

## ABSENCE PROCEDURE

-Half Day Attendance requires that the student be present for 150 minutes or 2 ½ hours of the school day.

-Full Day Attendance requires that the student be present for 300 minutes or 5 hours of the school day.

To make sure that absent children are safe at home, parents are required to telephone school personnel on days when the child will be absent. (See TIME SCHEDULES). Telephone numbers of all District 149 schools are listed in this document. **NOTE:** Dirksen parents may call the **Hotline (868-8811)** and connect to the Attendance Center 24 hours a day to leave absence information. Students are considered to have an unexcused absence if parents do not communicate with school office personnel.

Homes of absent students will be contacted when no prior call has been received. If there is no answer at home, a work telephone number will be called. **It is the parent's responsibility to make sure that the home, work, and emergency telephone numbers are current.**

Elementary school students are required to submit a written excuse signed by a parent or guardian upon their return to school. This written excuse should include the reason and date of the absence. This is not necessary, if a phone call was made.

Students are expected to be present on all school days except for a valid cause such as illness, observance of a religious holiday, death in the immediate family, or family emergency. Parents are urged to avoid removing their child from school classes unless absolutely necessary. Extended vacations during the school term should be avoided.

When it is necessary for a child to be absent for an extended period of time, the parent should consult with the child's teacher to ascertain what the parent and child might do to maintain the continuity of education. Extended absences, for whatever reason, will have a detrimental effect on the child's grades.

If a student suffers from an illness or condition that requires the student to be absent from school for two weeks to six months, homebound instruction is available. A physician must complete a district medical certification form indicating the student will require homebound instruction for a minimum of two weeks from the time homebound instruction is initiated. The principal will initiate a referral for homebound instruction following a parent conference and receipt of the medical certification. Parents will be contacted by the homebound teacher to make arrangements for mutually agreeable times during which instruction can take place while the parent is present.

Truancy is an unexcused absence from school for any portion of the school day. Chronic or habitual truancy is defined as absence without valid cause for 10% or more of the previous 180 regular attendance days. State law requires that the school assist the student in overcoming problems which may cause chronic truancy. If these services are unsuccessful in resolving the problem or if the student or parent is uncooperative, the school will initiate legal action to enforce the Compulsory Attendance Act.

A student is considered to be tardy if they are not in their place when school starts.

## BICYCLES

Students are discouraged from riding bicycles to school. Students whose parents are willing to assume all responsibility for their child's bicycle riding may ride to school. Students riding bicycles to school do so at their own risk and the school will assume no responsibility for bicycle loss or damage. Bikes must be walked on the grounds or sidewalks around buildings. Motor driven vehicles such as mini-bikes and motorcycles may not be used as pupil transportation and are prohibited on school premises.

## BOARD OF EDUCATION

The School District 149 Board of Education is composed of seven members who are residents of the District. All regular Board meetings, as well as special meetings and committee meetings, are open to the public. Questions and comments from the public about school-related matters are welcomed and appreciated.

During the regular meetings a period of time is provided for the public to address the Board. Other ways in which interested persons may communicate their ideas and concerns to the Board are:

*~ Writing a letter to the Board at:*

The Board of Education  
Office of the Superintendent  
292 Torrence Avenue  
Calumet City, Illinois 60409

*- Requesting to be placed on the agenda of the Board meeting. The request must be made in writing to the Board secretary or the Superintendent at least seven days before the regular meeting. The request should state the purpose of the proposed agenda item. The Board reserves the final right to determine the contents of the agenda.*

*- Attending committee meetings of the Board which are scheduled from time to time and asking to address the Board on the specific area under consideration by the committee.*

### **BUS TRANSPORTATION**

Free bus transportation is provided for those students residing more than one and one half miles from school. Certain areas designated as hazardous qualify for free transportation. Hazardous areas are assigned by the Illinois Department of Transportation.

In some instances bus transportation is available for students who live less than one and one half miles from school in nonhazardous route areas on a fee basis. The fee may be paid by the semester. Winter busing service from mid-November to mid-March may be selected as an option.

If students miss a school bus at the end of the school day, they are expected to report to the office and their parents, guardians, or designated others will be telephoned. Students who are considered to be abandoned at the end of the day may be taken to the local police department. Parents who consistently leave their children at school after the school day or school activities are completed, may be charged a child care fee. There may be days on which the bus is running behind schedule. Even so, parents are assured that the bus will make all of its stops every day (unless school has been closed). If a bus is consistently late, or more than ten minutes late on a particular day, parents may contact District Business Manager, James Fiore at 868-8300.

For the safety of students, strict self-discipline is required or bus privileges will be suspended or revoked. Any damages incurred to the bus will be charged to the rider responsible. All bus riders will be issued a pass that must be presented on request. Lost passes may be replaced for a fee.

Sometimes the District will assign an adult to ride on the bus, usually in the afternoon, to assist with making the ride a safe one by working with the students on the bus.

### **I.A.S.A. Title I PROGRAM**

The I.A.S.A. Act, Title I program is funded by the Federal Government through the State of Illinois. This program is designed to provide financial aid to school districts with low income families. The focus of the program is determined annually by the District's and individual building's assessment of the academic needs of the students. Usually the program takes the form of providing supplementary teaching assistance to students, in one or more

grades, who are functioning more than a year below the achievement level of their fellow students. Students are selected for the program through a combination of achievement test scores and teacher recommendations.

Parents are involved throughout the program. A program explanatory meeting is held in the fall of each year. Other parent meetings are scheduled monthly. Parent-teacher conferences are scheduled periodically during each school semester. Parents and teachers are asked to participate in the evaluation of the current year's program and the planning of the next year's program.

School District 149 provides educational programs and services designed to meet the needs of students on a district wide basis. The educational environment does not discriminate against any individual for reasons of race, religion, color, sex, national origin, economic status, or handicap. The Board of Education is committed to providing each attendance center with equivalency in curriculum materials, instructional supplies, equipment, teachers, administrators, and auxiliary personnel.

Parents, guardians and members of the community shall be welcome to exercise their right to express a particular concern in relation to the School District 149 Title I Program.

1 Procedures for expressing Title I concerns are as follows:

1. The proper channeling of expressions of concern involving instruction, discipline, learning materials or general program operation is as follows:

- a. Title I Teacher and/or Classroom Teacher
- b. Principal
- c. Title I Director
- d. Superintendent
- e. Board of Education
- f. State Board of Education

2. Specific time limits for investigation and resolution of complaints at the district level shall not exceed thirty days. Opportunities for the complainant or the complainant's representative, or both, to present evidence, including an opportunity to question the parties involved, shall be provided.

3. The right to appeal the final written district resolution of the concern to the State Board of Education shall be provided. This shall occur within thirty days after the receipt of the written decision.

4. These procedures shall be disseminated to interested parties, including all district personnel and school parent advisory council, through meetings, building newsletters, and district publications.

### **CONFERENCES**

Conferencing between parents and teachers provides an effective method of evaluating student progress. Parents and teachers are urged to consult with each other concerning the child at mutually convenient times. Conference days and evenings are scheduled twice each school year to give parents an opportunity to meet with teachers.

Teachers are available approximately thirty-five minutes before school and at other specific times during the day. Conferences can be arranged by sending a written request to the teacher or by calling the school office to make an appointment. Telephone numbers of all District 149 schools are listed on the first page of the Handbook section of this booklet.

### **CURRICULUM**

The curriculum in District 149 schools is based on the Illinois State Learning Standards for each subject area. Student objectives based on these standards provide the basis for instruction. All students receive instruction in the basic skill areas of reading, language arts, mathematics, science, social studies, health and physical education.

Enrichment opportunities are provided within the classroom through differentiated assignments and outside the classroom through possible involvement in computer assisted instruction, fine arts instruction, media center programs and after-school student enrichment programs. Remediation programs are provided within and outside the classroom through differentiated assignments. Remediation plans may include possible involvement in computer assisted instruction, media center programs, Title I, special education placements, and after-school student assistance programs.

The educational program at Dirksen Middle School is departmentalized in grades seven and eight. It continues the skill development begun at the elementary level. In addition to the basic skill areas; art, band, conflict resolution, computer skills, industrial arts, music, and Spanish are part of the program at this level. Accelerated courses are available for qualified students in language arts and mathematics.

## **DISCIPLINE**

### **Expectations of Students**

Maintain regular daily attendance.

Be on time to all classes.

Conduct yourself in a manner which reflects courtesy, decency, and a sensitivity to the rights and needs of others.

Respond courteously and promptly to reasonable requests of faculty and staff.

Help keep our school clean.

Follow school regulations and procedures. If you have questions, ask a staff member for assistance.

Attempt to participate in a variety of school activities to enrich your own school experience.

Refrain from loud noises or conversations which are disruptive to the educational environment of the building.

Avoid running, it can be dangerous and is unacceptable.

Leave the school building promptly at the end of the school day.

No consumption of food or beverage in the halls.

A positive, productive learning climate in the classroom and school community is maintained through student discipline. District 149 utilizes an assertive discipline approach which is based on the establishment of rules, consistent consequences when rules are not adhered to, and a reward system for positive behavior. The reward system is the cornerstone of the discipline policy. Parents should receive notice of their child's positive behaviors as well as their need for improvement. Throughout the year class wide and school wide reward activities are planned. For the student who has violated rules there is a consequence hierarchy ranging from teacher warnings, time outs, detentions, stays in the adjustment room, to Saturday School. For serious offenses suspension and expulsion are possibilities. The district believes strongly that students should be in school and have set Saturday School as an alternative to suspensions in grades four through eight. If a student receives Saturday School as a consequence, parents are required to transport their child to and from the Saturday session. Failure to attend the assigned Saturday School session will be met with serious consequences. (See the Code of Student Conduct located later in this Handbook and in the Calendar Section)

Students are responsible for their behavior and choose by their actions either the rewards or the consequences. Parents are an important part of

this plan and their cooperation in the implementation of the rewards and consequences are essential for its effectiveness.

In harmony with the concept of respecting the rights and the dignity of all staff, students, and parents in School District 149, any punishment of students is in good faith, fair, and reasonable. Excessive punishment, including corporal punishment, of any kind is prohibited, however teachers have the right to use physical restraint to maintain order.

Individual teacher and building rules and consequences are based on the Code of Student Conduct adopted by the Board of Education on an annual basis. Parents are urged to review the Code of Student Conduct, outlined in this handbook, with their children.

**Freedom of Association**

Generally, a student is free to join any organization or society he or she chooses while in school. However, a public school fraternity, sorority, or secret society has been declared by state law to be "inimical (harmful) to the public good," and any student who joins such an organization or tries to get other students to join is subject to suspension or expulsion. A fraternity, sorority, or secret society is an organization in which the members are chosen by the membership of the organization rather than the membership being open by free choice to all qualified students. A public school student organization that discriminates solely on the basis of race, creed, sex, or national origin should not be permitted to use school facilities for any purpose.

**GRIEVANCE PROCEDURE ALLEGED DISCRIMINATION**

Any person who desires to file a complaint alleging discrimination or any other violation of federal law, state law, or Board of Education Policy, may do so by stating in writing the following information (to the extent applicable):

1. The name, address and telephone number of the complainant.
2. The name or names of the agents of the Board of Education allegedly committing the violation.
3. The date, time, and place of the violation.
4. The names, addresses and telephone numbers of all witnesses to the violation.
5. A description of the conduct.
6. A description of the law, regulation, or policy claimed to have been violated to the extent that it can be identified by the complainant.

The above written complaint should be presented or delivered to the Superintendent of Schools at 292 Torrence, Calumet City. The Superintendent will investigate the action described in the complaint and will establish a date for a hearing on the complaint. Written notice of the date of the hearing will be sent to the complainant seven days prior to the hearing date. The hearing will be informal in nature for the purpose of permitting the complainants to present a full statement of the conduct complained of and to present witnesses in his or her behalf. At a later date the Superintendent will issue a written report containing his findings and any action to be taken.

If the complainant is dissatisfied with the results of the hearing, he or she may file a written appeal to the Board of Education. The Board of Education will set a date for hearing the appeal, hold an appeal hearing, and announce its decision at a later date.

In the case of complaints alleging violations of the School District Sex Equity Policy, a complainant who is dissatisfied with the decision of the Board of Education will have the right to appeal the decision to the Superintendent of the Cook County Service Region, if in existence, and, thereafter, to the State Superintendent of Education.

**HOMEWORK**

The purpose of homework is to help students develop good study habits, reinforce what was learned in class, and to apply skills or concepts already learned. The teacher is responsible for deciding when, what, and how much homework is given. Please check at the beginning of each year with your child's teacher regarding the class homework policy.

Parents should establish homework as a top priority for their children and make sure that it is completed in a quiet environment. Children should be expected to do homework and should be provided with positive support when it is completed. Parents are urged to contact the classroom teacher if their child is having any problems with homework or if the homework frequently exceeds the suggested time limits.

- Primary ..... 15-20 minutes
- Intermediate ..... 30-45 minutes
- Middle School ..... 45-60 minutes

On nights when the student has no specifically assigned homework the child can be expected to read a book or material of choice. Parents are encouraged to use this time to read to their children or to listen to them read. Dirksen parents are encouraged to call the Homework Hotline at 868-8811 to listen to teachers describing current homework assignments.

Parents may also leave messages for the teachers in their voice mailboxes through this same number.

### **INSURANCE**

THE SCHOOL DISTRICT DOES PROVIDE BASIC INSURANCE COVERAGE FOR STUDENTS AT SCHOOL. If your child is hurt at school, contact the office personnel for claim forms. If parents have any questions about the insurance coverage or how to access it, please telephone Mr. Jim Fiore , Business Manager at 868-8300.

### **MEDICAID**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts to maintain and improve Special Education services. Therapy and diagnostic services provided to your child are partially reimbursable through this program. Unless a parent objects in writing, School District 149 will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent's ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing. If you have any questions about the District's Medicaid claims, please feel free to contact Mrs. Traci Brown, Assistant Superintendent, at 868-8300. Current Medicaid identification cards, with a District 149 address, may be used to prove the need to waive book rental (registration) fees. **NOTE: The Medicaid identification card cannot be used to determine free or reduced lunch status.**

### **MEDICATION IN SCHOOL**

Students are not permitted to bring medications (including aspirin and all other nonprescription medications as well as prescription medications) to school. If students are in critical need of medication, parents should make arrangements to administer such medication at home, before or after school hours. Teachers and other school personnel can not be required to administer medications to students. Exceptions will be made upon a written request from a physician and the parents, in the case of special education children according to their IEP, or if a student demonstrates a sufficient need for the medication during the school day and must take medication in order to attend school. If parents are unable to come to school to administer

this medication, then medications brought to school will be properly stored in a locked cabinet.

If medications must be brought to school, they must be in the original package or an appropriately labeled container. Parents must submit a written request for the medication to be given during school hours and must include an emergency telephone number where they can be reached. It is the parent/guardian's responsibility to assure that the licensed prescriber order, written request, and medication are brought to the school. The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication. These guidelines are reviewed annually by a committee composed of parents, teachers, school nurses and administrators.

### **NONDISCRIMINATION POLICY**

It is the policy of School District 149 not to discriminate on the basis of race, religion, color, sex, national origin or handicap in its educational program, activities or employment practices as required by Title IX of the 1972 Education Amendments Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142 as amended by I.D.E.A. of 1995, the Handicapped Act, and Public Law 101-476 Individuals with Disabilities Education Act.

Complaints alleging a violation of any federal law dealing with discrimination should be directed to the District Superintendent.

### **PERMISSION TO LEAVE SCHOOL**

It is essential that school personnel know where each student is during the school day. Students are not permitted to leave the school grounds without permission from the principal or designee, and they will be released only to a parent or designated responsible adult. The parent or responsible adult must sign a log book in the school office when taking the child out of school.

### **PHYSICALS AND IMMUNIZATIONS**

All children are required by Illinois law to submit proof of having had a physical examination and required immunizations by a licensed physician prior to entrance into Pre-Kindergarten, Kindergarten, first and fifth grades and, irrespective of grade, immediately prior to entrance into school if the child has not been previously examined. Beginning with the 1994-95 school

year, lead screening shall be required as a part of the health examination for children age six years or below. Pupils who do not furnish a report of the required physical examination and immunizations or who have not filed a statement of objection shall be excluded from attendance at school after October 15th.

Physical examination forms are available from the school office. Parents or guardians who object to health examinations and/or immunizations for their child on religious grounds must complete a written statement of objection, detailing the objection and present it to the principal.

### **RESIDENCY REQUIREMENTS**

Only those school age children who are residents of School District 149 are eligible to attend District 149's schools. A student resident is defined as:

1. One who is living with a natural parent or parent by legal adoption who actually resides in School District 149;
2. One whose parents are deceased or whose parents' parental rights have been terminated and who is living with a resident court-appointed guardian or an adult in loco parentis.

A parent/guardian will be permitted to register a child only after proof of residence has been established. Proof of residency may be established by current utility bills, in conjunction with leases or house ownership papers. If at any time this proof of residence is found to be fraudulent, the child will be dropped from the attendance roll and tuition will be charged for the period of enrollment. The Illinois School Code indicates that it is the duty of school districts to charge this tuition of up to 110% of the per capita cost of maintaining the schools of the district the preceding school year. Parents are responsible for notifying school personnel of any factor affecting residency requirements.

A special education student who changes residence to one outside of the boundaries of School District 149 becomes the immediate responsibility of the child's new school district.

### **SEX EDUCATION**

Instruction on human reproduction, sexuality, and physiology is to be taught in the District's health education program for students in grades five through eight. Included in the Dirksen Middle School program is comprehensive instruction on the prevention, transmission, and spread of AIDS.

No pupil shall be required to take or participate in any class or course in comprehensive AIDS and/or sex education if parents or guardians submit written objection to such instruction. Such notification must be submitted to a building administrator at the beginning of each school year.

Parents have the opportunity to examine the instructional materials to be used in such a class and may do so by contacting the principal of their child's school.

### **SEX EQUITY**

School District 149 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits. Members of each sex shall have equal access to educational and extracurricular programs and activities.

Sexual intimidation and harassment of students by other students or employees is unacceptable in District 149. Teachers and/or administrators shall take prompt, corrective action when they become aware of sexual intimidation or harassment. Students or parents of students who feel that intimidation or harassment is taking place should contact the Building Principal.

### **SPECIAL EDUCATION PROGRAMS AND SERVICES**

Special education instructional programs are provided within the district for learning disabled, educable mentally handicapped, and behavior disordered students as well as for early childhood special education students. Resource programs are provided in each building. Related special education services are provided by certified speech therapists, social workers, school psychologists and others.

Programs and services are available through the special education cooperative ECHO (Exceptional Children Have Opportunities) for severely impaired students. Other services are available through interdistrict programs for the low incidence handicapped such as the blind, deaf, autistic, orthopedically impaired, and severely language delayed student. A parent-infant program is available for handicapped children from birth through three years of age.

Additional information regarding the district's special education programs, services, and procedures can be found in an extended section on Special Education later in this booklet. Parents who wish to inquire about special education programs, services, procedures, or parental rights should contact the Principal of their attendance area.

## STUDENT RECORDS

Student records are of two types: temporary records and permanent records. Temporary records consist of such information as family background information, intelligence and aptitude test scores, achievement test scores, and special education records. Temporary records are destroyed between four and five years from the date the child leaves the school district. Upon written request, custody of temporary records will be transferred to a parent or eligible student after the four years. Permanent records include identifying information, academic grades, attendance records, health/accident records and the record of the release of such records. Permanent records are retained indefinitely by the school district.

School records may be examined by parents in the presence of the building principal. If a parent desires to challenge an entry in a student education record on the basis of accuracy, relevance or propriety, the parent may file a request for a hearing with the principal. After receiving the request, the principal will conduct an informal conference with the parents. If this informal conference does not resolve the challenge, the parent may request a formal hearing with the superintendent. If this formal hearing does not resolve the challenge, the parent may take an appeal to the Superintendent of the Educational Service Region of Cook County.

When a student transfers or graduates from District 149, the school temporary records will be sent upon the request of the receiving district. Parents are notified of this but do not have to give permission. Special Education records are not sent to other districts without the written permission of the parent or guardian. Parents may request copies of any information in their child's file. A nominal fee for this service will be charged.

Additional information regarding the district's student record policy can be found in an extended section on Student Records at the end of this booklet. Copies of the Illinois School Records Act can be obtained at the Administrative Service Center.

## SUBSTANCE ABUSE PREVENTION

Substance abuse prevention programs for students are provided in District 149. Such programs include the dangers of smoking and drug and alcohol abuse. The health education curriculum provides appropriate activities at each grade level. Substance abuse educational programs are provided through health classes and special programs. Students are taught the dangers of substance abuse and the importance of making appropriate choices. These programs are supported in part by the Drug Free Schools and Communities Act of 1986. District 149 collaborates with the Dolton,

Calumet City police departments, and the Cook County Sheriff's Office in providing on-site programs for fifth graders in Drug Abuse Resistance Education (D.A.R.E.).

## SUPERVISION OF STUDENTS

Supervision of students on the playground by school personnel begins ten minutes before the beginning of the students' school day. For this reason parents are not to allow their children to arrive at school before this time. Students line up to enter the school before the beginning of the school day with classes starting at the scheduled time. Students will be considered tardy if they are not in class at this time. Students who are not in attendance for five hours of instruction are considered to be absent for a half day. Students who are not in attendance for two and one half hours of instruction are considered to be absent for a full day.

Children are urged to return home immediately after school. Parents who are picking up children at the end of the day must be at school at dismissal time. Supervision of students continues for ten minutes after dismissal time and then ceases except for students taking part in official after school activities. Parents are asked to discuss with their children the safest route to and from school and to remind them not to accept rides from strangers.

## TESTING

School District 149 administers many tests to its students. The following is a brief description of some of these:

**Classroom Tests** - are administered by the teacher periodically throughout the year. These tests are of utmost importance as they evaluate each child's understanding of the material covered in class on a day to day basis. Parent can assist their child with such tests by emphasizing their importance and in helping their child prepare for them.

**Local Assessment Tests** - District tests are administered to all grade levels periodically throughout the year in reading and mathematics to determine if students are meeting the objectives established for their grade level in those subject areas. District tests are also administered in the area of writing skills for Grades 3, 6, and 8.

**State Tests** - Every year students in designated grades take State of Illinois required tests (Illinois Standards Achievement Test: ISAT) in reading, mathematics, language arts, science, and social studies. State test results show how well our schools and district are doing in meeting the State learning standards.

**Other District Achievement Tests** - Students who are not scheduled to take the ISAT tests will be given other standardized tests to measure achievement in reading, spelling, language, vocabulary, listening, mathematics, science, and social studies. The results of such tests give an indication of how well an individual student is meeting State learning standards.

### **TRANSFER OF STUDENTS**

When a family is moving out of District 149, school office personnel should be contacted as soon as possible so that a transfer form can be prepared and student projects, materials, and books can be properly collected. On the last day of the child's attendance, a parent or guardian should come to the school office to obtain the transfer form to take to the new school. Schools in Illinois will not accept transfer students without the State Transfer Form.

Temporary school records will be sent to the receiving school upon receipt of a written request. Temporary records not requested on a student will be held between four and five years before being destroyed by the District as required by the Illinois School Student Records Act.

### **THE CODE OF STUDENT CONDUCT**

The Code of Student Conduct is designed to give direction to the school community in the area of student conduct. This code is divided into two parts: (1) a statement defining the student's rights and responsibilities and (2) a statement defining the rules and regulations which guide the student's conduct. The entire Code is presented with the hope that parents and students will become familiar with its provisions.

Board of Education policy clearly states that pupil behavior is expected to reflect respect and consideration toward the school staff, other pupils and school property. Board policy also states that any pupil whose conduct is disruptive to the rights of others or to the school itself will be subject to disciplinary action.

It is the purpose of the following Code of Student Conduct to set forth the rules and regulations for which all students have rights and responsibilities of compliance. Another purpose of the Code of Student Conduct is to define the rights of students.

### **Student Rights and Responsibilities**

Students as citizens of the United States are guaranteed certain individual rights and have corresponding individual responsibilities.

Parents, teachers, and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community.

There are certain *rights* to which students are entitled:

1. The privileges and rights of all students shall be guaranteed without regard to race, religion, sex, creed, handicap, or national origin.
2. Students shall have the right to responsibly advocate change of any law, policy or regulation.
3. Students may present complaints to teachers or administrators. Adequate opportunities shall be provided for students to submit written or verbal statements for consideration. At the Middle School, suggestion boxes will be used and a conflict resolution team will review complaints and statements.
4. Students shall have the right to due process procedures in the matters of discipline.

There are certain *responsibilities* required of a citizen who is a student in school:

1. To become informed of the rules and to reasonably follow rules and regulations established under Board of Education policy and implemented by school administrators, teachers and supervisors.
2. To respect the rights and individuality of other students, all teachers, school administrators, other District employees and adults (i.e. parents, guardians, visitors, etc.).
3. To maintain the best possible level of academic achievement.
4. To refrain from libel, slanderous remarks, and obscenity in verbal, written and physical expression.

5. To refrain from assault and/or battery (verbal or physical...) or threats of assault and/or battery on students, parents/guardians of students, teachers, or other School District personnel.
6. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
7. To be punctual and present in the regular or assigned school program. At the Middle School, tardy bells will be used to officially determine tardiness.
8. To refrain from disobedience, misconduct, rules, infractions, or behavior that disrupts the educational process.
9. To respect the reasonable exercise of authority by school administrators, teachers and supervisors in maintaining discipline in the school.
10. To respect all racial/ethnic groups and refrain from exhibiting behaviors which promote prejudice and intolerance.

### **Disciplinary Actions:**

Disciplinary actions or consequences are developed as a means of coping with a problem. Students who exhibit behavior which is disruptive to the educational process create the need for consequences. Disciplinary actions have three purposes: to show disapproval of wrong, to stop further misbehavior, and to redirect the thinking and attitudes of the offender.

Disciplinary actions or consequences are normally, but not always, used in the following order: warnings, conferences, time-outs, withdrawal of school privileges, after school detention, adjustment room, Saturday School, suspension, and expulsion.

- 1. Warnings:** Warnings are nonjudgmental and non-threatening reminders to the student that they are deviating from established norms.
- 2. Student Conferences:** Conferences are an opportunity for school staff members to apply the art of reason and persuasion as a means of fostering proper pupil behavior. A re-explanation of why a rule is necessary, combined with a clear understanding of the rule is sufficient to gain the compliance of the majority of students.
- 3. Time-out:** A time-out is a relatively short period of time when the student is removed from an activity and separated from the rest of the class. It is a

time for the student to regain control of himself without the stimulation of others.

- 4. Withdrawal of School Privileges:** Withdrawal of school privileges is the elimination of student participation in such activities as recess, assemblies, after-school programs or other similar events that occur at school.
- 5. After School Detention:** Student who are assigned after school detention will remain after school under the supervision of a teacher or administrator for the amount of time of the detention.
- 6. Adjustment Room:** The adjustment room consequence is assigned by an administrator. This is a place away from the regular classroom where the student is expected to do school work. It is an opportunity for the student to regain control of himself and reaffirm the need to take part in the rules and rewards system of the class or school .
- 7. Saturday School:** The Saturday School takes place promptly at 8:00 a.m. to 12:00 p.m. on Saturdays. The student is expected to work on school work the entire four hours. There is no opportunity for socialization and rules are strictly enforced.
- 8. Suspension:** The student who has been suspended will not attend school for a period of one to ten days. Due process rights will be provided to all students.
- 9. Expulsion:** The student who has been expelled will not attend school for the period of the expulsion. Due process rights will be provided to all students.

## **Rules and Regulations**

The following rules and regulations govern those types of conduct which interfere with the proper functioning of the educational process. This list is not all inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct.

### **1. School Tardiness or Absences**

Students will be on time for and present every regularly scheduled day of attendance provided in the official school calendar.

Student absences will be excused ONLY for the following reasons:

- illness,
- death in the immediate family,

- family emergency,
- recognized religious holidays,
- family vacations (provided the school principal is given five school days prior notice), and
- circumstances in which parents are concerned about the health and safety of the child.

## **2. Disruption of School**

No student will interfere with another's right to use school facilities and to participate in education programs. Behavior which disrupts the school environment may include, but is not limited to, conduct which involves:

- disobedience,
- profanity,
- instigation,
- provocation,
- taunting,
- "put-downs",
- violent or aggressive behavior,
- gambling or playing games for money,
- obscene gestures, acts, or literature,
- potentially dangerous objects,
- drug-related paraphernalia,
- objects that interfere with the educational process. (i.e. radios, tape recorders, headphones, except when specific permission is given, computer games, pagers, telephones or other inappropriate receiving or transmitting devices)

### **Disciplinary Action:**

- a. The disruptive behavior will be corrected by the person in charge of the school classroom or activity (teacher, supervisor, chaperone, etc.) with consequences ranging from one through five.
- b. A teacher may remove a student from the classroom for disruptive behavior that interferes with the effective implementation of the educational program. A disruptive student removed from the classroom will be immediately referred to the principal by the teacher.

- c. In the case of serious and/or repeated disruptive behavior, administrative actions may include consequences four through nine.

## **3. Dress and Appearance:**

Dress and appearance must not present problems of cleanliness, health, safety, or cause disruption.

### **Disciplinary Action:**

- a. Teacher and/or administrator will hold a student conference.
- b. Teacher and/or administrator will contact parents.
- c. Administrator will take disciplinary action which may include consequences one through five.

## **4. Gangs and Gang Related Activities**

- a. The presence of student involvement in gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols, or paraphernalia, is strictly prohibited. Gang colors, caps, and jewelry are examples of possible gang symbols in the past (left/right identifiers, language/verbal cues, etc.).
- b. When weapons are involved or when a student has repeatedly exhibited behavior which indicates gang affiliation, involvement or membership, law enforcement personnel will be notified and a parent conference will be convened.

When appropriate, arrests will be made and/or alternative placement arranged.

### **Disciplinary Action**

- a. Administrator will take disciplinary action which may include consequences one through nine.

## **5. Conduct Between Home and School**

Students will observe all school rules and regulations on the way to school and on the way home and on the school grounds before and after school. Students must clear the school grounds in a reasonable period of time and will go directly home or to a place agreed upon by parent and student.

### **Disciplinary Action**

- a. Administrator will hold a conference with the student.
- b. Administrator will take disciplinary action which may include consequences one through nine.

### **6. Bus Conduct**

A student will not disrupt or obstruct school bus transportation or damage private property which may be associated with school bus transportation. Every bus rider must be able to prove eligibility to ride a specific, numbered (assigned) bus through use of bus card or other authorized official document.

#### **Disciplinary Action**

- a. The disruptive behavior will be corrected by the person in charge of the school activity (driver, supervisor, chaperone, etc..)
- b. In the case of serious and/or repeated disruptive behavior, such administrative action as is necessary, which may include consequences one through nine. Suspension or revocation of bus privileges may be a consequence.

### **7. School Lockers and Desks**

School lockers and desks are the property of the school. There are checks of lockers and desks during the school year. Illegal, dangerous, or stolen items are prohibited from being stored in a student locker or desk. If there is reasonable suspicion that illegal, dangerous, or stolen items are located in a student locker or desk, the locker/desk may be searched without the knowledge, consent, or presence of the student. Personal property (i.e. Purses, book bags, pockets, shoes, boots, etc.) may also be searched by appropriate authorized school officials or by law enforcement personnel without student consent.

### **8. Theft or Destruction of Property**

No student will take, accept, keep, damage, or destroy school or private property. This includes buying or receiving stolen goods and keeping lost property without making a reasonable effort to find the real owner.

#### **Disciplinary Action**

- a. Teacher and/or administrator will hold a conference with the student and parent.

- b. School authorities will require appropriate restitution.
- c. Administrator will take disciplinary action which may include consequences five through nine.

### **9. Possession or Use of Tobacco**

Smoking, or possessing tobacco, or tobacco accessories by students is not permitted on school buses, in school buildings or on school grounds at any time. Accessories include such things as cigarette papers, pipes, and holders of smoking materials.

#### **Disciplinary Action**

- a. Administrator will take disciplinary action which may include consequences one through eight.
- b. Parents/Guardians will be advised and their cooperation sought.

\* See Note

### **10. Drug and Alcohol Abuse**

The illicit sale, use, possession or distribution of drugs, look-alike drugs, marijuana, hashish, drug paraphernalia or alcoholic beverages is not permitted on school buses, in school buildings or on school grounds at any time. This includes all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Students who are under the influence shall be treated in the same manner as though they had drugs in their possession.

#### **Disciplinary Action**

- a. Parents shall be notified.
- b. The administrator shall take disciplinary action eight or nine.
- c. The juvenile authorities shall be contacted. \* See Note

### **11. Offenses for which pupils may be suspended or expelled include, but are not limited to:**

1. Possession of fire arms (guns or other projectiles...), and possession and/or use of weapons, or any object that can, or is intended to be used as a weapon.

Violators are subject to arrest and prosecution under Illinois statutes. Weapons previously referred to include objects concealed or stored on a pupil, among a pupil's personal belongings, on another person, or among

another person's belongings, on school buses, or any other form of transportation. Local law enforcement authorities will be utilized as needed when arrests are appropriate.

2. Assault\* and/or battery (\*assault includes verbal attacks).
3. Damage or destruction of school property through reckless or careless behavior or vandalism.
4. Possession, sale, distribution (or intent to distribute), use, stashing, storing on pupil's person or among pupil's personal property, or in lockers, or any other location in the school building..., (allowing, causing, or coercing others to participate in such activity as heretofore described ...). ...DRUGS classified as illegal or "controlled substances" (i.e. marijuana, cocaine...) look-a-like drugs (drugs made of legal materials or chemical composites, but resembling illegal or controlled drugs) ...or possession, use, distribution or sale of any kind of drug paraphernalia.
5. False fire alarm. Such action is illegal in that it constitutes reckless endangerment of oneself and others.
6. Setting a fire. On school property, on school buses, or otherwise during any school sponsored or school-related function/activity (i.e., field trip, parade...).
7. Gambling, participating in games of chance with or for money or other things of value, is strictly prohibited on school property, or during any school-related function, unless authorized by the Board of Education.
8. LOITERING AND TRESPASSING: Under no circumstances are students, former students or other non-students permitted to loiter or trespass inside or outside on District 149's property. This includes any place in the buildings, on the grounds, and on the parking lots. Violators are subject to arrest and prosecution. Playgrounds can be used by the public after school hours and otherwise when school is not in session.
9. Any student found to be either directly or indirectly involved in planning or promulgation of a BOMB THREAT will be immediately suspended and may be expelled for up to one (1) year. School officials may also exercise their option to have student(s) arrested and prosecuted through the local law enforcement agency.
10. Students who violate sexual harassment guidelines, as stated in the school district's internal policy manual (which is consistent with the Illinois State Code...) will receive appropriate punishment which may include arrest and prosecution through the local law enforcement agency.
11. Threats (verbal, written, etc.) or perceived threats, direct or indirect (i.e.. through 2nd party) or intimidation directed toward or intended for District

149 students, staff, support personnel or visitors will not be tolerated. Such behavior could result in maximum consequence approved by the District Board of Education and local law enforcement personnel will be notified, where warranted. Arrest and prosecution may result.

*\* NOTE Given reasonable grounds for suspicion, school officials may search for and seize alcoholic beverages, drugs, look-alike drugs, marijuana, hashish or drug paraphernalia, tobacco and tobacco accessories brought onto buses or school property.*

## **12. Criminal Acts**

Committing or taking part in any act defined as a crime by local, state, or federal law is prohibited in school buildings, on school property, at school-sponsored events, or when otherwise school related. Such actions may include, but are not limited to, the possession, stashing, or hiding, of weapons (authentic, simulated, fabricated or look-a-like (toys)); the possession of marijuana, pills, or other medications excepting those medically prescribed, or alcoholic beverages; a physical attack on another person resulting in death or an injury requiring treatment by a physician.

### **Disciplinary Action**

- a. Student will be immediately escorted to the school office for action by principal or assistant principal.
- b. Principal or assistant principal may interrogate and/or search a student without notifying the parents or law enforcement authorities.
- c. Administrator will contact parents and/or law enforcement authorities.
- d. Administrator will take disciplinary action which may include consequences eight or nine.
- e. Arrest and prosecution may take place.

## **13. Improper access or use of communications systems**

Students will be subject to a variety of consequences if they are directly or indirectly involved in improperly accessing or using the telephone system - regular or mailbox message/homework hotline-. All improper voice mail messages will be made available to local law enforcement officers for possible prosecution. Any student who influences, coerces, persuades another students to violate this will receive maximum consequences. Any threat (or perceived threat) to District personnel with the existing communications systems will be treated as a violation of both civil and

criminal codes and appropriate actions will be taken. Violators will be subject to arrest and prosecution.

#### **14. Use of Technology and Communication Equipment**

Students using telecommunications equipment or services such as stand alone or networked computers, Internet access, the Phonemaster (homework hotline), and other audio/video equipment are expected to treat and use this equipment and these services with respect and care. Access to this equipment and/or services is a privilege, not a right and acceptable standards of behavior and use must be in evidence at all times. Students who have been given personal access codes, passwords, or accounts for the use of this equipment must not share this access information with other students. A student must not use a code, password, or account of another student or staff member without the express written permission of the teacher in charge of the specific activity. Users who willfully access or attempt to access unauthorized areas, parts or services, shall be in direct violation of the Code of Student Conduct. Any student who willfully destroys or otherwise alters any electronic data used for classroom or administrative operation will be in violation of applicable laws and subject to prosecution. (See Criminal Acts) This equipment, and/or use of service(s) shall be considered an extension of the school environment and all aspects of the Code of Student Conduct shall apply to this equipment and/or service in like manner.

Electronic media storage will be treated like a school locker or desk and is subject to inspection by school officials. Network administrators, school administrators, and teachers may review files, disks, tapes or other media in order to maintain electronic media integrity and ensure that students are using the system responsibly. Network users should not expect that information stored on the system(s) to be private or maintained indefinitely. Users should remember that communications on any network are often public in nature and the District cannot guarantee that any information placed on the network will remain private.

#### **Disciplinary Action**

- a. The inappropriate behavior will be corrected by the person in charge of the activity using the equipment or services with consequences ranging from one through five.
- b. A teacher may remove a student from the classroom for inappropriate use of technology or communication equipment. A student removed for this reason will be immediately referred to the principal by the teacher.

c. In the case of serious and/or repeated inappropriate use of technology or communication equipment, administrative actions may include consequences four through nine.

**NOTE:** Students on suspension, awaiting expulsion hearing or who have received alternative placement (i.e. PACE...) are not to enter District 149 properties, without permission of the building administrator or a District 149 administrator. Violators risk further penalties or disciplinary actions including arrest.

### **GRIEVANCE PROCEDURE POLICY**

#### **Grievance Procedure: Alleged Discrimination**

*(The following policy, which details procedures to be followed in cases of alleged discrimination, is intended to comply with all forms of anti-discrimination guidelines, including those adopted by the federal government which prohibit educational discrimination against the handicapped.)*

Pursuant to the provisions of the Regulations adopted and to be adopted by the Department of Health, Education and Welfare for the purpose of implementing various federal statutes relating to civil rights, the Superintendent of Schools is appointed the designee of the Board of Education for the purpose of complying with and carrying out the Board of Education's responsibilities under such laws and regulations including any investigation of complaints communicated to the Board of Education alleging its noncompliance therewith or alleging any actions which are prohibited by federal law or regulation.

Any person who desires to file a complaint alleging a violation of any federal law dealing with discrimination in connection with the operation of public schools, or regulation thereunder, or any written policy of the Board of Education relating there to shall state the complaint in writing and include therein the following information (to the extent applicable):

1. The name, address and telephone number of the complainant.
2. The name or names of the agents of the Board of Education allegedly committing the violation.
3. The date, time and place of the violation.
4. The names, addresses and telephone numbers of all witnesses to the violation.
5. A description of the conduct complained of.

6. A description of the law, regulation or policy claimed to have been violated to the extent that it can be identified by the complainant.

Promptly after the receipt of a written complaint charging a violation covered by this policy, the Superintendent shall investigate the action described in the complaint. The Superintendent shall also establish a date for a hearing on the complaint which shall be not more than twenty-eight days after filing of the complaint (provided that the period of time during the summer recess shall not be counted for the purpose of calculating said twenty-eight day period). Written notice of the date of the hearing shall be sent to the complainant not less than seven days prior to the hearing date.

### **SPECIAL EDUCATION**

According to state and federal legislation, School District 149 is responsible for actively seeking out and identifying all exceptional children in the District who are between the ages of three and fifteen. To do this, certain procedures and programs have been developed. These include:

1. Annual screenings of children between the ages of three and five are held to identify those who may need special education.
2. Hearing and vision screenings are conducted at regular intervals during the child's school career.
3. Speech and language screenings are conducted for each child upon initial enrollment and at intervals during the child's school career.
4. An annual screening of all students, not in special education, is completed by teachers.
5. Parents, district personnel, community service agency personnel, the child himself, or persons having primary care and custody of a child may make a referral for a comprehensive case study evaluation to determine eligibility for special education services. The principal of the attendance area where the child resides is designated as the receiver of case study evaluation referrals. This case study evaluation will include (but need not be limited to):
  - a. An interview with the child.
  - b. Consultation with the child's parents.
  - c. A social developmental study, including an assessment of the child's adaptive behavior and cultural background.
  - d. A report regarding the child's medical history and current health status.

- e. A vision and hearing screening, completed at the time of the evaluation.
  - f. A review of the child's academic history and current educational functioning.
  9. An educational evaluation of the child's learning processes and level of educational achievement.
  - h. An assessment of the child's learning environment.
  - i. Specialized evaluations specific to the nature of the child's potential deficit areas.
  - j. At the end of the evaluation a multidisciplinary conference which includes the parents or guardians, will meet to determine the child's eligibility and may develop an Individual Education Program that will lead to recommending any services or programs that will be needed.
6. Parents or district personnel may request a case study evaluation to determine a student's eligibility for home and hospital services. These services consist of instructional programs for the child in a hospital or at home when there is a need for such service for at least two weeks but less than six months. This case study evaluation will include (but need not be limited to):
- a. Evaluation of the physical or health impairment by a licensed medical physician, obtained at parent expense or through community resources.
  - b. Estimation by the physician of the time the child will require homebound services.
  - c. A review of the child's current educational status and academic needs.
  - d. Upon completion of a homebound services case study evaluation, the local district superintendent or his designee shall determine the child's eligibility for homebound services and recommend an appropriate placement.
7. Parents or district personnel may request a speech and language case study evaluation to determine eligibility for children whose problems seem to be limited to the areas of speech and language. This case study evaluation shall include (but need not be limited to):
- a. A hearing screening completed at the time of the evaluation or within the previous six months.
  - b. A review of the child's medical history and current health status.

- c. A review of the child's academic history and current educational functioning.
  - d. An assessment of the child's speech and language by a certified speech and language clinician.
  - e. An interview with the child.
  - f. Upon completion of a speech and language case study evaluation, a multidisciplinary conference will be held to determine the child's eligibility and make appropriate recommendations.
8. A student's special education program (Individualized Education Program) shall be reviewed at least once annually. At that review the student's current level of performance shall be discussed and goals and objectives written for the following year. At the annual individualized education plan review, the District Behavioral Intervention Policies and Procedures shall be explained, a copy of local behavioral policies shall be furnished and a copy of local procedures shall be made available upon request of any parents or guardians.

Special education programs and services are available in the schools of District 149 and through the ECHO (Exceptional Children Have Opportunities) cooperative. The programs and services available are classified into two types, those of instructional programs (more than fifty percent of the school day) and those of supportive services (less than fifty percent of the school day).

Instructional programs in District 149 schools are offered through cross categorical programs that serve students with handicaps in the areas of learning disabilities, behavior/emotional disorders, and mental impairment (educable mentally handicapped). Early childhood programming is available for handicapped children from ages three to five. In addition, ECHO, a cooperative of seventeen school districts in southern Cook County, provides classes for the trainable mentally handicapped and the severely behavior disordered or emotionally disturbed students. Other programs for students who are vision, hearing, severely language, or physically impaired are available through District 149.

The District provides support services for students who are in need of speech and language therapy, physical therapy, occupational therapy, social work services, psychological services, learning disability resource services, behavior/emotional disordered resource services, and special education transportation.

Before a student can receive special education programming and/or services a number of criteria must be met. These include:

- a. The student must be a resident of the district.
- b. The student must be registered in the district at the school that would normally be attended due to residency and age.
- c. The student must have a disability.
- d. A handicapping condition must result from the disability.
- e. The student must have an educational need.
- f. Appropriate procedural safeguards must be followed to guarantee the student's civil rights.

In order to insure that the above criteria are met, placement into any of the special education programs and services is available only through the case study evaluation process.

Parents and residents are advised that they have rights under the special education laws and codes. A copy of these rights in brief are available from the Principal in their attendance center. Anyone having questions concerning the District special education programs and services and procedures are urged to contact the Principal or the Assistant Superintendent for Support Services at 868-8300.

District programs more frequently serve the high incidence handicapped. These conditions include: educable mentally handicapped, speech and/or language impaired, behavior/emotional disordered, and learning disabled.

Educable mentally handicapped students are those who function at a lowered intellectual level and demonstrate an inability to learn academic and nonacademic materials. They appear to have difficulty adapting to social expectations and demands placed on individuals at a given age and in a particular situation. These students tend to learn more slowly and with greater difficulty.

Speech and/or language impaired students are those with a deviation of speech and/or language processes which are outside the range of acceptable deviations within a given environment and which prevent full social or educational development of the child. This includes communication disorders such as stuttering, impaired articulation, a language impairment or a voice impairment which adversely affects a child's educational performance.

A behavior/emotional disorder is characterized by emotional, and or behavioral functioning that adversely affects the student's educational, social, and/or emotional development. This includes appropriate academic skills, social interactions, interpersonal relationships, or intrapersonal adjustment. This condition denotes intraindividual and/or interindividual conflict or variant or deviant behavior, or any combination thereof, exhibited in the social system of the school, and which may be recognized by the student and/or significant others.

A specific learning disability is a dysfunctioning of one or more processes in an individual's learning pattern. These specific difficulties in processing information may occur within a single learning system or through any combination of systems (auditory, visual, motor); at the perceptual, conceptual and/or expressive level, in quantitative thinking; or in one or more of the various skills in attentional behaviors. The consequence of these deficiencies effects actual achievement, space and time judgments, listening, and personal relationships. There must also be a significant discrepancy between the student's ability and achievement.

## STUDENT IDENTIFICATION CARDS

Student, staff, and visitor ID's (identification cards) will begin to be used at Dirksen during the 2000 - 2001 school year. Each student and staff member will have a plastic ID card with their picture, name, bus number (if applicable) and bar code on it. These ID's are planned to identify persons who belong in the building or a part of the building. The bar codes will be used to identify students in lunch lines who have deposited money in a lunch account. Eventually the codes will be used in the library for book loans and for textbook assignment.

## STUDENT RECORDS

### 1. DEFINITIONS

- A. Student** - A person who is enrolled or has been enrolled as a student in the District.
- B. Parent** - A parent, guardian, or an individual acting as a parent in the absence of a parent or guardian of a student who has not reached eighteen years of age or is not attending an institution of post-

secondary education. It will be assumed that a parent has the authority to exercise the rights established in this policy unless the Superintendent has been furnished with evidence of a court order to the contrary.

**C. Adult Student** - A student who has attained eighteen years of age or is attending an institution of post-secondary education.

**D. Minor Student** - A student who does not meet the definition of "adult student."

**E. Education Records** - All records, files, documents and other materials which are maintained by the District or by a person or agency acting for the District, which contain information directly related to a student, including personally identifiable information, such as the name of the student, student's parents or other family member, the address of the student, a personal identifier such as the student's social security number or student number, a list of personal characteristics which would make it possible to identify the student with reasonable certainty, but excluding the following:

1. records of instructional, supervisory, administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker, and are not accessible or revealed to any other person except a temporary substitute, and
2. information in a student's education records concerning inspection of or request for inspection of the records, and
3. directory information, as defined below.

**F. Directory Information** - A student's name, parents' name, address, gender, telephone number, grade level, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance and awards received. The District may disclose any of these items without prior written consent, unless notified in writing to the contrary by September 30th of the current school year or within thirty days of transfer into the District.

**2. OFFICIAL RECORDS CUSTODIAN:** The Superintendent is the official records custodian of the District.

**3. CONFIDENTIALITY OF EDUCATION RECORDS:** No person or institution shall be given access to education records of the District except as follows:

**A. Parents and Adult Students** - Parents may examine the education records of the District relating to their minor child or children and adult students may examine their education records at such times and in such manner as the Superintendent may by regulation prescribe, provided that no more than fifteen days shall elapse between the date of the written request by the parent or adult student and the date on which the records shall be made available for examination.

**B. Minor Students** - Education records of minor students may be released directly to the student or otherwise disclosed to him or her when deemed educationally appropriate by the Superintendent, the student's teacher or principal or any other employee of the District assigned the responsibility of advising or counseling the student.

**C. Personnel of the District** - Education records may be released for examination to any member of the teaching, counseling or administrative staff of the District having a current demonstrable educational or administrative interest in the student and the records are in the furtherance of such interest.

**D. Officials of Other School Systems** - Educational records or copies thereof but not including psychological, social work, and learning disability reports, may be furnished to officials of a school not operated by School District 149 or to another school district in which the student has enrolled or intends to enroll provided that the receiving school or system furnishes a written request for the records. Psychological, social work and learning disability reports relating to a student shall be furnished only if authorized in writing by the student's parents or an adult student.

**E. Governmental Representatives** - Education records may be furnished to State and Federal government authorized representatives identified in subsection (b) (1 ) (C) and subsection (b) (1 ) (E) of the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) under the conditions set forth in said Act any regulations issued by the Department of Health, Education, and Welfare Pursuant thereto.

**F. Financial Aid Officials** - Education records may be furnished to financial aid officials in connection with a student's application for, or receipt of, financial aid.

**1G. Organizations Conducting Studies** - Education records may be furnished to a person or organization conducting studies for, or

on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs, and improving instruction, provided:

1. Such person or organization has the permission of the State Superintendent of Education;
2. No student or parent can be identified from the information released;
3. Such information will be destroyed when no longer needed for the purpose for which it is collected.

**H. Accrediting Organizations** - Education records may be furnished to accrediting organizations in order to carry out their accrediting functions.

**I. Appropriate Persons In an Emergency** - Education records may be furnished in connection with an emergency to appropriate persons if knowledge of such information is necessary to protect the health or safety of a student or other persons. The parents shall be notified as soon as possible of the information released, the date, purpose and to whom released. The factors to be considered in determining whether records should be released are:

1. the seriousness of the threat to an individual's health or safety;
2. the need for such records to meet the emergency;
3. whether the persons to whom such records are released are in a position to deal with the emergency, and
4. the extent to which time is of the essence in dealing with the emergency.

These factors should be strictly construed.

**J. Compliance with Judicial Orders** - Education records may be furnished in compliance with a court order provided that both the parents or adult student be promptly notified in writing of the order and the nature and substance of the information proposed to be released as well as the right to inspect, copy, and challenge the contents of the record.

**K. Other Persons** - Education records may be furnished to other persons or agencies upon the prior, dated, written request or consent of a parent which specifies the particular records to be released, the reasons for such release and the person to whom the records are being released. If a consent is requested by district

officials the parents shall be notified of their right to inspect, copy, and challenge the records or to limit the consent to designated portions of the record.

**L. Third Party Access** - Upon the disclosure or release of education records of a student to any person or institution other than the student, his parent or other personnel of the District as provided in subsection (c) of this section, the recipient shall not permit any other person to have access to the record or the information which it contains without the written consent of the parents or adult student.

**4. COPIES OF EDUCATION RECORDS:** Copies of education records shall be furnished to a parent or adult student upon written request. A nominal fee will be charged for this service. If the records involve answers to a standardized or psychological test, the District will not provide a parent a copy of such test questions or the answers thereof.

**5. MAINTAINING PRIVACY OF OTHER STUDENTS:** If any material or document in the education records of a student includes personally identifiable information on other students such material or document shall not be available for examination or copying by the student's parents or by an adult student nor furnished to officials of other schools unless that portion identifying other students has first been concealed or removed.

**6. HEARINGS:** A parent or adult student shall have an opportunity for a hearing to challenge the contents of the student's education records to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, to provide an opportunity for the correction or deletion of any inaccurate, misleading or otherwise inappropriate data contained therein and to insert into such records a written explanation respecting their contents.

**7. DIRECTORY INFORMATION:** The District shall make public directory information only after the Superintendent has given public notice of the categories of information which he has designated as such information with respect to each student enrolled in the District, and only after a reasonable period of time has elapsed after such notice has been given for a parent or adult student to inform the Superintendent that some or all of the information designated should not be released without the parent or adult student's prior written consent. The notice to be given hereunder shall be given at least annually and as soon as practicable just prior to or following the beginning of each school term. Publication in this Parent Handbook is considered to meet this requirement for annual notification.

## **8. REGISTER OF REQUESTS FOR AND ACCESS TO EDUCATION RECORDS:**

A. A record or register shall be maintained as a part of each student's folder of all persons and institutions who have requested or obtained access to a student's education records other than the student, his parents, personnel of the District described in Section 3(C) and persons to whom access is given pursuant to a written consent or request of a parent or adult student. The register shall indicate the identity of the persons or institutions requesting or obtaining access and the legitimate interests these parties had in requesting or obtaining the information.

B. The register so established as a part of a student's folder shall be available only to the student's parents, the student (if an adult student), the custodian of the folder and to school officials or other governmental officials authorized to audit the system.

## **9. CATEGORIES OF RECORDS:** Student education records shall be categorized as follows:

A. Student Permanent Record consisting of:

1. Basic identifying information, including students' and parents' names and addresses, birth date, place of birth, and gender;
2. Academic transcript, including grades, class rank, graduation date, and grade level achieved;
3. Attendance record;
4. Accident reports and health record;
5. Register of requests for and access to education records; and
6. Descriptions of honors and awards received.

B. Student Temporary Record consisting of all information not required to be included in the Student Permanent Record. All information added to a Student Temporary Record shall include the name, signature and position of the person who added the information and the date of its entry.

## **10. REVIEW AND DESTRUCTION OF RECORDS:**

A. Student records shall be reviewed every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

B. Any psychological evaluation, special education files or other information which may be of continued assistance to a handicapped

