



# **District Handbook**

## **2017-2018**

### ***Mission Statement***

“Excellence Without Exception”

### ***Vision Statement***

In partnership with families and community,  
District 6 strives for educational excellence through:

Teaching, Empowering, Advocating, Motivating

## ***Belief Statements***

- Every person deserves respect.
- Every student will learn.
- High expectations promote achievement.
- Enthusiastic, motivated, and highly qualified staff is fundamental to a quality educational program, and effective staff evaluation and support are critical to staff success.
- An educated community is crucial to sustain a productive, competitive, and democratic society.
- Literacy within our schools and community is vital to our collective success.
- Readiness for school is critical for academic success, and pre-school is a vital component of our district programming.
- Schools are accountable to the entire community.
- Progress requires shared vision, leadership, and communication.

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## **SECTION 1 – Introduction**

Zion Elementary District 6 encompasses a 3.0 square mile area in Lake County, Illinois. The District provides educational services and programming to approximately 2,800 students in grades preK-8 in seven buildings. The total educational program of our schools shall be directed toward preparing each student to live and work in the 21st century and the process of seeking continuous improvement. Our learning environment shall be conducive to the optimum development of each student's intellectual, emotional, social and physical capabilities by focusing on the Applications of Learning; Communication, Working on Teams, Solving Problems, Using Technology, Making Connections, and Self-Directed Learning.

We are pleased to be able to provide you with the Zion Elementary District 6 Handbook for all grades and schools. We sincerely hope you will find this information valuable. The Board of Education, administration and staff of our school district are dedicated to providing every student the best possible instructional program. The more parents and students are aware of the goals, aspirations and operations of their schools, the greater the possibility for mutual cooperation and positive support for one another. It is with a sincere desire to sustain this cooperation and support that this handbook is prepared.

Within the following pages you will find some of our district's regulations, an explanation of various services we provide as well as our expectations for the education of your child. This handbook serves as a summary of board policies governing the district and may be amended during the year without notice.

We look forward to serving you and your children throughout the coming year. If we can be of assistance, please do not hesitate to contact us.

## **SECTION 2- District Offices and School Building Information**

If you have a question or a concern about your schools, your child's progress, or a problem that has arisen, it is the policy in Zion Elementary District 6 to turn to the person closest to the situation. If the concern pertains to your child, see the teacher first and then principal if you feel the issue has not been resolved. Of course, if the concern is of a general nature and pertains to your child's individual school's operation, the principal will be the first point of contact. If your concern is not responded to adequately, you have recourse to the appropriate district office director, superintendent, and Board of Education in that order. Information on departmental responsibilities and who to contact at the district office can be found on the next page.

## District Office

2800 29<sup>th</sup> Street. | Zion IL 60099 | 847-879-5455

District Office Department	Contact	Phone Number	Department Description
Superintendent	Dr. Keely Roberts	(847) 379-0118	<ul style="list-style-type: none"> <li>• Supervision of District Operations</li> <li>• Strategic Planning</li> <li>• District Liaison to Board</li> <li>• External Relations</li> </ul>
Director of Finance and Operations (Interim)	Rebecca Allard Jim Hintz	(847) 379-0104	<ul style="list-style-type: none"> <li>• District Finances</li> <li>• Building Maintenance</li> <li>• Student Transportation</li> <li>• Staff Benefits</li> </ul>
Director of Human Resources	Angelia Mendoza	(847) 379-0124	<ul style="list-style-type: none"> <li>• Staff Employment and Recruitment</li> </ul>
Director of Teaching and Learning	Amy Gannon	(847) 379-0104	<ul style="list-style-type: none"> <li>• PreK-8 Curriculum</li> <li>• English Language Learners</li> <li>• Student Assessment</li> <li>• Grant Management</li> </ul>
Director of Student Services	Joey Kowalik	(847) 379-0123	<ul style="list-style-type: none"> <li>• Implementation of Special Education Curriculum and Services</li> <li>• Section 504</li> <li>• Student Discipline</li> <li>• Student Attendance</li> <li>• Homeless Liaison</li> <li>• Registration</li> <li>• Extra-curricular Programming</li> </ul>
Director of Communications and Project Management	Donelle Staples	(847) 379-0111	<ul style="list-style-type: none"> <li>• Planning, Organization and Execution of District-wide Technology (hardware and software)</li> <li>• District Communications &amp; Social Media</li> <li>• Instructional Technology</li> </ul>
Director of Buildings and Grounds	Adam Tjardes	(847) 379-0238	<ul style="list-style-type: none"> <li>• Buildings &amp; Grounds maintenance</li> </ul>
Direct of Food Service	Jennifer Malchow	(847) 379-0236	<ul style="list-style-type: none"> <li>• Food Service</li> </ul>

**Lakeview School**                      **PreK**  
 2200 Bethesda Blvd., Zion IL 60099  
 (847) 872-0255  
 Dr. Cheryl Caesar, Principal  
 Morning Session: 8:30-11:30    Afternoon Session: 12:30-3:30  
 Full Day: 8:30-3:15

**Shiloh Park Elementary School**                      **K-6**  
 2635 Gabriel Ave., Zion, IL 60099  
 (847) 746-8136  
 Robert Schulz, Principal  
 School hours: 8:30-3:10 (M/T/TH/F)    8:00-2:00 (W)

**Beulah Park Elementary School**                      **K-6**  
 1910 Gilboa Avenue, Zion IL 60099  
 (847) 746-1429  
 Lynn Butera, Principal  
 School hours: 8:30-3:10 (M/T/TH/F)    8:00-2:00 (W)

**West Elementary School**                      **K-6**  
 2412 Jethro Avenue, Zion, IL 60099  
 (847) 746-8222  
 Nick Heckel, Principal  
 School hours: 8:30-3:10 (M/T/TH/F)    8:00-2:00 (W)

**East Elementary School**                      **K-6**  
 2913 Elim Avenue, Zion, IL 60099  
 (847) 872-5425  
 Charmekia Edelstein, Principal  
 School hours: 8:30-3:10 (M/T/TH/F)    8:00-2:00 (W)

**Zion Central Middle School**                      **7-8**  
 1716 27<sup>th</sup> St, Zion, IL 60099  
 (847) 746-1431  
 Tanya Housing, Principal  
 School hours: 8:20-3:00 (M/T/TH/F)    8:00-2:00 (W)

**Elmwood Elementary School**                      **K-6**  
 3025 Ezra Avenue, Zion, IL 60099  
 (847) 746-1491  
 Deirdre Garnett, Principal  
 School hours: 8:30-3:10 (M/T/TH/F)    8:00-2:00 (W)

## **SECTION 3- Board of Education**

### **Board of Education Members**

Ruth Davis – President

Craig Bennett – Vice President

Donna Flammini

Margie Taylor

Tim Solomon

Patricia Stephen

Michael Stewart

### **School Board Meetings**

The Board of Education represents and serves the residents of our community in an effort to provide the best educational program possible for our young people. The Board of Education determines policy and long-range performance goals, employs personnel to administer the District, gives direction to curriculum, adopts and oversees a yearly budget and maintains facilities. The Zion Elementary District 6 Board of Education has adopted policies that may be of public interest and are available in the District Office, 2800 29<sup>th</sup> Street, Zion IL or at the following link: [Zion ESD 6 Board Policies](#). These policies include, but are not limited to Board policy 7:190 Student Discipline, 7:10 Equal Educational Opportunities, 8:70 Accommodating Individuals with Disabilities, 6:170 Title I, and 7:60 Residence.

Meetings of the Board of Education are held at Zion Elementary District 6 Administration Center, 2800 29<sup>th</sup> Street, Zion, IL 60099. Meetings generally take place on the third Monday of each month and begin at 7:00 p.m. Special meetings of the Board may be called by the Board President or any three members of the Board, provided that notice is given in writing, stating the time, place, and the purpose of the meeting, and are given to local media who file reports of this information.

### **Communicating with the Board of Education**

The Zion Elementary School District No. 6 Board of Education is not a forum, it is a deliberative body. Accordingly, the Board of Education may receive written and oral communications on matters relating to schools and schooling.

The Board of Education encourages citizens to be informed of Board of Education deliberations and to bring to the attention of the Board of Education additional information, viewpoints, or issues. The Board encourages citizen communication in the following manner:

- Written communications may be sent to the local teachers, building principal, central office administrative staff, and the Board of Education.
- Citizens may request to comment at Board of Education meetings during the audience recognition time concerning items which are on the Board of Education agenda.
- Such requests should be sent to the Board of Education secretary outlining the purpose of the request by the Monday prior to the Board of Education meeting at the following address: 2800 29<sup>th</sup> Street, Zion, IL 60099.

## **Guidelines for Presenting Oral Communications to the Board**

- During the audience recognition period, citizens wishing to speak are requested to state their name, address, who the citizen represents (if representing someone other than themselves), and the general nature of the topic to be presented.
- Questions may be directed to the Board of Education as a whole.
- For clarification purposes, a board member may interrupt a speaker.
- A time limitation may be imposed in consideration of all attendees.
- Speakers are requested not to present orally derogatory remarks or complaints against any individual employee of the school district. Complaints or charges against individual employees must be submitted in writing and referred to the Superintendent of Schools for investigation.
- The President of the Board, or by an affirmative vote of a majority of board members, may from time-to-time seek or allow impromptu remarks from the audience when such remarks are deemed appropriate to the Board's discussions.
- Accommodations are available to assist parents/guardians with disabilities to attend Board of Education meetings. Please call the Superintendent's Office at 847-872-5455 to make inquiries.

## **SECTION 4 - District- Wide Operational Policies and Parental Right Notification**

### **Non-Discrimination**

It is the policy of Zion Elementary School District No. 6 to ensure that equal educational and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion, or handicap as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments.

Reports of discrimination or inquiries regarding compliance with the Illinois Sex Equity Rules and the Title IX Regulation should be made to the Office of the Superintendent by calling 847-872-5455, ext.118, or addressed in writing to Zion District No. 6 Superintendent, 2800 29<sup>th</sup> Street, Zion, Illinois 60099. Procedures for undertaking a discrimination grievance may be obtained from this office.

### **Sexual Harassment**

The Board of Education will provide a learning environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Anyone who feels that he or she is the victim of sexual harassment, or any teacher or administrator who is made aware of an alleged incident of sexual harassment, should take immediate action to resolve the matter according to established procedures. It will be a violation of Board Policy for any student to sexually harass other students or staff.

### **Asbestos Management Plan**

In compliance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act, Zion Elementary District 6 performed thorough inspections of each of the school buildings for asbestos containing building materials (A.C.B.M.) in 1985. The inspections' findings and Asbestos Management Plans have been on file in each school's administrative office since that time.

The U.S. Environmental Protection Agency requires the school district to perform re-inspections of the asbestos materials every three years, and periodic reviews of the buildings between re-inspections. Accredited asbestos inspectors have performed these re-inspections and an accredited management planner reviewed the results and recommended actions that the school district should take to safely manage or remove each A.C.B.M.

According to Federal Law, no asbestos containing building materials have been allowed to be used in the construction or renovation of any school since 1967. Additionally, since 1985 significant portions of the identified “asbestos containing building materials” have been removed by licensed professionals in accordance with the plans approved by the Illinois Environmental Protection Agency and the Illinois Department of Public Health. Please direct additional questions to your school principal.

Zion Elementary District 6 has implemented the asbestos response action plan recommended in each building’s management plan and we will continue to abate asbestos containing materials in the facilities. A copy of the asbestos management plan is available for review in each school building and in the District Office, 2200 Bethesda Blvd. between the hours of 8:00am – 3:30pm.

### **Teacher Qualifications**

Title I funding requires school Districts to notify parents that they may request professional qualifications of their children’s classroom teacher(s). A school receiving Title I funding is also required to notify parents if their child has been assigned or been taught for four or more consecutive weeks by a teacher who is not highly qualified.

### **Homeless Child’s Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either 1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or 2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The Student Services secretary is the Zion Elementary District 6 Homeless Liaison, and can be reached at (847) 379-0122.

### **Sex Education Instruction**

The Illinois School Code requires school districts to provide instruction in Family Life and the prevention, transmission and spread of AIDS in grades 6-8. Pursuant to Section 3 of the Comprehensive Health Education Act, "No pupil shall be required to take or participate in any class or course on AIDS instruction or Family Life if the pupil's parent or guardian submits WRITTEN objection thereto".

### **Erin’s Law Instruction**

According to Article 27 - 13.2 of the Illinois School Code, Zion Elementary School District 6 will provide instruction during the course of the school year to all Pre-K through 8th grade students in recognizing and avoiding sexual abuse. Any parent or guardian wishing to exclude his/her child from such instruction must submit a written objection to the building principal.

### **Suicide and Depression Awareness Prevention**

According to Article 27 - 13.2 of the Illinois School Code, Zion Elementary School District 6 will provide youth suicide awareness and prevention education yearly to all 7th and 8th grade staff and students consistent with the requirements of Ann Marie's Law.

### **Accommodating Individuals With Disabilities**

Pursuant to Board policy 8:70 "Accommodating Individuals with Disabilities", individuals with disabilities shall be provided an opportunity to fully participate in school-related programs, parent/teacher conferences and school board meetings.

### **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Sex Offender Notification Law**

Public Act 94-994 requires all public and private schools to notify parents that they may access information regarding registered sex offenders that is available to the public. The Illinois Sex Offender Registry is available through a link on the Illinois State Public website at <http://www.isp.state.il.us>. Individuals may search by name, zip code or county. Access is free.

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about violent offenders against youth. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

### **Medicaid Notice**

Zion Elementary District 6 is an EPSDT Medicaid Provider with Illinois' State Medicaid Agency, Healthcare and Family Services (HFS). EPSDT (Early Periodic Screening, Diagnosis and Treatment) is a federal mandate on the States to provide early intervention/prevention services to children, age birth through 18. The services are allied health care services provided by the district's pupil personnel or by allied professionals under contract with the District. As an EPSDT Medicaid Provider, the District is entitled to collect federal Medicaid funds to share in the cost of providing health care services to the children enrolled in the school district.

Medicaid is a governmentally funded program by the State of Illinois and the Federal Government. The Medicaid coverage has no lifetime cap on benefits and does not contain any prior-existing condition clauses or limitations. Eligibility to participate in the State's Medicaid program is based upon a family's income, absence of health insurance or limited coverage per a



private health insurance plan. In addition, The District, as an EPSDT Medicaid Provider, serves as an administrative agent for HFS with the responsibility to encourage parents to explore the benefits of Medicaid coverage for their children. Visit the HFS web site for more information on Medicaid and its benefits: [www2.illinois.gov/hfs/Pages/default.aspx](http://www2.illinois.gov/hfs/Pages/default.aspx)

Please contact the Medicaid Technician in the Student Services Department at (847- 379-0114, if you have any questions.

### **Pledge Of Allegiance/ Student Pledge**

The Pledge of Allegiance and the Student Pledge are recited daily. Students are expected to stand and recite these pledges with the entire class. Students opting not to recite are expected to stand quietly, not drawing unnecessary attention.

### **Student Records and Privacy**

Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records will be forwarded on request of a school in which the student seeks or intends to enroll. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Insofar as possible, parents will be notified prior to the releasing of student records in either situation. All other releases of information require the informed written consent of the parent, legal guardian or eligible student.

The following is designated as public information and may be released to the general public, unless the parent presents a written request that any or all such information not be released: student's name and address, grade level, birth date and place, parents' names and address, information on participation in school sponsored activities and athletics, and period of attendance in the school. Also, each building prepares and maintains a student listing, which includes the student's name, address, father and/or mother's name and home phone. This listing is used by school employees for contacting parents on a need basis and by selective members of the parent/teacher organization for emergency situations, such as closing school, etc. If a parent should desire not to have his or her child so listed, he or she must submit a written statement to this effect.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance. Full and complete copies of the laws, rules and regulations on student records are on file with the Superintendent of the District, the records custodian, and the principal of each building.

### **Maintenance of Student Records**

The principal has total responsibility for the maintenance of records of students enrolled in his/her building and will designate the location of the records within the building. There are two types of information maintained:

## Permanent records

- The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports and health record, record of release of permanent information, and other basic information.
- Permanent records will be kept by the school permanently.

## Temporary Records

- The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, disciplinary information and reports of pupil personnel services.
- Temporary records will be destroyed by the following schedule:
- Withdrawn or transferred student temporary records will be destroyed five years following June 30<sup>th</sup> of the year in which the student withdrew or transferred.
- Temporary records of special education students will be kept on file for a period of five years following the date the student officially left the District.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), affords parents and students over age 18 (“eligible students”) certain rights with respect to the student’s education records.

The parent or legal guardian has the right to:

1. Inspect and copy any and all information contained in the student record. An appointment will be made with the principal. This will insure that an appropriately trained professional, capable of accurate interpretation of the data, is available. If copies are desired, there may be a small charge, not to exceed 25 cents per page. This fee will be waived for those unable to afford such costs.
2. Challenge the contents of the records by notifying the principal or records custodian of an objection to any entry, exclusive of grades, in the school student record on the basis of accuracy, relevance and/or proprietary. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will then be scheduled and conducted by an impartial hearing officer. Detailed instructions concerning formal hearing procedures and right to appeal will be provided.
3. Receive copies of records proposed for destruction. Upon graduation, transfer or permanent withdrawal from our District, temporary records, including special education files, will be destroyed after a lapse of five years.
4. Copies of psychological evaluations, special education files, pupil personnel reports and other temporary information will be transferred, upon request, to the custody of the parent or eligible student upon a student's withdraw from our District. After the five-year maintenance period, the complete special education file will be destroyed unless the parent or eligible student requests transfer of the record custody to them.
5. Inspect and challenge information proposed to be transferred to another school in the event of a move to another school District.

All eighth grade student records will be forwarded to Zion Benton High School, one week following graduation. If the parent(s) challenge the content of the records, the contested records will not be released to the new school until after the hearing procedures specified in the state and federal regulations have been completed.

## **SECTION 5- Student Registration, Transfers and Withdrawal**

### **When and Where to Register**

Zion Elementary School District will host Kindergarten Round-Up each spring at all district elementary schools. Kindergarten Round-Up is essentially early registration for any incoming kindergartener planning to attend a Zion school for the upcoming school year. As part of this process, incoming kindergarteners will partake in an academic screening process while families will have an opportunity to learn more about their child's individual school directly from the building principal. Information regarding kindergarten registration can be found on the district website at [www.zion6.org](http://www.zion6.org).

Illinois state law allows children to attend kindergarten if they are age five on or before September 1 of that same year. Those who will not be five years old until September 2 or later must wait until the following school year to begin kindergarten.

Each August, the district will hold registration days located at the district offices for parents to enroll students for the upcoming school year. Dates and times for registration can be located on the district website at [www.zion6.org](http://www.zion6.org). After the start of the school year, parents should register their child with their home school. This includes special education students whose specialized programming is located within another district school. Special education students that attend an out-of-district public or private therapeutic day school should register at the District Office with the secretary of student services.

### **Verification of Residency**

Board of Education has directed the administration to request verification of residence for K-8 students at the time of registration for all returning and new students to the district.

Parent/guardians must show proof of residency at the time of registration each year by providing 1) a current lease or mortgage payment; 2) a current gas or electric bill; and 3) a valid photo ID for the parent/guardian that includes full legal name with middle initial and parent/guardian date of birth.

A person who enrolls or attempts to enroll in this school district on a tuition-free basis a student known by that person to be a non-resident of the District is guilty of a Class C misdemeanor, except as defined by State law (105 ILCS 5/10-20, 12b(e) ). If a student is determined to be a non-resident of a District for whom tuition must be charged, the person(s) enrolling the student are liable for non-resident tuition from the date the student began attending a District school as a non-resident. The District residency officer is responsible for checking that the children in our District are legally living in the District.

### **Early Childhood And Pre-Kindergarten Registration**

Registration for returning students enrolled in the Early Childhood Program or in the Pre-Kindergarten Program occurs at the Zion Elementary District 6 Administration Center.

Children who are not currently enrolled in the program and are age three to five may qualify for the Pre-Kindergarten Program. Any parent wishing to determine their child's eligibility for the Pre-K program must contact the Lakeview school office to schedule a pre-school screening. Pre-school screenings are held once a month throughout the school year. Call 847-872-0255, ext. 121 for more information or to set up a screening appointment. Additional registration requirements for enrollment can be located in the following pages.

### **Transfer Students from Another Illinois Public School**

Students transferring from another Illinois public school are required to meet all registration requirements stated in the previous sections. In addition, they must present an Illinois Student Transfer Form at the time of enrollment which can be obtained from your child's previous school office. Illinois public school students cannot be enrolled without their Illinois State Student Transfer Form. Please visit the Health Services section of this handbook on required health records needed for enrollment.

Students seeking to transfer who have left their school district not in good standing and the period of suspension or expulsion has not expired at the time the student attempts to transfer into any Zion School, the student shall not be permitted to attend class until the student has served the entire period of the suspension or expulsion that was imposed by the school from which the student is transferring.

At the time of registration, the enrolling school will have the parent/guardian sign a release of records giving permission for the student's previous school to send all permanent and temporary records which include all special education, health and discipline records.

### **Incoming Students From An Out-Of-State Public School**

All students transferring into Zion Elementary Schools must present a birth certificate and proof of physical examination and immunization as prescribed by the State of Illinois along with proof of residency. For more information on specific immunization and required exams per grade level please visit the Health Services section of this handbook.

Students seeking to transfer who have left their school district not in good standing and the period of suspension or expulsion has not expired at the time the student attempts to transfer into any Zion School, the student shall not be permitted to attend class until the student has served the entire period of the suspension or expulsion that was imposed by the school from which the student is transferring.

At the time of registration, the enrolling school will have the parent/guardian sign a release of records giving permission for the student's previous school to send all permanent and temporary records which include all special education, health and discipline records.

### **Withdrawals From School**

If a student should need to transfer to another school district, they should notify the School Office in advance. Students must return all District supplied textbooks, technology devices (if applicable) and empty their desks on the last day. At this time, an attendance report, current report card, and the Illinois Student Transfer Form, if needed, will be furnished to take to the new school. Parents can also request a copy of their child's current IEP and case study or 504 plan to hand carry to the new school, if applicable. All permanent and temporary records including special education, health and disciplinary records will be transferred upon receipt of a signed records release from the new school.

### **Middle of the Year In-District Transfers**

District 6 students are required to attend their home school as determined by the boundaries of the individual schools. Students who move outside of the boundaries of the school where they first registered in a given school year may remain at that school to finish out the school year provided that parents provide transportation and the students remain good standing.

If students fail to meet these requirements, they must transfer to the school within whose boundaries they actually live. At the end of the school year, all students who have moved must transfer to their new home school.

## **SECTION 6–Student Fees and Meal Costs**

### **Fees, Fines and Charges; Waiver of Student Fees**

Registration fees are determined annually and approved by the Zion Elementary District 6 Board of Education. The school district will waive fees for students qualifying for free lunches (see Rev. Stat. 1987, Ch. 122, Par.712.1 et seq.) and consider waiving fees for other extenuating circumstances. Parents who wish to secure a waiver of fees may utilize the form found at the back of the handbook (see Section: School Forms). The Board of Education, or its designee, shall determine eligibility for fee waivers. Qualifying students are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

### **Food Service Program**

Zion Elementary School District 6 provides a lunch program for all enrolled students as well as a breakfast program available K-8 that follows the National School Breakfast and Lunch Program. A monthly menu is available to students and can be accessed through the school’s website.

Students may choose to bring a bag lunch and buy milk. Students may also purchase a hot lunch. A basic lunch is \$2.75 for students and \$1.05 for Breakfast. Milk is .30 cents. Payments can be made at your child’s school or you can make payments on the district’s website. Free or reduced price lunches are available to those who qualify under federal guidelines. A form must be completed for each student who qualifies. Please inquire in the school office about free or reduced price lunches or refer to the “Forms” section at the end of the Parent/Student Handbook. Students are expected to conduct themselves in a manner appropriate to the lunchroom setting and once in the lunchroom, may not leave without a pass. Food items delivered by outside vendors may not be consumed in the lunchroom and birthday treats are not allowed in the lunchroom.

## **SECTION 7- Transportation and Parking**

### **Bus Transportation Eligibility**

Bus transportation is provided for K-8 students who live more than one and one-half miles from school or for children whose normal route to school has been declared a hazardous area. Special education students whose programming outlined in their IEP is held outside their home school are also eligible for transportation. Students may ride ONLY the bus to which they have been assigned. Please do not ask that your child be allowed to go home with a friend since our buses are authorized to transport only those students whose names appear on the route sheet. For PreK bus transportation information and eligibility, please call Lakeview school at (847) 379-0121.

School bus riders, while in transit, are under the jurisdiction of the school bus driver. Students must obey the driver and ridership rules. The driver has the right to assign pupils to certain seats if necessary, to promote order on the bus. Proper behavior on buses is essential for the safety of all students. Violation of the rules of conduct on buses may result in suspension of bus riding privileges. Parents will be notified by note or a phone call if a child is reported for misbehavior on the bus.

## Instructions to School Bus Riders

- Be on time at the designated school bus stop; help keep the bus on schedule.
- Respect the rights of property owners.
- Stay off the road at all times while waiting for the bus.
- Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- Do not leave your seat while the bus is in motion.
- Be alert to a danger signal from the driver.
- Remain in the bus in the event of a road emergency or until instructions are given by the driver.
- Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
- Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
- Be absolutely quiet when approaching a railroad crossing stop.
- Treat bus equipment as you would valuable furniture in your own home.
- Never tamper with the bus or any of its equipment.
- Assist in keeping the bus safe and sanitary at all times.
- No eating is allowed on the bus.
- Carry NO animals on the bus.
- Keep books, packages, coats, and all other objects out of the aisles.
- Be courteous to fellow pupils and the bus driver, and help look after the safety and comfort of small children.
- Do not ask the driver to stop at places other than the regular bus stop. (S)he is not permitted to do this except by proper authorization from a school official.
- Observe safety precautions at discharge points. If it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions, then wait for a signal from the bus driver permitting you to cross.
- Observe the same rules and regulations on other trips under school sponsorship just as you observe rules and regulations as you travel between home and school. Respect the wishes of any chaperon appointed by the school.
- Students will not be permitted to ride a bus other than their assigned bus.
- Highland students are required to display their school ID daily to ride the bus.
- All school rules of conduct apply to the bus.

## Bicycle Safety

Students are permitted to ride their bicycles to school. It is a district recommendation based on ensuring safety that students wait until third grade. However, the final decision about a student's readiness to ride a bike to school will be left to the family's discretion. Students who choose to ride their bikes should chain and lock them to the bike rack located at each school. Students riding bicycles to school are expected to follow Bicycle Safety rules and the State of Illinois "Rules of the Road." At no time during the day may students go to the bicycle rack without permission from the office. For safety and security reasons, roller skates, roller blades, and "HEELYS" are not permitted at any Zion Elementary District 6 schools.

## Parking

Parents and other caretakers of District 6 students are required to observe the parking restrictions and guidelines at each school. Students are never to be dropped off in a manner that requires them to exit a car toward the street or cross a street unless using a designated crosswalk. Those observed not adhering to building parking and/or student drop-off/pick-up restrictions will be referred to the Zion Police Department.

## SECTION 8- Student Attendance

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

Zion Elementary Schools takes attendance very seriously. In order for students to learn, they **must** arrive at school on time and have good attendance. Students participating in the breakfast program should arrive no earlier than 8:00am. All other students should arrive 10 minutes before the bell. If they arrive earlier, the proper supervision or protection from the elements cannot be provided. On days of inclement weather, students will be permitted into the school building. Elementary students are expected to be in their seats and ready to learn no later than 8:30 AM. Zion Central Middle School students are expected to be in class no later than 8:20 AM.

### Student Absence

Students are considered truant if they are absent from school without just cause. The Illinois School Code defines students as chronic or habitual truants if they are marked with an unexcused absent for **more than 9 days**. Students who are chronically truant will be referred to the Regional Office of Education and or the Zion Police Department. In extreme cases, guardians may be subject to tickets and fines if they do not ensure their student attends school on a regular basis. Parents must call school prior to 9:00 AM to report the absence. Even though the student is reported absent by the parent, the student may not be considered excused.

What is an excused absence?

- Illness (limited to documented communicable disease or medical condition, fever, vomiting, diarrhea or excessive cough)
- medical appointment that can't be scheduled outside of the school day (verification of appointment required)
- observation of religious holiday
- death in immediate family
- approved educational purpose
- family emergency
- planned vacation 5 days or less with prior approval 2 weeks before

What is an unexcused absence?

- returning to school after 3 consecutive absences without a valid doctor's note
- missing the bus
- oversleeping or alarm problems
- transportation issues
- vacation of more than 5 days
- more than 9 cumulative days of illness without doctor's note –(each day of absence past 9 will require a doctor's note or the absence will not be excused)
- other reasons that do not fit the excuse category

Vacations are not legally excused absences. There are approximately fourteen weeks during the year when students are not in school. If a student will miss school because of a vacation, prior approval must be obtained. Teachers are not required to gather homework in advance of a vacation within the school year. The student is responsible for completing and submitting all assignments immediately upon their return. Students attending Zion Central Middle School must obtain a "Homework Authorization" sheet located in the Student Services Office.

### **Tardiness**

Students are expected to be on time to school every day to avoid undue interruptions to the educational environment and the student's progress. Tardiness due to oversleeping, missing the bus or car problems will not be excused. Students who are tardy to school due to a medical appointment should bring documentation from the doctor's office to ensure the tardy is excused. Consequences for 3 tardies to school may result in an office detention. Additional tardies may result in a detention for each tardy. After five tardies a Saturday School may be assigned for Zion Central Middle School students. Chronic tardiness will result in a referral to the Attendance and Truancy Division of the Regional Office of Education.

### **Early pick-up**

If a parent must pick up a child early from school for any reason, the parent should notify the school office in writing or by phone prior to picking them up. All district students must be signed out in the school office by an authorized adult in order to leave school grounds during the school day. Parents should provide a note for any medical appointment for the child to be considered excused.

### **Make-Up Work**

Arrangements must be made with the classroom teacher(s) to obtain homework assignments for excused absences. Parents and students are responsible for making arrangements with teachers to reschedule missed tests, quizzes, or homework assignments. Students are expected to complete and submit missed assignments within a time equal to the number of days missed. Parents may call and request homework for their child after their 2nd day of absence. Requests that are made prior to 9:00 A.M. may be picked up at the conclusion of the school day. Requests made after 9:00 A.M. will be processed the following day. Students are expected to submit all missing assignments immediately upon the return from an unexcused absence in order to receive credit.



## **SECTION 9 - Student Health Services**

### **Immunization, Health, Eye and Dental Examination Requirements**

The State of Illinois School Health Law requires that a child have a complete physical examination including specific mandated immunizations upon entrance into kindergarten and upon entrance into sixth grade. Sports physicals must be renewed every calendar year for students participating in interscholastic athletics. The physical exam form is 2-sided (both sides must be completed) and requires 3 signatures. The signatures are:

- 1) Immunization portion signed by health care provider
- 2) Health history portion signed by parent
- 3) Physical exam portion signed by physician, physician's assistant, or nurse practitioner

Illinois State Code Health Law, Section 27-8.1, requires all children in kindergarten, second, and sixth grades to present proof of having an oral examination by a licensed dentist. An eye exam is required for all children entering public school for the first time and all transfer students from out of state or country. It is due by October 15th of the school year.

NEW STUDENTS ENROLLING FROM IN-OR OUT-OF STATE: An out-of-state or out-of-country transfer student must present a health examination that was completed within one (1) year prior to entry into an Illinois school on a comparable health form. All other transfer students will be expected to produce evidence that they have met these requirements at their previous school or they will be required to do so within 30 days upon entry into Zion Elementary School District 6.

PRE-KINDERGARTEN/EARLY CHILDHOOD: A physical examination, for new students, which must include Lead Screening results and a record of all immunizations including the required Hepatitis B vaccine.

KINDERGARTEN: A physical examination completed within the last 12 months from the day school starts. The physical examination report must include Diabetic Screening, BMI, Lead screening and a record of all immunizations. Immunization records must show proof of having two (2) doses of measles, mumps, and rubella, two (2) doses of varicella (chicken pox vaccine), and a booster dose of IPV (polio) and DPT vaccine. A dental examination and eye examination are also required.

SECOND GRADE: A dental examination is required.

SIXTH GRADE: A physical examination including a record of all immunizations including the required Hepatitis B vaccine, 1 dose of TDap, and 1 dose of meningococcal vaccine, Diabetic Screening, BMI, and TDap, as well as a dental examination are required.

Physical examination forms are available at each school building. Please contact the District Nurse at (847) 379-0404, with additional questions regarding health exams and immunizations.

### **Religious or medical exemption**

A parent or legal guardian of a student may object to health examinations or immunizations on religious or medical grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority. A medical objection to an immunization must be:

- made by a physician licensed to practice medicine indicating the medical basis for the objection
- endorsed and signed by the physician on the certificate of health form and placed on file in the child's permanent record.

Should the medical condition leading to the original medical exception improve and later permit immunization, this requirement will then have to be met.

### **Vision and Hearing Screenings**

Vision screening will be done at school, as mandated, for the following children: kindergarten (those that have not had an eye exam), second, and eighth graders, all special education students, transfer students (starting after the beginning of the school year), and teacher/parent referrals throughout the year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child does not have to undergo this vision screening if an optometrist has completed and signed a report form indicating that an examination has been given within 12 months and that an evaluation is on file at the school.

Hearing screening will be done, as mandated for students, in grades kindergarten, first, second, and third, all special education students, transfer students, and teacher/parent referrals throughout the year. Additional classes may also be screened. Students may be excluded from school until all mandated requirements are satisfied.

### **Student Illness**

Every district school has a health aid or school nurse to assist with all health related issues during school hours. Each health office is well-equipped to take care of minor illnesses and injuries. In case of emergency and in situations when a parent cannot be reached, the rescue squad will be called. In order to facilitate communication, parents/guardians must notify the school with any changes of name, address, phone numbers, and emergency information to keep student records up-to-date. The District nurse's office is located at Shiloh Park School. She may be reached at 847-379-0404, and she is available for consultation by telephone. Each school is provided information as to where the nurse can be reached on a daily basis.

Children who are attending school should feel well enough to participate fully in the activities of the school day including physical education and outdoor recess. If a student is too ill to remain at school or has a temperature above 99.8 degrees, a parent/guardian will be required to pick their child up from school. After being ill with a fever, a child must have a normal temperature without medication for 24 hours before returning to school. After 3 consecutive absences, a doctor's note is required.

### **Communicable Diseases**

Zion Elementary District 6 will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease such as measles, German measles, chickenpox, whooping cough, scarlet fever, diphtheria, pneumonia, poliomyelitis, ringworm, impetigo, conjunctivitis, meningitis, mumps, or influenza.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.

- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

Zion Elementary District 6 will observe recommendations from the American Academy of Pediatrics

- If your child has a case of head lice please notify the school nurse.
- If a child has been checked for head lice due to showing symptoms, only infested students will be sent home.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- After treatment, your child will be required to check in with the health aid or district nurse to ensure all live lice have been treated prior to returning to class.
- If the student is not cleared, they will be sent home for further treatment.

### **Student Medication**

It is the belief of the Board of Education that medication should be administered at home whenever possible. The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance his or her education. The District 6 medication policy requires both a parent/guardian written request and physician's written order to dispense both prescription and over the counter medications. The school nurse or designated person shall administer medication to the student.

If the student needs to take medication at school during the day, the parent must bring the medication to the nurse in the original container clearly marked with student's name, doctor's name, name of the medication, and directions for administering. Medication cannot be transported to or from school by a student. All medications dispensed at school will be kept in a safe location. Medication must be administered in the nurse's office and it is the responsibility of the student to come to the nurse's office at the scheduled time.

If a student has asthma or a life threatening allergy that requires carrying an inhaler or epinephrine auto-injector on his/her person for self-administration as needed, a separate self-medication form must also be signed and on file in the health office.

Schools will notify parent/guardians after the administration of any epi-pen and will notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen. The student's parent shall remove any unused medication from the school at the end of therapy or the end of the school year. If the parent fails to remove the unused medication, the school nurse will appropriately dispose of it in the presence of a witness. Please contact the nurse if there are changes in your child's medical status, or emergency contact person during the school year.

### **Medical Care Plans of students with Asthma, Diabetes or Life Threatening Allergies**

If your child has Asthma, Diabetes or a life-threatening allergy, and requires assistance with managing this condition while at school and school functions, a Medical Care Plan must be created and submitted to the District nurse. Parents/guardians are responsible for and must:

- Notify the District nurse immediately of the medical condition and possible implications for the student while at school.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions which need to be included in the care plan.
- Inform the District nurse in a timely manner of any change which needs to be made to the care plan.
- Inform the District nurse in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Provide all necessary medical equipment required to implement the care plan at school.

If a student has asthma or a life threatening allergy that requires carrying an inhaler or epinephrine auto-injector on his/her person for self-administration as needed, a separate self-medication form must also be signed and on file in the health office.

Schools will notify parent/guardians after the administration of any epi-pen and will notify the prescribing doctor within 24 hours after the administration of any undesignated epi-pen. The student's parent shall remove any unused medication from the school at the end of therapy or the end of the school year. If the parent fails to remove the unused medication, the school nurse will appropriately dispose of it in the presence of a witness. Please contact the nurse if there are changes in your child's medical status, or emergency contact person during the school year.

### **Home and Hospital Instruction**

Students who shall be absent from school for two weeks or more because of illness, surgery or injury, and are under the care/recommendation of a licensed physician, are eligible to receive home or hospital tutoring. Please contact the District nurse at (847) 379-0404, if you feel your child may be eligible.

### **Student Accident Insurance**

School District 6 carries limited insurance for accidents occurring during the school day or during school related activities. Information can be obtained from the District Nurse at 847-379-0404.

## **SECTION 10 - Parent Participation and School Volunteers**

### **Parent Participation**

As partners in the educational process, parents and other caregivers play a vital role. They are the child's first teacher and need to continue in that role as the child progresses through school. School programs may include such components as parent education, volunteer opportunities, home-school communication, mentoring, tutoring, parent/student activities, and assistance in accessing resources in the community.

Parents/Caregivers will take an active role in supporting the school's efforts to maintain a positive school climate.

- Engage in volunteer opportunities as possible
- Support the implementation of PBIS.
- Be familiar with and review the school's behavior expectation matrix and code of conduct.

- Reinforce positive behavior and acknowledge their children for demonstrating appropriate expectations.
- Cooperate with the school as a collaborative partner to address student's needs.
- Send student to school regularly, on time, and prepared to learn-with pencils, homework, and appropriate dress.
- Partner with school in correcting student's behavior when requested by teacher or Principal.

### **School Volunteers**

Zion Elementary School District embraces the value of school volunteers. A school volunteer helps to expand and enrich the students' learning experiences by working under the direction of teachers and school staff. We are looking for volunteers who have a genuine interest in students, a professional commitment to your volunteer activity, regular attendance, a cooperative attitude, and flexibility. Those who are looking to volunteer in a school on a consistent basis are subject to a background check.

### **Parent Teacher Organization (PTO)**

Our schools are proud to have enthusiastic family associations. Family associations have done much to provide schools with a variety of volunteer help and assistance and have acted as a community liaison on an advisory basis. Promoting the safety and welfare of the students has been their continuing goal. Every parent/guardian is a member of our family associations. The Parent Teacher Organization (PTO) of each school encourages parents and interested adults to become involved in the educational programs of the school. The Parent Teacher Organization (PTO) meetings are held once a month. Building specific information can be obtained by contacting the individual school offices.

## **SECTION 11: School Safety**

### **School Visitors**

The Board of Education and staff welcome and encourage parents and interested persons to visit the schools. For the safety of everyone, all exterior building doors are locked at all times. Entry to the building can only be gained through the main entrance of the district office and each school building. Visitors are asked to state who they are and the nature of their business when they are buzzed into a building. School Board Policy requires visitors to register in the school office upon entering the building. Visitor badges are distributed at the time of registration.

No outside doors are to be propped open at any time that would allow people to enter the building without permission. Parents are reminded that when visiting their child's classroom that teachers will not be able to discuss individual student progress and achievement. Please schedule an appointment with your child's teacher for an individual conference.

### **Safety Drills**

Illinois School Code requires all schools in Illinois to conduct periodic safety drills throughout the school year. All students and staff are to follow instructions provided by the designated Emergency Response Team at individual school buildings. Specific instructions are available in all classrooms. Bus evacuation drills will be held twice each school year at all Zion Elementary District 6 school buildings.

Fire Drill: State law requires several drills to be scheduled during the school year. A fire drill is a quick and orderly evacuation of the building in the event of an emergency. Everyone will exit the school immediately and meet in the designated areas.

Tornado Drill: State law requires at least one tornado drill be scheduled during the school year. During a tornado drill, students will move to a designated area of the building and will remain in the specified areas until directed otherwise by school administration.

Lockdown Drill: State law requires this drill to be scheduled during the school year. During the lockdown drill, students are directed to move to a designated area of the building and will remain in the specified area until directed otherwise by school administration.

Bus Evacuation Drill: State law requires this drill to be scheduled during the school year. During the bus evacuation drill, students practice exiting the bus safely during a simulated bus emergency.

### **School Lockdowns**

In addition to practice drills, schools may at times be asked by law enforcement to place schools in a soft and/or hard lockdown to protect the safety of our students and staff. Whenever there is a situation where a school is placed in lockdown, parent/guardians will be notified through a phone blast and/or the district website. We ask that in the event your child's school must be placed on lockdown that you do not tie up the phone lines to ask questions of school staff. Phone lines need to remain free in order to receive critical information and updates from law enforcement officials. During both a soft and hard lockdown situation, no one is allowed to enter or leave the building for any reason. Students will not be released to parents/guardians until the lockdown has been lifted by the appropriate authorities. Additional communication will be provided at the conclusion of the lockdown. Lockdown definitions are outlined below:

**Soft lockdown:** A soft lockdown is primarily used when conditions exist outside of the school building that could potentially present a threat to the safety of the students and staff. During a soft lockdown, students and staff can continue normal classroom activities within the school building; however no one will be allowed to enter or exit the building.

A hard lockdown is used when a serious/volatile situation exists in the school's surrounding area that could jeopardize the physical safety of the students and staff. During a hard lockdown, staff members will ignore all bells, phones and fire alarms unless they receive verbal instructions from local emergency responders or the conditions (fire, structural damage, etc.) warrant the evacuation of the area. Students and staff are prohibited to move about the building; they will remain in the location with classroom doors locked and secured. Additionally, no one will be allowed to enter or leave the building until the hard lockdown has ended.

### **Emergency Closing Information**

In case of a closure due to ice or snow the decision will be made by 6:30 am and information should be broadcast by 7:00am. School closing information will be given to local radio and television stations. Parents will also be notified through a district-wide phone and email blast so it is important this contact information is kept current with the school office. We will also post the information on the district website, as well as at <http://www.emergencyclosingcenter.com>. We encourage parents to send children to school any time it is open, but if you feel it is unsafe please call in to the school office to report the absence.

## **SECTION 12: Curriculum, Programming and Student Progress**

### **Core Curriculum**

Zion Elementary School District 6 embraces the Common Core State Standards as an opportunity to strengthen our curriculum. These standards “provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them.” The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. The curriculum of Zion Elementary School District 6 is research-based and undergoes continuous evaluation and revision, ensuring that it represents the very best thinking in education today.

### **Textbooks**

Students’ textbooks will be issued by the teacher during the first week of school. Students must take care of their textbooks and should bring them to class on a daily basis. Any student who loses or damages a textbook must pay for it. Failure to pay for a lost or damaged textbook may result in not receiving a report card until fines are paid. If you find the book later, you will receive a refund and your report card will be released.

### **Field Trips**

Field trips and school-sponsored excursions are designed to support district-adopted curriculum. Children are taken on educational trips and excursions only with the permission of their parents. When a trip is being planned, permission slips will be sent home to be signed and returned by parents. All field trips or excursions are chaperoned by the classroom teacher. Parents may be asked to assist the teacher as chaperones. The cost of field trips is not included in school fees. School administration may place a restriction upon a student’s participation in an out-of-school activity when, in their judgment, it is not in the best interest of the student to participate.

### **Summer School**

Zion Elementary School District believes that summer school programming should focus on building skills from the current school year and into the next in order to maximize a student’s ability to advance in learning. Summer school programming is subject to change year-to-year based on identified district-wide needs.

### **Student Assessment**

Zion Elementary District 6 is committed to providing challenging and enriching experiences for all students. By doing so, we enable children to recognize, develop and utilize their individual talents and abilities to their maximum potential. Local assessments are developed to evaluate curriculum and provide student progress information.

Zion Elementary District 6 participates in state-mandated testing prescribed by the Illinois State Board of Education. Parents may not “opt out” their child’s participation in state testing exams, however, a child can refuse to take the exam at time of test administration. Testing dates are listed on the Zion Elementary District 6 website.

## **Reporting on Student Progress**

### **Homework**

Completion and submission of homework when expected helps students practice skills and concepts, learn time management and responsibility. While parental assistance is acceptable if needed, students are encouraged to complete homework independently. If you have concerns regarding the nature of your child's homework please speak directly to the teacher.

If a student experiences difficulty with homework there are several options to consider:

- contact the teacher to request additional assistance
- visit the teacher's website, if available, to be sure you are current with all assignments
- attend the before and after school study hall in the Learning Center (Highland only); students enter through the west doors between 8:15 and 8:30 am, or from 3:45 to 4:30 pm after school
- speak with a counselor if interested in obtaining a list of private tutors (parents are responsible for the expenses incurred with private tutoring)

### **Grading System**

The following marking systems are encouraged. However, some teachers adjust the format to meet students' needs. Students are to be informed of individual teacher expectations on the first day of class.

Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grades will use the below lettering system:

E for Excellent

S for Satisfactory

N for Needs Improvement

3rd-6th grades will use the below 4.0 grade scale:

4.0	A	100-90%
3.0	B	89-80%
2.0	C	79-70%
1.0	D	69-60%
0.0	F	59%-Below

If a student, due to illness, misses the final assignment(s) of a grading period, that student receives an incomplete. The incomplete work must be made up by the end of the second week of the next grading period or the incomplete automatically changes to an "F." An "Incomplete" does not apply to cases of unfinished projects, missed daily assignments, or missed tests (unexcused). A teacher must have notified parents well in advance that a student is failing. Otherwise, an "F" may not be given. The semester grade determines if a student has successfully completed a course.

### **Progress Reports (K-8)**

Four weeks into each academic quarter, the school issues status reports on students. Status reports are a snapshot of student's progress and can be early warnings of academic problems. If a parent/guardian feels more frequent updates are necessary, the parent/guardian is encouraged to arrange weekly status reports with the student's team of teachers.



### **Report Cards (PreK-8)**

The school year is divided into four, nine-week grading periods. Students receive a report card at the end of each quarter.

### **Parent-Teacher Conferences**

Two parent/teacher conferences are scheduled during the second and third grading periods. The conferences give parent(s)/guardian(s) an overall picture of student needs, progress, and problems. Parents with concerns or questions about academic performance may request a conference with teachers and/or administrators by calling the school at any time in the school year.

### **Promotion/Retention Policy**

The success and education of each child is of the utmost priority for Zion Elementary School District 6. Each student is regarded as an individual with his or her own unique circumstances. Therefore, retention should be considered as the last option for helping a student. The school intervention team will consider retention after all appropriate interventions have been attempted. Teachers, support staff, administrators and parents/ guardians will work together to develop an action plan and assess the progress of students at risk of retention by January 1st of that school year. Following implementation of the action plan, teams will reconvene with families no later than April 30th to review the student's progress and make a final recommendation for promotion or retention. Final decisions regarding retention are made by the superintendent or their designee.

### **Multi-Tiered System of Support**

Zion Elementary School District uses a Multi-tiered System of Supports (MTSS) to meet the needs of all Zion students. The MTSS framework is a 3 tiered system integrating both the Response to Intervention (RTI) and positive behavioral interventions and supports (PBIS) programs. Each building consists of cross-functional teams that plan for, monitors and evaluates both the academic and behavioral needs of students. Together the teachers and supports staff collaborate to analyze student data and make action plans to promote increased student achievement and behavioral success for students at varying intensities based on student need. Student action plans associated with the tiered system are progress monitored frequently for effectiveness and amended as needed. Those who do not respond to this type of programming may be recommended for further evaluation for possible special education eligibility. Additional questions about MTSS should be directed to the building principal.

### **English Language Learner Programming**

The Department for English Language Learners makes education accessible to students through the Transitional Bilingual Education Program and Transitional Program of Instruction, providing an engaging and nurturing environment, which promotes success in English language acquisition and high expectations for students' academic achievement. District 6 offers a full continuum of Bilingual and English as a Second Language programs to meet the needs of all district English Language Learners in pre-K, elementary, and middle.

### **Education of Children with Disabilities**

Article XIV of the School Code of Illinois places responsibility on local school Districts to provide and maintain appropriate and effective educational programs for students with disabilities who are residents of the District. Children may exhibit disabilities in the areas of health, vision, or hearing, or in social-emotional, achievement, motor skills, speech and

language, or cognitive development. Services for students with disabilities are provided both through Section 504 and IDEA legislation.

### **504 Programs For Students With Disabilities**

The District will attempt to identify and evaluate students who require special services or programs in accordance with Section 504 of the Americans with Disabilities Act. Such students may require special services or programs due to a physical or mental impairment that substantially limits one or more major life activity, including learning. Students will be eligible for such services or programs if found eligible through the Section 504 evaluation process. Further questions about evaluation and eligibility under Section 504 should be directed to the building psychologist.

### **Special Education Programming**

Zion Elementary School District 6 offers a full continuum of special education services. District 6 follows the state and federal laws that establish criteria for special education eligibility. Individualized programs that align with each child's specific needs are developed with the goal of meeting each child's educational need in the least restrictive environment. Each school provides the services of qualified special education teachers. Classroom support is designed to assist children with disabilities and to provide specialized teaching suited to the student's individual needs.

Parents who suspect their child may be eligible for special education services under IDEA may submit their request for an evaluation in writing to the principal. The school has 14 school days to respond to the request in writing.

### **Related Services**

Related services are additional supportive services offered district-wide that a child may qualify for through the evaluation process to help them benefit from special education which may include speech and language therapy, social work services, occupational therapy or physical therapy.

### **Extended School Year**

Extended School Year programming is summer school that is provided to eligible students with IEPs. The student's IEP team will determine eligibility for extended school year at the student's annual review.

### **Early Childhood Programming**

Preschool children are found eligible to participate in district services through an identification and assessment process. The assessment of preschool children focuses on the expectations and growth of the preschool child, and the evaluation of developmental skills, which are the foundation for academic and social learning.

District 6 provides preschool screenings on a regular basis throughout the school year. Three, four and five-year-old children, who are not yet eligible for kindergarten and are residents of Zion School District 6, may participate in the district screening. Parents interested in having their child participate in a screening event must be registered for the screening through the Lakeview School office at 847-379-0121. Screenings are free of charge. The screening process provides basic information about the child in the areas of cognitive, motor, social, and speech and language development. The preschool screening is designed to identify developmental lags or areas of concern. Further assessment may be indicated from the results of the screening and

conducted by the Early Childhood Assessment Team. If the child qualifies for special education services as a result of the evaluation and team meeting, goals and objectives are written. An

Individualized Education Plan (IEP) is developed, and program placement is determined. The Individualized Education Plan is reviewed on an annual basis, adjusted, and revised as necessary.

### **PreK Special Education Continuum of Services**

Inclusion Services - Inclusion services meet the needs of students with IEPS in the general education setting who require accommodations/ modifications to access the core curriculum. Typically, a paraprofessional is assigned to inclusion classrooms to assist with the implementation of modifications/accommodations.

#### Blended Program:

Students With Exceptionality Experiencing Potential Program (SWEEP)(Pre-K only) - A self-contained program for students who require a highly structured, specialized program to meet individual needs in the areas of communication, social skills, sensory needs, functional academics, and self-help skills. This program focuses on skills presented through a modified curriculum based upon the preschool standards.

### **K-8 Special Education Continuum of Services**

Inclusion Services (All buildings) - Inclusion services meet the needs of students with IEPS in the general education setting who require accommodations/ modifications to access the core curriculum. Typically, a paraprofessional is assigned to inclusion classrooms to assist with the implementation of modifications/accommodations.

Co-Teaching (All buildings) - Services are provided in the general education setting where the special educator and general educator share responsibilities in the differentiation of instruction for all students within the classroom.

Resource Services (All buildings) - Resource service programs provide direct and indirect supplemental academic instruction of the general curriculum. The purpose of the program is to reteach/reinforce concepts that are taught initially in the regular education classrooms and provide necessary remediation of skill deficits to close the achievement gap.

Instructional Services (All buildings) - Instruction is provided to students for specific classes such as Reading, Writing, and/or Math as opposed to receiving instruction in the regular education classroom. This program is for students with moderate learning deficits who are struggling with one or two particular subjects in the regular education classroom but who are not appropriate for a full-day, self-contained special class. Students in this class generally participate in the regular education setting the majority of the day, except for ELA and Math.

Learning Appropriate Behaviors (LAB) - a self-contained program that provides individualized behavior intervention designed to meet the needs of students whose behavioral or emotional needs are to such a marked degree that they adversely affect their educational performance and/or the learning of others. The emphasis of instruction is devoted to the enhancement of mental health and the development of social skills to reduce inappropriate behaviors. The program provides a variety of academic and social experiences designed to promote positive interaction skills with both peers and adults. Integration within the general education environment is an important component of this program. This program is housed at East Elementary School and Zion Central.

Educational Life Skills (ELS) - a self-contained program for students with moderate cognitive delays. Students are provided services designed to meet individual needs through application of academic skills in the functional aspects of age-appropriate vocational, social and community life. Focus is on grade level Illinois Essential Elements rather than core standards. This program is housed at Shiloh Park School and Zion Central.

Program for Academic and Language Success (PALS) -The goal of the Program for Academic and Language Success is to provide students with individualized skill development in the areas of academics, communication and executive functioning skill development. Services provide access to specialized instruction and/ or curriculum. These students have the capacity to master core curriculum at a modified level but may require specialized intervention and/or curriculum to do so. This program is housed at Beulah Park School and Zion Central.

Out-of-District Placements - On a rare occasion, children have more severe and profound educational needs that require a more restrictive placement. The district relies on the Special Education District of Lake County and private placement options for special education programming for children with severe and profound needs.

## **SECTION 13 -Student Conduct and discipline**

Board Policy 7:190 states that “every student, pre-school through adult has the right to be educated in a safe, respectful and welcoming environment. Every educator has the right to teach in an atmosphere free from disruption and obstacles that impede learning.” While at school, riding in school buses or at school-sponsored activities, students are required to behave in an orderly and appropriate manner in accordance with the rules and regulations of the school district. 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. Specific concerns relating to student infractions of the student code of conduct or disciplinary actions imposed should be directed to the building principal.

The philosophy of our discipline program can be summarized as follows:

- Students have a right to a safe learning environment.
- Teachers have the right to teach.
- Students have the right to learn.
- No student shall prevent a teacher from teaching or a student from learning.
- All students can behave appropriately.
- Misbehavior is a matter of choice.
- A student will accept responsibility for his/her actions. We will not negotiate the consequences for misbehavior.

### **Positive Behavior**

Promoting good character in our students continues to be a priority in Zion Elementary District. District 6 schools utilizes the PBIS program to promote positive behaviors and citizenship. The Zion District 6 School Board’s adoption of Positive Behavior Intervention and Support (PBIS) establishes a framework for developing, refining and implementing a culture of discipline conducive to learning. PBIS is a 3 tiered system of support and intervention, based on research that indicates that the most effective discipline systems use proactive strategies designed to

prevent discipline problems. Students are taught pro social skills through lessons plans implemented by staff. Appropriate behavior is labeled and acknowledged. Group and individual interventions are in place for students needing additional skill instruction. Students in Zion Elementary School District 6 are taught to be respectful, be responsible, be safe, and be kind.

### **Be Respectful**

- Treat others in manner that you would like to be treated
- Accept differences
- Use appropriate language
- Respect school property

### **Be Responsible**

- Be on time and ready to learn
- Read and think critically
- Complete work as assigned
- Follow instructions

### **Be Safe**

- Be aware and make good choices
- Seek help when needed
- Ask permission

### **Be Kind**

- Say “Please” and “Thank you”
- Listen to others
- Help others

### **School Dress Code and Student Appearance**

School board policy 7:160 states that a student’s appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Student dress and grooming are the responsibility of the student and parent. Dress and grooming must meet reasonable standards of health, safety, modesty, decency, and may not be disruptive to the educational atmosphere of the school. While respectful of individuality, the staff and administration of District 6 feel certain guidelines are necessary for the successful operation of the school. Under the guidelines of promoting a positive educational setting, the following rules of dress and grooming have been established:

- Dress which is extreme, exhibitionist, or of immodest fit or style to the extent that it interferes with the instructional process will not be allowed. Fishnet shirts, see-through blouses, spaghetti strap tops, and clothing that expose a bare back or midriff cannot be worn to school. Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment. The finger length rule will be used to determine appropriate length.
- Pants must be of an appropriate size and worn at the waist so as not to expose undergarments
- Coats, jackets and snow boots are not appropriate classroom attire.

- Headwear is not to be worn inside the building unless medical or religious reasons. Parents should submit a note to the Principal from his or her doctor or religious leader to the school's main office.
- Articles of clothing with suggestive or inappropriate slogans, weaponry or acts of violence, and/or depictions of drug and/or alcohol use are not allowed in school.
- Gym uniforms may not be worn in class unless approved by the Principal or Assistant Principal.
- Sunglasses, chains, dog collars, spiked wristbands or combs/picks in hair may not be worn on school grounds
- Backpacks are not to be brought into the classroom unless necessary in some elementary classrooms that do not have lockers.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building administrator will make the final decision.
- Students wearing clothing determined inappropriate by the administration will be asked to change prior to going into the classroom. Refusal to comply with the administrator's request or to adhere to the dress policy may result in disciplinary action.

### **Student Discipline**

In the event of misconduct, the appropriate use of consequences will be implemented. Ongoing monitoring shall be used to ensure that equitable school-based practices are implemented in a fair, non-discriminatory and culturally responsive manner. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school. Students could be suspended and/or expelled from school for gross disobedience or misconduct whenever or wherever such action results in the disruption of the orderly conduct of the school program or the student's presence constitutes a clear and present danger to himself, other students or school personnel.

Students may be disciplined for misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, or selling
  - Tobacco materials; including electronic cigarettes or e-cigarettes.
  - Alcoholic beverages.
  - Any illegal drug, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
  - Any inhalant, regardless of whether it contains an illegal drug or controlled substance
  - "Look-alike" or counterfeit drugs
  - Drug paraphernalia
- Using, possessing, controlling or transferring a firearm or "look alike," 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.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar

electronic devices must be kept powered-off and in student lockers/backpacks during the school day

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
- Bullying which is described in more detail below.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Being absent or tardy without a recognized excuse.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, on or off campus, including but not limited to, threats, assault (including fighting), battery, arson, theft, gambling, eavesdropping, and hazing.
- Engaging in inappropriate touching or inappropriate contact of a sexual nature towards staff or students.
- Engaging in any disrespectful, disruptive or insubordinate behavior towards staff and/or students
- Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing and indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
- Violation of the technology acceptable use policies and agreement
- Violation of the school's dress code

### **Preventing Bullying, Intimidation, Teen Dating Violence & Harassment**

Bullying, intimidation, teen dating violence and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important school goal.

Bullying, intimidation, teen dating violence and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

Bullying on the basis of actual or perceived race, color, nationality, 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.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically (cyber-bullying), directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student in reasonable fear of harm to the student's person or property.
- Causing a substantially detrimental effect on the student's physical or mental health.
- Substantially interfering with the student's academic performance.

- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

A student who is being bullied or anyone who has information about actual or threatened bullying is encouraged to immediately report it orally or in writing to school administrators or any staff member with whom the student is comfortable speaking. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. The school will protect students against retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will take disciplinary action against any student who participates in such conduct.

The grounds for disciplinary action applies whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

### **Disciplinary Measures**

Disciplinary measures may include but are not limited to:

- Notifying parents/guardians
- Disciplinary conferences
- Restorative Justice practices
- Withholding of privileges.
- Seizure of property used to disrupt the educational environment such as laser pointers
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Temporary removal from the classroom.
- Before school, after school or lunch detention
- In-school school suspension
- Suspension of bus riding privileges.
- Detention or Saturday study provided the student's parent/guardian has been notified.
- Notifying juvenile authorities or other law enforcement whenever the student has engaged in illegal activity. The school district will press criminal charges against the student.
- Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds.

### **Suspension And Expulsion Of Students**

The following process applies to a student who receives a suspension and/or is notified that an expulsion is being sought.



- The administrator will follow the student discipline procedures outlined by the District.
- The duration and type of suspension (in-school or out-of-school) of the suspension will be appropriate to the student's age, level of understanding, and the type and extent of the misconduct. Expulsion will be considered for any student violations deemed illegal or for students with repeated gross misconduct.
- The student and parent/guardian will be provided the disciplinary action in writing and provided with their due process rights
- The administrator may make a referral to the police for any misconduct that involves: weapons with explosive capacity, acts harmful to persons or property, possession or use of a controlled substance, and gang involvement.
- An intake meeting will be scheduled between the school principal, parent/guardian, student and relevant school personnel prior to reentry into school
- The administrator will convene the school's problem solving team following multiple disciplinary infractions to develop strategies and interventions to help the student break a pattern of inappropriate behavior.

### **Isolated Time out and Physical Restraint**

Isolated time out and physical restraint as outlined in Section 1.285 of the Administrative Code shall be used only as means of maintaining discipline in schools (that is, as means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. When the use of isolated time out or restraint are required, parents are notified immediately in writing the cause for the restrictive disciplinary measures the length of time the student was engaged in isolated time out or physical restraint.

### **Discipline of Students with Disabilities**

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

### **Corporal Punishment**

As a matter of Board of Education Policy, 7:190, District 38 does not use corporal punishment. 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 the defense of property.

## **SECTION 14-INTERNET, TECHNOLOGY AND PUBLICATIONS**

The vision of District 6 is that technology will be integrated into the lifelong learning process of members of the school community. The District is committed to promoting the knowledge, skills, and attitudes necessary to achieve self-directed learning, global awareness, respect for diversity, self-respect, and increased communication skills in the development of the whole child. Technology will be used to enhance instruction by providing every child with the skills necessary to meet the demand of the 21<sup>st</sup> century by providing worldwide access to resources and information.

The Board of Education recognizes that access to the Internet and online services provide students and staff with valuable educational information and experiences. Use of the Internet is a privilege, not a right. The Internet is part of the District curriculum and is not a public forum for general use. Students who participate in Internet activities are closely guided and supervised by the teachers and staff.

The District's policies for appropriate behavior and communications apply when using the Internet. Prior to using the District network, students and their parents must submit a signed "Authorization for Internet Access." Students who use the Internet or other online services in a manner which is not consistent with the District's vision, goals, curriculum, and standards have their Internet privileges suspended.

### **Photographs/Electronic Media/Social Media/Publications**

Individual student photos are taken early in the school year. Photos are required by the school for permanent records. Families may purchase the photos.

At times during the school year students may be recorded or photographed to be used in the following external and internal purposes: program displays, promotional material, District/school/staff websites, social media, online/television/radio/newspaper or other print stories about the student, class, school and District. At all such events, children dealing with the media are closely monitored and protected by school staff.

District 6 also works to communicate student events and achievements through a few social networks in its dedication to transparency, including FaceBook, Twitter, the Zion District 6 website (zion6.org), individual Zion District 6 school websites, as well as Zion Elementary District 6 sanctioned or educationally-based teacher websites and teacher or school YouTube accounts that are protected by being unlisted. On occasion student names (first name, last initial), images, or work may be posted on these media platforms. Information Zion Elementary District 6 releases is not sold or given to commercial or non-profit groups.

As technology advances and new tools to communicate are introduced, Zion Elementary District 6 will choose appropriate routes to take to enhance communication between parents and the community.

Photos/videos/electronic media may include a portion of, or one or more items of the student's directory information. Student directory information includes student's full name, birth date, dates of attendance and/or enrollment status. Directory information associated with photo, media, or publication materials will be used only for appropriate and legitimate educational purposes. Student directory information may be disclosed by the educational institution without parental permission. The parent/legal guardian may restrict access to their currently-enrolled child's

directory information, or may remove their information from public directories (yearbook, PTO directory, etc.).

Any parent/guardian can withhold their consent for release by sending a signed letter withholding consent for the news media, along with the District 6 website and District 6 school websites, in the current school year **within the first thirty (30) days** of school to: Zion Elementary District 6 to the attention of the building principal. Parents/guardians should understand that if they withhold consent, none of the student's information would be released. This includes such examples as information/photograph for the school yearbook or memory book, award listings such as the honor roll in the newspaper, communication releases including but not limited to Facebook and classroom projects on Zion Elementary District 6-based teacher websites or links.

### **Student Access/Use**

Technology is woven throughout our schools and comes in various forms. Students may have access to Chromebooks, iPads and other portable technologies. All will have access to desktop computers through our computer labs. The goal of technology use is to increase student achievement. Technology skills are explicitly taught through our computer lab curriculum and technology middle school exploratory.

Students are expected to use technology resources appropriately and only for the use of school related homework/activities. Failure to follow these guidelines will result in loss of access to technology resources. The non-emergency use of cell phones is prohibited during the school day. Students may bring a cell phone to school, provided that it is turned off and kept in their locker. Consequences for misuse of portable electronic equipment may result in confiscation of the equipment and parents will be required to retrieve the item from the school office.

The school may request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student's social networking account contains evidence that the student has violated a school disciplinary rule or policy. The current cell phone policy for students remains in effect and supersedes this program. All students are expected to follow the Technology Resources and Acceptable Use Policy. This policy can be viewed in Appendix A.

## **AUTHORIZATION FOR STUDENT ELECTRONIC NETWORK ACCESS**

Pursuant to School Board policies 6:235, 7:190, 7:310 and any other related policies, all users of the District's network and electronic equipment, for Internet access or any other purpose, shall abide by the District's policies and procedures, rules and regulations. A student and the student's parent(s) or guardian(s) must sign the Authorization for Student Electronic Network Access, acknowledging their understanding and consent to the terms of the agreement, before the District will authorize the student to have access to the District network or other electronic equipment of the District for Internet access for other purposes. A copy of the Board Policy on the Access to Electronic Networks may be obtained online or at the District administrative offices.

**SPECIAL NOTE:** All use of the Internet and technology resources should be consistent with the District's goal of promoting educational excellence and the District's curriculum. Due to the potential harms that may exist from improper use of technology resources and the Internet, below are several unacceptable and inappropriate uses of such resources to guide students to use technology and the Internet in a productive manner without violating the rights of others or disrupting the orderly operation of the District. The following represent some, but not all, of the inappropriate uses that are prohibited:

- Using the network for any illegal activity.
- Using the network to send/receive a message that is inconsistent with the school's code of conduct.
- Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination and use of information about anyone that is of a personal nature.
- Using another user's account or password.
- Posting material created by another without his/her consent.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the network for private or commercial gain.
- Using copyrighted material without permission.
- Creating a virus or other malicious program and placing it on the network.
- Using the network to send/receive messages that are sexually harassing or contain obscenities.
- Using the network to request home phone numbers and later making obscene phone calls to the numbers.
- Using the network to provide addresses or other personal information of myself or other students and staff.
- Using the network to gain unauthorized access to resources, entities, files, data or accounts.
- Using the network without authorization.
- Use of the network which incurs unauthorized charges or fees.
- Unauthorized downloading or sharing of media/music/software, regardless of whether it is copyrighted or de-virused.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files, resources or entities.
- Using cell phone or other portable device to do any of the above mentioned activities.

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state and federal laws. **Violations can lead to criminal or civil prosecution.** Please note that social media and web publishing outside of the school day that includes defamatory, inaccurate, abusive, obscene, profane, threatening and racially charged material, that causes material and substantial disruption in school may result in disciplinary action, including suspension and/or expulsion.

### **Student Use Agreement**

Zion Elementary School District strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning in our district. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Zion Elementary School District 6 will make an effort to protect students and teachers from any misuses or abuses. However, all users must be continuously on guard to avoid inappropriate and illegal interactions.

### **Electronic Information Resource Contract**

The following safety rules with respect to student Internet use should be discussed by parents with their students: (1) Students should not give out personal information; (2) Students should tell their parents, a teacher or an administrator about any information they encounter or receive that makes them feel uncomfortable; (3) Students should never agree to meet in person anyone they “meet” through the Internet without first checking with their parent/guardian; (4) Students should never send anyone their picture or any other item without first checking with their parent/guardian and (5) Students should tell their parent/guardian, a teacher or an administrator, immediately when they receive a request for personal information or to meet them in person.

Listed below are the provisions of this contract. If any user violates these provisions, Board policy, procedures, rules or regulations, access to the information services and resources may be denied access and students may be subject to disciplinary action.

### **SECTION 1 PERSONAL RESPONSIBILITY: I will follow the same school expectations (Respectful, Responsible, Safe and Kind) on the computer/electronic devices as I do in person. I am responsible for what I do on the computer/electronic devices.**

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network of which I am aware, to the appropriate school administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexual harassment, inappropriate language, and other issues described below. All the rules of conduct described in board policy, rules or regulations, and in the district and school discipline plans apply when you are on the network.

### **SECTION 2 PRIVILEGES: If I do something inappropriate on a computer/electronic device, I will lose my computer/electronic device privileges. Using a computer/electronic device is a privilege, not a right.**

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation, revocation, or suspension of those privileges as well as possible legal or disciplinary action. The administration, staff, or faculty of Zion Elementary School District may request that the system administrator deny, revoke or suspend specific user accounts.

**SECTION 3 ACCEPTABLE USE: I will only use a computer/electronic devices for school reasons. I will not break the law on the computer/electronic devices.** The use of my assigned account must be in support of education and research and with the educational goals and objectives of Zion Elementary School District. I am personally responsible for compliance with this agreement and any applicable policy, rules, or regulations, at all times when using the electronic information service. Examples of acceptable and unacceptable uses include, but are not limited to, the following:

- Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- Use of the network or Internet or any illegal activity is prohibited, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state laws or regulations. This includes, but it not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of District resources for commercial and financial activities for personal gain or for private institutions is not acceptable.
- Use of product advertisement or political lobbying is also prohibited.
- It is inappropriate to use the network or Internet in any way that would cause an invasion of privacy, compromise security, result in harassment, consume excessive system resources, or interfere with the operation of the District's equipment.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state and federal laws and that I can be prosecuted for violating those laws.

**SECTION 4 NETWORK ETIQUETTE AND PRIVACY: I will be polite on the computer/electronic devices and not do something to hurt others. I will use appropriate language and respect the privacy of others.** You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- A. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- B. **USE APPROPRIATE LANGUAGE:** Remember that you are a representative of our school and district on a non-private system. You may be alone with your computer/electronic device, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- C. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- D. **ELECTRONIC MAIL AND SYSTEM FILES.** There are no expectations of privacy with the use of the network or Internet when using District equipment and technology resources. Electronic mail (e-mail), messages, chats and system files are not guaranteed to be private. The Zion Elementary School District Administration may periodically or randomly monitor messages or files that record network and Internet use. Messages relating to or in support of illegal activities must be reported to the authorities.
- E. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- F. **COPYRIGHT AND WEB PUBLISHING RULES.** Copyright law prohibits the re-publishing of text or graphics found on the web without permission. Students involved in web publishing should site resources and make reasonable attempts to gain permission.

**SECTION 5 SERVICES: I am responsible for things I do on the computer/electronic devices and no one else. Zion Elementary School District makes no warranties of any kind, whether expressed or implied, for the service it is providing.** Zion Elementary School District will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Zion Elementary School District specifically disclaims any responsibility for the accuracy of information obtained through its services.

**SECTION 6 SECURITY: If I notice something that doesn't look right, I will tell a staff member. I will not use the accounts of others.** Security on any system is a high priority because there are so many users. If you identify a security problem, notify an administrator at once. Never demonstrate the problem to other users. Never use another individual's account. All use of the system must be under your own account. Any misuse of your account is your responsibility. Any user identified as a security risk will be denied access to the information system.

**SECTION 7 VANDALISM: I will not harm or create things that harm the computer/electronic devices.** Vandalism is defined as any attempt to harm or destroy data or programs of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of viruses. Any vandalism will result in the loss of the device, disciplinary action, financial liability and legal referral.

**SECTION 8 CONSEQUENCES OF VIOLATIONS: If I do not use the computer/electronic devices appropriately, I will get a consequence such as not using the device, suspension or another disciplinary action. The school can monitor what I do at any time.** Zion Elementary School District has the right to monitor user activity in any form that it sees fit to maintain the integrity of the network and restrict or terminate network and Internet access at any time for any reason.

Consequences of violations include, but are not limited to, the following: suspension or revocation of Internet access, suspension or revocation of network privileges, suspension or revocation of device access, school suspension, expulsion, or any other disciplinary actions, legal action and prosecution, financial liability for loss of network resources.

I understand and will abide by the provisions and conditions of this contract as well as all acceptable policies, rules and regulations. I understand that any violations of the above provisions, any unacceptable use, or misuse are grounds for revocation or suspension of Internet access privileges and may result in disciplinary action, the revocation of my user account, and appropriate legal action. I also agree to report any misuse of the information system of which I am aware to the appropriate school administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexual harassment, inappropriate language and other actions described above. All the rules of conduct described in the district and school discipline plans apply when I am on the network. I understand and agree that I have no expectation of privacy with respect to any information I store on District network equipment, including files, e-mail sent or received, records of system or Internet use, and any other information on the system, and I

consent to the retrieval, review and disclosure of such information, subject to student records confidentiality laws.

In consideration for the District's Internet Account for the student's use, I hereby release the Zion Elementary School District and its Board members, employees and agents from any claims and damages arising from the student's use, or inability to use the Internet or District technology resources. I agree to indemnify the District for any losses, costs, fees or damages incurred by the District relating to, or arising out of, any violation by the student of this agreement, District policy or administrative rules. I understand that it is impossible for Zion Elementary School District to restrict access to all controversial materials, and I will not hold the District responsible for materials acquired on the network.

I accept full responsibility for supervision if and when my child's use of network/Internet resources is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

**PARENT/STUDENT AGREEMENT INCLUDING TECHNOLOGY ACCEPTABLE USE  
(AUP)  
Zion Elementary School District #6  
2017-2018**

I, \_\_\_\_\_, have received a copy of

Print Name

The Zion Elementary School District #6 Handbook. It is my responsibility to read and understand the handbook. I also understand that if I or my parent/guardian need clarification about the rules and guidelines cited in the handbook, it is my responsibility to contact administration for clarity.

I will conduct myself at all times in a manner that will bring praise to my family, school, community, and most importantly to me.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_