

Burbank School District 111



Student & Parent Handbook

2021 - 2022



WELCOME TO BURBANK SCHOOL DISTRICT 111

STUDENT & PARENT

In addition to the general student information printed in the Elementary and Junior High assignment planner, this handbook is distributed to all families at the beginning of the school year. Whenever you find a parent reference in the handbook it in no way implies that legal guardians are excluded from receiving information from the schools. Legal guardians assume the responsibility and role of parenting a child. Unless otherwise stated, use of the term “parent” includes a student’s parent, legal guardian, or the adult responsible for the student.

If you do not understand the information presented to you in this handbook, please contact the EL/EB instructor through the main office of your child’s school. Interpreter services can be provided for you.

Spanish – Si no comprende la información presentada en este aviso, haga el favor de ponerse en contacto con la instructora de EL/EB a través de la oficina principal de la escuela de su hijo/a. Servicios de intérpretes le serán facilitados.

Polish – Jeżeli Ktoś nie rozumie tej informacji to prosza się zgłosić do EL/EB instruktora albo do szkolnej Kancelarii.

Arabic –

باللغة العربية

إذا لم تفهم المعلومات المقدمة لك في هذا البلاغ، من فضلك
الاتصال بمعلم أو معلمة اللغة الانجليزية كلغة ثانية عن طريق
مكتب مدرسة طفلك. وذلك لتوفر لك مترجم.

PURPOSE OF HANDBOOK

This handbook was prepared to give the parents of children attending school in Burbank School District 111 a handy reference for the operational procedures which affect you and your child(ren). This handbook references summaries of board policies. The complete Board Policy Manual can be found on the district website on the Board of Education page. Due to changing State mandates and/or Board policies, information in this handbook may be amended without prior notice.

VISION

Developing Young Minds for Tomorrow

MISSION

The mission of Burbank School District 111 is to provide a quality education in a safe and secure environment to ensure students reach their full potential as socially responsible life-long learners.

SCHOOL DISTRICT – PARENT COMPACT

Burbank School District 111, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

This school-parent compact is in effect during school year 2021-2022.

District Responsibilities

Burbank School District 111 will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement by: employing highly qualified teachers who instruct using scientifically-based teaching strategies, continually assessing curriculum and learning, providing additional reading and math instruction through tutoring, and providing a supportive environment that promotes academic success.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress as follows: access to PowerSchool online, midterm or periodic progress reports, end of quarter report cards, and other communications requested in consultation with parent/guardians.
4. Provide parents reasonable access to staff. Parents will be provided information regarding school hours and times in which teachers can meet with parents. Parents may call the office to schedule a consultation with any teacher. Teachers can also be contacted via our email system, which can be found on our web site.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, such as: volunteering at their child's school and participating in PFC activities, attending school events, taking an active role on field trips and excursions, and being actively involved in committee meetings. Monthly newsletters, inviting and informing parents of these opportunities, will be sent to all parents.

Parent Responsibilities

We, as parents, will support our children's learning by:

- Monitoring attendance
- Establishing a time to complete homework
- Monitoring amount of television children watch
- Volunteering in the classroom or attending school activities, as schedule allows
- Promoting positive use of the child's extracurricular time
- Staying informed about the child's education and communicating with the school

Student Responsibilities

We, as students, will do our best to:

- Come to class on time, ready to learn
- Be responsible for our own actions
- Listen and follow directions
- Do our homework every day
- Ask for help when we need to
- Read in school and at home
- Practice math facts
- Give to our parents all information received from our school every day

TABLE OF CONTENTS

5	Absence Reporting and Arrival/Dismissal Procedures
6	Accelerated Placement Program
6	Address and Telephone Number Changes
6	Administration Building
6	Asbestos Management
6	Assessment Programs
7	Assignment Planner
7	Backpacks – LJHS
7	Band Parents Association
7	Behavior Policy
11	Bikes
11	Board of Education
12	Boundaries of District 111
12	Bus Transportation
13	Cellular Communication Devices and Electronic Paging Devices
13	Child Abuse/Neglect Procedures
13	CPR and AED Training Video
13	Crossing Guards
14	Diabetes Care Plan
14	Directory Information
14	Disability Accommodations
14	Drug Awareness Programs
14	Early Release
14	Education of Children with Disabilities
14	Election Day
14	Emergency Contact Information
14	Emergency School Closings
15	Emergent Bilingual / English Learners
15	Enrollment and Registration Requirements
	Enrollment Age / Student Registration / Residency Verification
	Submission of Fraudulent Documents / Tuition for Non-Resident Students
	What You Are Required To Do If You Move / Physical Examinations/Immunization
	Records/Dental Examinations / Enrollment Questions
17	Equal Education Opportunities
17	Extracurricular Athletics Program
18	Extracurricular Program Opportunities and Restrictions
18	Field Trips
18	Fire, Tornado, Earthquake, Bus Evacuation, Emergency Drills
18	Food Allergies
19	Food and Beverages at School
19	Free/Reduced Breakfast/Lunch Program
19	Gifts
19	Grading
20	Graduation Activity Requirements
21	Harassment of Students Prohibited
21	Health and First Aid Procedures
21	Healthcare and Family Services – All Kids Program
21	Home/Hospital Instruction
21	Homeless Children
22	Homework
22	ID Cards
22	Illness
22	Inspection of Instructional Materials
22	Insurance for Students
22	Internet Access Policy
23	Instrumental Music
24	Junior High Dance Rules
24	Kindergarten Basics & Screenings
24	Leaving School Early

24	Libraries - Media Centers
25	Lockers
25	Lost and Found
25	Meals
25	Medication
26	National Junior Honor Society
26	Nurse/Health Aide
26	Observance of Religious Holidays/Take Your Child to Work Day
26	Open House (Back to School Night)
26	Parent/Guardian Concerns
27	Parent/Teacher Conferences
27	Parent/Teacher Organizations
27	Parental Involvement
27	PASS Program
27	Pesticide Application Notice
27	Pets
28	Physical Education/Recess Activity Restrictions
28	Physical Education & Uniform Requirements
28	Power School
28	Pre-School Screenings
29	Prevention of and Response to Bullying, Intimidation, and Harassment
30	Promotion
30	Public Aid Notification Requirement
30	Race And Ethnicity Reporting
30	Records Requests
30	Registration Fee
30	Report Cards and Progress Reports
30	Response to Intervention
31	School Messenger
31	School Visitation Rights Act
31	Search and Seizure
32	Security Cameras
32	Sex Offender Registration Act
32	Sexting
32	Smoking Prohibition – Smoke Free Environment – All School Property
32	Special Education Programs/Services
33	Staff Qualifications
33	Student Data Privacy
34	Student Record Information
35	Student & Parent Handbook
35	Suicide and Depression Awareness and Prevention
36	Summer School
36	Surveys of Private Information
36	Teen Dating Violence Prohibited
36	Telephone Calls to Parents
36	Textbooks/Support Materials
36	Title I and Title IX
37	Truancy
37	Uniform Dress Requirements
38	Vacations During the Regular School Term
38	Valuables at School
38	Vandalism
38	Vision and Hearing Screenings
38	Visitors and Volunteers
39	Waiver of Student Fees
39	Weapon Free Schools
39	Wellness Policy
40	Wireless Telephone Use in School Speed Zones
40	School Colors & Mascots and Commonly Used Acronyms
41	Official School Calendar

ABSENCE REPORTING AND ARRIVAL/DISMISSAL PROCEDURES

Absence Reporting

Illinois State Law requires parents to call each day their child is absent and allows students to be absent with valid cause 5% of the school year (9 days). Daily school attendance is essential for academic success and required by law. It is the legal responsibility of the parent to ensure that their child(ren) attend school DAILY AND ON TIME.

Students must be in school as follows to receive credit for a full day of attendance:

Kindergarten through 1 st Grade	4 Clock Hours
2 nd Grade through 8 th Grade	5 Clock Hours

Students must be in school as follows to receive credit for a half-day of attendance:

EC and Kindergarten through 1 st Grade	2 Clock Hours
2 nd Grade through 8 th Grade	2-1/2 Clock Hours

Students with fever or vomiting should not attend school. **Children should be without fever or vomiting for 24 hours before returning to school.** Any student with an undiagnosed rash or communicable disease must have a note from his/her physician releasing him/her to return to school. Any student absent for five or more consecutive school days must provide a note from his/her physician. A physician's note may also be requested if a student is absent without valid cause for more than 9 of the previous 180 regular attendance days and is thereafter absent due to illness, the student's school activity is to be restricted in any way, or as the Building Principal may deem necessary.

Absence(s) will be considered "unexcused" and without valid cause if they do not meet the requirements of Board policy, or if any required documentation is not provided. When a student is absent without valid cause, he/she can be considered truant or chronically truant. Please refer to the "Truancy" section for additional information.

To report an absence, please contact all elementary schools by 8:00 am and Liberty by 8:30 am.

If your child's absence is unverified you will be contacted by school staff or the automated message system via phone, text, or email.

Arrival , Breakfast, Lunch & Dismissal Times and Procedures

- It is the legal responsibility of the parent to ensure that his/her child or children attend school DAILY AND ON TIME. District 111 will follow all state rules and regulations regarding student attendance reporting.
- Please adhere to the established traffic flow as designated by the principal. Please use the east drop off in the morning, and for safety reasons, do not enter the bus lane.
- Students must ride only on their assigned bus/route.
- Unforeseen variations in school hours may occur. The school will notify parents/guardians of such changes as quickly as possible.
- The school day may include a 10-15 minute recess period for grades K-5. The building principal may schedule inside or outside physical activity. Children should dress appropriately for the weather.
- It is the parent/guardian's responsibility to promptly pick up their child(ren) at the end of the school day. If there is an emergency, please call the school. Chronic late pick-ups may be referred to the School Resource Officer. If you are interested in after school care, please refer to the PASS Program.

Elementary Schools (Grades K-5)

Doors Open	7:45 am
Breakfast	7:55 am
School Begins	8:05 am
Lunch	11:00 – 11:45 am
Dismissal	2:35 pm

Early Childhood / Pre-School

AM Program	8:05 – 10:25 am
PM Program	12:00 – 2:25 pm

- Students **should not arrive at school before 7:45 am** Schools cannot provide supervision for students who arrive before 7:45 am or remain later than 2:35 pm
- All students arriving late must first report to the school office. **All students who report to class after 8:05 am are marked tardy.**

Liberty Junior High School (Grades 6-8)

Breakfast	8:15 am
School Begins	8:30 am
Dismissal	3:19 pm

- Students **should not arrive at school before 8:15 am** Schools cannot provide supervision for students who arrive before 8:15 am or remain later than 3:19 pm.
- All students arriving late must first report to the school office. **All students who report to class after 8:30 am are marked tardy.**
- When students leave at the end of the day they should not congregate on school grounds or in the park adjacent to school.

ACCELERATED PLACEMENT PROGRAM

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner. (Reference Board Policy 6:135)

ADDRESS AND TELEPHONE NUMBER CHANGES

Current home, work, and emergency telephone numbers and contacts are essential. We must be able to reach the parent/guardian during an illness, emergency, or for an unverified absence. Please notify the school office promptly with any changes to contact information.

ADMINISTRATION BUILDING

The Administration Building is located at 7600 S. Central and is open from 8:00 am to 4:00 pm daily when school is in session. The Administration Building is open during the summer and during winter and spring breaks. Summer hours for the Administration Building are Monday through Thursday from 8:00 am to 4:00 pm. Phone: 708-496-0500 Fax: 708-496-0510

ASBESTOS MANAGEMENT

In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA), Burbank School District 111 is required to provide annual notifications regarding facility asbestos documentation. A school specific Asbestos Management Plan is located in the main office of each school, and at the District office. These plans are available at any time for public review. Once every six months, a periodic surveillance is conducted by District maintenance staff to monitor the condition and any changes to building materials. Once every three years an "Asbestos 3 Year Re-inspection" is conducted by an IDPH licensed asbestos building inspector. If you have any further questions, please contact the Director of Building and Grounds, at 708-496-0500.

ASSESSMENT PROGRAMS

The Measures of Academic Progress (MAP) assessment is computerized and adapts to each child's skill level. The program is aligned to the Common Core Standards and will help teachers differentiate instruction, predict proficiency on tests, and benchmark student growth over time. In complying with mandates, our

students in grades three through eight will take the Illinois Assessment of Readiness (IAR) test (formerly known as PARCC). Testing windows for the 2021-22 school year are as follows:

Fall MAP Window: August 30 - September 17

Winter MAP Window: November 29 - December 17

Spring MAP Window: April 25 - May 13

IAR Assessment Window (3-8): March 8 - 25 (anticipated)

Parents can help their children prepare to do their best on these tests by:

- making certain that your child attends school on the days of testing
- making certain that your child gets a good night's sleep the evening before testing
- making certain that your child has a hearty breakfast on the morning of testing
- reminding your child to ask the teacher questions if he/she doesn't understand the test directions
- letting your child know that you have confidence in his/her ability
- encouraging your child to do his/her very best
- telling your child not to worry about these tests

ASSIGNMENT PLANNER – GRADES 3-8

Every student in grades 3-8 will receive one assignment planner provided by the district. Students who damage or lose their assignment planner will be required to pay for a replacement based on current replacement costs.

BACKPACKS – LJHS

Students may not carry a backpack in school during the school day. The school will assign a locker or personal area for every student, and all backpacks must be stored in the lockers during the school day.

BAND PARENTS ASSOCIATION

The Band Parents Association is an active group for parents with children in our band program. Your child will bring home information about this group.

BEHAVIOR POLICY

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, cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*) or cannabis infused products that do not include THC (such as industrial hemp).
 - 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 a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
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.
22. Refusing or failing to wear an appropriate facial cover over the mouth and nose.
23. Failing to maintain proper social distancing or a particular distance designated by the District.

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 or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
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 2 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 2 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 1 or 2 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. Re-engagement will 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. Dept. of 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.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. (Reference Board Policy 7:190)

Misconduct by Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. (Reference Board Policy 7:230)

BIKES

Students in grades 3-8 may ride bikes to school. Students must walk bikes on school property. The student is responsible for locking his/her bike on school property. Riding a bicycle to school is a privilege and may be denied to any student who fails to follow established guidelines. The Board of Education and/or employees of District 111 will not assume any responsibility for the security of or damage to bikes parked on school property.

BOARD OF EDUCATION

Burbank School District 111 is governed under state law by a Board of Education consisting of seven elected residents of the community and the Superintendent as Chief Executive Officer of the Board. The Board of Education is responsible for establishing policies. The Superintendent implements the policies and oversees the day-to-day operation of the school system. The Board of Education has one regular monthly meeting

which is open to the public. Meeting dates, agendas, and approved meeting minutes are posted on the district website.

BOUNDARIES OF DISTRICT 111

Burbank School District 111, located just southwest of Chicago, serves the City of Burbank, the unincorporated area of Nottingham Park, and the section of Bridgeview located between 79th and 87th Street east of Harlem Ave. The District's boundaries are: Cicero Avenue on the East, 87th Street on the South, Harlem Avenue to the West, and 71st Street to the North. School attendance boundaries are established by the Board of Education acting on the recommendation of the Superintendent. The address of the parent will determine the child's school of attendance. However, special education students may be assigned to schools outside their school attendance area. If there is any doubt as to a school boundary, parents should call the Director of Student Services at 708-496-0500.

BUS TRANSPORTATION

District 111 provides free transportation for students who reside 1.5 miles or more from the school they attend (Reference Board Policy 4:110). Transportation may also be available on a charged-fee basis for students not eligible for free transportation. Transportation applications are available at the school office. The building principal will approve transportation requests. However, principals will not under any circumstance change bus routes, add buses, or alter pick-up and drop-off locations. If you have questions concerning bus transportation, please contact your building principal. Students must ride their assigned buses, no exceptions. Students are not allowed, for any reason, to bring a friend on their assigned bus. The school expects that students will obey the directions of the bus driver and/or school personnel when getting on and off the bus and while riding on the bus. Appropriate behavior is expected at the bus stops. Board of Education policies for student conduct and behavior at the bus stops and on the bus will apply.

Bus Routes

Information on the bus routes and schedules will be available prior to the opening of school. Parents will receive information from the bus company. However, if you are not registered prior to the opening of school, you will not receive this information. If you have questions about bus routes, please contact your building principal.

Bus Safety

Certain types of clothing can create a hazard as your child gets on or off the school bus:

- long, dangling jackets or sweatshirt drawstrings
- long backpack straps
- long scarves or other loose clothing

Parents should discuss the following bus safety rules with your child:

- stay away from the Danger Zones around the bus
- do not try to pick up something dropped near the bus – the bus driver might not see you
- remember that other motorists don't always stop for a stopped school bus – use extreme caution whenever getting on or off the bus

Student Conduct on Bus

All students transported in a school bus are expected to observe good bus safety habits. All students shall follow the directions given by the bus driver. Our school buses have the capability of video-taping students as they ride to and from school. Video tapes may be used to provide additional documentation of student misconduct on the buses. Any student who violates good safety habits while being transported to or from school will be subject to the following consequences:

1. At the first occurrence of minor misbehavior the principal will warn the student and issue either documented verbal or written notice to the student's parents.
2. Succeeding reported occurrences of minor misbehavior will result in disciplinary action, which may include but would not be limited to after-school detention and/or suspension from bus privileges up to a limit of seven (7) days for each occurrence.
3. Serious misbehavior may result in suspension from the bus up to a limit of seven (7) days. Serious misbehavior may include but would not be limited to fighting, vandalizing, throwing objects, endangering the lives of others, bringing dangerous articles on the bus or refusing to remain seated.

Any student may be subject to further disciplinary action if they continue to exhibit inappropriate behavior on the bus after the aforementioned measures have been taken. Suspension from the bus does not relieve parents of their responsibility to see that their child attends school.

CELLULAR COMMUNICATION ELECTRONIC DEVICES

Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

Cellular Phones and Other Devices

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

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

Electronic study aids may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, personal digital assistants, and laptop computers. Examples of electronic devices that **are not** used as study aids include, but are not limited to: hand-held electronic games, CD players, MP3 players, global positioning systems (GPS), radios and cellular telephones. **Burbank School District 111 is not responsible for the loss or theft of any electronic device brought to school or a school-related activity.**

CHILD ABUSE/NEGLECT PROCEDURES

The Abused and Neglected Child Reporting Act requires that school personnel must report all suspected cases of abuse and/or neglect to the Illinois Department of Children and Family Services (DCFS). Any person filing a report is generally immune from all civil or criminal liabilities, regardless of whether or not the report is confirmed or not confirmed. District 111 is not required to release the name of the individual who makes a report to DCFS.

CPR AND AED TRAINING VIDEO

Pursuant to Public Act 098-0305, District 111 encourages all parents and staff to view a training video on hands-only cardiopulmonary resuscitation and automated external defibrillators. The video can be found in the Sports Medicine section of the Illinois High School Association's website - www.ihsa.org.

CROSSING GUARDS

It is imperative that parents teach children the importance of crossing the street safely. Students should plan their route accordingly, utilizing the crosswalks and designated crossing guard areas. Students must listen and follow the directions of the crossing guards. District 111 has assigned crossing guards at the following locations:

Location	School	Location	School
83 rd St. at Linder	Burbank	77 th St. at Parkside	Kennedy
82 nd St. at Linder	Burbank	83 rd St. at Sayre	Maddock
83 rd St. at Lavergne	Byrd	85 th St. at Nashville	McCord
78 th St. at Mobile	Fry	85 th St. at Natoma	McCord
78 th St. at Merrimac	Fry	85 th St. at Narragansett	Tobin
77 th St. at Central	Kennedy	85 th St. at State Rd.	Tobin

DIABETES CARE PLAN

Procedural guidelines are in place for students with diabetes. Please contact the District Nurse if your child requires a Diabetes Medical Management Plan.

DIRECTORY INFORMATION

District 111 may release directory information as permitted by law, unless a parent objects to the release of information regarding his or her child. However, District 111 will comply with all proper court orders requiring the disclosure of a student's school records or information contained in those records without notice to, or the consent of, the student's parent.

DISABILITY ACCOMMODATIONS

If you are in need of disability accommodations at parent conferences, school programs, or school board meetings, please contact the Director of Student Services.

DRUG AWARENESS PROGRAMS

Students will participate in on-going educational drug-awareness programs. Unlawful manufacturing, distribution, dispersal, possession or use of a controlled substance, tobacco or alcohol is prohibited in the school. In the event a student is found in possession of such substance, the substance will be turned over to the local law enforcement agency for analysis and the student's parents will be notified. The parent of a student caught in possession of and/or use of drugs, tobacco, or alcohol shall be notified of this infraction of the school rules. The student will be subject to disciplinary action including the possibility of suspension and/or expulsion from school in accordance with Board Policy 7:190.

EARLY RELEASE

At times throughout the school year, there are half days of attendance for students. Early release times are as follows: Grades K-5: 11:15 am Grades 6-8: 11:45 am

EDUCATION OF CHILDREN WITH DISABILITIES

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. (Reference Board Policy 6:120)

ELECTION DAY

All school buildings are official polling sites for the community. School will not be in session on election days.

EMERGENCY CONTACT INFORMATION

Each year you must update emergency information in InfoSnap during the online registration process. When information changes during the school year, it is the parent's responsibility to contact the school to update emergency contact information.

EMERGENCY SCHOOL CLOSINGS

The Superintendent will make the decision, when it is necessary to close schools or release students early due to an emergency or weather situation. The district will notify parents and staff through School Messenger, the district website, social media, and www.emergencyclosingcenter.com. It is important for the parent to make advance arrangements for a specific place for his/her child to go should these emergencies arise. Depending on the situation, remote learning may be implemented.

EMERGENT BILINGUAL / ENGLISH LEARNERS

The school offers opportunities for Emergent Bilingual students to develop high levels of academic attainment in English and meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of Emergent Bilingual students will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's Emergent Bilingual program. For questions related to this program or to express input in the school's Emergent Bilingual program, contact the building principal. Please contact the EB Coordinator at 708-496-0500 for additional information. (Reference Board Policy 6:160)

ENROLLMENT AND REGISTRATION REQUIREMENTS

Enrollment Age

Children who will be five (5) years of age on or before September 1 may be enrolled in kindergarten. Children who will be six (6) years of age on or before September 1 must be enrolled in first grade.

Student Registration

Parents/guardians may register students online via Infosnap on the district website.

The following documents must be provided by the parent for new student enrollment:

1. Official birth certificate
2. Current physical and immunization form
3. Illinois State transfer form, if applicable

Residency Verification

Proving residency each year is required for all District 111 families. In previous years, District 111 required families to submit documentation (driver's license, mortgage/lease, utility bills, etc.) to prove residency. New this year, District 111 will be using an electronic residency verification program, Clear Batch, to verify residency. If a family's residency is not approved through the verification program, the District will ask for additional information and documentation.

Submission of Fraudulent Documents

The submission of false information regarding residency for the purpose of enabling a student to attend school in District 111 on a tuition-free basis will result in the District filing a Class C misdemeanor charge against the parent in accordance with state law and District policy as well as subjecting the person(s) who enrolled the student to retroactive tuition charges not to exceed 110% of the per capita cost.

The Board of Education has authorized the administration to employ the services of a private investigator for purposes of verifying residency. Questions about residency verification can be directed to the Assistant Superintendent for Business & Finance at 708-496-0500. Questions about legal custody can be directed to the Director of Student Services at 708-496-0500.

Tuition for Non-Resident Students

The Illinois School Code provides that a school district may charge a non-resident student (attending a school of the district) tuition in an amount not exceeding 110% of the per capita cost of maintaining the schools of the district for the preceding school year.

What You Are Required To Do If You Move

Should you move before the start of the next school year you must notify the building principal. If you have moved with-in the boundaries of District 111 you must re-register at the building assigned to that address. Should you move out of District 111 you will register in your new district.

Physical Examinations/Immunization Records/Dental Examinations

Students enrolling in school for the first time, transferring into District 111, or those changing schools within the District due to a change in residence must present a copy of a current physical examination and immunization record prior to beginning school. The Illinois School Code requires students to submit a report of physical examination and the dates that immunizations were received in order to attend school. Immunization requirements are subject to change. For complete immunization requirements, contact the Illinois Department of Public Health. Contact the District Nurse at 708-496-0500, ext. 10366, should you have questions about the physical examinations and immunization requirements. Preschool, kindergarten, sixth, and ninth grade students must present a physical exam and current immunizations in order to start school **August 23, 2021**. Parents/guardians must complete and sign the health history portion of the

physical form.

**PRE-SCHOOL/
EARLY CHILDHOOD:**

Physical exam dated **8/23/20** or later. A diabetes screening and lead screening is required. A Mantoux test for tuberculosis is recommended. Children 24-59 months shall follow the HIB and PCV series schedule.

DPT/DTaP	4 doses (including 1 booster)
Polio	3 doses
Varicella	1 dose after 12 months or proof of immunity
MMR	1 dose at 12-24 months
Hepatitis B	3 doses
Hib	1 dose after 15 months without series
PCV	1 dose after 24 months without series

KINDERGARTEN:
(or first entry in Illinois school)

Physical exam dated **8/23/20** or later. A diabetes screening and lead screening is required. A Mantoux test for tuberculosis is recommended. *Dental Exam required - see below. Vision Exam completed by an Optometrist, Ophthalmologist, or physician who provides complete eye examinations.

DPT/DTaP	4 doses (last one after 4 th birthday)
Polio	4 doses of same type (last one after 4 th birthday)
Varicella	2 doses after 12 months or proof of immunity
MMR	2 doses after 12 months

2nd GRADE: *Dental Exam required - see below

6th GRADE: Physical exam dated **8/23/20** or later. A diabetes screening is required. A Mantoux test for tuberculosis is recommended.

Tdap	1 dose
Polio	3 doses of same type (last one after 4 th birthday)
Varicella	2 doses or proof of immunity
MMR	2 doses
Hepatitis B	3 doses
MCV	1 dose after age 10

*Dental Exam is required – see below.

*A dental examination by a licensed dentist is required for all children in kindergarten, second, and sixth grade and must be completed by May 15th of that school year.

Please remember to make appointments early. Physical, Dental, Vision, and Immunization forms are available at: www.bsd111.org (click: Departments - Health and Wellness)

Exclusions from School for Non-compliance of Physical and Immunization Requirements

A copy of the physical examination and immunization record must be provided prior to the beginning of school. Students not providing evidence of the required physical examination and required immunizations will be excluded from attending school. During a student's exclusion from school for non-compliance of these requirements, all absences will be considered unexcused and the student will be considered truant.

Physical Examinations and Immunizations are Free of Charge

For information on clinic hours and services call Stickney Township Medical Clinic at 708-424-9200, located at 5655 State Road in Burbank.

Free Dental Examinations

Stickney Dental Mobile Unit hours are generally 8:00 am to 12:00 pm, Monday thru Friday. For information on the location of the mobile unit call 708-424-9200.

Enrollment Questions

Call the School Office starting two weeks before school begins and during the regular school year or call the Administration Building.

EQUAL EDUCATION OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, or other protected group status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*. (Reference Board Policy 7:10)

EXTRACURRICULAR ATHLETICS PROGRAM

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries* as required by law.

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirements comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy. (Reference Board Policy 7:300)

Spectator Guidelines

Attendance at school athletic events is a privilege. The building principal has complete authority in matters related to spectators at all school events. Those students who are allowed to attend after-school events must understand that while attending any school sponsored event all students will follow Board Policy 7:190 – Level I-2-3-4 Acts of Misconduct and Disciplinary Response.

The home team principal is responsible for the conduct of spectators and the safety of the visiting team. Liberty Junior High School has prominently posted spectator guidelines throughout the school. Once you leave a game you may not re-enter. All spectators are to stay in the gym or Multi-Purpose Room (MPR). Sportsmanship, wholesome competition and development of a sound mind and body are very important areas of the educational structure for competition at Liberty.

There is limited seating in our K-5 schools. Building principals will set limits on the grade levels allowed to attend events and all information will be posted in the schools. Due to the expanded seating capacity at the junior high, the junior high principal and/or his/her designee will have the authority to create and post specific guidelines for attendance at all school events. Students should make prior arrangements with their parents for transportation home at the conclusion of after-school events.

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. Please reference Board Policy 7:305 for more information.

Movable Soccer Goal Safety Act

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored. Reference Board Policy 4:170 for more information.

EXTRACURRICULAR PROGRAMS & OPPORTUNITIES – K-5

District 111 offers a variety of after-school programs at the K-5 schools. Please check with your school principal for additional information.

EXTRACURRICULAR PROGRAMS & OPPORTUNITIES – LJHS

The principal, assistant principal or athletic director will approve all Liberty curriculum newsletters and related flyers for posting or distribution to students to inform them about various activities, try-outs or special events. Liberty provides a 7:30 am band bus and an after-school activities bus at 4:30 pm.

Information about available sports programs will be distributed to students. Liberty Junior High School is a member of the Southwest Interscholastic Conference (SWIC). Information on programs and competitions will be made available to all students at Liberty. All district disciplinary and academic requirements will apply and all students must meet the criteria to participate in these activities. A student interest survey will be taken each year to determine student areas of interest related to sports and other activities.

EXTRACURRICULAR PROGRAMS - ACADEMIC CRITERIA FOR PARTICIPATION

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. (Reference Board Policy 6:190)

EXTRACURRICULAR PROGRAM RESTRICTIONS

If your child is unable to participate in an extracurricular program due to an injury or illness, you must provide the school with a note detailing the reason for the restriction. Activity restrictions lasting longer than three calendar days will require a note from a physician.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. All information on student field trip cost, if any, will be sent home to the parent. A signed permission form from a parent is required for all field trips. Parents often accompany classroom groups on field trips to assist in supervising students. The recommended supervision ratio is 1:10. It is important that a parent of a student who has severe allergies or other medical conditions consult with the student's teacher when field trips are scheduled. Parents are encouraged to attend field trips when possible. Please reference Board Policy 6:240 for more information.

FIRE, TORNADO, EARTHQUAKE, EVACUATION AND ACTIVE SHOOTER EMERGENCY DRILLS

Fire, tornado, earthquake, severe weather, bus evacuation, school evacuation, active shooter and other emergency drills are conducted in compliance with state recommendations. Everyone will move in an orderly and silent manner to points directed by their teachers. Drills are mandatory and all personnel and visitors in the school are required to adhere to all safety guidelines. In the event of an actual emergency, District 111 will follow the emergency operations plan. Principals will inform any in-coming callers that the school is on a severe weather watch or other emergency and that the school needs to keep phone lines open for emergency use. As circumstances permit, parents may take children from the school before dismissal if they report to the school office and identify themselves. Please contact your building before coming to remove your child from school.

FOOD ALLERGIES

Procedural guidelines are in place for students with food allergies. Please contact the District Nurse to prepare an Emergency Care Plan and alert the Principal and Health Aide if your child has a food allergy.

FOOD AND BEVERAGES AT SCHOOL

Chewing gum is not permitted at school at any time. Food or drink is not permitted in the classroom unless authorized by the teacher or during scheduled lunch time at the K-5 Schools. Food or drink is not permitted outside of the lunchroom, in the classrooms or halls at Liberty Junior High School unless authorized by the principal, assistant principal, or dean of students. All food items served to students must meet Federal and State nutritional guidelines. No food will be sold by any group that competes directly with the National School Breakfast/Lunch Program or the School Food Authority.

Classroom Party Guidelines

From birthday parties to holiday celebrations, children and teachers have many reasons to celebrate throughout the school year. However, foods served in class parties are, many times, low in nutrients and high in calories. In an effort to promote student wellness, good nutrition and a safe environment for students with allergies or other medical conditions, District 111 is requesting that only non-food items be brought in by students for classroom parties or birthdays. Examples include pencils, coloring books, stickers, erasers, crayons, books, bookmarks, gift certificates, board games, and puzzles. Thank you for your cooperation in this matter.

FREE/REDUCED BREAKFAST AND LUNCH PROGRAM

District 111 students may be eligible to receive free/reduced breakfast/lunch through the National School Lunch Program. Applications are submitted online at <https://www.lunchapplication.com>. Applications may be submitted at any time during the school year. Questions regarding the Free/Reduced Breakfast/Lunch Program should be directed to the Building Principal. Application procedure:

- ✓ Your child may qualify for the free/reduced breakfast/lunch program if your household income falls within the limits established by the Federal Income Chart.
- ✓ Free and Reduced-Price School Meals Application Forms must be completed annually.
- ✓ Foster children are eligible upon completion of the Free and Reduced-Price School Meals Application form.

GIFTS

Except as permitted by policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined by policy, or that is otherwise prohibited by law or policy. Please refer to Board Policy 2:105 for more information.

GRADING

Grading Scale and GPA POINT VALUES					
LETTERS	PERCENTAGE	STANDARD	WEIGHTED	DUAL CREDIT	MEANING
A+	98-100%	4.333	4.667	5.000	
A	95-97%	4.000	4.333	4.667	Superior
A-	92-94%	3.667	4.000	4.333	
B+	89-91%	3.333	3.667	4.000	
B	86-88%	3.000	3.333	3.667	Above Avg
B-	83-85%	2.667	3.000	3.333	
C+	79-82%	2.333	2.667	3.000	
C	75-78%	2.000	2.000	2.000	Average
C-	72-74%	1.667	1.667	1.667	
D+	69-71%	1.333	1.333	1.333	
D	67-68%	1.000	1.000	1.000	Below Avg
D-	65-66%	0.667	0.667	0.667	
F	64% & below	0.000	0.000	0.000	Failure

Students in grades 6-8 will earn a grade point average based on the 4.0 scale of District 111. Grade Point Average (GPA) is determined in the following manner:

- Each letter grade is converted to grade points.
- The grade points earned are totaled and then divided by the number of courses taken to produce the student's Grade Point Average (GPA).
- The courses/subjects used to calculate the GPA are:
 - Literature/English
 - Language Arts
 - Math
 - Social Science
 - Science
 - P. E. / Health
 - *Elective Subjects

*Elective subjects may change each quarter. Elective subjects are averaged with the core subjects so long as they are taught on a daily basis. (Reference Board Policy 6:282)

Honor Roll

An honor roll is published at the end of each quarter for all students in grades 6-8.

For a student to be included on the Honor Roll, a student must have a grade point average of 3.0 or higher rounded to the nearest thousandth.

DISTINGUISHED HONORS	GPA - 4.000 and above
HIGH HONORS	GPA - 3.733-3.999
HONOR ROLL	GPA - 3.0-3.732

Students enrolled in advanced standing classes will have additional weighting factors for those classes.

Valedictorian and Salutatorian: A student must be enrolled in Burbank School District 111 for the entire year of grade 6, grade 7 and grade 8 in order to be considered for valedictorian or salutatorian of the graduating class. Eligibility will be determined by the cumulative GPA of 6th grade, 7th grade and 8th grade. (Reference Board Policy 6:282)

Grading Rubric

	Grades 3-5	Grades 6-8
Formal Assessments	30%	40%
Informal Assessments	30%	30%
Class Assignments	20%	15%
Homework	10%	10%
Class Participation	10%	5%

Homework: Homework assignments will be accepted for 3 days after the due date with a one letter grade reduction after each day the assignment is late.

Test Corrections: Students will be allowed to make test corrections at the discretion of the teacher. The points for the corrections will be calculated with "Class Assignments" on the rubric grading scale.

Differentiated Assessments: Students will receive extended learning opportunities after unsuccessful completion (64% and below) of content assessments. The achieved grade will be calculated (teacher's discretion) under the rubric category of formal or informal assessments.

GRADUATION ACTIVITY REQUIREMENTS – LJHS

Acts of misconduct may result in the loss of graduation ceremony privileges. School officials will monitor and review student disciplinary records on a regular basis. Students must understand that their poor choices may result in losing privileges such as graduation related year-end activities, i.e., dance, field trips, picnics, practices, etc. The parent/guardian of any student barred from such activity will receive written notification.

HARASSMENT OF STUDENTS PROHIBITED

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, 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.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*. (Reference Board Policy 7:20)

HEALTH AND FIRST AID PROCEDURES

In the event that a child becomes ill at school, every effort will be made to contact the parent. If the child has suffered an injury, common sense first aid procedures will be administered. If an injury is of a very serious nature and parents cannot be contacted, the school will contact the next emergency number listed. In extreme cases the child will be transported to a local hospital via local paramedics. All parents are required to provide the school with current work, home, and emergency telephone numbers as well as the name and telephone number of their family physician.

HEALTHCARE AND FAMILY SERVICES - ALL KIDS

The All Kids program offers many Illinois children comprehensive healthcare that includes doctor visits, hospital stays, prescription drugs, vision care, dental care and medical devices like eyeglasses and asthma inhalers. Visit the Illinois Department of Healthcare and Family Services website <https://www.illinois.gov/hfs/MedicalPrograms/AllKids> for more information or call the hotline at 1-866-ALL-KIDS (1-866-255-5437)

HOME/HOSPITAL INSTRUCTION

If your child must spend an extended time (more than two weeks, but less than six months) at home or in a hospital because of a temporary health problem, parents should immediately request home or hospital instruction. The physician must complete a homebound/hospital medical certificate form. Please contact your child's principal to arrange this service. An evaluation will be conducted, and if home or hospital instruction is found to be appropriate, the Director of Student Services will make the necessary arrangements. Please contact the District Nurse, at 708-496-0500, should you have questions regarding home/hospital services.

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined in the McKinney Homeless Assistance Act and State law. The Director of Student Services is the liaison for homeless children to coordinate the implementation of Board Policy 6:140 – Education of Homeless Children. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. For further assistance, please contact the Business Manager at 708-496-0500.

HOMEWORK – K-5

It is the student's responsibility to complete all homework assignments. For students who are ill, parents/guardians should contact the classroom teacher regarding homework assignments.

HOMEWORK – LJHS

It is the student's responsibility to complete all homework assignments. For students who are ill, parents/guardians should request homework assignments at the time they report an absence. Parents will be able to pick up requested homework assignments in the school office between 3:00 and 4:00 p.m. Teachers may also post homework assignments on the Liberty Junior High School website, teacher phone extensions, and Power School.

ID CARDS

All District 111 students will be issued a Student ID Card on a breakaway lanyard. The Student ID Card is used as the meal debit card. All students must wear the ID card on a daily basis. Students should present their ID card to staff members on request. There is a \$5.00 fee to replace a lost ID. Students at Liberty Junior High must present their identification card for admittance to games, dances, and other after school activities, as required.

ILLNESS

A doctor's note is required for any illness requiring five or more consecutive days of absence, any prolonged absence, or if the child's activity is to be restricted in any way. **A doctor's note indicating a student's fitness to return to school must be submitted for any child who had been diagnosed with a communicable disease.**

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents of students may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, films, and tapes. Call the principal's office for an appointment if you wish to review any of these items.

INSURANCE FOR STUDENTS

All district students will be covered by Student Accident Insurance during school hours, and while participating in school-sponsored and supervised activities. This insurance is provided at the district's expense. If you wish to buy 24-hour student accident insurance coverage and/or 24-hour dental accident insurance, plans are available for purchase and enrollment forms are available at the school office. This insurance covers injuries due to accidents only, not normal illness and routine care. It is primary coverage if the student has no other health insurance plan. It is secondary if the student has coverage under a family health insurance plan.

INTERNET ACCESS POLICY

Access to Electronic Networks

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

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

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

Internet Safety

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

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's *REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA)* as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Agreement before being granted unsupervised use. All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *REQUIRED USE AND INTERNET SAFETY AGREEMENT (RUA)*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action. (Reference Board Policy 6:235)

Network Etiquette: Students are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- Have good manners. Be polite.
- Always obey copyright laws.
- Never knowingly post or forward information that is not true.
- Ask for help when you need it.
- Do not reveal personal addresses or telephone numbers without permission.
- Do not use the network in any way that would disrupt its use by others.
- Treat people you meet on the Internet as if they were honored guests at your school.

Security: Network security is a high priority. If you can identify a security problem on the Internet you must notify your teacher and/or school administrator. Any user identified as a security risk may be denied access to the network. District 111 has installed both a firewall and filtering system to our network. The filtering system is designed to avoid student access to inappropriate web sites. While the filtering system is not 100% fail proof, it is our attempt to control student access to inappropriate material. **Vandalism:** Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or any other network or any hardware. This includes but is not limited to the uploading or creation of computer viruses.

INSTRUMENTAL MUSIC

Students who have an interest in playing a musical instrument have the privilege of joining the District 111 Band program when they reach fourth grade. Information concerning various places to buy/rent instruments may be obtained through one of the band instructors. Information regarding the band program will be distributed to students in grades 4-8. District 111 does not rent or sell instruments. Some of the more difficult to purchase instruments are owned by the district and are loaned to the students who elect to play them.

JUNIOR HIGH DANCE RULES

The principal and/or his/her designee will discuss with the students the specific rules for conduct and appropriate attire for school sponsored junior high dances. Any prohibited clothing items as listed in Board Policy 7:165 are unacceptable at junior high dances. Refreshments and snacks are restricted to assigned areas. Gum chewing is not permitted at school dances. Student ID's are required for admittance. Faculty and staff supervise the junior high school dances. Junior High students attending the dances must follow the directions of the faculty and staff.

KINDERGARTEN BASICS

Children who will be five (5) years of age on or before September 1 may be enrolled in Kindergarten. Some of the skills the children should be practicing and should be able to do before they enter Kindergarten:

- ✓ print their first names using both capital and lower case letters (example: Jane, not JANE)
- ✓ recognize red, green, yellow, brown, blue, orange, purple, and black
- ✓ say their whole name, address, phone number and birthday
- ✓ understand that school is a quiet place and they are not coming to school to play
- ✓ recognize most of the alphabet letters
- ✓ zip or button their own coats and put on their own boots and mittens
- ✓ attempt to tie their shoes
- ✓ count to at least 20
- ✓ color a picture without scribbling
- ✓ encourage your child to stay with an activity until it is finished
- ✓ encourage your child to listen and follow directions the FIRST time they are given

Parents can assist teachers by preparing their child for many worthwhile and enjoyable experiences that will be encountered throughout the school year. You can help your child at home in the following ways:

- ✓ make sure your child has adequate sleep and a nutritious breakfast and lunch each school day
- ✓ teach and model common courtesies; such as listening to others, saying "yes," "please," "thank you," and "excuse me"
- ✓ teach respect for school authority figures
- ✓ provide jobs for your child to develop a sense of responsibility and independence
- ✓ have books, magazines, newspapers, pencils, crayons, scissors, and glue available at home
- ✓ read to or with your child every day
- ✓ provide a quiet place for the completion of homework and check to ensure that all assignments are completed in a timely manner
- ✓ maintain regular daily attendance
- ✓ show enthusiasm about what your child is doing in school
- ✓ take an active interest in school activities and organizations
- ✓ teach your child to take care of their personal needs: bathroom, clothing, tissues

KINDERGARTEN SCREENINGS

All students enrolled in kindergarten will be screened. Information obtained from the kindergarten screening is used to assist the classroom teacher in learning about your child and to identify students who may need additional testing.

LEAVING SCHOOL EARLY

A parent or legal guardian must come to the school office to sign out his/her son/daughter should they need to leave school during school hours. Children will be dismissed only from the office, not from their classroom. K-5 students who walk home for lunch may leave at the beginning of the lunch hour without being signed out or reporting to the office, however, parents/guardians must inform the teacher and/or school office that "home for lunch" is the usual and normal routine. Liberty Junior High School is a closed campus and students may not leave for lunch. This procedure will be followed without exception.

LIBRARIES – MEDIA CENTERS

District 111 libraries/media centers will collect an overdue fine of 5 cents per day for regular circulation materials and 25 cents per day for reference or other specialized materials based on the number of regular school attendance days that materials are overdue. The student overdue fine for lost or damaged materials

will not exceed the current purchase price plus shipping and handling. If the material has not been re-ordered or replaced, a refund will be made for material found at a later date.

LOCKERS

Students in grades K-5 may be assigned lockers in school. Students at LJHS are assigned lockers in school and in the physical education locker rooms. Lockers are the property of Burbank School District 111 and the school reserves the right to inspect any locker and its contents. Lockers will be neatly kept. Students should report locker problems to the school office.

LOST AND FOUND

Any found items are deposited in the Lost and Found box located in the school office.

MEALS

District 111 operates a federally funded U.S.D.A. breakfast and lunch program in all buildings. A monthly menu is sent home and can also be accessed on the District 111 web site, by clicking on District Info. A newsletter will be sent to parents/guardians on the meal program and associated student costs. Students are expected to maintain a positive balance on their meal debit card at all times. Notification will be sent to parents when the account balance falls to a low level. Negative balances may result in alternative meals. Delinquent fees may be turned over to a collection agency. Any funds deposited into a student's meal account will only be refunded upon transferring or graduating and only when there are no other outstanding fees. Children must follow breakfast/lunch rules and procedures as established by the school. In accordance with the U.S.D.A., students may not share components of the school breakfast/lunch program.

Breakfast After the Bell

Breakfast After the Bell is a program that allows children to have the opportunity to eat breakfast no matter what time they arrive at school. Students will eat breakfast during the morning routine, which consists of taking attendance, collecting homework, and completing the beginning of the class review activity. Please be assured that this program will not interfere with students receiving the classroom instruction necessary to improve academic achievement.

The meals will be a grab-n-go system placed inside the classrooms in the morning. As students enter the classroom, they can pick up a bag, bring it to their seats, and begin eating as soon as they sit down. Student accounts will be charged accordingly, whether it is full-price, reduced or free.

It is our hope that Breakfast After the Bell will dramatically increase the percentage of Burbank School District 111 students who eat breakfast. Research consistently shows that hungry children do not learn effectively. More of our students will be fed and ready to learn. This program is a great way to enhance children's health and improve their overall academic achievement.

Lunch

K-5 Schools: Parents must submit a signed note to the principal indicating your child has your permission to eat at places other than your home or school. The signed parental permission note may be submitted for a day, a week, a month, or for the entire school year. The principal may prohibit such requests due to safety considerations of the children (including, but not limited to weather, hazardous traffic/road, emergency) and should notify the parents of his/her decision. If a parent changes the off-campus lunch location for his/her student, the parent must take full responsibility for his/her child. The schools can in no way guarantee the safety of your child at any of these off-campus places, nor can the school guarantee that the student will even be at these indicated off-campus locations during the lunch period. It is a parent responsibility made at the request of the parent. Students going home for lunch should return between 11:35 am and 11:45 am. Any student who does not return to school by 11:45 pm is tardy.

LJHS: Liberty Junior High School is a closed campus. Students may not leave for lunch.

MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or

school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. (Reference Board Policy 7:270) If you have additional questions, contact the District Nurse at 708-496-0500, ext. 10366.

NATIONAL JUNIOR HONOR SOCIETY – LJHS

Academics and character go hand in hand to meet the eligibility requirements for induction into the National Junior Honor Society. Once the student attains the GPA requirement, he/she is then eligible for consideration for induction on the basis of service, leadership, character, and citizenship. Information on the National Junior Honor Society will be available at the school.

NURSE/HEALTH AIDE

The district nurse serves the entire district and can be reached at 708-496-0500 ext. 10366. Health aides are on staff at each building.

OBSERVANCE OF RELIGIOUS HOLIDAYS/TAKE YOUR CHILD TO WORK DAY

Students observing a religious holiday and/or take your child to work day will have an excused absence. Parents/guardians must contact the school and explain the reason for the absence prior to and again on the day of the excused absence. On such observances the student will be excused from exams and work assignments, but will be given the opportunity to make up the exams or work assignment upon his/her return to school. Any recorded religious observance or take your child to work day resulting in an absence from school will have no effect on the ability of the student to receive a Perfect Attendance Award.

OPEN HOUSE – “Back to School Night”

Back to School Nights are held in August/September. The purpose of the Back to School Night is to allow the students and their families the opportunity to meet the teachers, visit the classrooms, tour the school, join the school parent organization, and meet the building principal.

PARENT/GUARDIAN CONCERNS

From time to time misunderstandings, concerns or problems may occur between parents and the school over some phase of the education programs, policies, grades, activities, disciplinary procedures, etc. It is our intent to resolve problems or concerns directly with the staff involved. Therefore, parents are required to set up a conference meeting with the involved staff member to discuss school or student related concerns.

Step 1: We direct all parents to discuss the complaint directly with the involved staff member to seek a resolution.

At the conclusion of the conference meeting, if the parent or staff member is not satisfied with the results of the conference meeting or if the parent refuses to have a conference, the following sequence of conferences shall be followed as needed to seek resolution of the problem:

Step 2: Parent - Staff Member - Building Principal

Step 3: Parent - Staff Member - Building Principal - Superintendent or Designee

Step 4: Parent - Staff Member - Building Principal - Superintendent - Board of Education

Nothing shall prevent a principal from hearing a complaint. However, the principal may take no action without following the procedures set forth above.

Students, parents, employees or community members may file a complaint/grievance if they believe that the Board of Education, district employees or agents have violated their rights. For further information please reference Board Policy 2:260.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held each year. Any time you have concerns about your child, please contact your child's teacher. Parent/Teacher Conferences will be November 22-23, 2021.

PARENT/TEACHER ORGANIZATIONS

Please contact your child's school for information regarding parent teacher organizations such as PFCs, PTOs, and PTAs.

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the District, and to enable parents to become active partners in their children's education, the Superintendent shall develop administrative procedures to:

1. Keep parents thoroughly informed about their child's school and education.
2. Encourage parents to be involved in their child's school and education.
3. Establish effective two-way communication between parents and the District.
4. Seek input from parents on significant school-related issues.
5. Inform parents on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

PASS PROGRAM

PASS (Parental After School Support Program) is an after school program designed to provide an environment that will enable your child to feel welcome and secure. The PASS Program offers a variety of activities, recreation, exercise and quiet time for homework.

The program is held at Burbank School from 2:35 to 6:00 pm on full attendance days. Students attending other schools will be bussed to Burbank School after dismissal. The PASS Program begins on the first full day of school. Students in kindergarten through sixth grade are eligible to enroll in the PASS Program.

The weekly fee for the PASS Program is \$35.00 per student. Payments are collected on a weekly or monthly basis and calculated based on the number of weeks the program is in session. Please note, whether your child attends PASS one day a week or five days a week, the fee is the same. The PASS Program does not accept subsidies, state benefits, or publicly funded child care programs (i.e. Action for Children, Head Start, IDHS programs, DCFS programs.)

The PASS Director will process the registration and contact the parent directly to confirm the start date.

Phone Numbers for PASS: 708-921-4450 and 708-921-4452

PESTICIDE APPLICATION NOTICE

Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. (Reference Board Policy 4:160)

PETS

Per Local Ordinance 7-130 (c), a dog, cat, or other animal cannot be at or upon school premises even if it is on a leash, unless it is a service dog. Pets must be on a leash and controlled by the owner when on public streets and sidewalks surrounding the school.

PHYSICAL EDUCATION/RECESS ACTIVITY RESTRICTIONS

If your child is unable to participate in physical education or recess due to an injury or illness, you must provide the school with a note detailing the reason for the restriction. Activity restrictions lasting longer than three calendar days will require a note from a physician.

PHYSICAL EDUCATION & UNIFORM REQUIREMENTS

Physical Education classes are an integral part of the curriculum in Burbank School District 111. All children are required to participate except those excused for bona fide medical or religious reasons. Except as set forth below the requirements of Board Policy 7:165 (School Uniforms) shall continue to apply during physical education classes, and are incorporated into this Policy by reference. The following uniform dress requirements shall apply during physical education classes:

Kindergarten through Grade 5:

1. Non-skid gym shoes with Velcro straps, zippers or shoelaces. Shoes must have only one set of matching solid shoelaces. All shoes worn must be securely fastened. Socks are required.
2. For the safety and welfare of the students, administration, teachers and staff may request that earrings, jewelry or body piercings that pose a safety problem be removed or appropriately covered (e.g., with a band aid) during physical education classes. This includes, but is not limited to: necklaces, bracelets, anklets, watches, rings, hair clips, earrings and body piercings.

Junior High (Grades 6-8):

All students participating in physical education classes shall dress in the prescribed physical education uniform, which shall be as follows:

1. Non-skid gym shoes with Velcro straps, zippers or shoelaces. Shoes must have only one set of matching solid shoelaces. All shoes worn must be securely fastened.
2. Socks are required.
3. Junior High Physical Education Uniform:
 - a. Physical Education Uniforms will be sold to students during registration. Students transferring into the district will be allowed five (5) days in which to comply.
 - b. Uniforms will include navy Liberty shorts, and white or gray Liberty physical education t-shirts. The Liberty logo will be on the front of the t-shirts and shorts.
 - c. Students without their uniform for the daily physical education classes shall rent a uniform for a nominal fee, to be determined by the Board of Education.
4. Dark colored sweatshirts and sweatpants may be worn during outdoor activities. School spirit wear and logos are acceptable for outdoor activities.
5. Uniforms will be sold to students at cost.
6. For the safety and welfare of the students, administration, teachers and staff may request that earrings, jewelry or body piercings that pose a safety problem be removed or appropriately covered (e.g., with a band aid) during physical education classes. This includes, but is not limited to: necklaces, bracelets, anklets, watches, rings, hair clips, earrings and body piercings.

No students shall be denied participation in Physical Education classes, penalized, or otherwise subject to compliance measures for failing to wear a Physical Education uniform because of:

1. Financial hardship;
2. Objection by the student's parent(s)/guardian(s), as set forth in Board Policy 7:165;
3. Students may be eligible for assistance toward the procurement of clothing which meets the requirements of this policy in accordance with Board Policy 4:145. The Superintendent or designee shall develop a procedure for parents/guardians to request this assistance.

POWER SCHOOL

Power School is the internet-based program that links parents and teachers. Access Power School through the district website at www.bsd111.org.

PRE-SCHOOL SCREENINGS

During the school year, District 111 offers preschool screenings to children between the ages of three and five. Children are screened in the areas of vision, hearing, speech, language, motor development and other developmental processes. Screenings are typically held three times throughout the year. Please call 708-496-0500 to schedule an appointment.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying is contrary to state law and the policy of this school district. 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 goals. Bullying on the basis of actual or perceived race, color, national origin, 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:

1. During any school-sponsored education program or activity.
2. 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.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7):

Bullying includes *cyberbullying* 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:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including, without limitation, harassment, stalking, threats, intimidation, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors,

school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards. (Reference Board Policy 7:180)

PROMOTION

All students in grades K-8 must demonstrate mastery of the adopted curriculum and assessments of the Burbank School District 111. Students who do not meet mastery in the core subjects will be considered for retention in their current grade placement. (Reference Board Policy 6:280)

PUBLIC AID NOTIFICATION REQUIREMENT

If you are on public aid, you are required to bring your public aid card into the school office at the beginning of each school year so this information may be indicated on your child's records.

RACE AND ETHNICITY REPORTING

ISBE has implemented new federal race and ethnicity data standards. Parents and guardians should identify for students, unless a student is 18 years of age or older or emancipated. Respondents must answer a two-part question to indicate ethnicity and one or more of five races. If a parent or guardian declines to respond, schools must use observer identification to provide the missing information. The process for reporting collected data is different than the process for the collection of data from individuals.

RECORDS REQUESTS

Any person requesting records of Burbank School District 111 may make a request at the Administration Building at 7600 South Central Avenue, Burbank, Illinois 60459, during normal business hours. Records requests should be made in writing, specifying the records requested to be disclosed and/or copied, to the Business Manager. Please allow five working days for requests to be filled. Fees for copying and certification of documents are as follows:

Copies	\$.15 per page
Certification	\$.25 per document (in addition to copy fee)
Copy from microfilm/fiche	\$.25 per page (in addition to copy fee)
Copy from computer storage	\$.25 per page (in addition to copy fee)

REGISTRATION FEE

The registration fees are as follows: **Grades K-5 - \$75.00** and **Grades 6-8 - \$85.00**. The registration fee for each student is due and payable at registration. A \$25.00 late fee will be added to the registration fee for all payments received after the September 30 deadline. District 111 accepts Visa, Mastercard, American Express or Discover for payment of supply fees. Payments may be made on-line. Visit the district website at www.bsd111.org and click on E-Pay. Delinquent fees may be turned over to a collection agency.

REPORT CARDS AND PROGRESS REPORTS

Parents of students doing unsatisfactory work during any quarter will receive a progress report notifying them of their child's performance. Students will receive a report card at the end of each quarter. The quarters are as follows:

First Quarter:	August 23 – October 22
Second Quarter:	October 25 – January 14
Third Quarter:	January 18 – March 23
Fourth Quarter:	March 24 – June 1

Your child's teacher will discuss his/her progress with you at the parent/teacher conferences. Parents are always encouraged to contact individual teachers concerning their student's progress at any point during the school year.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention is a general education initiative intended to help schools focus on and provide interventions to at-risk students. At-risk student progress is regularly monitored to check the effectiveness of instruction. Data is collected and used to identify which students are most at-risk, design a plan to address deficiencies, and monitor these plans.

SCHOOL MESSENGER

School Messenger will be used for calls, texts, and/or emails to parents and staff members with information on emergencies, school closings, reminders, and other important messages. All School Messenger data comes from PowerSchool and is updated every night. As always, please be sure your child's school has your current contact information.

SCHOOL VISITATION RIGHTS ACT

A parent/guardian's employer must grant an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed to leave under this Act. Employees must make prior arrangements with their employers. The school office shall provide the parent/guardian with documentation of the school visitation. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

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

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent and the parent/guardian shall be notified.

Seizure of Property

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. (Reference Board Policy 7:140)

SECURITY CAMERAS

For the protection of your children, security camera systems are placed inside and outside of our schools. Our security camera system allows schools to monitor all door entrances/exits. The security camera systems include motion detection to monitor the hallways, parking lots, and other key areas of our schools.

SEX OFFENDER REGISTRATION ACT

Under the provisions of the law, the school district is to receive notice from local law enforcement agencies of the name and address of any person residing in the school district who is required to register under the Sex Offender Registration Act. If, as the parent of a child residing within the school district boundaries, you desire to know whether the school district has received a notice that any such person is residing in the community, please contact your building principal. Upon request, the principal will inform you as to whether or not the school district has, at the time of your request, received any such notification. You will also be directed to the local law enforcement agency that provides the information to the school district. The local law enforcement agency can provide information concerning the identity of the registered sex offender which you are entitled to under the law.

SEXTING

Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images through electronic devices or other means, commonly known as "sexting," is prohibited.

SMOKING PROHIBITION – SMOKE FREE ENVIRONMENT – ALL SCHOOL PROPERTY

Public Act 89-181 prohibits, without exception, the use of tobacco on ALL SCHOOL PROPERTY EVERY DAY OF THE YEAR. This includes all school buildings, grounds, sidewalks, parking lots, and is not limited to buildings and grounds just when students are present.

SPECIAL EDUCATION PROGRAMS & SERVICES

District 111 offers a continuum of special education services to students from early childhood through eighth grade who have a disability under the Individual Education Disabilities Act or Section 504 of the Rehabilitation Act. The special education services available in the district include resource and instructional programs, speech/language services, social work services, vision and/or hearing itinerant services, occupational or physical therapy and/or orientation and mobility services.

For students with moderate to severe mental impairments, severe behavioral/emotional disorders or severe communication disorders, special education programs are available through the A.E.R.O. Special Education Cooperative. District 111 is a member of this multi-district cooperative.

Parents who believe their child may have a physical, mental, or emotional condition that interferes with the child's educational progress in school should discuss their concerns with the classroom teacher. Parents of students who are currently not attending school should contact the Director of Student Services. Students suspected of having a disability may be referred for assistance or a case study evaluation by the school Collaborative Assistance Team. Case study evaluations are designed to be appropriate to the nature of the problem(s) prompting the referral. Results of case study evaluations and program eligibility criteria are used to determine whether or not a student requires additional supportive assistance to receive benefit from instruction in the regular education program.

Qualified interpreters are available at IEP team meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, Burbank School District 111 may use

outside vendors, including telephonic interpreters.

For information regarding the rules and regulations governing special education or the district's special education programs/procedures, please contact the Director of Student Services at 708-496-0500.

ISBE's Parental Guide to Educational Rights

Please visit the following website for the *Education Rights and Responsibilities: Understanding Special Education in Illinois* parent guide from the Illinois State Board of Education. http://isbe.state.il.us/spec-ed/html/parent_rights.htm

STAFF QUALIFICATIONS

As a parent of a student in Burbank School District 111, you have the right to request and receive certain information about the qualifications of your child's classroom teachers. Upon request, you can be provided with information that includes, but is not limited to, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether your student is provided services by paraprofessionals and, if so, their qualifications.

STUDENT DATA PRIVACY

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA):

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information

- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district
(Reference Board Policy 7:345)

STUDENT RECORD INFORMATION

The following information is provided to assist parents in understanding district policies related to student records. Full and complete copies of the laws, rules and regulations on student records are on file with the Director of Student Services and the Superintendent.

Student Record – Rights & Privacy

The District 111 Board of Education has established a policy that ensures the privacy of student educational records as required by both the Family Educational and Privacy Rights Act (FERPA), and the Illinois School Student Records Act (ISSRA). School districts in the state of Illinois are required to follow both FERPA and ISSRA, however, in areas where the acts conflict, the district is required to follow the more restrictive statute.

Student Records – Description

A student record is the written history of the performance, achievement, health/medical status, and participation of any child enrolled in school. The student record will contain all of the necessary state and federal mandated pieces of information as well as any other information necessary to evaluate a student's progress in school. In addition, the student record assists in documenting the student's tenure in the district.

Student records are governed by a number of federal and state laws including: the Illinois Student Records Act; the Family Educational Rights and Privacy Act; the Freedom of Information Act; the Illinois Mental Health and Developmental Disabilities; Confidentiality Act; the Abused and Neglected Child Report Act; and the Individuals with Disabilities Education Act.

Student records are divided into two parts: (1) the permanent record, the record which is maintained for at least sixty (60) years after the student permanently leaves the district; and (2) the temporary record, the record which must be destroyed five years after the student leaves the district.

Permanent Student Records

The district maintains permanent student record information for a period of sixty (60) years after the student has graduated, transferred or otherwise permanently withdrawn. The permanent record contains basic identifying information, including:

- Student's name, gender, birth date and address
- Grades and grade level
- Parents' names and addresses
- Attendance records
- Academic transcripts/report cards
- Accident reports and health records
- Record of release of permanent record information

The temporary student record is maintained for a period of at least five (5) years after the student has transferred, graduated or otherwise permanently withdrawn. The temporary record includes all of the other information, including:

- Family background information
- Intelligence test scores
- Aptitude/achievement test scores
- Psychological test results
- Disciplinary information

- Teacher anecdotal records
- Special education records
- Section 504 records
- Information regarding serious disciplinary infractions that result in expulsion, suspension or the imposition of punishment or sanction

At the end of the five-year period the district will destroy all temporary record information. Parents will have the opportunity to copy these records up to fifteen (15) days after the end of the five-year school period.

Access to Records by Parents & Students

The right to inspect and copy student educational records is allowed to parents of students under age 18. The right to inspect and/or copy educational records must be made in writing to either the building principal or Director of Student Services. Within two weeks of the receipt of the request to review, the principal and/or Director of Student Services will arrange a meeting with the parent to review the records. Within fifteen (15) business days of the request to copy, the principal and/or Director of Student Services will arrange to have the records copied and available. Fees are listed under Records Requests.

Appeal Procedure

The parents have a right to challenge information contained in the student's records that they believe to be inaccurate, misleading or otherwise inappropriate. The request for hearing to challenge the content of records must be submitted in writing to the Superintendent. The written request shall contain notice of the specific entry or entries to be challenged as well as the reason for the challenge. Within two weeks of the receipt of the request for a hearing, the Superintendent will set a hearing date and notify the person challenging the records. The assigned district hearing officer will render a decision within two weeks after the hearing. The Superintendent has designated the Assistant Superintendent for Students Services as the hearing officer. Parents may appeal the decision of the hearing officer to the Regional Superintendent within twenty (20) days after the decision has been reached.

Access to Records

The individuals who are entitled to inspect a student's school records are:

- the student's parent or legal guardian
- an employee or official of the school district or the State Board of Education who has a current demonstrable educational or administrative interest in the student
- the official records custodian of another school in which the student has enrolled or intends to enroll
- anyone for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released
- persons identified in a proper court order
- any other person as specifically required by State or Federal law
- appropriate persons in the event of an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons
- a governmental or social service agency contracted by a governmental agency in furtherance of an investigation of a student's school attendance.

Directory Information

The district may release directory information as permitted by law, but a parent shall have the right to object to the release of information regarding his or her child. However, the district will comply with all proper court orders requiring the release of student records or information contained in those records without notice to, or the consent of, the student's parent.

STUDENT & PARENT HANDBOOK

A detailed Student & Parent Handbook will be available through InfoSnap. All families must sign off indicating that they have received and read the handbook. It will also be posted on the district website under District Info for easy reference. Should any information change, notices will be sent to the principal for distribution to students and parents.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. (Reference Board Policy 7:290)

SUMMER SCHOOL

District 111 offers various remedial summer school programs emphasizing math and reading. Students who are eligible to participate in the remedial summer school programs will receive notification in May/June.

USDA's Summer Food Service Program

During the school year, many children receive free and reduced-price breakfast and lunch through the School Breakfast and National School Lunch Programs. What happens when school lets out? Hunger is one of the most severe roadblocks to the learning process. Lack of nutrition during the summer months may set up a cycle for poor performance once school begins again. Hunger also may make children more prone to illness and other health issues. The Summer Food Service Program is designed to fill that nutrition gap and make sure children can get the nutritious meals they need. District 111 will serve as a participating site on days when summer school is in session. Information will be posted as it becomes available.

SURVEYS OF PRIVATE INFORMATION

In accordance with federal law (Public Law 103-227) the district will follow the requirements for students who participate in federally-funded programs related to surveys. A student is not required to divulge in a survey, analysis or evaluation of the following information without prior written consent of his/her parent or guardian: political affiliations, embarrassing mental or psychological problems, sex behavior and attitudes, illegal, anti-social, self-incriminating and demeaning behavior, critical appraisals of family members, privileged relationships such as those involving lawyers, physicians and clergy, and income other than as required to determine eligibility for participation in a program or for financial assistance. The above does not preclude the particular questioning of students about misconduct in school.

TEEN DATING VIOLENCE PROHIBITED

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. (Reference Board Policy 7:185)

TELEPHONE CALLS TO PARENTS

A student may forget to bring homework, lunch or other items required for the school day. A student may ask to use the phone in the main office to call home; however, we do encourage the parent to remind his/her child to gather all necessary items before leaving for school.

TEXTBOOKS/SUPPORT MATERIALS

Textbooks/support materials are furnished to your son/daughter by the school board on a loan basis and should be treated as borrowed property. Students who damage or lose textbooks will be required to pay for replacement of the book based on current replacement costs. Junior High textbooks are available online and can be accessed through the district website at www.bsd111.org. Delinquent fees may be turned over to a collection agency.

TITLE I

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts (Reference Board Policy 6:170).

TITLE IX

Title IX of the U.S. Elementary and Secondary Education Act (ESEA) guarantees educational equity regardless of gender. Any student has the right to a hearing if he/she feels his/her right to fair treatment has been violated because of discrimination. Parents should contact the building principal if they have any concerns related to suspected Title IX violations.

TRUANCY

When a student is absent without valid cause, he/she can be considered truant or chronically truant. The School District offers supportive services to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. Students who are truant or chronically truant that have been provided available supportive services, and other school resources without success, or have been offered and refused those services and resources may be in violation of State law, Board policy, or Burbank Ordinance No. 7-7-11, Section 9-84. If judged to be truant at a hearing in violation of the Burbank truancy ordinance, the student and/or legal guardian shall be subject to a fine or community service, or both. A detailed copy of the Burbank truancy ordinance can be downloaded from the City of Burbank (www.burbankil.gov/schools.html) (Reference Board Policy 7:70)

UNIFORM DRESS REQUIREMENTS

No students shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform because of insufficient time in which to comply with this policy.

In addition to the School Uniform Dress Requirement, students are NEVER to wear any of the following at school or school related functions: hats, sweatbands, head scarves, outdoor coats or jackets, gloves, other forms of outdoor apparel inside school buildings; spandex, clothes with holes, tank tops, crop tops, or any other article of clothing that would distract students from learning, such as immodest clothing; any style of undergarment is not to be worn as an outer garment, or exposed; no backpacks carried in school during the day; no sunglasses, studded glasses or chain belts.

Students are NEVER to wear any jewelry, emblem, symbol, or clothing with language or pictures which convey, express or imply obscenities, sexual vulgarities, promotion of the use of tobacco, alcohol, illegal drugs, firearms, weapons, violence or other illegal acts. This includes any item of clothing or jewelry containing an emblem or symbol of a gang or which, by itself or by its manner of display, constitutes a symbol of a gang. Administration, teachers and staff may request students remove or appropriately cover (e.g. with a band aid) nose rings or jewelry related to any other type of body piercing that pose a safety problem or a disruption to the educational process. Hair styles must not be disruptive to the educational setting.

School Uniform Dress Requirements:

Shirts/Tops Light blue or white solid colored shirts, blouses, tops, or polo shirts. Appropriate style of tops, shirts or blouses include buttons, long or short sleeve, mock turtle necks and turtle necks. All tops, shirts or blouses must have a folded down collar. No undershirts will be allowed as outerwear.

Pants/Bottoms Navy blue or black business casual pants, shorts, skorts, jumpers or slacks; all shorts, skorts, and jumpers must be mid-thigh. Examples of pants/bottoms that are not "business casual" include, but are not necessarily limited to, cargo pants, jeans/denim pants, sweatpants, pajamas or pajama pants, parachute pants, warm-ups, or tights/spandex,. Pants/bottoms permitted under this Policy may have elastic waistbands. All pants/bottoms must be worn at the waist. Pants/bottoms not allowed under this Policy may only be worn on Theme Days as permitted by the Building Principal.

Belts Black or blue belts are suggested with pants that have pant loops.

Socks Required

Shoes Non-skid, closed toe dress shoes or non-skid gym shoes with Velcro straps, zippers or shoelaces. Shoes must have only one set of matching solid shoelaces. All shoes worn must be securely fastened.

Sweaters/Vests/Sweatshirts Navy blue, white, light blue and solid, non-hooded sweatshirts with

appropriate uniformed collared shirt underneath.

Theme Day On special occasions, as designated by the building principal at his/her discretion, the above uniform dress requirements may be relaxed and students allowed to attend school without complying with the requirements. Examples of such occasions include, but are not limited to the following:

School Spirit Day

Costume Day

Other themes determined by the building principal

District 111 band uniform, when designated by the band director(s) and approved by the Principal.

The uniform of a nationally recognized youth organization, such as, Boy or Girl Scouts on scout meeting days. (Reference Board Policy 7:165)

All schools shall organize clothing drives and provide students in need with gently used uniforms. If you are in need of uniforms or would like to donate, please contact your school's office. District 111 will continue to pass on information on student uniform sales and discounts from local vendors.

VACATIONS DURING THE REGULAR SCHOOL TERM

We encourage parents to consult with the teacher and building principal to discuss their child's academic progress and the impact of removing him/her from school prior to planning a family vacation trip during the regular school term. An excused absence shall be granted for personal illness, quarantine, sickness in the family, family bereavement, family emergency situations, religious holiday, medical or dental appointments when necessary during the school day, and including up to **five school days absence during any school year for family trips or vacations, if the parents or guardians have given at least seven calendar days prior written notice of such trip/vacation, and in the opinion of the administrator, such absence will not have an undue adverse effect upon the student(s)**. Vacation request forms are available at the schools and must be submitted at least seven calendar days in advance. (Reference Board Policy 7:70)

VALUABLES AT SCHOOL

Students, not the school, are responsible for personal property. Personal property should be taken home after school and when at school kept in the student's personal book bag or assigned locker. We encourage students to leave all valuable items at home, such as money, cell phones, iPads, cameras, tablets, CD players, electronic games, digital recorders and other such devices. The district/school is not responsible for any loss or theft of, or damage to, any personal property of a student.

VANDALISM

No one should be on the school grounds after hours unless they are part of an approved school or community activity. Please make your child aware of this. Your cooperation is appreciated. The police department will remove any unauthorized persons. Call 911 to report anything suspicious or out of the ordinary activity. The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

VISION AND HEARING SCREENINGS

Throughout the school year we will be conducting vision and hearing screenings in various grade levels. These are only screenings and not a substitute for a complete vision or hearing examination by a physician or optometrist. If your student has difficulty passing a screening, a notice will be mailed to you. An additional examination may or may not be recommended. Your child is not required to undergo a 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. Kindergarten children are required to have a vision exam and submit proof of the examination to the school district by October 15 of the school year.

VISITORS AND VOLUNTEERS

District 111 has implemented the Raptor Visitor Management System. This system is the latest effort in increasing security in our schools, which requires all visitors to present a driver's license, State ID Passport or any government issued ID. The Raptor Visitor Management System scans the name, age and photo on that state or government-issued ID that will go through a National Database for Registered Sex Offenders. The procedures applies to all visitors during the school day, including parents, guardians, family members, vendors, contractors, etc.

Volunteers are appreciated and we have many programs in place that could use volunteers. If you are interested in volunteering on a regular basis, please complete a volunteer application (form available in your child's school) and criminal background check.

WAIVER OF STUDENT FEES

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials. Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for the fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free breakfast and lunch pursuant to 105ILCS 125/1. Students receiving free breakfast and lunch are automatically waived; a separate waiver application is not required.
2. The gross income of the student's household is at or below the levels established annually by the United States Department of Agriculture. Written evidence of eligibility shall be required of each person applying for a waiver (W-2, unemployment status, paycheck stubs, etc.)
3. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).
4. Other extenuating circumstances which prevent the student's parents/guardians from affording his/her child's supply fee. Such circumstances may include, but may not be limited to the following: unusual circumstances caused by fire, flood, or storm damage; severe illness or injury in the family.

Applications may be made by a parent/guardian using the appropriate forms available from each school building. These applications should be submitted to the Business Department no later than October 1st or 60 days after a new registration. The Business Department shall review each application received, and shall notify the parent/guardian in writing within ten (10) school days of its receipt whether the request is granted or denied.

The Business Department's denial of a waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding. Questions regarding the waiver process should be addressed to the Business Department. (Reference Board Policy 4:140)

WEAPON FREE SCHOOLS


Students should never attempt to cause bodily harm to any other student or staff member in school, on school grounds, at after school activities, after school athletic/academic competitions whether on or off-campus, field trips, riding the school bus, or when walking to and from school. Student behavior must follow acceptable standards of conduct as established by the principal, teachers, and board policy. If a student attempts or commits bodily harm, he/she may be suspended and/or expelled from school. All principals will notify the local law enforcement agencies of any suspected weapons violations. The local law enforcement agency determines whether the infraction violates the Criminal Code. All disciplinary consequences will be determined by board policy.

WELLNESS POLICY

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. Please refer to Board Policy 6:50 for more information.

WIRELESS TELEPHONE USE IN SCHOOL SPEED ZONES

On January 1, 2010 the Governor of the State of Illinois signed into law PUBLIC ACT 096-0131. This act amends Section 5/12-610.1 of the School Code which relates to wireless telephones. This Public Act states the following: A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605.1. The use of wireless telephones by faculty, custodians, clerical staff, administrative staff, parents, guardians, visitors, and vendors while operating a motor vehicle in school speed zones is strictly prohibited.

	School Colors	School Mascots
Burbank	Red & White	Bobcats
Byrd	Maroon & White	Explorers
Fry	Blue & White	Vikings
Kennedy	Green & Gold	Falcons
Liberty	Red, White & Blue	Patriots
Maddock	Blue & White	Mohawks
McCord	Blue & White	Mustangs
Tobin	Purple & Gold	Tigers

COMMONLY USED ACRONYMS

BOE Board of Education	NCLB No Child Left Behind
EB Emergent Bilingual	PARCC Partnership for Assessment of Readiness for College and Careers
EC Early Childhood	PBIS Positive Behavioral Interventions and Supports
EL English Learner	PFC Parent Faculty Club
ESSA Every Student Succeeds Act	PTO Parent Teacher Organization
IAR Illinois Assessment of Readiness	RC Special Education Resource
IDEA Individuals with Disabilities Education Act	RTI Response to Intervention
IEP Individualized Education Program	SC Self-Contained Special Education
ISBE Illinois State Board of Education	SCMI South Cook Math Initiative
LD Learning Disability	SIP School Improvement Plan
LEA Local Education Agency	SRO School Resource Officer
LEP Limited English Proficient	
MAP Measures of Academic Progress	



Burbank School District 111

2021-2022 School Calendar

August

- 19 NO SCHOOL - Teacher Institute
- 20 NO SCHOOL - Teacher Institute
- 23 First Full Day
 - Elementary (1-5): 8:05 am - 2:35 pm
 - Junior High (6-8): 8:30 am - 3:20 pm
 - Kindergarten (first day only): 9:00 am - 2:15 pmBreakfast & Lunch Program Begins
PASS Program Begins
Back to School Night (Elementary) 6:00-7:30 pm
- 24 1st Day for Early Childhood / Pre-K
Back to School Night (Junior High) 6:00-7:30 pm

September

- 6 NO SCHOOL - Labor Day
- 15 Half Day - Teacher In-service (No EC/Pre-K)

October

- 11 NO SCHOOL - Columbus Day
- 20 Half Day - Teacher In-service (No EC/Pre-K)

November

- 11 NO SCHOOL - Veterans' Day
- 22 Half Day - Parent-Teacher Conf. (No EC/Pre-K)
- 23 NO SCHOOL - Parent-Teacher Conferences
- 24 NO SCHOOL
- 25 NO SCHOOL - Thanksgiving
- 26 NO SCHOOL

December

- 22 Half Day - Teacher In-service (No EC/Pre-K)
- 23 NO SCHOOL - Winter Break begins

January

- 6 School Resumes
- 17 NO SCHOOL - M. L. King, Jr.'s Birthday
- 26 Half Day - Teacher In-service (No EC/Pre-K)

February

- 16 Half Day - Teacher In-service (No EC/Pre-K)
- 21 NO SCHOOL - Presidents' Day

March

- 7 NO SCHOOL - Casimir Pulaski Day
- 15 NO SCHOOL - Teacher Institute

April

- 4 NO SCHOOL - Spring Break Begins
- 11 School Resumes
- 15 NO SCHOOL - Good Friday
- 27 Half Day - Teacher In-service (No EC/Pre-K)

May

- 18 Half Day - Teacher In-service (No EC/Pre-K)
- 26 Tentative 8th Grade Graduation
- 30 NO SCHOOL - Memorial Day
- 31 Last Day for Early Childhood / Pre-K Students

June

- 1 Last Day of School - Half Day
(If no emergency days are used)
- 2-8 Emergency Days