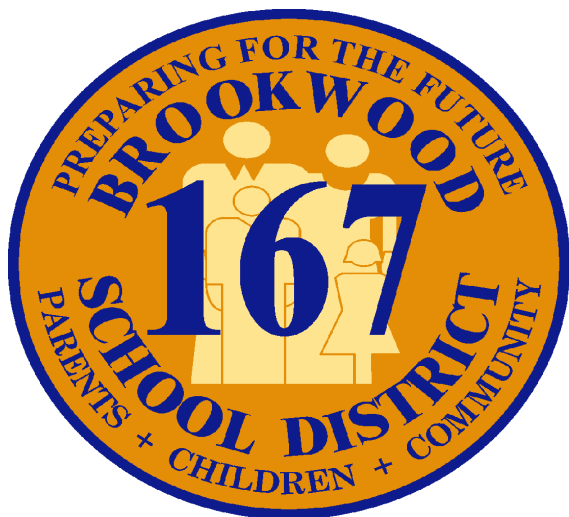


BROOKWOOD SCHOOL DISTRICT 167

*"PREPARING FOR THE FUTURE -
PARENTS + CHILDREN + COMMUNITY"*



DISTRICT PARENT/STUDENT INFORMATION HANDBOOK

2021-2022

BROOKWOOD SCHOOL DISTRICT 167
201 E. GLENWOOD-DYER RD.
GLENWOOD, IL 60425
708-758-5190
www.brookwood167.org

BROOKWOOD SCHOOL DISTRICT 167
MS. BETHANY A. LINDSAY, SUPERINTENDENT

BOARD OF EDUCATION

Doreen Davis, President

Dr. Tiffany Graham, Vice President

Mary Taylor, Secretary

John Dixon, Board Member

Erica Brnfre, Board Member

Valencia Lynch, Board Member

Quentin Wright, Board Member

Regular board meetings are generally held on the second Monday of the month at the Administrative and Diagnostic Center at 7:00 p.m.

BROOKWOOD SCHOOL DISTRICT 167 SCHOOLS

Brookwood Junior High School

Ms. Larson, Principal
Ms. Mitchell, Assistant Principal
201 E. Glenwood-Lansing Rd.
Glenwood, IL 60425
708-758-5252

Brookwood Middle School

Mr. Stewart, Principal
Ms. Marcus, Assistant Principal
200 E. Glenwood-Lansing Rd.
Glenwood, IL 60425
708-758-5350

Hickory Bend Elementary

Ms. Dubose, Principal
600 E. 191st Place
Glenwood, IL 60425
708-758-4520

Longwood Elementary

Dr. Patterson, Principal
441 Longwood Drive
Glenwood, IL 60425
708-757-2100

Administrative Office

201 E. Glenwood-Dyer Rd.
Glenwood, IL 60425
708-758-5190

Kathleen Hatzel, Director of Curriculum
Lena Ayala-Martinez, Director of Student Support Services

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MISSION STATEMENT

Brookwood School District 167, in partnership with parents and community, will create a learning environment in which all students excel at becoming lifelong learners and decision makers.

IN BROOKWOOD SCHOOL DISTRICT 167, WE BELIEVE....

- Families shape their children's motivation, confidence, and academic success by being interested and involved in their overall development.
- All students are unique and should be challenged to the highest level of academic and artistic excellence.
- In the importance of staff development opportunities based on best practices and educational research.
- In educating children in a safe and nurturing environment with access to state of the art technology.
- The school system should teach students to think critically, enabling them to become contributing citizens in our global society.
- In continuous improvement in all aspects of the school system to foster a culture of excellence, accountability and integrity.
- In responsible stewardship of financial and physical resources.

SCHOOL COMMUNITY CODE OF CONDUCT

In order to provide a safe, caring and orderly environment, Brookwood School District 167 expects civil behavior for all who engage in school activities. Mutual respect, professionalism and common courtesy are essential qualities that need to be demonstrated to promote an education environment free from disruptions, harassment, bullying, and aggressive actions.

CHAIN OF COMMAND

On occasion, parents may have a concern, complaint, suggestion, or request related to a school decision or policy. If the question or concern is directly related to a classroom activity, speak with your child's teacher first. If further questions or concerns exist, then the next person in the chain of command should be contacted to aid in problem solving. For the most effective communication, contact should be made in the following order:

- Teacher
- Principal
- Superintendent
- Board of Education

STUDENT SERVICES

ATTENDANCE PROCEDURES

Daily attendance and punctuality contribute to improving success in school. These are habits that are learned and will be needed throughout life. Parents must require students to attend school daily and are expected to be on time, except when illness or family emergencies interfere. All students are expected to be in regular attendance in accordance with the compulsory attendance requirements as established in the School Code of Illinois. Student attendance times for all schools is 8:30 a.m. - 3:10 p.m. Students should not arrive at the school before 8:00 a.m. Student instructional time begins at 8:30 a.m. and ends at 3:10 p.m.

Absence

Parents or legal guardians must call the school before 8:30 a.m. if their child is to be absent that day. When calling, please **identify** yourself, give the **student's name, grade, the teacher's name, and reason for being absent**. An auto-answer service is available from 3:30 p.m. - 8:30 a.m. The number to call is 708-757-2100 ext.5400. Between 8:30-9:00 a.m. parents should call the school directly. Parents who do not call school will receive a telephone call at home or at work to verify their child's absence. If a parent is not reached, the school will attempt to contact the person that was designated as the emergency contact. In the event no one can be reached a call may be placed to the local police to visit the residence to assure your child's safety. This is done for the safety and welfare of each child and is required by the School Code of Illinois.

In case of extended absence or contagious disease, a permission slip to return, signed by the child's physician is requested. In lieu of calling the office daily, you can advise the office of the approximate length of the absence, along with the nature of the illness (such as chicken pox, etc.)

If a student's medical condition makes him/her eligible for instruction in the student's home or hospital, a written statement from a physician, physician's assistant, or licensed advanced practice nurse is required. For more information on home or hospital instruction, contact the Director of Student Services.

Tardiness

Students are expected to be in school on time. Those who arrive late miss important learning. Students who arrive after 8:30 a.m. are considered to be tardy and **MUST** be signed in by a parent/guardian in the office. Students who are chronically tardy to school and/or classes during the school day will require a parent meeting to discuss and create an action plan for improvement.

Excessive unexcused absenteeism or tardiness could be viewed as a truancy issue.

Students who report to school late because of a verified medical or dental appointment will not be considered tardy.

The attendance chart below indicates the state guidelines for documenting student attendance:

Arrival	Departure	Credit
Prior to 8:30 a.m.	3:10 p.m.	Full Day
8:30 a.m. - 9:00 a.m.	3:10 p.m.	Full Day - Tardy
9:00 a.m. - 11:30 a.m.	3:10 p.m.	½ Day Credit
After 11:30 a.m.	3:10 p.m.	No Credit
Prior to 8:30 a.m.	After 2:30 p.m.	Full Day
Prior to 8:30 a.m.	11:50 a.m. - 2:10 p.m.	½ day Credit
Prior to 8:30 a.m.	Prior to 11:50 a.m.	No Credit

BREAKFAST/LUNCH PROGRAM

As part of the *2010 Healthy and Hunger-Free Kids Act*, our District offers free meals to all students during the school year.

On days school is in session, breakfast runs from 8:00 a.m. until 9:00 a.m. Children simply go to their school cafeteria. Lunch count is taken by classroom teachers. **At the start of**

the school day teachers will ask students if they wish to have a school lunch, and will send the count to the cafeteria so enough meals can be prepared.

Our district is reimbursed by the USDA for complete meals only. The only ala'cart item we sell during breakfast and lunch is milk. If a child wishes an extra carton of milk with their meal or a child only wants milk, it can be purchased during the meal service for 25 cents a carton. **In order for the milk to be free, a child must take a complete meal consisting of three different items, one being a fruit or vegetable.**

If you have questions regarding this program, please contact the district Food Service Manager, Jan Machnikowski, at the District Office.

ELIGIBILITY/ENROLLMENT

Preschool

The District's Preschool For All program is available for three to five year old children who are not eligible for Kindergarten. It provides a pre-kindergarten program that meets five days a week for half-day sessions, and provides opportunities and activities that will prepare children for success in the classroom setting. The program is funded through a State of Illinois grant which results in no cost to parents for participation. Screenings for the Preschool For All program are by appointment and are conducted monthly. The purpose of the screenings is to assess children whose parents may have concerns regarding their child's development and to determine progress in targeted developmental areas (communication, concepts, fine and gross motor, hearing and vision). Preschool children may be found eligible to participate in district services through the screening and/or further evaluation as appropriate. For more information and specific dates of screenings, please contact Longwood Elementary School.

Kindergarten and First Grade Eligibility

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term. A child entering the first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public

preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before September 1.

Birth Certificate

A certified copy of a government-issued birth certificate is required for proof of age at the time of registration or within 30 days for all new students. Hospital birth certificates and baptismal certificates will NOT be accepted in lieu of a birth certificate.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the students. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal or the Director of Curriculum for additional information.

Transfers Out-of-District

Transfer forms are available in each school office and must be completed when a student is withdrawing from the district. All outstanding fees and fines must be paid, and school-owned property returned. Upon receiving an authorized request from the student's next attended school, records will be forwarded directly to that school. In no instance will the student's records be given to the student or parent. A copy of the health records may be hand carried by the parent/guardian.

FEES

Registration fees are established by the Board of Education on an annual basis.

For the 2021-2022 school year:

- A Technology Fee of \$100.00 (per family) is due at the time of registration for all students unless you qualify for a waiver.

FEE WAIVERS

Students will not be denied educational services or academic credit due to the inability of their parents or guardian to pay fees or certain charges. The Board of Education will waive all fees for eligible students. Eligible students include, but are not limited to, students who are eligible for free or reduced priced lunches under the Federal Free and Reduced Price Lunch program, or face other extenuating family circumstances such as loss of income due to a sudden job loss, severe illness or injury in the family, or unusual expenses as a result of a flood, fire, or storm. If a parent/guardian feels they may qualify for a fee waiver, an application form may be requested and the procedure to be used will be explained. If a waiver is not granted, and the parent/guardian appeals the decision, the District shall follow the procedures for resolution of appeals as provided in the Illinois State Board of Education rule of waiver of fees. All textbooks, technology equipment, and materials used by students are on a loan basis only and must be returned to the school in good condition at the end of the school term. Students will be responsible for paying for lost, stolen or damaged books and/or equipment.

HEALTH SERVICES

If a child becomes ill or injured while at school, the parents, or other responsible adult designated by the parents, will be notified immediately and it is their responsibility to see that the child is picked up. Students are not allowed to walk home alone when ill.

Therefore, it is extremely important that the school has up-to-date emergency information on each student. It is important that the school has not only home phone, but work and cell phone contacts that are up-to-date for parents and another responsible adult in the event that the parent cannot be reached. When immediate attention is necessary students will be taken to the hospital by paramedics with a representative of the school district and all attempts will be made to notify parents.

Parents are required to keep their child home for 24 hours following an elevated temperature and to inform the school if a physician has verified a diagnosis of a communicable disease. Any student with an undiagnosed rash or unhealing sore will be excluded from school until the rash or sore has disappeared, unless a physician's note verifies that the condition is non-communicable.

Communicable Diseases

Students found to have head lice, scabies, pink eye, or other communicable conditions will be excluded from school. The parent/guardian should check with their physician for proper care and treatment. The student may return to school only after proper treatment has been documented. Students with significant communicable diseases as designated by the Illinois Department of Public Health will be handled on an individual basis and confidentiality will be protected.

Dental Exam

All students entering kindergarten, second, and sixth grades must present proof of having been examined by a licensed dentist within the 18 months prior to May 15th of each school year. If a child in second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: the child presents proof of a completed dental examination, or the child presents proof that a dental examination will take place within 60 days after May 15th.

An Illinois Department of Public Health waiver is available for students who show an undue burden or a lack of access to a dentist and must be submitted by May 15th of the school year.

Eye Exam

All students entering kindergarten or an Illinois school for the first time are required to present proof of having had an eye examination prior to October 15th of the current school year.

The eye exam must be completed within one year prior to the first day of the school year the student enters kindergarten or school for the first time in Illinois. A waiver form from the Illinois Department of Public Health is available for students who show an undue burden or lack of access to an optometrist or to a physician who performs eye examinations. This form is available from the school district or school office and must be submitted by October 15th of the school year.

Hearing and Vision Screening

Vision screenings are conducted for all students in pre-kindergarten, kindergarten, second, and eighth grades as well as newly enrolled students, and all students receiving special education services. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students are not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Hearing screenings are conducted for students in pre-kindergarten programs, kindergarten, first, second, and third grades as well as newly enrolled students and those receiving special education services.

Parents will be notified if the screening results indicate that further evaluation by a medical professional is indicated.

Parents/guardians of children who are deaf, hard of hearing, blind, or visually impaired may request information on the services provided by the Illinois School for the Deaf or the Illinois School for the Visually Impaired, including school services, school admissions criteria, and school contact information. If other local schools provide similar services, reasonable efforts will be made to notify parents/guardians of the existence of such schools.

Physical Exam and Immunizations

Illinois State law requires a physical examination and all required immunizations for entry into pre-kindergarten, kindergarten and 6th grade. Completed exam/immunization records are due by October 15th of the current school year. All students, regardless of grade, who transfer into the District must provide proof of compliance with these requirements, or a current physical exam will be required. Any student whose religious beliefs exempt him/her from the required immunizations must submit a written affidavit of religious objection with his/her physical exam form.

Hepatitis B Series

Students must complete the first of a series of three shots before entering 6th grade.

Meningitis Vaccine - Required for entry into 6th grade

Mumps and Rubella - All grade levels, K-8, are required to show proof of two doses of live mumps virus vaccine and two doses of live rubella virus vaccine. Many children will already be in compliance with this requirement through administration of two doses of the MMR vaccine.

Tdap (tetanus, diphtheria, acellular pertussis) - One dose of Tdap is required for entry into 6th grade. Any 7th or 8th grader who has not already received Tdap is required to receive 1 Tdap dose regardless of the interval since the last DtaP, DT, or Td dose.

Varicella (Chickenpox)

Children entering kindergarten or 6th grade will be required to show proof of two doses of varicella vaccine or proof of prior varicella disease.

Unless an exemption or extension applies, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. Parents will be provided with informational materials regarding influenza/influenza vaccinations and meningococcal disease/meningococcal vaccinations developed, provided, or approved by the Illinois Department of Public Health at the same time as information on immunizations, infectious diseases, medications, or other school health issued are provided to parents/guardians.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Medication

Our District's Board of Education has adopted a strict medication policy and requires a Medication Authorization Form to be completed by the physician and parent for any

medication to be taken in school, including prescription as well as over-the-counter medications. In order to ensure the safety of all students, children may not bring their medications to school on the bus. Parents/guardians should bring the medication to school, in the original container, with the student's name on it, the required dosage, time of dosage, and give it directly to the building secretary or nurse.

Due to a mandated policy of the State of Illinois, **District staff** will not administer prescription, over-the-counter, or herbal/homeopathic medications to students during regular school hours unless absolutely necessary for the critical health and well-being of the student.

If this is the case, the parent may request that the drug/medicine be administered at school. Such requests must include the written authorization of the physician to permit a District nurse, or administrative personnel under the supervision of the nurse, to administer the necessary medication.

1. Whenever possible, the parent/guardian should make arrangements so it is not necessary for medication to be given during school hours. Only those medications that must be given during school hours will be administered. The administration reserves the right to refuse to give medications that could be given at other times. Under some circumstances, the school nurse may contact a student's doctor to arrange an alternate administration schedule.
2. Medications (prescription or non-prescription) will NOT be administered unless the following authorizations have been submitted to the school:
 - Written authorization from a licensed physician on the form provided by the school;
 - Written authorization from the parent/guardian for the school administrator or designee to administer the medication or to supervise the child's self-administration (on the same form provided for the physician);
 - Written permission from the parent and physician for students to carry their inhaler with them during the school day (forms available in the school office);
 - Written permission from the parent and physician for students to carry their EpiPen with them during the school day (forms are available in the school office);

- An additional note from the attending physician should any student be required to carry an inhaler, Epipen, or glucose on the bus to assist in a medical condition.
3. Authorizations must be renewed at the beginning of each school year. The school administration must be notified in writing whenever the dose or timing is changed.
 4. The parent/guardian is responsible for ensuring that the medication arrives safely at school in the original container or packaging.
 - Prescription drugs MUST be in the pharmacy-labeled container.
 - Non-prescription/over-the-counter medications MUST be in the manufacturer's original packaging with the ingredients listed and the child's name affixed to the container.
 5. Medications will be stored in a locked or limited access space determined by the building administrator.
 6. Whenever possible, a student will administer medication to himself/herself with adult supervision.
 7. If self-administration is not possible, the school nurse or administrative personnel will administer the medication.
 8. The school administration must be notified in writing by the parent/guardian when a medication is to be discontinued.
 9. All unused medication must be picked up by the parent/guardian at the end of the school year. Unclaimed medication will be discarded after the regular school year ends.

The school nurse will review each medication request and approve the administration of all medications. Any questions regarding the administration of medications should be directed to the school nurse. Notice will be given to parents/guardians (or emergency contact, if known) after the administration of asthma medication, an epinephrine injector, or an opioid antagonist.

If any non-emergency, invasive physical examination or screening that is required as a condition of attendance and not necessary to protect the immediate health and safety of the student, or of other students, is scheduled, parents/guardians will be provided with the

approximate dates during the school year when these activities are scheduled or expected to be scheduled, and of their right to opt out of these activities.

District 167, its schools, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must sign and return an acknowledgement to the school district that they indemnify and hold harmless the school district, school, and its employees and agents against any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication, an epinephrine injector, and/or a medication required under a qualifying plan.

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

CPR and AED Videos

The Illinois High School Association's website has videos on hands-only cardiopulmonary resuscitation and automated external defibrillators. All parents/guardians are encouraged to view them.

<https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training>

School Operations During a Pandemic or Other Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Our school district will follow guidelines recommended by the Centers for Disease Control and Prevention, the Illinois Department of Public Health, and the school bus company.
13. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PROTECTION OF STUDENT RIGHTS

Under the Protection of Pupil Rights Amendment ("PPRA") parents/guardians have the right to be notified about:

Surveys

Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian
2. Mental or psychological problems of the student or the student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relations, such as those of lawyers, physicians, and ministers
7. Religious practices, affiliations or beliefs of the student or the student's parent/guardian
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program)

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey:

1. That is created by a person or entity other than a district official, staff member or student
2. Regardless of whether the student answering the questions can be identified, and
3. Regardless of the subject matter of the questions;

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Annual Notice to Parents About Educational Technology

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities

- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)

Effective July 1, 2021, school districts will be required by the Student Online Personal Protection Act (SOPPA) to provide additional guarantees that student data is protected when collected by educational technology companies, and that data is used for beneficial purposes only (105 ILCS 85).

DISTRICT REQUIREMENTS Below is a high-level overview of the new requirements. Please refer to the legislation for specific timelines and components of each element. School districts must:

1. Annually post a list of all operators of online services or applications utilized by the district.

2. Annually post all data elements that the school collects, maintains, or discloses to any entity. This information must also explain how the school uses the data, and to whom and why it discloses the data.
3. Post contracts for each operator within 10 days of signing.
4. Annually post subcontractors for each operator.
5. Post the process for how parents can exercise their rights to inspect, review and correct information maintained by the school, operator, or ISBE.
6. Post data breaches within 10 days and notify parents within 30 days.
7. Create a policy for who can sign contracts with operators.
8. Designate a privacy officer to ensure compliance.
9. Maintain reasonable security procedures and practices. Agreements with vendors in which information is shared must include a provision that the vendor maintains reasonable security procedures and practices.

Other Protected Areas

*Parents/guardians have the right to inspect instructional materials used as part of the curriculum.

*Parents/guardians have the right to be notified of any physical examinations or screenings that may be administered to a student.

*Parents/guardians have the right to know about the collection, use, and disclosure of student personal information for marketing purposes, including arrangements to protect student privacy in the event of such collections, disclosure, or use, and the parent's/guardian's right to inspect any instrument used for such collection before it is administered or distributed to a student, including any applicable procedures.

Parents/guardians shall be notified of the approximate dates during the school year when any of the above activities are scheduled or expected to be scheduled (or reasonable notice in advance of the activity if determined after the start of the school year) and of their right to opt out of these activities.

RESIDENCY

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A student who moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition unless it affects the student's attendance or if a pattern of tardiness is exhibited. The family is responsible for transportation.

Military

When a student's change of residence is due to military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The District's Superintendent or designee shall develop, implement and maintain a suicide and depression awareness and prevention program that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law which corresponds with the list of required policy components in the Illinois School Code, Section 5/2-3.166.

TITLE I PROGRAMS/ESSA

In accordance with the requirements of the Every Student Succeeds Act (ESSA) all teachers working in an instructional program supported with Title I funds meet State certification and licensure requirements. Title I federal funding provides financial support to the district to assist our schools by addressing the identified academic needs of students. Title I programs operate at one or more district schools that meet Title I guidelines to provide supplementary assistance to students who are achieving more than a year below their expected level. An identified school can use these funds to improve the education of all students school-wide. Information regarding the professional qualifications of classroom teachers is available from the Office of the Superintendent.

TRANSPORTATION POLICY

The school district provides bus service in accordance with guidelines established by the Illinois State Board of Education. Free transportation is provided to students residing more than 1 ½ miles from school or in areas designated as hazardous, following Illinois Department of Transportation guidelines.

CURRICULUM

ASSESSMENTS

Assessment is a continuous, ongoing process that is used to both inform and guide instruction. Using a wide variety of assessment tools, assessment can be used to improve classroom practice, plan curriculum, and research one's own teaching practice. All teachers in District 167 are responsible for conducting ongoing assessments to measure student learning, develop learning activities to meet the needs of students and communicate progress to parents. District assessments that have been adopted must be implemented and are not optional.

Brookwood School District administers NWEA MAP assessments to students three times during the school year (Fall, Winter, Spring). Data obtained from these assessments is analyzed and used by teachers to make continuous plans for improvement and to measure overall student growth. Other benchmark assessments administered district-wide are listed in the chart below.

BROOKWOOD SCHOOL DISTRICT 167

2021-2022

DISTRICT ASSESSMENT CHART

TEST	PURPOSE	GRADE	FREQUENCY
NWEA/MAP (Measures of Academic Progress for Primary Grades)	Local district assessment that measures achievement in the areas of reading, math, and language usage	K-1	Administered three times per year in September, January, and May
NWEA/MAP (Measures of Academic Progress)	Local district assessment that measures achievement in the areas of reading and math	Grades 2-8	Administered three times/year in September, January, May to all students in grades 2-8
IAR (Illinois Assessment of Readiness)	State standards-based achievement test that measures student progress in reading and math	Grades 3-8	Administered one time in March/April to all students except those with an IEP designation to take the DLM-AA
DLM -AA (Dynamic Learning Maps - Alternative Assessment)	State alternative assessment for students with significant cognitive disabilities	Grades 3-8	Administered one time in March/April to only select students with this assessment written in the IEP in lieu of the IAR
ACCESS (Assessing Comprehension and Communication in English State-to-State)	State standards-based criterion referenced test designed to measure English Language Learners' proficiency in social & academic English	Grades K-8 (English Language Learners only)	Administered one time in January/February to only EL students
ISA (Illinois Science Assessment)	State assessment aligned to the new Next Generation Science Standards (NGSS)	Grades 5 & 8 only	Administered in March/April to all students in grades 5 & 8
MI (Math Inventory-HMH)	Short inventory/assessment associated with the Math Intervention Program	Grades 5-8	Administered to select students enrolled in Math 180 Intervention Program as a screening tool & benchmark assessment
RI/PI (Reading Inventory & Phonics Inventory-HMH)	Short inventory/assessment associated with the Read 180 and System 44 Reading Intervention Programs	Grades 3-8	Administered to select students enrolled in Read 180/System 44 Reading Intervention Programs as a screening tool & benchmark assessment

INSTRUCTIONAL PROGRAMS

Curriculum in District 167 aligns with the Illinois State Learning Standards. All students receive instruction in the basic skill areas of reading, language arts, mathematics, science, social studies, and health, as well as in art, music, and physical education.

Mandates

The District is mandated by the State of Illinois to teach certain units of instruction during the course of a student's academic career. These include, but are not limited to:

- Character Education
- Black History
- Holocaust
- Genocide
- U.S. Constitution
- American Patriotism and Government
- Civics
- History of Women in America
- Role and Contributions of Hispanics in America
- Contributions of LGBTQ individuals
- Age-Appropriate Sexual Abuse and Assault Awareness and Prevention
- Violence Prevention and Conflict Resolution
- Safety Education
- Drug and Substance Abuse
- Disability Rights Movement, History of Disabilities, People with Disabilities
- Conservation of Resources

In accordance with the Critical Health Problems and Comprehensive Health Education Act, the district provides students with a program that is designed to provide a variety of learning experiences based upon scientific knowledge of the human organism as it functions within its environment. The health program established under this Act shall include, but not be limited to the following areas:

- Human ecology, health, growth and development

- The emotional, psychological, physiological, hygienic and social responsibilities of family life, including sexual abstinence until marriage
- Prevention and control of disease, including instruction in 6th grade through 8th grade on the prevention, transmission, and spread of AIDS
- Personal health habits including prevention/avoidance of drug, alcohol, and tobacco use
- Teen dating, violence, intimidation, bullying, and harassment

When appropriate, parents/guardians will be given at least five days written notice before any of the above units are taught with the opportunity to request that their child be excused from that unit of instruction.

BILINGUAL EDUCATION

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

A range of services are available to English Learners as they learn to acquire social and academic English language in the content areas. Upon initial registration, each family completes a Home Language Survey. Based on the responses to the survey, a student will be screened for English language proficiency. If a student qualifies for services based on the screening results, Parents/Guardians will be notified by mail within 30 days after the beginning of the school year or 14 days after enrollment about the recommended program for their child and parental rights. This notice will be in English and in the language of the child's primary speaking ability. The district offers a full time and part time Transitional Bilingual Education (TBE) program, part time Transitional Program of Instruction (TPI), as well as English as a Second Language (ESL) instruction. Each student will be recommended for a program based upon his/her individual needs, depending upon a student's ACCESS for ELLs 2.0 scores, district assessments, and classroom performance.

All students who qualify for services, including those who waive services, are required to take the annual ACCESS for ELLs 2.0 assessment per the Illinois State Board of Education. Once a student meets the state criteria to exit the program based on ACCESS

for ELLs 2.0 scores, their progress will continue to be monitored for 4 years. Services are offered for students who have exited from the program according to ACCESS for ELLs 2.0 scores, but require additional assistance to succeed in the general education curriculum.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Lena Ayala-Martinez at 708-758-5190.

GRADING AND REPORT CARDS

GRADING SCALE Kindergarten:

- E - Exceeds Expectations
- M - Meets
- N - Not Meeting Expectations
- FB - Far Below Expectations

GRADING SCALE 1st grade:

- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

GRADING SCALE 2nd grade and above:

- | | |
|----------------|-------------------------|
| A 90 - 100 | Excellent Progress |
| B 80 - 89 | Very Good Progress |
| C 70 - 79 | Satisfactory Progress |
| D 60 - 69 | Much Improvement Needed |
| F 59 and below | Unsatisfactory Progress |

Grades are based on classwork, homework, tests, quizzes, and assessments.

Report cards are issued quarterly. The report card is designed to give the parent as much information as possible. The report card does not need to be returned to school. The envelope is to be signed, denoting that you have seen the report card, and returned to the classroom teacher. If you desire a conference with the teacher, there is a place on the envelope to indicate such. If you are not contacted within a week, you should write a note to the teacher or call the school.

Copies of report cards as well as all other correspondence (reports, or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school-sponsored events, such as open houses which involve pupil-parent interaction, and copies of the school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when they are requested by either parent unless there is a court order to the contrary.

PROMOTION/REMEDICATION/RETENTION

Promotion to the next grade level will be based on academic performance. Students are expected to meet local goals and objectives, and to perform at the expected grade level. Decisions to promote or retain students are based on successful completion of the curriculum, attendance, performance-based testing, or any other criteria established by the Board of Education.

Struggling students are offered assistance during the school year. This could take the form of intervention programs, homework assistance, tutoring, or other assistance as appropriate. Remedial assistance could include summer school.

Parents/Guardians of students who are not achieving at a satisfactory rate, as recommended by the classroom teacher and/or the building principal, will be notified by the March parent/teacher conference. These students may be enrolled in remedial summer school. A child is retained only if it is determined that the retention process would be in the best interest and be of direct benefit to the student. A decision on promotion or retention shall be made within ten business days from the last day of summer school by the educational team.

DISCIPLINE

The primary responsibility for student behavior, safety, and control, rests with the student, teacher and parent in partnership. The Board recognizes its responsibility to support and assist teachers with respect to the maintenance of control and discipline of students. The Principal and/or Administrative Team shall establish procedures for implementation of the discipline handbook.

A teacher may temporarily exclude a student from class when there is a persistence of misbehavior, and/or the continued presence of the student in the classroom interferes with learning. Teachers may refer students to the office, and the Principal may retain students for the remainder of the class period, or when Principal and teacher agree on such a return for conduct including but not limited to the following:

1. Physical Aggression
2. Defiance/Insubordination/Non-compliance
3. Disruption
4. Abusive Language/Inappropriate Language/Profanity
5. Property Damage/Vandalism
6. Forgery/Theft/Plagiarism
7. Possession of potentially harmful materials/weapons
8. Gambling
9. Bullying
10. Exhibiting behavior that prevents others from learning.

All students shall be afforded due process rights. The students shall be told of their offending behavior and be given the opportunity to respond. Once the Principal has determined the disciplinary action, students shall have the opportunity to appeal this decision in accordance with the procedures outlined in this handbook.

Corporal punishment shall not be an acceptable method of discipline in this school district.

Parent Information

Schools are a place to learn and feel safe and that right must be maintained for the majority. The Principal will take action that is necessary to provide for the health, safety, and welfare of our students. Classroom management is the primary responsibility of all teachers, but there are times when such problems need to be referred for attention to the Principal. As with any handbook it is impossible to include enough information to cover all situations. If there is a question, please follow this four-step chain of command:

1. Contact the teacher. If you are unable to obtain a satisfactory answer;
2. Contact the principal. If you are unable to obtain a satisfactory answer;
3. Contact your superintendent. If you are unable to obtain a satisfactory answer;
4. Contact your Board of Education.

Following these procedures will help all of us work more effectively.

STUDENT CONDUCT

Students in Brookwood School District #167 are expected to behave in an appropriate manner and practice (know) acceptable behavior in school and during remote learning. It is a child's responsibility to control his/her behavior through teaching expectations of PBIS. Children normally conduct themselves properly, but at times misbehave. Disciplinary procedures will be used by teachers and administrators in dealing with infractions listed above in the discipline section paragraph two.

Note: The police may be called at the principal/superintendent's discretion.

Explanations of some unacceptable behaviors are listed below.

Cheating

Each teacher sets standards for classroom or remote learning behavior, and students are expected to understand the standards and procedures for each of their classes. Cheating on tests, plagiarism, or any other type of deception to earn credit without effort is universally recognized as improper conduct. This type of violation of classroom or remote learning standards will be dealt with by the classroom teacher and/or school administration. Students who engage in cheating or other deceitful practices should expect to find their conduct reflected in their grades.

Dress Code

The district dress code is meant to promote a positive, professional learning environment where the focus is on instruction. 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. When the safety, health, or disruptions of instructional programs are at risk because of a student's dress, the school shall take appropriate action.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.

Further guidelines for each school can be found in their school handbook, along with procedures for handling students who dress or groom inappropriately. If there is any doubt about dress and appearance, the building principal will make the final decision.

Drug and Alcohol Abuse

Following is District 167 Board of Education policy on alcohol and drug abuse:

Non-medical use of drugs and consumption of alcohol is illegal and hazardous to the health of students. Students may be disciplined for gross disobedience or misconduct, including But not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend

school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:

- Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
- Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be,

or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- Drug paraphernalia, including devices that are or can be used to:
 - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

Students and parents shall be provided with a copy of this policy. Compliance with this policy is mandatory for all students. In addition, information concerning the effects and potential dangers involved in the unlawful use of drugs and alcohol shall be included in the curriculum at all grade levels in compliance with the law. This curriculum shall include prevention, social and health consequences, and techniques for resisting peer pressure. Any student who violates this policy shall be subject to disciplinary action. Sanctions will be enforced which may include suspension or expulsion, and notification of local law enforcement agencies. In all cases, parent cooperation shall be sought. The District will make efforts to inform parents of available agencies/programs which could assess students' needs for drug/alcohol treatment.

Fighting

Students are not allowed to hit another person nor allowed to retaliate against anyone. This is considered fighting. Whenever fighting occurs, all parties will receive appropriate remediation. The consequence for fighting may be suspension.

Fireworks

Fireworks in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs, and other related fireworks materials, may be suspended from school. This is also a violation of civil law. The school administration may notify law-enforcement officials.

Gambling

Games of chance may not be played on the school premises unless directed by school-connected groups that schedule fund-raising activities or events for the sole purpose of raising money for the school district and its students. All such activities must have prior written approval from a school administrator. Playing cards, dice, or other types of gambling devices may not be used on school property.

Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. All students are expected to act in such a manner so that their behavior reflects positively on themselves and the school environment. Therefore, in order to prohibit the existence of gangs, gang involvement, and/or gang activities and limit the circumstances under which a student might be placed in jeopardy, the Board of Education acts to forbid the following:

No student, on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall

- 1) wear, possess, use, distribute, display or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang;

- 2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity including, but not limited to, soliciting others for membership in any gangs;
- 3) request any person to pay protection or otherwise intimidate, harass or threaten any person;
- 4) commit any other illegal act or other violation of district policies,
- 5) or incite other students to act with physical violence upon any other person.

Consequences for Violations of the Gang Policy

Street gangs, related gang involvement and/or gang activity are not acceptable in or about the school setting. The wearing of gang insignia or symbols, “flashing” gang signs, drawing gang symbols and/or the use of gang threats are prohibited. Consequently, it is recommended that the disposition for violation of these rules will include a parent conference and may also result in:

1. Confiscation of any and all material that will be turned over to the Glenwood Police Department.
2. An Alternate In School Day Assignment (In school suspension), the length of time to be determined by the principal.
3. Up to 10 days out of school suspension and a report to the local police department.
4. If circumstances warrant, a recommendation to the Board of Education for expulsion and/or an alternate placement.

Obscenity

Obscene, profane, or vulgar language, written, verbal, non-verbal, or expressed by gestures will not be tolerated, whether the behavior is at school or during periods of remote learning. A student who demonstrates any of the above may face disciplinary action.

Property Damage and/or Stealing

Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property will result in disciplinary action. Parents of students who deliberately or carelessly damage books or property of the school, including but not limited to laptops, ipads, hot spots, chargers, cords, adapters and cases, will be required to pay according to the extent of the damage, the amount determined by the administration.

Additional disciplinary action may be necessary. Students responsible for damaging another individual's property will be responsible for making restitution. Students are encouraged to leave valuable personal property at home. If warranted, a police report will be filed.

Search - Surveillance - Conceal and Carry

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

A student's school desk and locker are the property of the school and must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. If school administrators believe that the student has placed illegal or dangerous materials or substances in the locker or desk, school administrators may search the locker with or without the student's knowledge or consent. Lockers or desks may be searched by school administrators at any time. **Current law allows administrators to search book bags on the school premises if there is reasonable suspicion.* The Illinois School Code is clear that: "Students have no reasonable expectations of privacy in Brookwood School District 167, places and areas or in their personal effects left in these places and areas." "To maintain order and security in schools, school authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots, as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student

rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will:

- a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
- b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning, or, if they are not present, ensure that a school employee (including, but not limited to a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and
- c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Video surveillance is used to maintain a safe educational environment. Video cameras may be used in school buildings and on school buses in order to monitor and maintain a safe environment for students and employees. Video cameras will not be placed in areas which may unreasonably compromise a student's privacy. The contents of videos are

student records, therefore they are subject to district policies and procedures relating to school student records. The district's regular discipline procedures shall be issued to discipline a student as a result of any actions discovered after review of a video.

Illinois State Law prohibits the possession of any concealed firearm on District 167 property, including at any District school, parking lot, athletic facility, or district-sponsored event. Any person who knowingly enters a prohibited location while carrying a concealed firearm is guilty of a Class B misdemeanor for a first violation and a Class A misdemeanor for a second or subsequent violation.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

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

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Sexual Harassment, Harassment and Teen Dating Violence

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential

marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual harassment is prohibited. The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined or otherwise prohibited by State and federal law.

Teen dating violence is prohibited. Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See Board Policy 7.185 for further information.

The school district shall teach students personal body safety through implementing Erin's Law. Erin's Law requires that all schools in each state implement a prevention oriented Child Sexual Abuse Program which teaches:

1. Students in grades Pre-K thru 12th grade appropriate techniques to recognize and report child sexual abuse.
2. School personnel all about child sexual abuse.
3. Parents & guardians the warning signs of child sexual abuse, plus needed assistance, referral or resource information to support sexually abused children and their families.

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. All reports of harassment will be promptly and thoroughly investigated. Violators of this policy will be subject to the district's disciplinary procedures.

To the extent possible, all reports of sexual harassment will be kept confidential. No student or employee will be subjected to adverse action in retaliation for any good faith report of sexual harassment or for participation in an investigation about harassment under this policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline. Students, parents, and employees will be given information regarding this policy.

Nondiscrimination Coordinators:

Bethany Lindsay and Lena Martinez

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Complaint Manager:

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Smoking

Smoking or possession of cigarettes/electronic cigarettes is not permitted by students on school property or at any school-sponsored activity. This rule applies when our students are guests at another school as well. Students with cigarettes/electronic cigarettes on their

person may be given a minimum penalty of in-school disciplinary supervision. Students participating in smoking may be suspended. A second smoking offense may result in a maximum suspension.

BUS/TRANSPORTATION

It is a prime objective of Brookwood School District 167 to provide safe bus transportation for students eligible to ride the school buses. Students are granted the privilege of riding the school bus with the understanding that this privilege can be revoked if the student does not follow school rules and codes of conduct appropriately while he/she is on the bus or at the bus stop. Please note that the rules below apply while students are riding the bus for any school related activities.

Conduct

1. Students should always be ready for the bus at least five minutes before the time it usually makes its stop for them and wait for the bus on the sidewalk. Changing weather and road conditions make it impossible for the bus to call for students at the same time every morning.
2. All students are to board and get off the buses at their designated stops only.
3. Students should wait for the bus to come to a full stop before boarding. Once on the bus they should take their seats immediately and remain seated for the duration of their ride. It is dangerous for students to move about while the bus is in motion, or scuffle while on the bus.
4. The bus driver/staff or supervisors have the right to assign seats to any or all students.
5. The bus driver is in full charge of the bus and riders at all times. Students are responsible to drivers while riding the bus, the same as they are responsible to teachers while in attendance at school.
6. Students should not at any time extend their hands, arms, or heads OR any objects out of the bus window. They should keep books, coats, and all other objects out of the aisles in order to avoid accidents.
7. Any distraction of the driver's attention to remind students of some regulation, or to answer any unnecessary question, jeopardizes the safety of every student on the bus. Students must not carry on unnecessary conversation with the driver.

8. Students have a responsibility to keep the bus clean. They should not throw waste paper on the floor of the bus or scratch or mark the seats.
9. The use of rough, threatening, or obscene language, gestures, or physical aggression while waiting for or riding the bus will result in the student being denied the right to ride.
10. Students are to ride only the bus assigned to them. (Exceptions may be made only in emergencies with the approval of the Principal/designee.)
11. Students are to show respect for private property, lawns, shrubbery, trees, etc.
12. Smoking, striking matches, or lighting cigarette lighters is prohibited on the bus or at the bus stop.
13. Possession of potentially dangerous materials and or weapons are prohibited on the bus or at the bus stop.

The bus driver or adult supervisor will make a written report if these rules are violated. Any Bus Incident Report will be shared with parents/guardians immediately.

Consequences for Violating Bus Rules and Regulations

Step 1. Documented warning

Step 2. Office detention

Step 3. Office detention and official notification to parent that the next step is a 3-5 day bus suspension

Step 4. 3-5 day bus suspension

Step 5. 5-10 days bus suspension

**The Building Principal may bypass steps 1-3 for any gross infraction exhibited by a student (an immediate bus suspension can be issued.)*

Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a post-trip inspection procedure to ensure that the school bus driver is the last person leaving the bus and that no passenger is left behind or remains on the vehicle at the end of a route, work shift, or workday.

CELL PHONE POLICY (Prohibiting Cellular Communication Devices and Electronic Paging Devices)

The Board of Education finds that the unrestricted and unregulated use by students of cellular communication devices, pocket pagers and similar electronic paging devices on school grounds or in school buildings adversely affects the educational environment, welfare and safety of students in that cellular communication devices, pocket pagers and similar electronic paging devices are being regularly used for the conduct of unlawful activities during school hours and on school property, including activities directly related to the unlawful possession, sale, delivery or other trafficking in drugs or other controlled substances.

No student on or about school property or at any school activity will use any cellular communication device, pocket pager or similar electronic paging device during regular school hours or at any other time, unless the use of such device by the student has first been expressly permitted by the principal of his or her school or during an emergency situation occurring on the school property. Principals will grant such permission only for limited periods to individual students who demonstrate to the principal a legitimate, specific need for such a device such as a family emergency or school-related project. In granting such permission a principal may impose conditions upon the use of the device as will limit the disruption caused by the use of the device. While students will be permitted to possess cellular communication devices while on school property and during the school day, each such device shall be deactivated (powered down) during the school day. Any device that is found to be activated (powered on) during the school day, other than for use as approved above, may result in disciplinary action and confiscation of the device. Furthermore, the school district is not responsible for the damage, loss, or theft of any electronic device brought to school.

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

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off (powered down) during the regular school day unless the principal or his/her designee grants permission for them to be used or if needed during an emergency.
3. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Penalties for violations of this Policy are as follows:

- A. Any student who is first suspected of violating this Policy (unless the violation is in accordance with paragraph C below) may be required, after being informed of the reasons why he or she is suspected of a violation and receiving an opportunity to state his or her version of events, to surrender any material or thing alleged to violate the Policy to school officials and attend a parent conference. At the parent conference, any material or thing surrendered by the student will be returned to the parent upon request.
- B. Any student alleged to have violated this Policy after a previous violation will, upon a finding of such violation in accordance with the requirements of Section 10-22.6 of The School Code and Board Policy 8600, be subject to suspension or expulsion for a period of time as authorized under Section 10-22.6. Furthermore, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.
- C. Any student who uses a cellular communication device, pocket pager, and/or similar electronic paging device for the purpose of academic dishonesty, cheating, in the commission of violation of any school rules or laws, will upon a finding of such violation in accordance with the requirements of Section 10-22.6 of the School Code and Board Policy 8600, be subject to suspension or expulsion for a period of time as

authorized under Section 10-22.6. In the event that the student is engaged in academic dishonesty and/or cheating, he or she may face academic penalties in accordance with District policy. Lastly, the offending student may be required to surrender any and all cellular devices to a designated school official during the school day for a period of time to be determined by the building principal.

INTERNET ACCESS

Acceptable Use of the District's Electronic Networks

All use of the District's *electronic networks* shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use – Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges – Use of the District’s electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user’s account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;

16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that the District's electronic networks are not private. People who operate District technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the networks in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the electronic networks to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the District’s Internet gateway carry with them an identification of the user’s Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
5. Use of the District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

DISCIPLINARY PROCEDURES

The teachers and administration will take necessary measures to provide for the health, safety, and welfare of the students.

Parents and students should be aware that cameras may be installed on school buses and common areas of the school in order to enforce disciplinary rules and for the safety and security of all. The following options are available to the teacher at the discretion of the principal to assist in the maintenance of an orderly educational environment.

1. Verbal Reprimand/Warning
2. Parent Contact
3. Student/teacher conference
4. Student (optional)/teacher/parent conference
5. Success Action Plan between teacher and student
6. Referral to the principal office with warning/disciplinary notice

The following are a partial list of options available to the Principal in order to assist in the maintenance of an orderly education process:

1. Restorative Justice procedures (mediation)
2. Time in office
3. Student (optional)/Teacher/Principal conference
4. Student (optional)/Teacher/Parent/Principal conference
5. Privilege Loss
6. Student Safety Plan
7. Alternative in-school settings (in-school suspension)
8. Suspension from school up to a maximum of ten (10) total school days
9. Filing a police report
10. Placement in an alternative school setting

Each principal may suspend students up to ten (10) days from school attendance and activities for violation of school rules or gross misconduct or gross disobedience when, in his/her judgment, such suspension is necessary for the good of the student or of the school. All suspensions shall be in accordance with the provisions of the Illinois School Code and Illinois Senate Bill 100. All decisions will be made on a case by case basis. Out of school suspensions of longer than three days, expulsions, and disciplinary referrals to alternative schools can only be used when all other appropriate and available disciplinary interventions have been exhausted. School officials are required to “limit the number and duration of expulsions and suspensions to the greatest extent practicable.” A transition meeting will be put in place for re-engaging students returning to school from suspensions and expulsions.

1. The suspending school official shall give the student oral and written notice of the charges and evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.
3. Students, whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be immediately removed

from school. In such cases, the requirements of notice and hearing shall follow as practicable.

4. The student's parents must be notified immediately by the Principal of the reason(s) for the suspension including a statement of the rules and regulations allegedly violated, the number of days of suspension, and the right to appeal the suspension within ten (10) days to the Board of Education. (A conference with the Superintendent must precede a formal appeal to the Board of Education.) Parents of suspended students may request the opportunity to have their child complete missing work. The Board of Education may appoint a hearing officer to consider the appeal. The student has the right to legal counsel at his/her own expense, the right to question the person who made the decision to suspend, and the right to make a statement on his/her own behalf. If requested by the student, the parents, or their representative, a transcript must be kept of the proceedings. Should the suspension be retracted, the students will be able to fulfill academic requirements.
5. The hearing officer will report his/her findings and recommendations to the School Board and a decision will be rendered.
6. Should the suspension be retracted, the student will be able to fulfill all academic requirements.
7. During suspensions, parents and students will have the opportunity to complete work as assigned by the teachers. Equivalent academic credit shall be given. Parents will be required to pick up materials the day following the suspension.
8. Students that are suspended out of school for longer than four days must be provided appropriate and available support services.

Recommendation for expulsion to the Superintendent and School Board

Whenever a student's behavior in school deviates too far from limits of acceptability and the staff's efforts to correct his behavior are exhausted, he will become liable for actions to restrict his privileges and rights of school attendance, which may result in expulsion.

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length

of the expulsion (not to exceed the current school term), and the date, time, and place of the School Board hearing.

2. The expulsion shall not take place until after the School Board hearing. At the hearing by the School Board, the student has a right to counsel at his/her own expense, the right to present and question witnesses, and the right to make a statement on his/her own behalf.
3. If requested by the student, the parents, or their representative, transcripts must be kept of the proceedings.

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

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event, or events that happen after school hours that bleed into normal day;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat, or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.
5. During periods of remote learning.

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

PREVENTION AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

Bullying

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

1. During any school-sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying, and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed towards a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff

members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Nondiscrimination Coordinators:

Bethany Lindsay and Lena Martinez

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Complaint Manager:

Kathy Hatczel

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A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

FREE APPROPRIATE PUBLIC EDUCATION

Brookwood District 167 provides free, appropriate, public educational programming for all children with disabilities from birth through eighth grade. Special education related services are provided by a qualified special education teacher, school nurse, speech therapist, social worker and school psychologist.

Referral Process

Inquiries regarding the identification, assessment, and placement of the student can be made by calling the office of Special Services located at the District Office, 708-758-5190, or the building administrator. Each school operates a student services team. Teams review referral data and determine appropriate consultative interventions, diagnostic services, and/or the need for a case study.

Section 504 Services

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by school districts receiving federal financial assistance. The Section 504 regulation requires a school district to provide a “free appropriate public education” (FAPE) to each qualified person with a disability who is in the school district’s jurisdiction, regardless of the nature or severity of the person’s disability. Students who do not qualify for an IEP under the *Individuals with Disabilities Education Act* may qualify for services under Section 504 of the *Rehabilitation Act of 1973* if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

If you believe your child is eligible under Section 504, contact the office of Special Services located at the District Office, 708-758-5190, or the building administrator regarding the identification, assessment, and placement of the student.

Special Education Services

Prior written notice will be provided to parents/guardians of any decision (a) proposing to initiate or change, or (b) refusing to initiate or change, the identification, evaluation, or

educational placement of the child or the provision of a free appropriate public education to their child, and the reasons for the change or the refusal to change. The written notice also must inform the parent/guardian of the opportunity to present complaints with respect to any matter relating to the educational placement of the student or the provision of a free and appropriate public education, as well as notifying the parent/guardian of the right to have an impartial due process hearing on the complaint. The notice shall inform the parent/guardian in their native language, unless it is clearly not feasible to do so, of their rights and all procedures under the Illinois *School Code* and the Individuals with *Disabilities Education Improvement Act of 2004*. The notice also shall inform the parent/guardian of the availability upon request of a list of free or low-cost legal and other relevant services available locally to assist parents/guardians in initiating an impartial due process hearing.

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Assistive Technology

If a child has an IEP, the IEP team must provide written notice to the parent/guardian that informs the parent/guardian that the IEP team is required to consider whether the child requires assistive technology to receive a free appropriate public education. The notice must be given in writing to the parent/guardian at the child's initial IEP meeting and at each annual review meeting. The written notification must include a toll-free number and Internet address for ISBE's assistive technology program.

Pupil Personnel

Pupil personnel services consist of health, psychological guidance, social work, speech/language and accommodations to assist with educational programming. These services are available to all students in regular and special education programs.

Psychological Assessments and Consultation

The school psychologist is available to provide individual diagnostic evaluations of students' intellectual, academic, perceptual and emotional functioning. Preventive, supportive, and/or therapeutic intervention may be recommended following an evaluation.

Social Work Services

Social work services are available at each building. The social worker is available to identify and assist students in resolving social and emotional difficulties that interfere with their attendance, adjustment and achievement in school. Referral for these services can be made to the building administrator or social worker and may be made by a student's parent/guardian.

Discipline of Students with Disabilities

The district shall comply with the provisions of the federal Individual with Disabilities Education Improvement Act (IDEA) when disciplining students who receive special education services. No student with a disability shall be expelled if the student's act of gross disobedience or misconduct is a manifestation of his/her disability. If it is determined by the IEP team that a student's gross disobedience or misconduct is not a manifestation of his/her disability, the student may be expelled from school. The student shall continue to receive special education and related services during the period of expulsion as provided for in IDEA.

Parents/guardians of students with IEPs will be provided with a written copy of policies and procedures for behavior interventions, including rules for use of isolated time out and physical restraint. At each annual review, these policies and procedures will be reviewed. A written notice to a student's parents/guardians will be sent within 24 hours after any use of isolated time out or physical restraint unless the district has a written waiver of this requirement for notification. The notice shall include the student's name, the date of the incident, a description of the intervention used, and the name of a contact person with a telephone number to be called for further information.

A student with disabilities who has exceeded or is expected to exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer, if the district demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A student with a disability that qualified for special education services, who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

Public Benefits or Insurance Protections

Parents/guardians of children with disabilities have legal protections when a public agency seeks to access public benefits or insurance (e.g. Medicaid) to pay for services required under the IDEA. Parents/guardians should understand

- *That personally identifiable information may be disclosed and the nature of that information
- *The purpose of the disclosure (e.g. billing for services)
- *The agency to which disclosure will be made (e.g. Medicaid)
- *The following no-cost statements:
 - Parents/guardians may not be required to enroll in public benefits for their child to receive FAPE
 - Parents/guardians may not be required to incur out-of-pocket expenses such as a deductible or co-pay
 - A school district may not use a child's benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers
- *Parents/guardians have the right to withdraw their consent to disclose the child's personally identifiable information at any time.
- *The withdrawal of consent or a refusal to consent does not relieve the school district of its obligation to provide all required services at no cost to the parents.

NON-DISCRIMINATION

Equal Educational Opportunities and Sex Equity

It is the policy of the Board of Education that equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

The District has in place policies and procedures which ensure that District 167 does not discriminate, and a grievance procedure has been developed for the purpose of resolving concerns which may be expressed. The complete Equal Opportunities Policy, including *Community Use of School Facilities* can be found in Board policy 7:10 and 8:20 and grievances may be filed using Board policy 2.260, *Uniform Grievance Procedure*. Any student or parent/guardian with a sex equity or equal opportunity concern should contact Bethany Lindsay or Lena Martinez, the district's non-discrimination coordinators.

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs or activities and will not be subject to illegal discrimination. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services, and if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Meetings and events held in Brookwood School District 167 will be offered at accessible sites. Any accommodations for those wishing to attend, such as sign language interpreters or other auxiliary aids, will be made within 48 hours advance notice. For such

arrangements, call Robin Powell at 708-758-5190; TTY 708-757-7220 or Illinois Relay System 1-800-526-0844 (TTY User/ 1-800-526-0857 (voice)).

Equal Access

Brookwood School District 167 provides equal access to the Boy Scouts and other designated youth groups.

Grievance Procedure Relating to Sex Equity and Sexual Harassment Policies

The District maintains a written Sex Equity and Sexual Harassment Grievance Procedure that is available through the building or school district office. Complaints should be directed to Bethany Lindsay or Lena Martinez, the District's Non-Discrimination Coordinators at 708-758-5190.

Homeless Students

Brookwood School District 167 follows Illinois School Code on enrolling students who are homeless. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Written notice will be provided to the parent(s)/guardian(s) of a homeless student when the student seeks enrollment in the school district, and at least twice annually while the homeless student is enrolled, of certain rights and services available to homeless students, including transportation and school meal programs, as well as of policies ensuring that homeless students are not segregated or stigmatized. The notice will include the contact information for the school district's homeless liaison and the State Coordinator for Education of Homeless Children and Youths.

STUDENT RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Rules concerning student records at the district are based on requirements of the Federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act (ISSRA), and the Illinois Freedom of Information Act of 1984. Disclosure of information about the student or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the Illinois State Board of Education.

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents and eligible students annually of their rights under FERPA. The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records.

The District maintains records of each student. Records are of two types:

***Permanent records** consist of basic identifying information, academic transcripts, attendance records, accident and health reports, record of release of permanent record information and other basic information. These records are kept for 60 years after graduation or transfer.

***Temporary records** consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files, and records of release of temporary records. The temporary record is reviewed every 5 years for destruction of out of date information and upon graduation from the eighth grade the record is sent to the receiving high school. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdrawn. Upon transfer, graduation, or withdrawal, temporary records may be destroyed at any time and must be destroyed within 5 years.

Parents/guardians have the right to a copy of any school student record proposed to be destroyed or deleted.

Upon a written request filed with a school administrator, the eligible parents/guardians of any student shall have the right to review and request copies of the official records directly related to their child within 10 business days of the day the District receives a request for access. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. These rights are denied to any person against whom an order of protection has been entered concerning the student.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the district decides not to amend the record, the parent or eligible student then has the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to school officials with legitimate educational or administrative interest.

Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile

authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

Schools may disclose without consent, “directory” information, such as a student’s name, address, grade level, date and place of birth, parents/guardians names, addresses, electronic mail addresses, and telephone numbers, photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, academic awards, degrees, and honors, information in relation to school sponsored activities, organizations, and athletics and period of attendance in school. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. Parents/guardians have the right to inspect, copy, and challenge “directory” information.

In cases of divorce or separation, both parents/guardians may be permitted to inspect and copy the student’s school records unless a court order indicates otherwise. At the option of the eligible parent/guardian, or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student’s records.

Parents/guardians have the right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under State law.

Parents/guardians also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

BUILDINGS AND GROUNDS

Asbestos Notice

Written notice will be provided at least once each school year to parents/guardians, teachers, and employee organizations of inspections, response actions, and post-response action activities, including periodic re-inspection and surveillance activities that are planned or in progress. Asbestos Management Plan Books are found at each school office showing the work done and the period inspection, as well as a description of the steps the school district has taken to notify these individuals and organizations as well as a dated copy of the notification.

Lawn Fertilizer and Control

At least 48 hours before lawn fertilizer or weed control is used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Lawn Care Products Application and Notice Act. Applications will be done on days when school is not in session.

Pesticide Application Procedures

The district will provide written notification to parents/guardians of students before pesticide application. The written notification will be given at least two business days before application of the pesticide and will identify the intended date of the application and the name and telephone number for the school personnel responsible for the pesticide application program.

GENERAL

COMMUNITY RELATIONS

Parent Involvement

The parent/school/student compact provides parents of students attending schools receiving Title I funds to participate in policies and activities. Parent/school/student

compacts are agreements developed between parents and school staff to help children achieve high standards. The compacts recognize that families and schools need to work together toward mutual goals and that they share responsibilities for each student's performance. Specifically, the compacts are intended to promote shared responsibility for learning and ongoing communication. The compact follows:

PARENT/SCHOOL COMPACT

Brookwood School District 167 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Act (ESEA), agree that this compact outlines how the parents, the entire school staff and the students will share the responsibility for improved students' academic achievement and the means by which the parents will build and develop a partnership that will help students achieve the State's high standards.

DISTRICT RESPONSIBILITIES

Provide high-quality curriculum and instruction, and do so in a supportive and effective learning environment. Differentiation of instruction will be utilized.

Teachers will collaborate with other teachers and support staff members to determine ways to empower students to learn through accommodations and modifications. A variety of methodologies and assessment tools will be utilized to achieve learning.

Provide parents with frequent reports on their children's progress. Phone calls, memos, and written notes, along with progress reports, will be utilized. Individual conferences will be scheduled as needed.

Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities. Teachers will communicate special activities or field trips where parents may volunteer to participate.

PARENTS

Have the right to:

- Be informed about their child's academic progress and social performance

- Be informed about testing procedures, the impact on students, and how they can help prepare students for test taking

Have the responsibility to:

- Respect, communicate, and follow through with the teacher
- Openly communicate with the school staff and promptly read all notices received from the school or district
- Provide support and assistance including ensuring that homework is completed
- Monitor attendance and tardiness
- Promote positive use of child's extracurricular time including monitoring the amount of television children watch and video games played

STUDENTS

Have the right to:

- A positive school environment
- Ask for and receive assistance
- Opportunities that maximize learning

Have the responsibility to:

- Give their best effort
- Respect classmates and teachers
- Be in attendance, actively participate

TEACHERS

Have the right to:

- Expect parental support in all areas of the student's education
- Be supported by all stakeholders
- Be allowed to teach
- A safe, healthy, and orderly environment

Have the responsibility to:

- Be observant and to care
- Maximize instructional time
- Have a positive attitude

CONTACT INFORMATION CHANGES

Parents/guardians are required to notify the school immediately of any changes in name, address, home, work, cell, or emergency telephone numbers; a change in the emergency contact person; changes in guardianship, etc., or any information that might be pertinent to school records or to contacting the Parent/Guardian in case of an emergency.

CONVICTED CHILD SEX OFFENDERS

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is:
 - a. Attending a conference at the school with school personnel to discuss the progress of his or her student academically or socially;
 - b. Participating in student review conferences in which evaluations and placement decisions may be made with respect to his or her student regarding special education services; or
 - c. Attending conferences to discuss other students' issues concerning his or her student such as retention and promotion and notifies the building principal of his or her presence at the school.
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or the Board President shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law. For an updated list of sex offenders, refer to the Sheriff's Office of Cook County

website at www.cookcountysheriff.org or the Illinois State Police website at <https://isp.illinois.gov/>.

CLOSING OF SCHOOL

Every effort will be made to keep the schools open.

BEFORE BUS PICK UP

If it becomes necessary to close the school before bus pick-up time, because of snow, icing conditions or any other emergency, the school closing announcements will be carried by the following stations:

AM Stations: WGN 720
WBBM 780
WLS 890

TV Stations: Channels, 2, 5, 7, 9, Fox 32, CLTV News

Internet: www.brookwood167.org

Telephone calls to parents will be initiated by the *School Messenger System*.

EMERGENCY PROCEDURES

Students learn school safety procedures through fire, disaster, and bus evacuation drills conducted throughout the year. Emergency drills are required by state law and will be conducted during the school year as follows:

- A minimum of 3 evacuation drills (1 with local fire department)
- A minimum of 1 school shooting drill (with local law enforcement)
- A minimum of 1 bus evacuation drill
- A minimum of 1 severe weather or shelter in place drill

E-LEARNING PROGRAM

Brookwood School District is an approved provider of an e-Learning Program. *Public Act 101-0012* (ILCS) permits local school districts to establish an e-Learning plan to address student learning in a remote environment. Our program was approved by the South Cook Regional Superintendent. Our program is effective for a period of three years and will expire on June 30, 2024. This program provides Brookwood SD 167 further flexibility, allowing impactful learning to continue, and eliminating the need to make-up emergency days at the end of the year and disrupt/reschedule end of year activities for which families make arrangements. If the District is using an e-Learning day, the District will communicate this information to parents, students, and staff members. Brookwood SD 167 will also provide directions for finding the learning activities. Our educators will make e-Learning plans that advance curricular objectives and subject level instruction. E-Learning days also provide for a higher degree of continuity because students can continue learning even if the school building is closed.

EXTRACURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities sponsored by their school. These include chorus, band, academic or social clubs, sports and other after-school programs.

Conduct

Students should realize that all school rules are in effect while they are in attendance at a school sponsored extracurricular activity.

While in attendance at such an activity, the students may not leave the building, whether the activity is at home or away, before the conclusion of the event unless they are accompanied by a parent or guardian. Parents/guardians are expected to provide transportation within 15 minutes after an extracurricular activity ends. Failure to meet these expectations and requirements may result in exclusion from future participation in the activity. Students must be in attendance during the day to attend an after school/evening function.

Concussion Policy

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the IESA before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

HOMEWORK

Homework is an important piece of the learning process. It not only reinforces skills that are taught in the classroom, but also helps students develop personal responsibility. It helps build responsibility, self-discipline and lifelong learning habits. If you have questions regarding your child's homework, please call your child's teacher before or after school.

Here are some tips to help families manage homework time:

- Have a regular place away from the television for your child to do homework. They will retain the information better if they are not distracted while watching a show, reading or writing.
- Make sure there is good lighting and that writing supplies are handy.
- Do easier subjects first, save the most difficult homework for last.
- Look at your child's homework everyday. Praise good work. Your interest will encourage them.

Teachers will provide homework expectations to both students and parents.

Homework grades may be modified based on students' individual needs (i.e. IEP, 504 plans).

Any child who is absent from school due to the observance of a religious holiday will have an equal opportunity to make up any school work requirements, including exams, that are missed due to the absence.

LIBRARY/MEDIA CENTERS

Students at all grade levels have equitable access to library and media services and are encouraged to use and check out materials both to enhance their classroom learning and for their own pleasure. Proper care and return of materials is expected.

LOST AND FOUND

Students are responsible for their own coats, books, gym clothes, etc. During the school year many articles of clothing and other items such as jewelry, lunch boxes and other personal belongings end up in the LOST AND FOUND. You can help the situation by being aware of the following guidelines:

- Valuables should not be brought to school.
- Students should be aware of the clothing, coats, gloves, and scarves worn to school and should not leave them at school.
- Whenever possible, apparel and personal items, such as lunch boxes, purses, and wallets should be marked or initialed to facilitate their return. Money should not be left in desks or lockers.

Students should check the LOST AND FOUND box in their school building as soon as they realize they have lost an item. Valuables that have been found may be claimed in the office.

Brookwood District 167 is not responsible for lost, damaged or stolen items that students bring to school or bring with them to school sponsored functions. While the school may investigate to determine the whereabouts of such items, the district is not responsible for finding, replacing, or making restitution for the loss or damage to such items. The responsibility for any items brought to school by students rests solely with the student.

MEDIA RELEASE

As part of the process of enrolling students, parents or guardians may sign a permission form for students to be interviewed, photographed, or videotaped by the news media, including but not limited to local newspapers, social media, or an agent of the school district for the purpose of publicizing a school event, activity, or program. The likeness of a

student may be featured in yearbooks, or school produced documentaries which may be broadcast on public or cable access television, district publications, communications materials, promotional materials, or on the district or school websites or web pages.

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are officially held twice a year, after the first and third quarter and then as needed by either the parent or the school beyond this official time. Every effort is made to accommodate parents' schedules for these important conferences. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office on request. Employers must grant a parent's request for a reasonable time away from work to attend a parent/teacher conference (no more than 4 hours on any given day, and a total of 8 hours during any school year.). The employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave granted to the employee, except sick leave and disability leave before the employee is allowed such leave. Employees must make prior arrangements with their employers. The school shall provide the employee with documentation of the school visitation to submit to his/her employer. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended. No appointment is necessary to attend Parent-Teacher conferences.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS)

PBIS is a program that organizes adults and students to create a social-cultural environment in schools that will encourage positive behavior and incentives, which discourages problem behaviors. This program supports the District's goals and mission that assists with a safer environment where students achieve academically and build positive relationships with each other and the teachers and staff.

Demonstrating good character and positive behavior is the expectation at all our schools. However, just as there are consequences for making poor choices, there are incentives for choosing to follow or exceed expectations.

It is our goal to legitimately recognize each of our students for good character and positive behavior. We have wonderful students in District 167, and they should be reminded of this fact on a daily basis.

- Verbal and Nonverbal Praise
- Positive Reports to Parents
- Recognition at Awards Assembly
- Other rewards as appropriate

PEER MEDIATION/CONFLICT RESOLUTION

Peer Mediation is a program that helps students solve their problems with their peers in a peaceful manner. The program involves teaching a mediation process that promotes a win-win outcome between disputants.

RIGHT TO REVIEW BOARD POLICY

Parents/guardians have the right to review Board policies available to the public at the District Office. Questions pertaining to any policies should be addressed in writing to the District Office. The handbook is only a summary of board policies governing the district. The handbook may be amended during the year without notice. The Board of Education recognizes the need for administrators to implement additional rules and procedures as needed.

STATE REPORT CARD

All schools within the State of Illinois are required to dispatch a Report Card to the public by October 31st of each year. This Report Card contains information regarding student characteristics, performance characteristics, instructional resources, and financial information of Brookwood School District 167. The Report Card will be posted on the District website, www.brookwood167.org.

STUDENT ACCIDENT INSURANCE

Pupil insurance is the responsibility of the parents, not the school district. This includes student injuries occurring on school property during school hours. Part of the District's

overall property/casualty liability insurance includes automatic coverage for student accidents.

SUBSTITUTE (GUEST) TEACHERS

Substitute teaching is an important job. All of our guest teachers have been screened and approved by the Regional Office of Education. Teaching can be accomplished and progress can be made only if there is student cooperation. Students are expected to be respectful to all substitute teachers.

TEACHER QUALIFICATIONS AND PARENTS' RIGHT TO KNOW

Parents/guardians have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows parents/guardians to ask for certain information about your child's classroom teachers and may request in writing to review student's teacher qualifications. Parents/guardians will receive notice when students are being taught by a teacher who is not highly qualified for four or more consecutive weeks.

VISITORS

Parents and visitors are always welcome to visit our schools. All visitors must immediately report to the main office to obtain a visitor badge. This badge must be worn for the entire visit and returned to the office before exiting the school. Visitors are required to sign out when departing the building.

In order to provide safety for students and staff, and to assure a minimum of disruptions to the classrooms, all parents and visitors must identify themselves through the RAPTOR SYSTEM upon admittance to the building, report to the school office, sign in and wear a visitor's badge. The Raptor System is a visitor tracking system that will enhance our school security. The system reads visitor driver's licenses (or other government-issued photo IDs), compares information to a sex offender database, alerts campus administrators if a match is found, then (assuming no match was made) prints a visitor badge that includes a photo of the visitor.

Visitors are expected to show mutual respect, civility, and orderly conduct among all people on school property or at a school event. Visitors will not be allowed to smoke or otherwise use tobacco products, or to possess, use, or be under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents wishing to confer with a staff member should phone or email that staff member to make an appointment during their plan period or before or after school. You can make phone contact with teachers during their planning period or leave a message with the school secretary.

VOLUNTEERS

Our district is always looking for volunteers. Please contact your child's school principal if you wish to learn more about volunteer opportunities. Background checks must be conducted on all school volunteers working with students.

