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

PROGRAMS

INSTRUCTIONAL PROGRAMS

Niles Elementary School District 71 offers a broad educational program that has a primary focus on instruction in the basics. Academic work is presented within a framework of concern for the social, emotional, psychological and physical growth of each child. The purpose of classroom instruction is to provide students with strategies, skills and a commitment to learning that will prepare them for the demands of the future. Development of reading, writing and mathematics receives primary emphasis, while providing a balance of cultural experiences, fine arts and practical arts. Committees composed of teachers and administrators continuously evaluate the curriculum making recommendations to the Board of Education to ensure program quality. The district offers the following programs for all students in all grades:

Art
Science, Technology, Engineering, Art and Mathematics (STEAM)
General Music
Health and Safety
Language Arts
Mathematics
Physical Education
Reading
Science
Social Studies
Writing

The District offers the following programs at the grade levels indicated:

Orchestra (3-8)
Band (4-8)
Spanish (7-8)
Chorus (6-8)
Drama (6-8)

The District offers the following special services and programs:

English Learning Program
Library/Media Services/Study Skills
School Psychologist Services
Reading, Math and Behavioral Interventions
School Social Work Services
Special Education Services
School Speech Therapy Services
Title 1 Program
Enrichment Program

FIELD TRIPS

Parents are notified of all field trip locations, times, methods of transportation, etc. A permission slip, signed by the parent/guardian, is necessary for field trip participation. The administration may place a restriction upon a student's participation in an out-of-school activity when, in the staff's judgment, it is not in the best interest of the student to participate in the activity. All students attending field trips need to have an updated emergency form on file. Parents accompanying a class on a field trip must complete the necessary volunteer guidelines (see page 27). Parents are not allowed to bring younger siblings. If your child is kept home on the day of a field trip, unless he/she is sick, it will become an unexcused absence. All students who do not attend a field trip, whether they want to participate or not, are expected to come to school on the day of the trip. While they are here at school, they will be assigned class work to be completed throughout the day.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents or legal guardians of any student are invited to review instructional materials used in the schools. These materials include textbooks, teacher's manuals, technology based learning materials. Please call the Principal's office for an appointment if you wish to view any of these items.

TECHNOLOGY

Technology users are expected to follow the guidelines outlined in the District's Acceptable Use Policy. These guidelines include Internet use as well as Rules of Network Etiquette, social media guidelines, and copyright ethics when involving software utilizations. Any user who does not comply with the policy rules will receive remediation on technology use and possibly lose technology privileges for a period of time under the discretion of the administrative team. Repeated or severe infractions of the policies and guidelines may result in terminating of technology of privileges permanently. In addition, the student may also be subject to other appropriate disciplinary action.

IPADS

Since the 2014-15 school year students in grades K12 have been using iPads during the school day. The purpose is to provide current tools and resources to the 21st century learner. To maximize the students' full potential, prepare them for post-secondary education and the workplace.

- iPads use by students is subject to the Acceptable Use Policy. This policy, 6:235-E1, E2 can be found on the district website under Board Policies.

CHROMEBOOKS

Since the 2014-15 school year, students in grades 2-8 have been using Google Chromebooks during their school day. The purpose is to provide current tools and resources to the 21st century learner. To maximize the students' full potential, prepare them for post-secondary education and the workplace.

- Chromebook use by students is subject to the Acceptable Use Policy. This policy, 6:235-E1,E2 can be found on the district website under Board Policies.
- Students, whose parents pay a technology fee (\$30), will be allowed to take the Chromebook home.

COMPREHENSIVE HEALTH EDUCATION

Comprehensive Health Education has been mandated for all elementary and secondary schools in the State of Illinois as outlined in the "Critical Health Problems and Comprehensive Health Education Act." Health Education is integrated throughout the curriculum in Niles Elementary School District 71. Parents have the primary responsibility for instructing their children concerning human growth and development at home. The school attempts to supplement this information through a health education program that is age appropriate for each student. It is suggested that parents introduce the topic of human growth and development at home to help lay a foundation for the information your child will receive at school. Our program encourages students to ask questions at home, especially in areas of ideological differences. Ask your child to share what they are learning in school. Let them know that you are willing and available to answer questions or discuss problems with them.

SPECIAL EDUCATION SERVICES

In accordance with Article 14 of the Illinois School Code, Niles Elementary School District No. 71 seeks to provide a comprehensive program of special education for those exceptional children who have reached the age of 3.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office or by [clicking this link](#).

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact Laura Guarraci, Director of Student Services.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Section 1: PURPOSE

These procedures establish Niles Elementary School District No. 71’s (“District”) use of behavioral interventions for students with disabilities who require interventions in compliance with applicable laws.

Section 2: DEVELOPMENT AND REVIEW

The District developed these policies and procedures in compliance with applicable laws and regulations, as well as with Illinois State Board of Education guidance and with the advice of parents of students with disabilities and other parents, teachers, administrators, advocates for persons with disabilities, and individuals with knowledge or expertise in the development and implementation of behavioral interventions for persons with disabilities.

The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. This committee shall be involved in developing policy guidelines for student discipline, including the discipline of students with disabilities. The parent-teacher advisory committee shall review and provide input to the procedures developed by the Niles ESD 71. A copy of the complete set of guidelines is available for inspection and review from the Director of Student Services.

Section 3: USE OF BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A fundamental principle is that positive interventions, designed to develop and strengthen desirable student behaviors, should be used, whenever possible. Behavioral interventions for a student with disabilities will incorporate procedures and methods consistent with generally accepted practices in the field of behavioral intervention.

The District will use proactive strategies to the maximum extent possible. Proactive strategies are designed to promote and strengthen desirable, adaptive student behaviors while reducing identified target behaviors. Additionally, nonrestrictive interventions have a lower risk of negative side effects and place a high priority on behavioral modification and will also be preferred as appropriate.

While proactive strategies alone will not always succeed in managing extremely inappropriate behaviors, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution. The District has developed procedures that conform to the specifications of State law and the Illinois State Board of Education guidelines on the use of behavioral interventions for students with disabilities receiving special education and related services. The procedures will promote the use of positive behavioral interventions and include, but not be limited to, the following components:

- Designation of behavioral interventions by level of restrictiveness;
- Identification of a behavioral intervention consultant;

- Procedures for the development of behavioral management plans for students with disabilities having significant behavioral and/or emotional needs and for such students requiring restrictive interventions;
- Procedures for implementation and compliance with the Illinois State Board of Education documentation and reporting requirements;
- Provisions for parent/guardian involvement;
- Provisions for staff training and professional development;
- Provision for parent-teacher advisory committee input; and
- Establishment of an RTO oversight committee.

All students may receive behavioral interventions regardless of their status as a student with or without a disability. The District will properly document the need for and use of behavioral interventions in the process of developing individualized education plans for students with disabilities. A behavioral intervention plan for a student with disabilities may be developed when the IEP team determines that it is appropriate given student behavior, the impact on learning, and/or for any change in placement over 10 school days in one school year.

Behavioral interventions shall be used in consideration of a student's physical freedom and social interaction; shall be administered in a manner that respects human dignity and personal privacy; and shall ensure a student's right to placement in the least restrictive educational environment.

Appropriate, restrictive behavior interventions will be used pursuant to State law and the Illinois State Board of Education regulations. When used, restrictive behavioral interventions will be temporary and implemented consistent with these procedures and applicable laws.

The District will monitor the use of restrictive behavioral interventions through legally required documentation, consistent with Board Policy, and the Illinois State Board of Education regulations. The District will also monitor the use of emergency restrictive interventions through the legally required documentation and consistent with Board Policy and procedure including notice to the State Board of Education and parents/guardians. Whenever isolated time out, time out, or physical restraint is used, notice to the State Board of Education will include events leading up to the incident, what alternative measures that are less restrictive and intrusive were used prior to the use of isolated time out, time out, or physical restraint, why those measures were ineffective or deemed inappropriate, the type of restraint, isolated time out, or time out that was used, the length of time the student was in isolated time out or time out or was restrained, and the staff involved.

The District will implement behavior interventions for special education students in accordance with applicable laws and:

- Student IEPs and MTSS/RtI plans
- District policy and procedure
- The District's crisis intervention programming and training

Section 4: INTERVENTION STRATEGIES

Behavioral interventions can be categorized into four levels: 1) nonrestrictive; 2) restrictive; 3) emergency restrictive; and 4) prohibited. Behavioral interventions should be implemented beginning with the least restrictive option. Situations, however, may occur which warrant implementation of more restrictive measures without prior exhaustion of less restrictive measures.

Nonrestrictive Interventions

Nonrestrictive interventions are preferred because of the low risk of negative impact and the emphasis on positive behavior change. These interventions may be used without the development of a written behavior management plan as part of the student's IEP.

Examples of non-restrictive interventions include, but are not limited to:

- Continuous reinforcement
- Intermittent reinforcement
- Planned ignoring (extinction)
- Direct instruction
- Redirection (verbal or non-verbal)
- Peer or adult modeling
- Counseling/therapy
- Video modeling
- Lunch/advisory detention
- After-school detention
- Breaks
- Verbal redirection
- Proximity control
- Environmental modification
- Written contract
- Shaping
- Token economy
- Positive practice
- Closed study hall
- In-school suspension

Restrictive Interventions

Restrictive interventions may be used in cases of gross misconduct or disobedience or when less restrictive interventions have been attempted and failed, and the student's continued presence at school poses either a threat to school safety, a disruption to other students' learning, or substantially disrupts, impedes, or interferes with the operation of the school. More information on the District's procedures and policies with regard to these interventions can be found in Board Policies 7:190, *Student Behavior*; 7:200, *Suspension Procedures*; 7:210, *Expulsion Procedures*; and 7:220, *Bus Conduct*.

Examples of restrictive interventions may include, but are not limited to:

- Out-of-school suspension
- Bus suspension
- Expulsion (with special education and related services for students with disabilities)

Emergency Restrictive Interventions

The following emergency restrictive interventions are considered highly restrictive and deemed only appropriate when the student's behavior presents an imminent danger of serious physical harm to the student or others; where other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm; where there is no known medical contraindication to the student; and the school staff members applying the intervention have been trained in its safe application, as established by rule by the Illinois State Board of Education:

- **Isolated Time Out:** the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.
- **Time Out:** a behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with a trained adult for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.
- **Physical Restraint:** holding a student or otherwise restricting a student's movements, only through the use of specific, planned techniques. A physical restraint shall not impair a student's ability to

breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

Emergency restrictive interventions cannot be used for the following purposes:

- Discipline or punishment;
- Convenience for staff;
- Retaliation;
- A substitute for appropriate educational or behavioral support;
- A routine safety matter; or
- To prevent property damage.

The District utilizes emergency restrictive interventions pursuant to State law and regulations; including implementation of interventions, documentation, notice, meeting requirements, and staff training. For more information, please see 23 Illinois Administrative Code Sect. 1.285.

Prohibited Interventions

Prohibited interventions are either illegal or not acceptable and cannot be used under any circumstances. The following interventions are prohibited:

- Chemical restraint, as defined by State regulations
- Mechanical restraint, as defined by State regulations
- Corporal punishment
- Expulsion with cessation of services for students with disabilities
- Faradic skin shock
- Intentional infliction of bodily harm
- Physical manipulation of procedures that causes pain and/or tissue damage when used as an aversive procedure
- Coercion, threats, intimidation, and/or bullying of students
- Aversive mists
- Requiring the parent/guardian to medicate the student

Section 5: BEHAVIOR INTERVENTION PLANS

A student with behavioral needs may require a written behavior intervention plan. Any student may have a behavior plan, regardless of eligibility for special education.

Non-Disabled Students

The development of a behavior intervention plan is a team-based process and should be considered for students who benefit from behavioral supports. This plan may be developed in consultation with the general education teacher, school social worker, school psychologist, and other building or District professionals and/or the family.

- The plan must include a data collection procedure and follow all District RtI/MTSS procedures for drafting, as well as involving and communicating with the parent/guardian.
- A plan will be developed by a team, consisting of individuals with knowledge of the student.
- Progress data shall be periodically reviewed to determine the success of the interventions or need to revise.

- Consideration for a special education evaluation shall be given if it is suspected that the student has a disability that is contributing to the behaviors and interfering with learning.

Students Eligible for Special Education

A behavior intervention plan ("BIP") is developed by the IEP team for students with disabilities. The following factors may be considered regarding the appropriateness of a BIP: The behavior is:

- Related to the student's disability(ies), but not involuntary (e.g., drooling as a result of a stroke or seizure as a result of a seizure disorder);
- Impedes the student's learning or that of others;
- Severe and/or significant over a period of time; and
- Not responsive to less restrictive measures.

Prior to drafting a BIP, a functional behavior assessment (FBA) must be conducted. An FBA requires parent/guardian consent. Results of the FBA and any additional evaluation will be shared with parents and guardians three days prior to an IEP meeting to consider the results and draft a behavior intervention plan. The BIP will be included in the student's IEP. Parents/guardians of students with disabilities should be actively involved in the development of a behavior intervention plan. Such involvement includes, but is not limited to, participation in the design, implementation, and evaluation of interventions as part of the IEP team.

An FBA must be done if the manifestation determination team decides that the student's behavior is caused by his/her disability, or the student is removed from school for more than 10 school days in a row; or the student has been removed from school for more than 10 school days throughout the school year.

Section 6: DISTRIBUTION

The District will inform its students of the existence of its policies and procedures regarding students with disabilities and behavioral interventions annually.

The District will furnish a copy of its local policies and procedures to parents/guardians of all students with IEPs at the time of a student's initial drafting of an IEP. Additionally, at the student's annual IEP review, the District shall explain to parents/guardians the local policies and procedures, provide a copy of the local policies to parents and guardians, and make available, upon request of any parents and guardians, a copy of local procedures.

The State Board of Education maintains behavioral intervention guidelines and will provide them upon request. The Illinois State Board of Education can be contacted as follows:

100 N. 1st Street • Springfield, IL 62777 • Agency Call Center: (866) 262-6663 or (217) 782-4321
555 West Monroe Street, Suite 900 • Chicago, IL 60661 • Front Desk: (312) 814-2220

Section 7: DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the *Individuals With Disabilities Education Improvement Act* of 2004 and the Illinois State Board of Education's regulations when disciplining special education students (23 Illinois Administrative Code § 226.400). No special education student shall be subjected to suspension resulting in more than 10 cumulative days of suspension during any one school year or expulsion if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

HOME AND HOSPITAL INSTRUCTION

Parents of any student whose illness, in the opinion of a licensed medical examiner, will result in an absence of 10 or more consecutive school days or be absent on an ongoing intermittent basis may request

homebound or hospital instruction. The district will provide up to five hours per week of homebound tutoring for that child. Requests should be directed to the Director of Student Services.

ENRICHMENT EDUCATION PROGRAM

Niles Elementary School District 71 recognizes that each child possesses a unique combination of needs based upon their abilities and talents. We acknowledge our responsibility to provide differentiated instruction making it possible for each student to realize his or her full intellectual and social/emotional potential. Additionally, based on review of educational testing data, District 71 offers a literacy based Enrichment Program to identified students in grades 7-8.

NETWORK AND TELECOMMUNICATIONS

Access to networks (e.g., the internet) and telecommunications are available to students and staff. Use of these services is a privilege. Specific training, procedures, permissions and waivers have been established and must be followed. Failure to follow procedures may result in loss of this privilege.

EXPERIMENTS UPON OR DISSECTION OF ANIMALS

Students who have moral objections to dissecting or virtual dissection of animals may request a release from classroom attendance during times when such activities are taking place. Alternative instructional programs and classroom attendance shall be arranged by the classroom teacher with the Principal's approval.

INSTRUMENTAL MUSIC

Lessons on string instruments are offered to students from 3rd (beginning the second semester) through 8th grades. Students can learn to play the violin, viola, cello or string bass. Students also attend orchestra rehearsals according to their level: beginning orchestra, intermediate orchestra and concert orchestra. Lessons on band instruments are offered to students from 4th through 8th grades. Students can learn to play the flute, clarinet, saxophone, trumpet, oboe, trombone, baritone horn, tuba or drums. Students also attend band rehearsals according to their level: beginning band, intermediate band, concert band or jazz band.

FAMILY AND COMMUNITY INVOLVEMENT

Parents/guardians and other community members are encouraged to become involved in their schools. The district has an active PTA (Parent Teacher Association) which offers many opportunities for academic, cultural or social participation. The district schedules a range of parent education programming throughout the year. The district supports a strong partnership among the home, the school and the community.

VOLUNTEERING

School volunteering would include anyone that provides assistance at Culver and interacts with students. For example: Assisting in classrooms, office, library, cafeteria, helping with special events, volunteering for PTA events, and chaperoning for field trips. In order for you to offer your expertise to Culver students, according to Board policy, 625C, you would need to complete the following:

- Any spectator event does not require volunteer training. Spectators during school hours need to sign in at the front office.
- Volunteers for field trips and classroom activities (that do not exceed 40 hours per school year) need to attend the volunteer class once every five years. Additionally, volunteers need to provide a valid state ID or driver's license at the front office the day of volunteering.
- Volunteers who wish to supervise/volunteer during field trips, school events, and classroom activities (over 40 hours per year need) need to attend the volunteer class once every five years, and have a background check once. Additionally, parents need to present a valid state ID or driver's license at the front office the day of volunteering.

FEDERALLY FUNDED PROGRAMS

Niles Elementary School District 71 participates in the following federally funded programs:

- **Title I** – A federally funded program which supports students who are in Tier II and Tier III interventions.
- **Title II Professional Development Program** - A federally funded program that pays for professional development for teachers.
- **Title III** - A federally funded program that supports English Learners and their proficiency in meeting state academic standards.
- **Title IV**- A federally funded grant that helps provide for students with a well-rounded education, supports safe and healthy students, and supports the effective use of technology.

If you have questions regarding these programs please contact John Kosirog, Ed.D for more information.

PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C '1232h, requires Niles School District 71 to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one or more of the following eight areas (protected information surveys):

Political affiliations or beliefs of the student or student's parent:

Mental or psychological problems of the student or student's family;

Sexual behavior or attitudes

Illegal, anti-social, self-incriminating or demeaning behavior;

Critical appraisals of others with whom respondents have close family relationships;

Legally recognized privileged relationships, such as lawyers, doctors, or ministers.

Religious practices, affiliations, or beliefs of the student or parents;

Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (marketing surveys), and certain physical exams and screenings. A copy of the District's PPRA policy in full can be obtained from the District Administrative Office.

FEDERAL AND STATE POLICIES AND GUIDELINES

TITLE IX AND SECTION 504

Niles Elementary School District 71 commonly referred to, as Culver School which is located in the village of Niles, Illinois, hereby makes known that we will comply with all requirements of Title IX and Section 504 of the Rehabilitation Act. These provide that "no person in the United States shall, on the basis of sex or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Any person who believes himself/herself to be subjected by the Niles Elementary Schools to discrimination prohibited by Title IX or Section 504 may file a written complaint with the Title IX and Section 504 Grievance Officer, Amy Kruppe, Ed.D., Niles Elementary School District 71, Superintendent.

AMERICANS WITH DISABILITIES ACT

Niles Elementary School District 71 is pleased to comply with the Americans with Disabilities Act (ADA) which prohibits discrimination in the provision of services, programs, or facilities to individuals with disabilities. District 71 is working to better serve individuals with disabilities through facility accessibility and program inclusion. We welcome any comments or suggestions from individuals with disabilities or their representatives that would enable us to better plan and conduct District 71 services, programs or activities to allow effective participation of people with disabilities.

If you would like more information on ADA and integration opportunities, please contact the Superintendent's office. If you believe that you have been discriminated against in the provision of programs, facilities or services because of a disability, please contact John Kosirog, Ed.D., Niles Elementary School District 71 Superintendent.

We are also willing to provide reasonable accommodations or auxiliary aids to enable people with disabilities to participate effectively in any public meeting of the School District. Please allow us forty eight

(48) hours advance notice to arrange for accommodations. Individuals with T.D.D.'s can call 1-800-526-0844 and the Illinois Relay Center will transmit the message to the School District. Also, school district staff can call the Illinois Relay Center which will transmit the message to owners of T.D.D.'s.

SCHOOL VISITATION RIGHTS ACT

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. (Source: 820 ILCS 147/1 et seq.). For more information regarding this act please contact the main office.

SCHOOL DISTRICT BUDGET

The current year school district budget and other financial documents are posted on the district's internet web site: <http://www.niles71.org> as required by the school code.

LITERATURE/FLYER DISTRIBUTION

The building facilities operated by the Board of Education of Niles Elementary School District 71 are not public forums during school days and at other times when in use for purposes related to the educational mission of the District. It is the policy of Niles Elementary School District 71 to permit local school and park district groups and non-for-profit organizations related to educational and recreation for students to distribute materials consistent with the educational purposes and values espoused by District 71. Local school and park district programs may publicize community services; special events and activities for or of interest to school-aged children and which are available to them on a non-discriminatory basis, subject to reasonable time, place and manner restrictions. The school administration will not make copies but will post the documents on the website. Organizations will be required to prove their not-for-profit status. The school administration is authorized to issue procedures to implement this policy and to modify the procedures from time to time. Any violation of this policy will result in the collection/recall of all materials distributed.

SENATE BILL 100

Illinois State Senate Bill 100 (hereafter "SB 100"), signed into law on August 24, 2015 by Gov. Bruce Rauner, represents extensive reform of school discipline policies in public and charter schools throughout the state. Based on the new law, by September 15, 2016, school boards and governing bodies of charter schools will need to develop, review and implement discipline policies in accordance with the new law's requirements. SB 100 eliminates "zero-tolerance" policies and provides that the harshest forms of punishment may only be used for students who pose a threat to the school community or who substantially disrupt, impede or interfere with the learning environment. When passed into law, the bill was designated as Public Act 99-0456, and made changes to several sections of the School Code.

TEEN DATING VIOLENCE PROHIBITED

As described in School Board Policy 6.45, 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 in grades 6-12 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.

HOMEWORK, GRADING, REPORT CARDS, PROMOTION POLICY, TESTING & SCHOOL RECORDS

HOMEWORK

When addressing the issue of homework, we recognize the common goal of student progress and achievement. Research can be found that both supports and challenges the effectiveness of homework. Teachers are given academic freedom to make professional decisions about the necessity and frequency

of homework assignments. The freedom includes the amount of, grading of, and expectations for completion of assignments. The amount and type of homework assigned will vary according to student needs.

REPORT CARDS

Report cards are issued four times a year in grades 1-8 on the dates indicated on the school calendar. Kindergarten report cards are issued twice a year: at the end of the first semester and at the end of the school year. Preschool students do not receive report cards.

6-8 GRADING POLICY

The Grading Scale for the 5-8 Academic team is as follows:

89.5% - 100% A
79.5% - 89% B
69.5% - 79% C
59.5% - 69% D
Less than 59% F

Final grades for each quarter are weighted by the following criteria in grades 5-8:

5th Grade

Assessments: 60%
Homework/Classwork: 30%
Participation: 10%

6th Grade

Assessments: 65%
Homework/Classwork: 25%
Participation: 10%

7th Grade

Assessments: 70%
Homework/Classwork: 20%
Participation: 10%

8th Grade

Assessments: 75%
Homework/Classwork: 15%
Participation: 10%

- Students may be asked to correct and return assessments.
- Students who are absent the day before a scheduled test or on the day of a test, may take the test the day they return.
- Students who have long term absences (3 or more consecutive days) will make individual arrangements with their teachers.
- Students who believe they need additional assistance learning skills/concepts prior to a test should schedule a time before or after school to meet with the teacher.
- Circumstances may warrant individual arrangements. Parents are encouraged to contact the appropriate teacher in order to make these arrangements when extenuating circumstances arise.

PROMOTION POLICY GRADES K-5

Decisions made regarding promotion to the next grade level and/or summer program attendance are made collaboratively by the administration and teachers. Data considered when doing so include, but is not limited to, each child's developmental level, ability level, daily classroom performance, and local and standardized assessments. Final recommendations for retention and/or summer program attendance are made by the administration. A registration fee will be assessed to parent(s)/guardian(s) of students attending the summer program. The amount assessed is determined each school year.

PROMOTION POLICY GRADES 6-8

All 6-8 students are expected to earn a minimum of a 2.0 grade point average for the year. Students in grade 8 who have below a 2.0 grade point average may not be allowed to participate in the 8th grade graduation ceremony. Additionally, other high school transition activities may be withheld.

ACADEMIC RECOGNITION GRADES 6-8

At the end of each quarter, Red Honor Roll and White Honor Roll lists are posted. The method of evaluating students' grades for honor rolls is as follows:

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F = 0.00

To qualify for Red Honor Roll students must have a grade point average of 3.50 or higher. To qualify for White Honor Roll, a student must have a grade point average of 3.00 or higher. All subject areas are considered. If there is an F or D in any subject, the student is automatically disqualified from appearing on either the Red or White Honor Rolls.

DISTRICT TESTING PROGRAM

Student assessments include local district assessment, classroom assessment, testing required by the State of Illinois, testing required by Niles West High School for outgoing 8th graders.

DISTRICT LOCAL ANNUAL FORMAL ASSESSMENT

Grades 2 through 7: Measures of Academic Progress (MAP) in reading, and math
kindergarten through 8: Curriculum Based Measurements in Reading and Math

ASSESSMENT REQUIRED BY THE STATE OF ILLINOIS

Grades 3 through 8: Illinois Assessment of Readiness (IAR) in reading and math

Grades 5 and 8: Illinois Science Assessment (ISA)

Note: IAR may not be administered to students identified with severe cognitive abilities. This is an IEP team decision. If it is determined that the student will not take the IAR, the student will take an alternate assessment called the Dynamic Learning Maps (DLM), which follows the above mentioned grade level testing requirements for Illinois Standards.

Kindergarten through grade 8 Limited English Proficient students only: Assessing Comprehension and Communication in English State to State (ACCESS).

TESTING REQUIRED BY NILES WEST HIGH SCHOOL

Grade 8: PSAT, Math Placement Exam and Spanish Placement Exam

Parents receive information specific to each of these assessments prior to being administered to the students. Score reports are sent home to parents/guardians and/or are distributed and discussed during Parent/Teacher meetings at the High School.

STUDENT RECORDS – Rights and Privacy

Niles Elementary School District 71 has established policies ensuring that the rights of students and parents pertaining to student records are in compliance with federal and state laws. **The district maintains two types of student records:**

The student's permanent record consists of basic identifying information including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s), academic transcripts including grades, graduation date, grade level achieved, attendance record, accident reports and health records, record of release of permanent information in accordance with 105 ILCS 10/6 (c). In addition, it may contain information regarding honors and awards received, information concerning participation in school-sponsored activities or athletics, or offices held in school sponsored activities. The permanent record shall be kept for 60 years after a student has graduated, transferred, or permanently withdrawn from the school.

The student's temporary record consists of a record of release of temporary record information, scores received on state assessments, information regarding serious infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction, information under the Abused and Neglected Child Reporting Act (325 ICLS 5/8.6), and completed home language survey. In addition, it may contain information regarding family background information, test scores, psychological evaluations, special education files, teacher anecdotal information, disciplinary information. Temporary records are maintained

for not less than 5 years after the student has transferred, graduated, or otherwise withdrawn from the school.

Parents or legal guardians of students under age 18 have the right to inspect and copy student educational records (both permanent and temporary) at a nominal fee not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs. Any student age 14 or more also has the right to read and review his or her temporary and permanent educational records. Parent or student requests for review of the record must be made in writing to the school Principal. The Principal will then arrange an appointment for the review within two weeks of receiving the request.

School Board policy provides for the challenge of information on records by parents, guardians, or students 18 years or older. A request for an informal conference with the Principal to challenge the contents of a student record shall be made in writing. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a written request for a formal hearing should be submitted to the Superintendent. The Superintendent, as hearing officer, shall render a decision within 10 school days after the conclusion of the hearing.

Request for an appeal of the decision of the Superintendent shall be made in writing to the Superintendent of the Educational Service Region within 20 school days after the decision is transmitted.

Local, state and federal laws require that information on student records be held confidential. These same laws require that rules and procedures be established to maintain this privacy as well as to indicate all of those people who have had access to the child's records. In general, no personally identifiable records or files (or personal information from either) may be made available to individuals, agencies, or organizations without the written consent of parents, guardians, or students over 18 years. However, limited exceptions are made. The records are available to the following individuals or groups:

- To another school to which the student has transferred, provided that the parents are notified and receive an opportunity to inspect and challenge the information.
- Pursuant to a court order: the parents and student will be notified of the release of information.
- To an employee of the district or an employee or Official of the State Board of Education with a current or demonstrable educational or administrative interest. For research provided no student or parent can be identified from this information.
- In case of emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other person. Release of information other than to those specified above requires the prior specific, dated, written consent of the parent/guardian designating the person to whom such records may be released, reason for release, and specific records to be released.

The following is designated as directory information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and addresses, information on participation in school-sponsored activities and athletics, the student's major field of study, and period of attendance in the school. All such requests to not release directory information must be submitted in writing to the school office. In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other parent unless a court order indicates otherwise. Full and complete copies of the laws, rules and regulations on student records are on file with the Superintendent of the District.

Upon graduation or permanent withdrawal of a student (as defined in Article 14 of the School Code, 105 ILCS 5/14-1, et seq) and the Rules and Regulations to Govern the Administration and Operation of Special Education (23 Ill. Admin. Code 226, Subpart A), 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 to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records. However, these can and will be destroyed.

RULES AND DISCIPLINE

STUDENT BEHAVIOR

Board Policy 07:190

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, 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 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.

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 or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- e. 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.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance, or other substance that is prohibited by this policy.
- h. 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* as that term is defined in the **Weapons** section of this policy, or violating 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. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced 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); (c) it is used during the student's lunch period, or (d) 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 academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. 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.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened

individual because of his or her duties or employment status or status as a student inside the school.

20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

21. 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 positive interventions and supports, 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 psychological 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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school 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.

8. 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.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. 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.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners

Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of 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, Ill. State Police (ISP), 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 [licensed] 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, Assistant Building Principal, or Dean of Students 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 school days for safety reasons.

End of Board Policy 07:190

PBIS (Positive Behavioral Interventions and Support)

PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. In a Multi-Tiered System of Support (MTSS) model, PBIS applies a three tiered system of support and the problem solving process to build support. There are four elements to PBIS. These four elements focus on systems, data practices, and outcomes to support social competence and academic achievement: support decision making, support student behavior and support staff behavior.

Niles Elementary School District 71 utilizes the PBIS model to address positive behavioral supports.

Culver school has established three general expectations for our student body that are to be implemented across all areas of our school. These three expectations are: Be respectful, be responsible, and be safe. Such behavioral expectations are taught, modeled, and reinforced across all settings by all staff. Proper behavior to and from school, in school and on the school grounds, on school buses, at bus stop corners, and at school sponsored activities is expected of all Culver students.

BEHAVIORAL EXPECTATIONS

Students within this preschool through eighth grade building are expected to behave in a manner which reflects a positive attitude toward learning and a respect for the rights and property of others. High standards of behavior are an essential part of a productive learning environment. Acceptable behavior is that which does not interfere with: (a) a student's own learning: (b) the rights of other students to learn and (c) the rights and obligation of the teachers to instruct the class. Student behavior in all areas should not interfere with the rights of other students to move around the building in a comfortable, orderly, safe and secure atmosphere, free from the abuse of other students.

Appropriate consequences will be employed to encourage proper behavior and to discourage improper behavior. It is each student's responsibility to be motivated and organized toward academic success as well as to accept ownership of consequences for their behavior. We encourage parents to partner with us and reinforce these concepts at home (See Appendix C).

REVIEW 360 REPORT

The Culver staff is responsible for making sure that all students learn and work in a safe environment. Behavior that, in any way, is threatening to the safety of students and/or staff will not be tolerated and will result in a Review 360 report. Students receiving a Review 360 Report may be referred to the administration as Office Discipline Referrals. These behaviors include, but are not limited to the following:

- verbal, physical, written or drawn threats toward students or staff
- physical/verbal aggression
- gang representation
- weapons, items that can be used as a weapon, ammunition and weapon look-alikes
- drawings depicting violence
- electronic violation
- overt sexual behavior
- vandalism
- theft
- harassment/teasing/bullying
- racial slanders
- possession of, or use of illegal substances including tobacco, drugs and alcohol
- repeated or chronic minor or discretionary infractions on record

Parents will be notified via email every time a student receives a Review 360. Additionally, parents may be contacted/notified by administration whenever more than a student conference is required. Parents may be asked to come to school for a conference and/or to participate in his/her child's consequence. Parents will be held monetarily responsible for damages incurred to school property by their children. Parent support is imperative in order for the student to learn from his/her mistake. Consequences, which will be imposed by administration, include but are not limited to the following:

- deny the student a privilege
- assign the student to the time out room

- assign the student to a detention
- assign an in-school suspension
- assign an out-of-school suspension
- expel the student

CONSEQUENCES/DISCIPLINE

Inappropriate behavior may result in a consequence. Our effort is to have consequences that are consistent, clear, and fair. When needed, the staff member who is present when the inappropriate behavior occurs will intervene to stop the behavior. He/she will then determine the most appropriate action to take.

These actions include but are not limited to the following:

- complete a Review 360 report
- conference with the student about the inappropriate behavior
- deny the student a privilege
- assign the student a time-out within the classroom
- assign the student to a detention
- place the child on a home/school contract or behavior checklist
- refer the student to administration
- if the student is referred to the administration, the administrator will determine the most appropriate action to take after conferring with the staff member and student.

DETENTION PLAN GRADES 6-8

Parents/guardians are notified of a detention via the Review 360 report. Detentions are served on Monday and Wednesday afternoons 3:00-4:00 pm.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

During any school-sponsored education program or activity.

- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or the orderly operation of a school.
- Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; or
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.
- Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, 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.

Students are encouraged to immediately report bullying. A report may be made orally, in writing, or through the online bullying report form on the school website to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for council or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member.

ACADEMIC DISHONESTY

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

- First offense of cheating on a test or homework
 - Student Reflection (*Assignment and Assessment*)
 - Phone call to parent (*Assignment and Assessment*)
 - Opportunity to retake test/redo homework, with one letter grade drop penalty. (*Assignment and Assessment*)
 - Document as an in-class review 360 (*Assessment and Assignment*)
 - Monday or Wednesday afterschool detention (*Assessment*)
- Second offense of cheating on a test or homework (*Assessment and Assignment*)
 - Student Reflection
 - Phone call to parent - meeting request
 - Opportunity to retake test/redo homework, with two letter grade drop penalty.
 - Document as an in-class review 360 with a Monday or Wednesday afterschool detention and lunch/recess detention
- Third and subsequent offense (*Assessment and Assignment*)
 - Student Reflection
 - Meeting with child/parent
 - Score of zero on homework or test
 - Further disciplinary action as deemed appropriate by school administration

WELLNESS PROCESS AND CELEBRATIONS

As a part of our school wellness process, which minimizes exposure of allergens to students with food allergies, we will **no longer allow edible treats to be brought in for celebrations or classroom festivities (no donuts, cupcakes, chips, etc).** If you would like your student to celebrate with his/her fellow classmates, please consider stickers, pencils, a game to be played, etc.

CAFETERIA RULES

Eating lunch in the lunchroom is a privilege for Culver Students. As such, we expect students to cooperate with the following lunchroom rules of behavior:

Students are expected to act in a respectful and reasonable manner at all times.

Students are to be seated at a lunch table except when discarding garbage or purchasing food. Students are responsible for throwing out their own garbage and cleaning up accidental spills. Students are collectively responsible for the cleanup of their table. Anyone seated at a table may be asked to clean up what others, less courteous, may have left. Food or drinks are not to be taken out of the cafeteria. Inappropriate behavior may result in the loss of lunchroom/recess privileges, or detention for students in grades 6-8

PLAYGROUND/RECESS

Students in grades K-8 have outdoor recess periods each day except during severe weather. Therefore, the outdoor clothing that the students wear should be appropriate for the weather of the day. Determination of whether students will go out for recess will be made depending on the weather at that particular time. Any request for prolonged indoor recess must come from the student's physician. Students will go outside when it snows. Please provide your child with appropriate clothing that is snow and water repellant. Guidelines as to how the school determines outside recess can be found on the school's website.

RECESS RULES

Activities which include fighting, tackling, shoving, pushing, slamming, or any other dangerous actions are not allowed. Because snow throwing can cause injury, it is prohibited and suspension from school may result. Specific recess rules will be discussed with students at the beginning of the school year. They are as follows:

- Swings: only swing back and forth, no winding up allowed
- Teeter Totters; sit on seats only
- Roller Slide: no standing: slide down only, do not climb up
- Slides: slide down only, do not climb up
 - o Slide down only when the person before you reaches bottom of slide
 - o No stopping on the way down
- Towers/Posts/Tunnels: no climbing to the top or sitting on the top of towers, posts or tunnels
- Twirler: No more than 2 students at a time; no "flying" (only holding on with hands/ feet in air)
- No throwing wood chips or snow.
- Students need to get a teacher on duty to get any balls that go over the fence, through the gate, and/or into the parking lot or street.
- When the whistle is blown, students must cease play immediately and begin lining up.

All rules apply at all times- during school hours, before and after school hours, on weekdays and weekends.

No one is allowed on the playground before school. After school, parents must be present for students to be on the playground.

Students without parents must go home immediately upon dismissal and may return later with parental permission.

DRUGS (SMOKING, ALCOHOL)

Students who are smoking, vaping, using, or in possession of drugs on school grounds will serve an in-school suspension or expulsion. In as much as students are not permitted to smoke on school property, carrying cigarettes, matches, smokeless tobacco, or other smoking paraphernalia is unnecessary and inappropriate. Students carrying such items will be asked to surrender them and be subject to discipline in accordance with the district's student discipline policy.

GANGS AND GANG RELATED ACTIVITIES

The presence of, or student involvement in gangs or gang-related activities on school grounds while school is in session or at school related events, including the display of gang signs, symbols or paraphernalia, is

strictly prohibited. Any student who violates this policy shall be subject to in-school suspension or expulsion in accordance with the district's student discipline policy.

POSSESSION OF INAPPROPRIATE ITEMS

Students should not bring to school any items that are inappropriate or which could disrupt the school program. These include but are not limited to, such items as: toys, electronic games, radios, rubber bands, wallet chains, trading cards, perfume, tape recorders, matches, lighters, fireworks, yo-yo's, inappropriate reading and/or viewing materials. These items will be taken from the student and the parent will be notified. Parents are expected to personally pick up the confiscated items. Additional disciplinary action may be taken for possession of such inappropriate items if deemed necessary by a building administrator. School district personnel do not accept responsibility for any item taken from a student under the above circumstances.

WEAPONS ACT

Any student who is determined to have brought a weapon to school or any school sponsored activity, or any activity or event which bears a relationship to school, shall be expelled from school for a period of time not to exceed two years, but not less than one year. The Superintendent may modify the expulsion requirement for a student on a case-by-case basis, and the Superintendent's modification may be modified by the Board of Education. For purposes of this section, a weapon means possession, use, control, or transfer of any object such as a 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; or any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, bully clubs, or **look-alikes** of any weapon as defined in this section. The Niles Police Department will be notified of any weapon or explosive device possession violation.

SEARCH AND SEIZURE

School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all students' lockers) as means of protecting the health, safety, and/or welfare of the District, its employees and students, without notice to or consent of the student and/or parents and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

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

DUE PROCESS

Students shall be afforded due process for any case of in-school suspension. Prior to suspension, the administrator shall give the accused student: (1) an oral or written notice of the charges against them; (2) an explanation of the evidence supporting the charges if denied by the student; (3) an opportunity for the student to present their side of the story. Upon request of the parents or guardian, the School Board or a hearing officer appointed by it shall review the suspension. At the hearing review, the parents have the right to representation, a right to present evidence and cross-examination, or dispute the school district's evidence. If the Board appoints a hearing officer, he/she shall provide a written summary of the evidence heard at the meeting. The Board may take such action as it finds appropriate. As a general rule, students who are accused of a disciplinary infraction will have an opportunity to know the charges against them and to present their side of the story. Depending on the seriousness of the offenses, different procedures may be followed.

USE OF ISOLATED TIME OUT OR PHYSICAL RESTRAINT

Isolated time out and physical restraint will be used only to maintain a safe and orderly environment for learning and not as a form of punishment or means of disciplining a student. Isolated time out and physical

restraint will be used only to maintain a safe and orderly environment for learning and preserve the safety of students and others. Physical restraint is defined as holding a student or otherwise restricting his/her movements. Isolated time out is defined as a means of confinement of a student in a time-out room or other enclosure, whether within or outside the classroom, from which the student's progress is monitored. Isolated time-out and physical restraint will be applied at the discretion of staff and under the following circumstances:

Isolated time out may be used when a student demonstrated an inability or refusal to meet expectations for learning or behavior that disrupts the educational setting.

Physical restraint may be used when a student poses a physical risk to himself/herself or others in the school building, on school grounds, during any school activity or outing, or on a school bus.

Examples of situations when physical restraint may be used include when a student behaves in a way which could lead to self-injury, appears to be emotionally or physically out of control and at risk of harm, or engages in physically or verbally aggressive behavior which threatens the students' safety or that of others.

OTHER INFORMATIONAL ITEMS

ASBESTOS

The school district building was inspected for asbestos according to federal and state guidelines in 1988. Follow up inspections continue to be performed as required by law. The specific results of that inspection are found in the management plan. A copy of the plan is available for review in the District Office.

LAWN FERTILIZATION & PESTICIDE NOTIFICATION REGISTRY

In accordance with State laws, the district will provide notice of specific pesticide and/or herbicide use to any school staff, student, or parent who requires this notification. You can request to be placed on our Pesticide Notification list by contacting Ken Juris, Head of Maintenance, and providing your name, address and daytime phone number. The office will notify families in an Alert Now when fertilization of the lawn will take place.

AEROSOL CANS

Due to the adverse effect on our environment and the problems it causes to people with allergies and asthma, aerosol cans are not allowed.

TEXTBOOKS

The teacher in charge of each section issues textbooks. Students are expected to exercise care of the books that are issued to them. Since books are the property of the School District, students will be held responsible for any loss or damage.

CELL PHONES, SMART WATCHES, AND ELECTRONIC DEVICES

Cell phones, smart watches, and electronic devices must be turned off, kept out of sight and in an inconspicuous location such as a backpack, purse or locker during the school day and during school activities and events. They must be turned OFF and may not be used unless the building Administration or teacher grants permission. Failure to comply with these rules will result in confiscation of the electronic device. Parents are expected to personally pick up the confiscated item. School district personnel do not accept responsibility for any cell phones or other electronic devices taken from a student under the above circumstances.

Using a cellular telephone, smartphone, smart watch, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited.

OFF-CAMPUS BEHAVIOR NEXUS

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 may be subject to in-school disciplinary action due to the connection between home and the learning environment.

DRESS CODE

Students should dress in comfortable clothing that allows for movement with minimal adjustments.

Clothing which contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, age, disability, gender, or sexual orientation is prohibited.

Students are forbidden to wear clothes (including accessories) that advertise

- Drugs
- *Hateful language*
- Violence
- Alcohol
- Inappropriate images/language

Clothing guidelines for students:

- Clothing must have material in the front, back, and sides.
- The top must meet or overlap the top of the bottoms.
- Undergarments need to be covered.
- Hats and hoods are prohibited in the building. Students cannot wear hoods up in the building.

Headphones should only be used for instructional purposes.

Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

LOST AND FOUND

There is a lost and found area where items are deposited daily. Money, jewelry and other valuables should be brought to the school office. Parents are urged to mark all personal items (clothing, purses, lunch boxes/bags) with their child's name so that found items can be returned to their owners. Parents are also urged to check the lost and found periodically. Articles which are found around school or on the bus should be turned into the office. Lost and found is emptied at the end of each quarter and items will be donated to charity.

POSTERS

All signs, posters, etc. must have approval by the building Administration.

SCHOOL TELEPHONE

The school telephone is for school business. Students or Teachers may not be called from classes to answer the phone unless the call is due to an extreme emergency.

CO-CURRICULAR AND SPECIAL EVENTS

EXTRACURRICULAR ACTIVITIES

A number of extracurricular activities are available to Culver students. Refer to the school website at www.niles71.org for a list of activities.

EXTRACURRICULAR ACTIVITY PARTICIPATION AGREEMENT

This agreement is subject to change.

Culver School promotes the development of a well-rounded student. Culver's eligibility agreement has been created to allow students opportunities for participation within non-academic oriented activities while recognizing that Culver is first and foremost an academic institution. Academics are a student's first priority. Therefore, students are required to meet the requirements listed below in order to participate in any extracurricular activities that take away from the time needed to successfully complete academic responsibilities outside school hours (completing homework and/or major projects, studying for tests, etc.). The criteria used to determine the significance of time is any activity that requires more than one hour of participation per week. Extracurricular activities that require more than one hour of participation per week include Student Council, Basketball, Cheerleading, Volleyball, Soccer, Chorus, Track, Science Olympiad and the School Play. Sponsors, Coaches, Teachers, and Administration will work together to continually monitor the performance of all participants to see that each participant meets the requirements listed below.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

TRYOUTS

Students must have all necessary document forms filled out and signed by their parents to join/try-out for the activity. Depending on the activity, the student will need to have a sports physical on file. Additionally, students must have a 2.0 cumulative GPA in order to tryout.

ACADEMIC REQUIREMENTS

- Students must maintain a cumulative 2.0 GPA for the duration of the activity
- Each student's academic status will be determined on the Friday (or Thursday in the event there is no school on Friday) of each week
- If a student does not meet the academic requirements, he/she will be placed on probation for the following week
- Students on probation may fully participate in the activity
- Students may be placed on probation two times for the duration of the activity
- If a student does not meet the academic requirements by the end of the second probation period, he/she will be removed from the activity

ACADEMIC REQUIREMENTS FOR STUDENT COUNCIL

Student Council will adhere to the same academic guidelines, but restart at the beginning of each quarter. Example: An officer/member is removed from Student Council for academic ineligibility. The officer/member may return to the activity if they present an academic "clearance sheet" at the beginning of the new quarter.

BEHAVIORAL REQUIREMENTS

- Students are expected to behave appropriately at all times
- Students who received a Review360 that merits a Monday or Wednesday afterschool detention will not be allowed to participate in an activity for two days. (The day they receive the detention and the following school day.)

- Students who receive a total of three detentions during the duration of the activity may be removed from the activity
- Students who receive an administrative behavioral referral may become ineligible or removed from an activity as determined by administration
- Students who receive an in-school suspension will be ineligible for two weeks or removed from an activity as determined by administration
- Students receiving two or more suspensions during the activity will be removed from the activity
- There will be no eligibility status changes on three day weeks and the 1st week of each quarter. Recognizing that it is difficult for a student to bring up a grade in a three day period, the probation period will be extended during the weeks there are two days of no school attendance. A student's eligibility status will remain status quo during those weeks
- The administration may establish or change guidelines, as appropriate, in lieu of and/or in addition to those listed above

CULVER SCHOOL ACTIVITIES

ART CLUB 5-8

Students in grades five through eight have the opportunity to work on various styles of art. This club will focus on different styles of art on a quarterly basis

BAND/ORCHESTRA

The Concert Orchestra, Concert Band and Intermediate Band rehearse twice a week for 40 minutes before school. The Jazz Band meets once a week. All instrumental music students attend a small group lesson once a week on a rotating schedule so that they do not miss any one subject consistently. Students have the opportunity to perform at school concerts and also take part in local and regional competitions on an individual, small ensemble, and large ensemble basis. In striving to achieve a uniform look for our group, concert attire is as follows: Red polo shirts, black bottom attire, and black shoes.

***BASKETBALL GRADES 6-8**

Culver offers interscholastic basketball to boys and girls at sixth, seventh and eighth grade levels. Junior Varsity (7th grade) basketball is primarily viewed as instructional. The girls' season runs from late October to late December/early January, and the Boys' season runs from mid-January to late March. Following tryouts, a maximum of fifteen players are chosen for each team. Seventh and eighth grade teams practice every day after school. Sixth grade practices twice per week. Sixth grade teams play a potential five game schedule, seventh grade teams play an eight-game schedule and the eighth grade teams play a ten-game schedule and participate in a tournament.

BATTLE OF THE BOOKS GRADES 4-6

Battle of the Books is a competitive, extracurricular reading enrichment program. Practices and meets are scheduled once a week from September through December. Sponsored by the Niles-Maine District Library, teams from Niles Schools are represented and compete against one another. In preparation for these meets, participating students read books from the required list and then study and practice questions and answers about the books. Practices are one day a week after school from 3:00-4:00 pm.

***CHEERLEADING GRADES 7-8**

Boys and girls are invited to participate in cheerleading tryouts. Cheerleaders cheer for the Boys' Varsity Basketball Team.

Cheerleaders may also have the opportunity to take part in The Little Nine Conference Cheer Competition.

CHORAL PROGRAM GRADES 6-8

The Culver Chorus is a volunteer organization comprised of girls and boys in grades six through eight. There are no auditions, just a lot of fun and singing. In striving to achieve a uniform look for our group, concert attire is as follows: Red polo shirts and black skirts/slacks and black shoes. Chorus rehearsals take place one morning per week from 7:15 -8:00 a.m., during the second half of the school year.

CULVER CARES CLUB 5-8

Students in grades 5-8 have the opportunity to provide support and service to Culver, and the Niles community. In conjunction with faculty, students are involved in projects that assist Faculty, Staff, Administration, PTA and the Niles Community.

DANCE CLUB 5-8

Students in grades 5-8 have the opportunity to learn different styles of dance. This club meets once a week for a total of 8-10 weeks on a quarterly basis.

*ROBOTICS

This extracurricular program allows for students to explore the branch of engineering and science that includes mechanical engineering, electronic engineering, information engineering, computer science, and others.

*SCHOOL PLAY GRADES 6-8

This extracurricular activity begins in March and culminates with a performance later in the spring. Students in grades 6-8 may audition for the cast or choose to be a member of the stage crew. The crew helps to make the set, lighting, work the curtain, secure costumes, create programs and advertisements, and other aspects of the play. Rehearsals will be held every day after school. There is a dress rehearsal for the school, and an evening performance for the general public, free of charge. Students learn the basic techniques of performing. Included are acting and character development, improvisation, and scene development.

*SOCCER GRADES 6-8

Culver offers an interscholastic soccer to boys and girls in sixth through eighth grade. The boys' season runs from late-August to mid-October and the girls' season is from mid-March to mid-May. Following tryouts, a maximum of 18 players are chosen for each team. Teams practice every day after school. The teams play a ten game schedule and compete against the other feeder schools in Niles Township.

SPELLING BEE GRADES 4-8

The purpose of the Scripps Howard Spelling Bee is to provide students with an opportunity to learn challenging spelling words and compete at the building, regional and national levels, as applicable. Students compete within homerooms. Three winners are named and represent their homerooms in a school-wide competition. A winner and runner-up are named. The winner represents Culver in the Chicago-Area Regional Bee and the alternate is available in case the winner is unable to compete. Scripps Howard provides practice and competition words. There are no scheduled practice sessions after school.

*STUDENT COUNCIL GRADES 6-8

Student Council is an organized group of students that meets regularly, sharing and creating ideas for school activities. Student Council Representatives are elected in grades 6 through 8. Student Council seeks to achieve learning, involvement, service, citizenship, leadership, scholarship, achievement, self-growth, and fun.

*TRACK AND FIELD GRADES 6-8

The Girls' and Boys' Interscholastic Track season runs from May to June. Students may participate on the track team to improve their skills and/or participate in the meets. The team practices every day after school.

*VOLLEYBALL GRADES 6-8

Culver offers an interscholastic volleyball team to boys and girls at the sixth through eighth grade levels. The girls' season runs from late August to mid-October and boys' season is from mid-March to mid-May. Following tryouts, a maximum of fifteen players are chosen for each team. Teams practice every day after

school. The teams play a ten game schedule and compete against the other feeder school in Niles Township.

YEARBOOK

Students have the opportunity to be part of the yearbook staff. In conjunction with a faculty member, students are involved in chronicling the school year. Students may apply their talents in the following areas: photography layout, distribution, and publicity of the yearbook.

*Participants of these activities must meet the Culver School Eligibility Requirements for Extracurricular Activities.

CULVER AWARDS

ACADEMIC EXCELLENCE GRADES 6-8

Each year, students who achieve Red Honor Roll status for the first three quarters, will receive an Academic Excellence Plaque (Average of 3.5 GPA > 4.0). Students who receive the Achievement and Scholarship Award will not receive the Academic Excellence Award.

BAND AND ORCHESTRA GRADES 3-8

Certificates are awarded to students for participation.

CULVER CHARACTER AWARD GRADES 4-7

One student from each class in grades 4 through 6 and two students from grade 7 are selected by teachers and will receive a certificate. Each recipient will demonstrate the following qualities:

- Is courteous and thoughtful
- Shows enthusiasm for the school community
- Respects school rules
- Is honest
- Exhibits self-reliance
- Shows respect, cooperation and courtesy with staff and peers
- Demonstrates individual improvement
- Participates in school activities

CULVER CARES AWARD GRADES 5-8

This award is presented to a student in grades 5-8 who embodies the following characteristics:

- Cares for self, others, and our school community
- Demonstrates acts of kindness - both big and small
- Makes positive choices and encourages others to make positive choices, as well

CULVER ELITE PHYSICAL FITNESS AWARD GRADES 5-8

Five national standardized fitness tests are given to Culver students in their Physical Education classes. Skills being measured in strength, flexibility and endurance. The Presidential Fitness Award is given to those students reaching the 85th percentile or above on all five fitness tests.

EL AWARD GRADES 4-8

A certificate is presented to one student per grade level who:

- Shows exceptional progress in the acquisition of English in the areas of speaking, reading, and writing
- Demonstrates consistent effort and achievement in daily work
- Exhibits a positive attitude in class

FOREIGN LANGUAGE GRADES 7-8

The Foreign Language Award is a certificate and a pin. These are presented to two students in grades 7 and 8 Spanish class who meet the following criteria:

- Achieve a grade of “A” for three quarters
- Display excellence in quality work
- Speak the language with a high degree of fluency
- Participate positively in class
- Exhibit leadership qualities

LANGUAGE ARTS GRADES 4-8

The Language Arts certificate and pin are awarded to two students per grade level who meet the following criteria:

- Achieve a grade of “A” for three quarters
- Demonstrate an effort to excel
- Display excellent writing skills
- Participate positively in class

MATHEMATICS GRADES 4-8

The Mathematics certificate and pin are presented to two students at each grade level who:

- Achieve a grade of “A” for each of the first three quarters
- Display an effort to excel
- Produce quality work on a consistent basis
- Exhibit positive leadership qualities

PHYSICAL EDUCATION AWARDS GRADES 4-8

Students who meet the following criteria receive a certificate and a pin.

- Achieve an “A” for three quarters
- Exhibit leadership qualities
- Is regularly prepared for class
- Cooperates and displays a positive attitude in class
- Demonstrates consistent quality in performance

SCHOLAR ATHLETE AWARD 6-8

The Scholar Athlete award is presented to two students from each grade level in grades 6, 7 and 8 who have participated in at least two sports and maintained a minimum grade point average of 3.5 for the first three quarters. These students have been selected by their coaches for demonstrating leadership, hard work, team commitment, skill, sportsmanship and positive attitude inside and outside the sport.

SCIENCE GRADES 4-8

Two students at each grade level earn the Science Award certificate and pin by meeting the following criteria:

- Achieve a grade of “A” for each of the first three quarters
- Demonstrate an effort to excel
- Produce quality work on a consistent basis
- Exhibit positive leadership qualities

SOCIAL STUDIES GRADES 4-8

The Social Studies certificate and pin are awarded to two students in each grade who meet the following criteria:

- Achieve an “A” for each of the first three quarters
- Demonstrate effort on a consistent basis
- Display excellence in quality of work
- Exhibit leadership qualities and participate positively in class

SPELLING BEE GRADES 4-8

A certificate and pin is presented to the winner and the runner-up of the Scripps Howard Spelling Bee held in January.

PTA PURSUIT OF EXCELLENCE AWARDS

ACHIEVEMENT AND SCHOLARSHIP GRADES 4-8

The Pursuit of Excellence Award in Achievement and Scholarship is presented to the student in each grade level who has achieved the highest grade point average in his/her class.

STEAM GRADES 6-8

The Pursuit of Excellence Award in STEAM is given to the student in each grade level who demonstrates initiative and who excels in the application of technology.

ART GRADES 4-8

The Pursuit of Excellence Award in Art is given to the student in each grade level who:

- Exhibits exceptional talent and effort
- Shows outstanding creativity
- Has mastered the understanding and production of art
- Shows interest in pursuing and developing artistic excellence

GENERAL MUSIC GRADES 4-8

The Pursuit of Excellence Award in General Music is given to the student in each grade level who:

- Demonstrates musical achievement in vocal or instrumental performance or composition
- Exhibits creativity
- Shows improvement
- Serves as a positive role model
- Demonstrates an enthusiasm for learning

SCHOLASTIC IMPROVEMENT GRADES 4-7

The Pursuit of Excellence in Scholastic Improvement is given to the student in each grade level who has achieved the greatest improvement in grade point average from the first quarter through the third quarter of the school year. Recipients must have earned all passing grades for the third quarter.

Note: In addition to the awards listed in this book, individual classroom teachers present certificates to students for various accomplishments. Students are recognized, on an individual basis, at various points throughout the year. These tailor-made acknowledgements are developed by individual teachers and/or teaching teams.

AWARDS FOR PARTICIPATION

BATTLE OF THE BOOKS GRADES 4-6

Students receive a certificate of participation. They are also recognized at a program at the Niles Public Library at the end of the season.

CHORAL PROGRAM GRADES 6-8

All Members of Chorus receive a certificate of participation. Special recognition is awarded to members serving as accompanists.

DRAMA AWARD GRADES 6-8

Each student who participates in the school play, either as a cast member or crew member, receives a Drama certificate.

SPORTS

The effort of team members and managers are recognized for participation in the following activities:

- Basketball
- Cheerleading
- Track
- Cross Country
- Soccer
- Volleyball

STUDENT COUNCIL

Students who participate throughout the school year as a Student Council Officer, Representative or Alternate will receive a Student Council award. Officers will receive a pin; representatives and alternates will receive a certificate.

YEARBOOK GRADES 7-8

Certificates are given to the yearbook staff.

EIGHTH GRADE AWARDS

Each of the following awards is presented at the eighth grade graduation ceremony.

CLARENCE E. CULVER MEMORIAL ART AWARD

The student who receives this award must have been enrolled in the district at least during the seventh and eighth grades and must excel in various forms of art media.

ERIN GODOY MEMORIAL AWARD

The Erin Godoy Memorial Award is given to the student who values the process of learning and shows grit when challenges arise. This student is courteous and thoughtful and has a positive impact on all members of the school community. They participate in multiple extracurricular activities throughout their eighth-grade year and are the ultimate example of a team player, lending a helping hand whenever needed.

GRADUATION CEREMONY SPEAKERS

Four students are selected by their eighth grade teachers to play key roles in the graduation ceremony. The following selection process is used:

- Names of each student who has achieved a cumulative grade point average of 3.5-4.0 for the year are compiled.
- Each student is then assessed by his/her teachers in the categories of effort, positive participation, and citizenship.
- Students who receive the top four scores are selected as speakers at graduation.
- The keynote address, based on the class theme, is delivered by the student who earns the highest # of accumulated points.
- The student with the second highest number of accumulated points gives the traditional "Welcome" speech.
- The Pledge of Allegiance is led by the student with the third highest number of accumulated points.

-The class gift is presented to the superintendent by the student who earns the fourth highest number of accumulated points.

*The above four students are awarded an “**Outstanding Graduate**” award..

ROBERT K. SALL MEMORIAL BAND STUDENT OF THE YEAR AWARD

The Robert K. Sall Memorial Award is awarded to one student for outstanding achievement in band.

BAND AND ORCHESTRA STUDENT OF THE YEAR AWARD

These awards are presented to one 8th grade student from the band and one 8th grade student from the orchestra. If two students are equally deserving of the award from either band or orchestra, then both receive award. These awards are based on musicianship, attitude, cooperation, leadership, dedication, amount of practice time, and playing in groups other than concert band and concert orchestra.

GREG ANDERSON MEMORIAL AWARD

This award is given to the 8th grade student who has accumulated the most award points during his or her years in the concert band. Award points are earned by participating in the concerts and contests, playing in jazz band and helping in intermediate band or orchestra. *The recipients of these three music awards are also announced at Awards Day.

THOMAS P. BACK MATH AWARD

This award is presented to the 8th grade student who has accumulated the most points throughout the year on various math contests and who has the highest grade point average throughout the first three quarters. The award is an engraved plaque presented in honor of Mr. Thomas Back, former Math and Science teacher.

THOMAS P. BACK SCIENCE AWARD

This award is presented to the eighth grader who has accumulated the most points throughout the year. Points are awarded for each quarter grade for the first three quarters and for achievement on the final science project.

BRIAN BYRNE SPIRIT OF CULVER AWARD

The Brian Byrne Spirit of Culver Award is given to the student who enthusiastically displays the true meaning of spirit. This student is passionate about bringing joy to others, is honest, sincere and values the simple things in life. He or she finds the best in everyone; remains cheerful in tough times and looks for the rainbows of life on a daily basis. *The recipient of this award is also announced on Awards Day.

Each of the following awards is presented at the Awards Assembly.

PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE AND PRESIDENT’S AWARD FOR EDUCATIONAL IMPROVEMENT

President’s Educational Excellence Awards Program:

The President’s Educational Excellence Awards Program, established by the U.S. Department of Education recognizes and honors outstanding educational achievement. As the Nation strives to achieve eight National Educational Goals, and to provide a world-class education for every child, schools need to encourage all students to aspire to the highest educational standards. The President’s Education Awards Program rewards students for their academic effort and success.

SELECTION CRITERIA FOR THE PRESIDENT’S AWARD FOR EDUCATIONAL EXCELLENCE

To be eligible for the President’s Award for Educational Excellence, students at each awards level must meet the requirements in Category A and either 1 or 2 of Category B.

Category A: Grade Point Average: Students are to earn a grade point average of 90 to 100 point scale (an A- on a letter scale or 3.5 on a 4.0 scale).

Category B: In addition to grade point average, schools are to include one or more of the following two criteria to determine their selected students: Standardized Achievement Tests: Achieve in the 85th percentile or higher in math or reading or recommendation from a Teacher plus one other Staff Member: One recommendation is to reflect outstanding achievement in one or more areas such as English, Mathematics, Science, Civics and Government Economics, History, Geography, Arts, Foreign Language, and any other course that reflects a school's core curriculum. The second recommendation from a school staff member may include: Involvement in community service; or extracurricular activities including tutoring other students and/or demonstration of creativity and achievement (visual and performing arts).

SELECTION CRITERIA FOR THE PRESIDENT'S AWARD FOR EDUCATIONAL IMPROVEMENT

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects, but they do not meet the criteria for the President's Award for Educational Excellence.

The following criteria:

- Students' who show tremendous growth and improvement but do not meet the criteria for the President's Award for Educational Excellence.
- Unusual commitment to learning and improving in academics despite various obstacles.
- Students with excellent school records who do not meet each criterion for the President's Award for Educational Excellence

CHANGES IN RULES

Errors in the publication of these rules and regulations will be brought to the attention of the students.

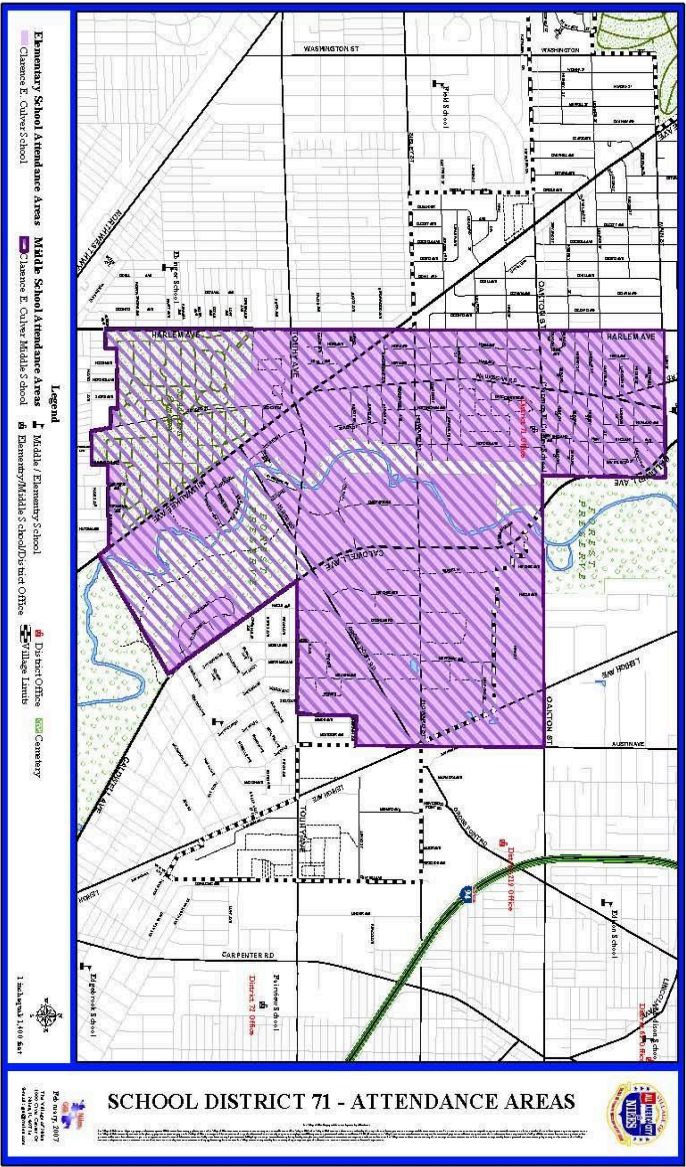
These rules and regulations can be changed at any time without written notice as a result in changes in the law, modifications in Board Policies or new administrative decisions.

PUBLICATION/DISSEMINATION OF POLICY

The Administration must make provisions for all parents/guardians to receive a copy of the Board of Education policies on discipline as well as the building rules and regulations within 15 days of the opening of the school year. Please be sure to take time to carefully review these policies with your child(ren). Any student enrolling after the opening of school will receive this information at the time of enrollment.

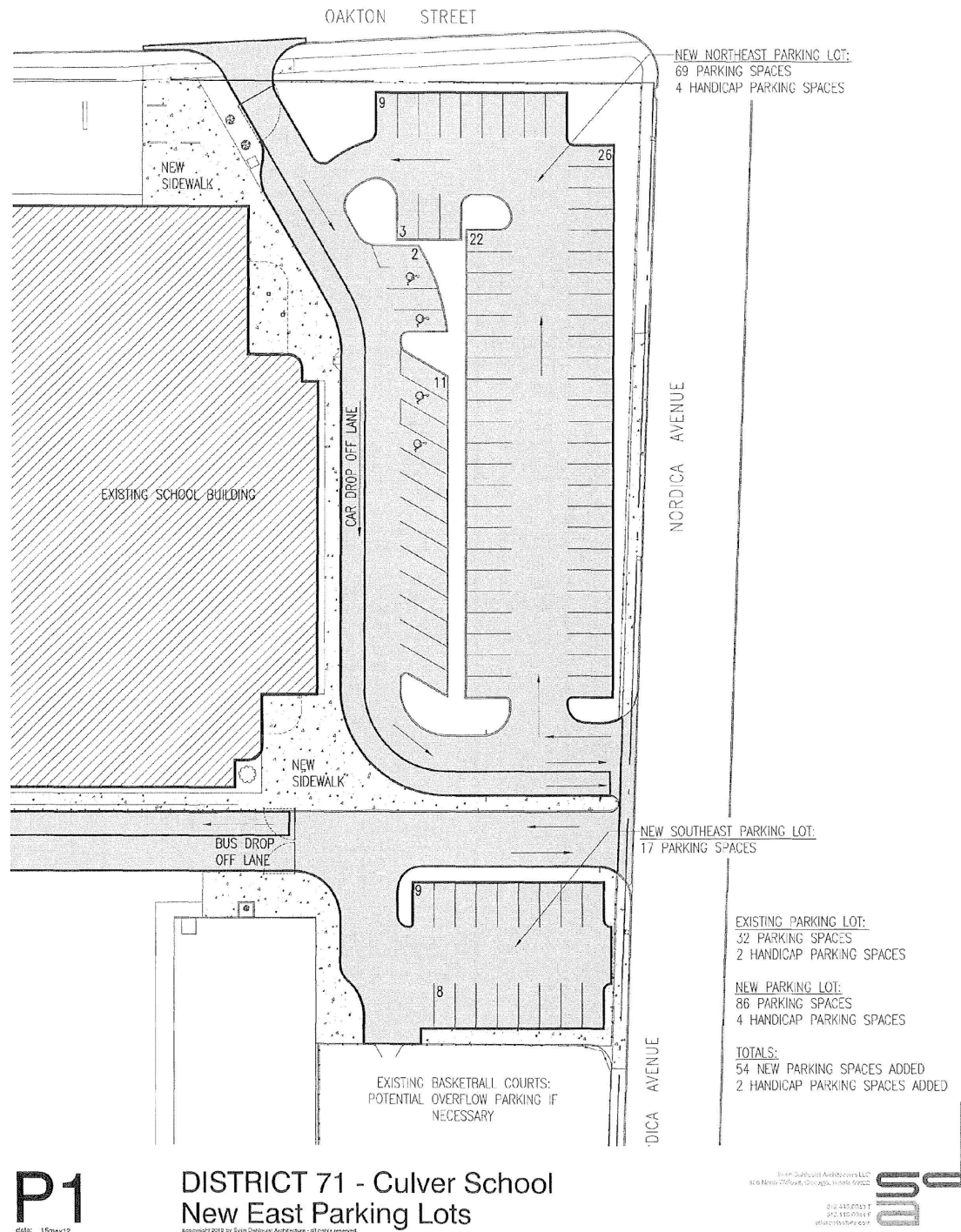
APPENDIX A

Appendix A



APPENDIX B

Parking Lot



Appendix C

Culver School-Wide Behavior Matrix

	Classroom	Bathrooms	Hallways/ Stairways	Arrival/ Dismissal	Cafeteria	Bus	Playground	Indoor Recess	Assembly	Locker Rooms (Grades 5-8)
Be Respectful	Use teacher directed voice level Use appropriate language Give others personal space Be considerate of others' belongings Raise your hand	Use voice level 1 Give privacy to others	Use voice level 0-1 Give others personal space	Use voice level 0-2 Keep belongings out of others' way	Use voice level 1-2 Use appropriate table manners Raise your hand	Use voice level 1-2 Follow bus driver's directions Pick up litter	Take turns Include everyone Listen to supervisors' directions Use kind language	Use voice level 1-2 Use kind language	Use voice level 0 Eyes on the speaker Stay focused	Use voice level 0-2 Give privacy to others
Be Responsible	Arrive to class before the bell rings Stay on task and be focused Come prepared with your materials	Flush the toilet Throw away paper towels Return to class promptly	Keep items inside lockers Keep lockers closed and locked Take the fastest route to class	Line up in the designated area Wait for the bell to enter and exit the classroom/ building	Clean eating area Wait in food line	Arrive to the bus line on time Find a seat quickly Take all of your belongings	Play fair: follow the rules of the game Put equipment away	Stay in your classroom Clean your area	Listen to the speaker Sit appropriately Participate when prompted	Change quickly Put items back in your locker Lock your locker
Be Safe	Keep hands and feet to self Use materials appropriately Follow directions	Wash hands with soap and water Keep soap and water in the sink	Keep hands and feet to self Walk on the right Stay with your class	Keep hands and feet to self Walk to designated area	Walk Remain seated until dismissed Eat only your food	Keep hands and feet to self Stay seated	Line up quickly Use equipment appropriately Ask supervisors before leaving the play area Report any problems to supervisors	Keep hands, feet, and objects to self Walk Ask supervisors before leaving the room	Keep hands and feet to self Walk Sit in designated area	Wait to go into locker room until it is your time. Keep the floor and your area clean