

# KNOW YOUR SCHOOL

A Handbook for Parents and Students



2009-2010

Harrison Elementary School District #36

6809 McCullom Lake Road \* Wonder Lake IL 60097

Telephone 815/653-2311 \* Fax 815/653-1712

THIS HANDBOOK IS ONLY A SUMMARY OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES GOVERNING THE DISTRICT AND MAY BE AMENDED DURING THE YEAR WITHOUT NOTICE. BOARD POLICIES ARE AVAILABLE TO THE PUBLIC AT THE DISTRICT OFFICE.

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## I. YOU AND YOUR SCHOOL

Front Office Hours: 7:30am to 4:00pm      Phone: 815/653-2311      Fax: 815/653-1712

Student Hours: AM PreK-K - 9:00am to 11:37am

PM PreK-K – 12:37pm to 3:15pm

1<sup>st</sup>-4<sup>th</sup> – 9:00am to 3:15pm

5<sup>th</sup>-8<sup>th</sup> – 8:30am to 2:45pm

Superintendent: Dr. Jill Gildea

Principal: Mrs. Anne Huff

Dean of Students: Mr. Nick Heckel

Special Education Coordinator: Mr. Ron Jania

### MISSION STATEMENT

Development of the total child is our primary focus.

### YOUR SCHOOL DISTRICT

Harrison is your School District. We should all take great pride in keeping our school a pleasant environment in which to work and learn. School Spirit Days are held on the last Friday of each month.

### HARRISON HAPPENINGS

A school newsletter is given to the youngest student in the family on the last Friday of each month. The purpose is to highlight school events, upcoming activities and to provide regular information about what's happening at school. If you are not getting these newsletters, please ask your child to share them with you at home. We feel regular communication is a great way to keep everyone "in the know" concerning Harrison.

### BOARD OF EDUCATION

The Board of Education consists of seven members elected by registered voters who live within the boundaries of Harrison School District 36. The main functions of the Board are to monitor the educational development of our youth and maintain the educational facilities.

During the school year, the Board generally meets at 7:00 P.M on the second and fourth Tuesdays of each month. Special Board meetings may be called at any time. All members of the community served by the school are welcome.

If you have a specific subject to bring before the Board, you may speak during the public participation portion of the Board meeting or communicate with the Board in writing. The Board's basic function is policymaking. While the Board is interested in hearing the opinions and suggestions of the general public, whenever possible questions or problems should first be discussed with an appropriate teacher and then with an administrator if necessary. The Board's office is located at 6809 McCullom Lake Road, Wonder Lake, Illinois 60097.

## II. ENROLLMENT

### **ENROLLMENT REQUIREMENTS** (Board Policy 7:50)

**As required under Illinois law, students must be 5 years old on or before September 1 of the current year to enroll in kindergarten.** Early admission to kindergarten and first grade are not permitted under local Board Policy. Students must be 6 years old on or before September 1 of the current year to enroll in first grade. Illinois law requires children to be enrolled in school by their 7th birthday.

A parent/guardian enrolling his/her child for the first time in the District is required by law to provide the District with a certified copy of the child's birth certificate within 30 days. The District will be required to notify law enforcement if the birth certificate is not provided.

A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### **RESIDENCY** (Board Policy 7:60)

#### **Regular Education Students**

A student may attend school in the District on a tuition-free basis if the student resides with a person who is a resident within the District's boundaries and has legal custody of the student or if the student is a legal resident of the District as defined by the Illinois *School Code*. Proof of in-district residence is required.

A regular education student who is homeless shall be considered a resident of the District if he/she is physically living within the District boundaries, even if unable to produce records normally required for enrollment. In addition, pursuant to the Illinois *Education for Homeless Children Act*, a homeless student will be considered a resident of the District if the student attended a school in the District when he/she was last permanently housed or if he/she was last enrolled in a school in the District. If a dispute arises regarding the homeless child's rights, the child's parent(s)/guardian(s) shall be directed to the District's Homeless Student Liaison, Mrs. Anne Huff, 815/653-2311.

#### **Special Education Students**

Special residency rules apply for students who qualify for special education. For additional information regarding residency of students with disabilities, contact Mr. Ron Jania, 815/653-2311.

#### **Non-Resident Students**

Non-resident students may attend District schools upon the Superintendent's approval of a parent/guardian request for non-resident admission. Such requests may only be granted subject to the conditions set forth in Board Policy 7:60.

### **SCHOOL FEES** (Board Policy 4:140)

School fees are collected at the time of registration; Kindergarten fees are \$95, Grades 1-8 are \$125. The fees are collected to support the education programming and transportation for students in Harrison District #36.

Pursuant to Board Policy, students whose parents are unable to afford school fees may receive a waiver of the fees, including textbook rental fees. However, these students are not exempt from charges for items that are lost or damaged. Eligible students are those receiving Public Aid and those eligible for free lunches or breakfasts. The Principal will also consider additional factors,

such as family illness, unusual expenses, seasonal unemployment, emergency situations, or parents/guardians who are involved in a work stoppage.

Applications for fee waivers are available in the Main office and should be submitted to the Principal for consideration. A denial of a fee waiver request may be appealed to the Superintendent within 14 days, and the Superintendent's denial may be appealed to the Board of Education. The Board's decision is final.

### III. MEDICAL INFORMATION

#### **REQUIRED PHYSICAL EXAMINATIONS AND SCREENINGS** (Board Policy 7:100)

##### *Health Examinations and Immunizations*

The Illinois *School Code* and the Department of Public Health require proof of a completed health examination and immunizations for students who are: (1) enrolling in the District for the first time, (2) enrolling in Pre-K, kindergarten or first grade, or (3) enrolling in sixth grade. The examinations must have been conducted within one year prior to entry into the above grades. The Illinois Department of Public Health form must be used. **THOSE NOT SUBMITTING COMPLETED PHYSICAL & IMMUNIZATION FORMS BY OCTOBER 15th WILL BE EXCLUDED FROM SCHOOL UNTIL THIS STATE REQUIREMENT IS MET.**

##### *Dental Examinations*

Children enrolling in kindergarten, second grade, and sixth grade must have a dental examination. Proof of such an examination must be submitted by May 15th. The Illinois Department of Public Health form must be used.

##### *Eye Examinations and Vision Screening*

Children enrolling in kindergarten or enrolling in the District for the first time must have an eye examination, and proof of such an examination must be submitted to the District by October 15th. The Illinois Department of Public Health form must be used.

Vision screening will be done, as mandated, for: (1) all students new to the District, (2) students who qualify for special education services, (3) students in Pre-K, kindergarten, second grade, and eighth grade, and (4) students referred by teachers. Additional exams will be conducted throughout the year as necessary.

Please remember that a 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.

#### **HEALTH SERVICES AND MEDICATION** (Board Policy 7:270)

##### *Illness and Emergencies*

In the event of an illness or injury, parents/guardians will be notified if the student needs to be sent home from school. (No student may leave school during the day without the consent of school authorities). Emergency services are available through the local police/fire department, and parents/guardians will be notified whenever their child requires such emergency medical services. Parents/guardians should ensure that the school has an emergency number where they can be reached. If children are to be picked up at school, this must take place at the school office.

**Please, do not send your child to school if he/she is ill! Any child having an elevated temperature at school will result in the parent/guardian being contacted to pick up the child immediately.**

During a recovering period, it is appropriate to expect a student to do homework. The teachers are generally willing to stay after school to help students complete missed work. Students have the same number of days to make up work as days they miss (e.g., if absent two (2) days, the homework is due the third day back). Any child missing three (3) or more consecutive days of school due to illness will be required to have a doctor's note in order for the absences to be excused.

### Administration of Medication to Students

Although the use of medication during school hours is generally discouraged, the Board of Education recognizes that it is necessary for the critical health and well-being of students in certain circumstances to take medication (including asthma and allergy medication) during school hours. Pursuant to Board Policy 7:270, the Board authorizes school personnel to administer to students both prescription and over-the-counter medication during the school day when students require such medication in an emergency, to attend school, or to gain access to the educational programs of the District. The Board also authorizes school personnel to render additional emergency medical assistance when necessary to protect the students' health, safety and welfare.

A student may possess and self-administer an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma, but only with a parent/guardian's and a physician's written authorization. The District will not be liable for, and the parent must agree to hold the District harmless from, claims arising out of a student's self-administration of an EpiPen® and/or asthma medication or the storage of any medication by school personnel, except claims based on willful and wanton conduct by District staff.

### Authorization for the administration/self-administration of medication

School employees shall not administer to a student or supervise a student's self-administration of prescription or over-the-counter medication in a non-emergency situation, nor may a student possess or self-administer an EpiPen® and/or asthma medication, unless a completed School Medication Authorization Form is completed, signed, and submitted by the student's parent/guardian.

Prescription medications shall be brought to school by an adult only. **No medications are allowed to be brought on the school bus or to school by a student.** Prescription medications must be in the original container, which shall display:

1. the student's name;
2. prescription number;
3. medication name, dosage, routine of administration and other required directions;
4. licensed prescriber's name;
5. date and refill instructions;
6. pharmacy name, address, and phone number;
7. name or initials of pharmacist.

Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.

Students shall not allow other students to carry, possess or use their prescription or non-prescription medication. Violation of this rule may result in discipline.

### Disposal of Medication

The parents/guardians of a student will be responsible at the end of the treatment regime or at the end of the school year for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse/health clerk or administration will dispose of the medication.

### Head Lice Information

A common health problem each year is head lice (pediculosis). The problem appears each year in McHenry County in almost epidemic proportions. Children should be discouraged from exchanging combs, scarves, hats, and other head articles. Symptoms may be severe head itching,

and nits (egg cases) usually are evident along the nape of the neck. You should consult your physician or the County Health Department if this problem occurs in your family. **IF A CHILD IS FOUND TO HAVE HEAD LICE, HE/SHE WILL BE SENT HOME IMMEDIATELY. THE CHILD MAY RETURN FOLLOWING TREATMENT AND ELIMINATION OF NITS.** The Health Clerk or designee will recheck students returning to school. The school may do routine head lice checks of students during the year. Two days is sufficient time to treat head lice in the home. Any absences beyond two days will be considered unexcused unless a doctor's note is provided.

**COMMUNICABLE DISEASES** (Board Policy 7:280)

Pursuant to Board Policy, you are required to notify the school when your child has a communicable disease. The administration shall follow its administrative procedure to safeguard the student's rights and manage any potential health and safety concerns. A copy of this Policy and the accompanying administrative procedure are available in the District office.

## **IV. ACADEMIC INFORMATION**

### **CURRICULUM**

Parents may review the instructional material used by their child's classroom teacher.

Parents/guardians of students in grades Pre-K through 8 shall be given at least 5 days written notice before instruction begins in recognizing and avoiding sexual abuse. Parents/guardians objecting to their child's participation in such instruction, or to instruction in sex education, family life, or diseases, may request in writing that their child be excluded. Refusal to take or participate in any such course or program shall not be grounds for disciplinary action or academic penalty.

### **CONFERENCES**

Both parent and teachers may request conferences. Conferences will be held in the Fall and Spring. Sign up for Fall Conferences is held at Curriculum Night in September. Appointment letters will be sent home well in advance of the Spring Conference day. Since most dual income families prefer evening conferences, the school requests that other parents make every effort to come during the day.

### **TEXTBOOKS**

Textbooks, many of which are provided through the Illinois Textbook Loan Program, are loaned to students at no cost during the school year, and students are expected to treat them with care. If a student's textbook is excessively damaged during the year, fines will be levied for damage to school property. If students do not lose or abuse textbooks, fines will not be necessary. Fines will not be levied for normal wear and tear resulting from regular use.

### **GRADING**

Report cards are issued to the students four times a year. Mid-term reports will be sent each quarter.

Grading Scale: A = 100-90%  
B = 89-80%  
C = 79-70%  
D = 69-60%  
F = 59-0%

### **HOMEWORK** (Board Policy 6:290)

Homework should supplement and reinforce what has been taught in the classroom. Some students may need added practice in basic skills. For other students, homework is a means of enriching school activities started in the classroom. A child shall generally receive one day to complete homework for each day he/she misses school.

### **RETENTION** (Board Policy 6:280)

School staff and parents/guardians shall communicate regularly throughout the year prior to a retention decision. The District shall make all decisions regarding retention. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance based on the Illinois Standards Achievement Tests or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance.

### **NO CHILD LEFT BEHIND PROVISIONS**

As a result of the *No Child Left Behind (NCLB) Act*, parents have a right to submit a request to see the professional qualifications of their child's classroom teacher and will be notified whenever their child is to be or has been taught for four or more consecutive weeks by a teacher who has not met the NCLB qualifications for being "highly qualified." A copy of this information is kept on file in the school office. Parents will also be notified of their child's achievement level on each Illinois academic assessment.

### **ONCE UPON A TIME...**

Many wonderful stories begin this way. The single most important thing a parent/guardian can do to insure academic success is to read to their children and find time for older students to read quietly to themselves.

### **COMPUTER USAGE** (Board Policy 6:235)

Student use of computer hardware and software in school is a privilege and is encouraged. However, a student must utilize all technology in a responsible and acceptable manner. The acceptable uses of school computers are defined in Board Policy. Failure to use the District's technology in an appropriate manner could result in disciplinary action and/or loss of all privileges. This disciplinary action could result from damage to hardware and/or software, inappropriate use of hardware and/or software, or access to restricted areas/programs, including the Internet. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers, and students' use of school computers may be monitored by school staff or administrators. Access to inappropriate Internet content will be restricted through filtering software designed for that purpose. Each student and his or her parent/guardian must annually sign the District's Authorization for Electronic Network Access before being granted unsupervised use of the District's electronic network.

### **PHYSICAL EDUCATION** (Board Policy 7:260)

Students are expected to participate in physical education whenever possible, and will only be excused from P.E. with a valid doctor's note or a note from the child's parent/guardian explaining the medical or religious reasons for the child's inability to participate.

### **FIELD TRIPS** (Board Policy 6:240)

It is our belief and philosophy at Harrison School that our primary responsibility is to educate the child. Field trips are generally an extension of school-related studies. Parental consent forms are available to allow students to accompany school groups on authorized field trips and visits away from school during school days. No one may attend a field trip without a signed permission form from home prior to the trip. Field trip fees generally exist for students. The Board of Education has determined that field trips must be self-supporting (i.e., the financial responsibility of the parents).

Students not in attendance at school will not be allowed to attend after-school functions on that same day, unless approved by the administration.

### **HARRISON-BENWELL CONSERVATION DISTRICT**

The Harrison-Benwell Conservation District is located directly to the West of the school. Any parent/guardian **NOT** wishing their child to go to the Harrison-Benwell Conservation District during school hours for education-related group activities should write a note to the school office.

### **SAFE SCHOOLS**

The District provides safe and drug free schools programming, as well as violence and drug prevention programming, which are funded via grants. These programs include monthly lessons

provided by the Youth Service Bureau, various assemblies, and Red Ribbon Week Activities. Parents who wish to learn more about opportunities to participate in these programs may contact the Principal.

## V. SCHOOL INFORMATION

### ATTENDANCE (Board Policies 7:70 & 7:80)

Students are expected to attend school daily, as noted on the school calendar. Your child's attendance is vital to his/her academic success and also has a profound impact on our attendance reports, which are the basis for the District's state aid claim. A valid cause for absence includes illness, observance of a religious holiday or receipt of religious instruction, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. Any absence must be reported the morning of the absence or before by a parent/guardian. We ask you to assist us by calling the school on or before the day of absence by 9:00 a.m. If your child is absent from school and you have not notified the school, school staff will attempt to contact you regarding your child's absence.

Whenever a child's absence can be anticipated in advance, please notify the school prior to the day of absence. Students who will be absent to observe a religious holiday or receive religious instruction must give written notice to the Principal at least 5 days before the student's anticipated absence. Students who miss school for a valid cause will receive one day for each day of absence in which to make up any missing work and retake any exams missed. Any work or exams made up by these students will be counted at full credit.

If your child is absent for 3 or more consecutive days, or 3 or more days within a 10-day period, Harrison School requires a note from your physician with the following information before your child returns to school:

- Date seen by doctor
- Diagnosis
- Whether child is contagious
- Date child can return
- Doctor's signature, printed name and telephone number

### Truancy

Students demonstrating irregular school attendance will be contacted by the school to discuss the problem. Students who continue to demonstrate irregular attendance without a valid cause may be referred to supportive services and outside agencies, such as the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education. These services and agencies will work with you and your child to assist with this problem.

A student who is absent from school without valid cause for 10% or more of the available attendance days (i.e., 18 days) is defined as chronically truant. Pursuant to the Illinois *School Code*, a chronically truant student may be expelled or required to complete community service, and the student's parent(s)/guardian(s) may face fines and/or imprisonment.

### Tardies

Tardiness is considered to be a form of truancy. Students arriving late to school must stop in the office for a pass. Students who demonstrate a pattern of tardiness may be referred to the local truancy agency.

### Vacations

Ideally, children should not be taken out of school for extended periods of time. Since the major opportunity for learning takes place in the classroom setting, make-up work cannot be considered a substitution for direct instruction. Therefore, except in rare instances as determined by the Administration, absences due to vacations will be considered unexcused absences. In the event

that a student is taken out for an extended period, it is the responsibility of the parent and student to complete all missed assignments in a period of time equal to that which was missed, when you return from vacation. Requests for homework prior to vacations will not be honored.

### **EARLY ARRIVAL**

Students are **NOT** to be at school earlier than when the buses arrive. If a student repeatedly arrives early, parents will be called. Students are required to take their bus home at the scheduled time unless they are staying to work with a teacher.

### **EARLY RELEASE**

Students are not allowed to leave the school grounds without permission. If a student is to leave with a parent, the adult should report to the office and complete a form. Any student becoming ill or injured during the day should report to his/her teacher and, if necessary, come to the Health Clerk Office for first aid. Parents will be notified of an illness to determine any special need for early release.

### **LUNCH PROGRAM** (Board Policies 4:120 & 4:130)

A daily hot lunch program is offered in the cafeteria, provided by Ceres Foods. The price of a meal is \$2.50 and includes a carton of white or chocolate milk. Additional cartons of milk are available for \$.25 each. Lunches and cartons of milk may be purchased on an account basis. Advance menus are published regularly during the school year. All lunch orders must be placed on the proper order form and returned to school promptly each week. Your child's lunch account includes both lunch and milk purchases. As your balance becomes low, you will be notified via letter from the cafeteria staff. In an emergency we will have a shelf stable lunch supplement available for your child at a cost of \$0.50. Lunch brought from home should be packaged to identify student "owners". **Cans and glass bottles are only allowed in school with staff permission.** Students are not allowed to drink pop/soda at lunchtime.

### **Free/Reduced Lunches**

Free meals are available to students whose family income falls within certain gross income categories. To apply at any time during the year, request a form from the School Office. A decision will be rendered within ten days of filing said application. All such information is confidential, and decisions are based upon family size and income guidelines distributed to school districts for eligibility computation. The cost of approved reduced meals will be 40 cents (\$4.00 for a 10-meal ticket) for those who qualify. Those qualifying for free/reduced lunch program may also qualify for free/reduced textbook loan fees. **The first lunch and milk each day is free/reduced with any additional lunch and milk that your child takes will be charged at the full price.**

### **PERSONAL PROPERTY**

Students are not allowed to bring radios, tape recorders, iPods, MP3 players, CD players, lasers, pagers, cell phones, communication devices, electronic games, or other items of value or disruption to school. These items are too easily broken, lost, or stolen. Any such item will be taken from the student and may be returned at the end of the day or a parent/guardian may be requested to pick up the item. Jackets, boots, all outer clothing and personal belongings should be clearly labeled with your child's name.

### **LOST AND FOUND**

Our lost and found is located in the lunchroom. Please check or have your child check there for missing items. At the end of each month, anything that is still in lost and found will be donated to a local charity.

### **RECESS**

Students needing to be excused from outdoor recess will need a doctor's note.

### **WEATHER**

Be sure that your child is appropriately dressed for all kinds of weather. Students go outside for recess unless it is raining, the temperature is 10° F or below, or the wind chill is below 0° F. Coats, hats, mittens, gloves, and boots are highly recommended for winter wear. From Thanksgiving through Spring Break, students in PreK-4 may not be allowed to leave the blacktop area unless they are wearing appropriate boots. Students must bring shoes for inside wear.

### **CLOSING OF SCHOOL** (Board Policies 4:170 & 7:90)

As a general rule, school will be closed only when Wonder Lake and/or McCullom Lake Road are closed, or when, in the view of the Superintendent, general weather conditions could be hazardous to the safety of the children, staff, or school property. Announcements will be made on WMAQ, WGN, WLS, WBBM, and US 99 radio and WGN-TV and WFLD-TV. You may visit our website at [www.hsd36.org](http://www.hsd36.org) to check for school closings. Additionally, an instant alert message will be sent out to contact all parents about any school closing. Depending on the weather and availability of buses and drivers, buses may be required to run on the alternate routes provided in the Transportation section of this Handbook.

### **EMERGENCY DRILLS** (Board Policy 4:170)

Fire, tornado, bus and emergency school evacuation drills will be conducted throughout the year to conform to Illinois law and to inform students of proper procedures for emergency situations. Lockdown procedures will also be reviewed. These drills are of a serious nature, as life is very precious. Safety shall remain a high priority in our school!

### **PETS AT SCHOOL** (Board Policy 6:100)

Animals are not allowed in school or on the playground. If a parent is bringing a pet for "show and tell," the pet must be in a cage or on a leash, and arrangements must be made beforehand with your child's teacher. Please do not bring your dog with you (even on a leash) to meet your child at the end of the school day.

### **USE OF SCHOOL PHONES**

Students should not expect to use any school office phone except in an extreme emergency. All after-school arrangements must be made at home. Permission should first be granted from the student's teacher before the student comes to the office. Students may not receive calls except in an extreme emergency. Office personnel will determine the existence of an emergency.

## **VI. STUDENT RIGHTS AND RESPONSIBILITIES**

### **NONDISCRIMINATION AND EQUAL OPPORTUNITY** (Board Policies 7:10 & 7:20)

Harrison School District is committed to providing educational programs and services designed to meet all student's individual needs and abilities. It is the policy of the District that no student be excluded, segregated, discriminated against, harassed, or denied equal access on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, physical or mental disability, status of being homeless, or immigration status.

Students and parents/guardians who believe their rights under these policies have been violated may contact the Superintendent. If applicable, students and parents/guardians may initiate a grievance or complaint of illegal discrimination under the District's uniform grievance procedure (Board Policy 2:260) by contacting one of the District's Complaint Managers, Dr. Jill Gildea or Mr. Al Helfert.

### **PARENTAL CONCERN RESOLUTION PROCESS** (Board Policies 2:260 & 8:110)

In the event a parent/guardian has a concern or complaint about a school-related issue, he/she may seek to resolve the issue in one of two ways, depending on the type of concern. For most concerns, the first step in the parental resolution process is to discuss the matter with your child's teacher. If a parent would like to schedule a conference with a teacher, at least 24 hours notice must be given. If the matter is not resolved after a conference has been held with the teacher, questions are then referred to the Principal. If the matter is still unresolved, a written statement of concerns may be sent to the Superintendent. If the Superintendent is unable to resolve the concern, a parent/guardian may then request in writing that the Board of Education review their concern. Please note that this does not entitle the parent/guardian to an independent hearing before the Board.

For complaints falling within Board Policy 2:260, such as sexual harassment or sex equity violations, the parent/guardian may file a grievance under the uniform grievance procedure outlined in that Policy. This procedure is not intended to limit the option of the District and a grievant to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place that will afford a fair and equitable opportunity for all persons. A copy of the procedure, found in Board Policy 2:260, is available for inspection in the offices of the Superintendent, the Building Principal, and the District's Complaint Managers, Dr. Jill Gildea or Mr. Al Helfert.

For safety reasons, upset or angry parents/guardians or community members will not be allowed inside the school building. The front office staff will notify an administrator to intervene and assess the situation. If it is determined to be necessary, a meeting will be scheduled for another day to discuss the events or concerns with the appropriate parties.

### **APPEARANCE CODE** (Board Policy 7:160)

Harrison School recognizes that there are individual differences among its students and that the primary responsibility for the appearance of a child lies with the individual student and his/her parents. However, Harrison School prescribes that a student's dress and/or grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Halter tops, swim suit tops, spaghetti strap tank tops with straps less than 1" in width, off-the-shoulder or one-shoulder tops, open back tops, bare midriff blouses and shirts (belly must be covered at all times, and no cleavage may be showing), pajama tops/bottoms, short shorts (shorter than where the tip of one's thumb reaches if the arm is flat at one's side), and short skirts or dresses

(shorter than where the tip of one's longest finger reaches if the arm is flat at one's side) are not to be worn in school or at school-sponsored events. Slacks and shorts must fit appropriately around the midsection at all times with no writing across the seat allowed. Boxer shorts and undergarments must be completely covered by slacks or shorts at all times. Shoes must be worn at all times, except when authorized by District staff.

Obscene language and graphics may not be printed on clothing or body, nor may occult symbols, graphics promoting drugs and alcohol, tobacco or gang symbols be displayed in school. Clothing or jewelry with protruding objects that could be used as a weapon will not be allowed. Any types of face paintings or face drawings are also prohibited.

Hats or any type of head covering, except those worn as part of one's religious practice, are not to be worn in the building. Head coverings shall include but are not limited to caps, hats, bandannas, or any other head covering as determined by the administration.

Outdoor jackets, coats, or vests may not be worn in the building unless the administration determines that the building temperature warrants it. They must be left in a student's locker or placed on a student's coat hook while in the building. If a student comes to school in inappropriate attire, the parents will be called to either bring a change of clothing or take the student home. Consequences and/or separation from classmates may also be given for wearing inappropriate attire.

In the interest of safety, students are highly encouraged not to wear open toed shoes.

**\*\* The administration reserves the right to make certain exceptions to this appearance code policy for special school functions. \*\***

**STUDENT DISCIPLINE** (Board Policies 7:190, 7:200, 7:210, & 7:220)

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

Harrison School has adopted the following guiding principles for student behavior:

The Harrison ABC's  
Act Responsibly  
Be Respectful  
Care About Safety

See the Harrison ABC's Matrix on the next page.

**Detentions**

Detentions may be given immediately for certain student behaviors, which include but are not limited to:

- Disrespect to staff
- Inappropriate language (written and verbal)
- Portraying gang symbols
- Inappropriate physical behavior
- Vandalism
- Spitting
- Bullying

### Prohibited Conduct

Pursuant to Board Policy 7:190, students may be disciplined for engaging in prohibited conduct. Further, gross disobedience or misconduct may be grounds for suspension or expulsion. These rules apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to, conduct occurring: (1) on, or within sight of, school grounds; (2) off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school; (3) while 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. Gross disobedience or misconduct shall include any conduct, behavior, or activity which causes or may reasonably lead school authorities to forecast substantial disruption or material interference with school activities or the rights of others. It shall be further defined to include, but is not limited to, the following types of prohibited conduct, behavior or activity, or any other activity which may be prescribed by the school board from time to time:

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

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

4. Using, possessing, controlling, or transferring a weapon as defined in the "Mandatory Weapons Expulsion" section below.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by

the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, such as assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
16. Verbally abusing school personnel or other students, or using profane or obscene words or gestures.
17. Endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including, but not limited to: (a) improperly releasing a school fire alarm or tampering with fire extinguishers; (b) starting, or attempting to start, a fire on school property; or (c) setting off, or attempting to set off, explosive devices on school property.
18. Engaging in disruptive behavior or conduct.
19. Engaging in repeated incidents of misbehavior, including repeated refusal to comply with school rules.

For purposes of Board Policy 7:190, 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 or backpack; (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.

#### *In-School Suspensions*

In-School Suspensions (ISS) are generally reserved for repeated acts of disobedience or misconduct as defined above. These include, but are not limited to: leaving an area without

permission, cheating, biting, bullying, forgery, stealing, walking or riding a bike to school or after school event, and refusing to leave class upon command. **If a student receives an ISS, he/she will not participate in any extra curricular activities, including dances, for the remainder of the quarter.**

Out-of-School Suspensions (Board Policy 7:200)

The Superintendent and Principal have the authority to suspend from school students who commit acts of gross disobedience or misconduct as defined above and in Board Policies 7:190 and 7:220. Out-of-school suspensions (OSS) may be imposed for up to ten school days. However, if necessary for safety reasons, students may be suspended from riding the school bus for more than ten school days. **If a student receives an OSS, he/she he or she cannot attend classes or school events for the duration of the suspension and will not participate in any extra curricular activities, including dances, for the remainder of the quarter.**

All students considered for an OSS will be afforded procedural due process rights as follows:

1. Students will be given oral or written notice of the charges. Whether the student denies or admits the charges, the student shall be given an explanation of the evidence and afforded an opportunity to respond.
2. If an immediate informal hearing is not appropriate because the student's presence poses a continuing danger or disruption, then an informal hearing will be held as soon as practicable.
3. Suspensions will be immediately reported to the student's parents or guardians, and the applicable administrator will mail the parents/guardians a written notice containing the reason(s) for the suspension, including any school rule that was violated, notice of the length of the suspension imposed and notice of their right to a suspension review hearing.
4. Upon request of the parents/guardians, a hearing will be conducted by the School Board or an appointed hearing officer to review the suspension.
5. After hearing the evidence or receiving the hearing officer's report, the Board will take whatever action it finds appropriate with regards to the suspension.

**Upon return from an OSS, a parent/guardian must accompany the student to school for a conference with the administration.** Failure to appear for such a conference will result in the student being placed in ISS until such a conference occurs. A mandatory appearance before the School Board by the student with his/her parents/guardians will occur if a student is suspended more than three (3) times in a school year.

Expulsion (Board Policy 7:210)

Only the Board of Education may expel a student. Under Illinois law, an expulsion may last for up to two (2) years. When a student is expelled from school, he or she cannot attend classes or school events for the duration of the expulsion. This method of disciplining is recommended only in instances of extreme misconduct. The student and parents/guardians are entitled to procedural due process and will be provided written notice of an expulsion hearing by registered or certified mail. The expulsion notice shall contain the following information:

- A statement of reason(s) for the proposed expulsion.
- The potential maximum duration of the expulsion.
- Time and place of the expulsion hearing.
- A statement of the parents'/guardians' right to be represented by an attorney or other representative.
- A statement of the parents'/guardians' rights and a copy of the expulsion hearing procedures.

A hearing will be conducted by the School Board or an appointed hearing officer to review the recommendation for expulsion. After hearing the evidence or receiving the hearing officer's report, the Board will take whatever action it finds appropriate with regards to the recommendation for expulsion. The Superintendent will notify the parents/guardians of the Board's decision.

Weapons Expulsion (Board Policy 7:190)

A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Police Assistance/Contact

Certain acts of gross disobedience or misconduct may also violate the Illinois *Criminal Code*, which would also result in a referral to law enforcement officials for further investigation and possible prosecution. The Administration will contact the police in the following situations: physical aggression towards staff, students out of control, leaving school grounds without permission, incidents involving drugs, drug paraphernalia, firearms, fireworks, weapons, and any other incidents deemed necessary. The Administration reserves the right to request assistance from the Canine Unit to assist them in conducting searches throughout the school.

**BULLYING POLICY** (Board Policy 7:180)

The Board of Education recognizes that no student should be subject to bullying, harassment, aggression or violence. Accordingly, aggressive student behavior, including, but not limited to, student bullying in all forms, is prohibited on school grounds, on a school bus, at any school-sponsored activity/event, or at any activity/event which bears a reasonable relationship to school.

Aggressive behavior is defined as (1) words and/or actions intended to threaten, injure, harass, provoke or incite another person or (2) hostile words and/or actions towards the property of another.

Bullying is defined as a student behavior which does or is intended to hurt, frighten, threaten, or tyrannize any student. Examples of bullying may include, but are not limited to:

- Physical Bullying: punching, shoving, poking, hair-pulling, or other similar behaviors.
- Verbal Bullying: name calling, malicious teasing, malicious gossip, humiliation, intimidation, or other similar behaviors.

School staff will work diligently to prevent bullying, and students who engage in acts of bullying may be subject to discipline in accordance with the Board's general Student Discipline Policy.

**SEARCH AND SEIZURE** (Board Policy 7:140)

School authorities may inspect and search school property and equipment owned or controlled by the school. Lockers and desks are school property, and their contents, including personal effects left there by a student, can be searched at any time without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

**EXTRACURRICULAR ACTIVITIES** (Board Policies 6:190, 7:240, & 7:300)

Each participant must attend school on the day of the event. If a student arrives at school before 11:00 am with a note from a parent, then that student will be eligible to participate in that day's event.

**STUDENT DISTRIBUTION OF NON-CURRICULAR LITERATURE** (Board Policy 7:310)

Students are prohibited from accessing and/or distributing at school or at school-related activities any written or electronic material, including material from the Internet, that:

1. Will cause substantial disruption of the school or school activities;
2. Violates the rights of others;
3. Is socially inappropriate or inappropriate due to maturity level of the students;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District. Failure to comply with this Policy shall constitute gross disobedience and/or misconduct and will result in disciplinary action.

## **VII. SPECIAL SERVICES**

### **CHILDREN WITH DISABILITIES** (Board Policy 6:120)

District #36 shall provide a free, appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District.

The District will provide identification, assessment, and provision of special education services to eligible children ages 3 to 5. Parents must contact the school office for further information.

### **BEHAVIOR INTERVENTION, ISOLATED TIME OUT, AND PHYSICAL RESTRAINT**

(Board Policy 7:230; Admin. Procedure 7:190-AP-4)

Pursuant to Board Policy, behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The ability of a student with disabilities to understand and abide by the School Discipline Code is determined on an individual basis at the IEP meeting for the child. Isolated time out and/or physical restraint shall be used only to the extent necessary to preserve the safety of students and others, in accordance with the District's administrative procedure. The District's Behavior Intervention Policy and its administrative procedure on the use of isolated time out and physical restraint are available in the District Office.

### **BILINGUAL EDUCATION** (Board Policy 6:160)

Pursuant to Illinois law and Board Policy, the District will make available to students of limited English-speaking ability a transitional bilingual educational program. Students of limited English-speaking ability will be assessed and monitored, and parents/guardians will be notified in English and their primary language of their child's enrollment in such a program.

### **HOMELESS CHILDREN** (Board Policy 6:140 & Admin. Procedure 6:140-AP)

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including all services, programs, and activities provided or made available by the District, as provided to other children and youths. For more information, contact the District's Liaison for Homeless Children, Mrs. Anne Huff at 6809 McCullom Lake Road, 815/653-2311.

### **HARD OF HEARING, OR BLIND OR VISUALLY IMPAIRED**

Parents of child who are deaf, hard of hearing, blind or visually impaired can call the school to inquire about the services of the Illinois School for the Deaf or the Illinois School for the Visually Impaired, including their admission criteria and contact information.

Parents of children who are deaf hard of hearing, blind or visually impaired can contact the school to inquire about the existence of other local schools that provide services similar to those provided by the Illinois School for the Deaf or the Illinois School for the Visually Impaired.

## VIII. STUDENT RECORDS AND PRIVACY RIGHTS

### **STUDENT RECORDS** (Board Policy 7:340)

Federal and Illinois law, as well as the Board of Education's Student Records Policy and administrative procedures, govern the maintenance of, access to, and release of student records. The Board Policy and procedures are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The permanent record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record, record of honors and awards received, information concerning participation in school sponsored activities and organizations, and a record of release of this information. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must contain a record of release of information contained in the temporary record, scores received on the Illinois assessment tests, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, and information regarding an indicated report of child abuse.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Policy or by law. (Parents/guardians against whom an order of protection has been issued do not have any right to access or inspect their child's student records.) A student has the right to inspect or copy his or her permanent record. To review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee 20 cents per page for copies of the record. This fee will be waived if the parent is unable to pay.

The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- (1) to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student,
- (2) to any person for the purpose of anonymous research, statistical reporting or planning,
- (3) in an emergency situation, if necessary to protect people's health and safety,
- (4) in connection with a student's application for or receipt of financial aid,
- (5) during an audit or evaluation of federally-supported education programs,
- (6) as allowed under the Serious Habitual Offender's Compensation Action Program,
- (7) to a governmental agency for the investigation of a student's school attendance,
- (8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released,
- (9) to accrediting organizations in order to carry out their accrediting functions, or

(10) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

- (1) to the records custodian of a school to which the student is transferring;
- (2) pursuant to a court order (including subpoena);
- (3) to any person as specifically required by law; or
- (4) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions (if the challenge to expulsions or suspensions is made at the time of a student transfer). Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, or violative of the student's privacy rights. The District's Student Records Policy and procedures provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent.

Board Policy also provides time lines for the destruction of student records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for at least sixty (60) years after the student leaves the District. Temporary records are kept for at least five (5) years after the student leaves the District. Student records are reviewed by the District every four (4) years or when a student changes attendance centers to eliminate out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. A parent has the right to copy any information contained in a student record that is proposed to be destroyed.

As authorized by law, the Board has designated certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, address, gender, grade level, birth date and birthplace, academic awards and honors, information relating to school-sponsored activities, organizations, and athletics, period of attendance in the school, and his/her parent's names and addresses. This information will be released to the general public from time to time, including by way of a school directory and a student yearbook to be issued once a year. **If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent must inform the District in writing by September 15, 2008 that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information.**

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

### **PUBLICITY PHOTOS**

Throughout the course of the school year, the school's student public relations committee will take a variety of photographs of teachers and students in an effort to publicize school projects and events. It is possible that our photographs may feature your student in the Northwest Herald. If for any reason you prefer not to have your child's photograph placed in any of these publications, you may inform the District not to release this directory information under the procedure outlined in the previous section. We respect your right to privacy and want to insure that your right to confidentiality is not compromised. If you have any questions regarding publicity photos, please do not hesitate to contact our office.

### **STUDENT AND FAMILY PRIVACY RIGHTS** (Board Policy 7:15)

Federal and Illinois law and Board Policy afford parents (and students over the age of 18) certain rights regarding schools' conducting of surveys, collection and use of protected information or information for marketing purposes, administration of certain physical exams, and use of instructional materials. These include the following notice, inspection, and consent rights.

#### **Instructional Material**

Parents have a right to inspect any instructional material used as part of their child's educational curriculum. Parents should submit their written request for access to inspect to the Principal.

#### **Third Party Surveys**

Parents have a right to inspect every survey or evaluation created by someone outside the District that is intended to be administered to students in the District. Parents will be notified via mail, Harrison Happenings, and letter sent home with student of any upcoming third party surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Principal.

#### **Protected Information Surveys**

Parents must be notified, and their consent must be obtained, before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the parents/guardians; or
8. Income (other than as required by law to determine program eligibility).

Parents will be notified via mail, Harrison Happenings, and letter sent home with student of any upcoming protected information surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Principal.

#### **Physical Exams or Screenings**

Parents must be notified in writing prior to any non-emergency, invasive physical exam or screening required as a condition of attendance that is administered by the school or its agent,

except for hearing, vision, or scoliosis screenings; any physical exam or screening permitted or required under State law or authorized by Board policy; or an evaluation administered in accordance with the *Individuals with Disabilities Education Act* (IDEA). Parents who object to the administration of any such exam or screening may opt their child out of the exam or screening by submitting a written request to the Principal at least one day prior to the scheduled date of administration.

*Selling or Marketing Personal Information*

Parents must be notified, and their consent must be obtained, before school officials or staff collect, disclose, use, or distribute personal information obtained from students for the purpose of marketing or selling that information, except in limited instances as set forth in Board Policy. Students' personal information will never be distributed or sold to business organizations or financial institutions that issue credit or debit cards. Parents will be notified via mail and Harrison Happenings of any such activities and provided a reasonable period of time within which to request access to inspect the instrument to be used to collect the information. Parents should submit their written request for access to inspect to the Principal.

Parents who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5901

## **IX. PARENT INFORMATION**

### **VOLUNTEERS**

Volunteers are always welcome to assist in classrooms or other areas of the school. If you are interested in volunteering in the school, please call the School office.

### **VISITING HARRISON SCHOOL** (Board Policy 8:30)

Visitors are welcome at Harrison School. Upon entering Harrison during the school day, visitors MUST enter through the front door and sign in. All visitors are REQUIRED to wear a visitor's badge. For the safety of our students and staff, any individuals who have not properly identified themselves and signed in, or who are otherwise prohibited from being on school grounds, will be considered trespassers and will be asked to leave.

### **SCHOOL VISITATION RIGHTS ACT**

The Illinois School Visitation Rights Act allows employed parents/guardians who can not meet with their child's teachers and/or school administrators because of a work conflict the right to time off during the school year to attend necessary educational or behavioral conferences at their child's school. A complete copy of the law, along with a visitation form that can be used to verify your visit, is available in the school office.

### **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization consists of four elected members, as well as several committee chairpersons and teacher representative(s).

The purpose of the PTO is to promote the welfare of children and youth in the home, school and community; to act as a liaison and to establish closer relations between parents/guardians, teachers, community and the School Board; and to raise funds for the betterment of Harrison School.

During the year, the PTO meets on the third Wednesday of each month in the Technology Learning Center. The May meeting is considered the Annual Meeting when elections for the upcoming year are conducted. Everyone is welcome to attend these meetings. PTO annual membership dues are \$7.

### **PARENT/GUARDIAN ACCOMMODATIONS** (Board Policy 8:70)

Accommodations are available for parents/guardians with disabilities for school events such as concerts, parent-teacher conferences, and Board meetings. Anyone needing assistance should contact the school office to make arrangements.

### **INSURANCE**

The District carries a \$25,000 no deductible accident medical insurance plan for all students injured in school or while participating in school activities including athletics. Supplemental insurance is available as an option. We recommend the supplemental insurance if you have no other insurance or if your deductible is \$500 or higher.

Twenty-four hour coverage is available from Zevitz-Redfield & Associates, Inc. Call the District Office for information. If there are any questions regarding insurance, contact: Zevitz-Redfield & Associates, Inc., 333 N. Michigan Avenue, Suite 2711, Chicago, IL 60601, 312/346-7460 or 847/374-0888.

### **PEST AND WEED CONTROL** (Board Policy 4:160 & Admin. Procedure 4:160-AP)

Under Illinois law, school districts must maintain a registry of parents/guardians who wish to be

notified prior to the application of pesticides on school grounds. The District maintains this registry and will notify any parents/guardians in the registry at least two business days prior to any pesticide application on school grounds. To be included in this registry, please contact the District office.

**ASBESTOS PLAN**

Because the school building contains some form of asbestos, the District is required by law to have an asbestos management plan. The asbestos plan is stored in the District office and is available to the public for review.

**SEX OFFENDER COMMUNITY NOTIFICATION LAWS** (Board Policy 4:170)

State law requires schools to notify parents/guardians that information about sex offenders is available to the public. You may find information about sex offenders and violent offenders against youth on the Illinois State Police's website at <http://www.isp.state.il.us/sor/> (Sex Offender Registry) and <http://www.isp.state.il.us/cmvo/> (Child Murderer and Violent Offender Against Youth Registry).]

## **X. TRANSPORTATION**

### **ELIGIBILITY** (Board Policy 4:110)

Transportation is provided by the District in accordance with the rules and regulations of the State of Illinois and the policies of the Harrison Board of Education. Generally, bus transportation is provided to students who live 1.5 miles or more from school, or who live less than 1.5 miles from school but face a serious hazard due to vehicular traffic when walking to school. Students who are homeless or who qualify for special education services will receive transportation services in accordance with law and the students' IEP, where applicable.

### **TRANSPORTATION REIMBURSEMENT**

Parents/guardians who must provide transportation to and from school because school bus transportation is not available for their child may be eligible to receive money from the state to help offset some of the cost. Parents/guardians whose child attended regularly scheduled day-time classes as a full-time student in the District may seek reimbursement from the State Board of Education for costs incurred in transporting their child to and from school during the school year if their child was eligible for free transportation and the District did not provide it. To claim this reimbursement, parents must submit a claim form, which will be available in each school by March 1st. Parents who receive full transportation reimbursement through some other appropriation (e.g., special education transportation) or state agency are not eligible for this reimbursement. In the event the parent and the school official disagree as to the parent's eligibility, or the parent believes the State's reimbursement is inaccurate, the parent may utilize the dispute resolution procedures established by the State Board of Education.

### **CHANGES TO BUS RIDING ARRANGEMENTS**

Written parent requests for temporary routing changes are to be delivered to the Principal's office in advance. A Bus Permission Slip will be given to the student, which they must present to the bus driver. Without this permission slip, the bus driver will NOT allow any student to get on a different bus or get off at a different bus stop.

A parent/guardian may send a note authorizing his/her child not to ride the bus home after school. These notes MUST be given to the homeroom teacher in the morning. Absent this note, the child must ride his/her assigned bus home daily. **NO PHONE CALLS WILL BE ACCEPTED DURING THE SCHOOL DAY TO CHANGE BUS PLANS.**

### **BUS ACCIDENT POLICY**

In the event of a bus accident, school staff will attempt to contact parents/guardians of children on board, and non-injured students (as determined by emergency personnel) will be released to school officials for dismissal from the school. Injured students will be transported to a hospital emergency room.

### **PRE-K TRANSPORTATION**

**No Pre-K student will be dropped off at their bus stop if a parent/adult is not present to greet them. The student will be brought back to school and the parent will be contacted to come and pick up the student at the Front Office.**

### **BIKES ON SCHOOL GROUNDS**

**Students are not permitted to walk or ride their bike to school or any school sponsored events. Students breaking this rule will be issued a consequence and their parents will be notified.**