

Parent Handbook

GENERAL INFORMATION 2016-17



970 Madison, Oak Park, IL 60302
(708) 524-3000

www.op97.org

Dr. Carol Kelley
Superintendent of Schools

District 97 Board of Education

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Amy Felton, Vice President
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Dr. Alicia Evans, Asst. Supt. for Finance and Operations
Laurie Campbell, Asst. Supt. for Human Resources
Dr. Amy Warke, Chief Academic and Accountability Officer
Dr. Felicia Starks Turner, Senior Director of Administrative Services
Michael Padavic, Senior Director of Special Services
Chris Jasculca, Senior Director of Policy, Planning and Communication
Michael Arensdorff, Senior Director of Technology

School Addresses and Contacts

School	Address	Principal	Phone
Beye	230 N. Cuyler	Jonathan Ellwanger	524-3070
Brooks	325 S. Kenilworth	LeeAndra Khan	524-3050
Hatch	1000 N. Ridgeland	Sarah Mendez	524-3095
Holmes	508 N. Kenilworth	Christine Zelaya	524-3100
Irving	1125 S. Cuyler	John Hodge	524-3090
Julian	416 S. Ridgeland	Dr. Todd Fitzgerald	524-3040
Lincoln	1111 S. Grove	Catherine Hamilton	524-3110
Longfellow	715 S. Highland	Angela Dolezal	524-3060
Mann	921 N. Kenilworth	Faith Cole	524-3085
Whittier	715 N. Harvey	Keshia Warner	524-3080

School Schedules

Elementary Schools: 8 a.m. to 2:55 p.m. (Monday, Tuesday, Thursday, Friday)
8 a.m. to 1:55 p.m. (Wednesday)

Middle Schools: 9 a.m. to 3:30 p.m. (Monday-Friday)

Table of Contents

Accident Insurance	4
Anti-Harassment.....	4
Attendance.....	4
Board of Education	5
Communication Partnership	5
Digital Backpack	5-6
Due Process Rights	6-8
Emergency School Closings.....	9
Equal Educational Opportunities.....	9-10
Fee Payments	10
Grading and Promotion	10
Health Requirements.....	11-13
Inspection of Instructional Materials.....	13
International Baccalaureate Program	13-14
Listserv	14
Lunch/Supervision Program.....	14
Medication Administration	14
Parent/Guardian Participation.....	14-15
Registration and Verification	15
Reporting Student Learning.....	15
Safety.....	15
Scheduling School/Classroom Visits.....	15-16
Student Behavior	17
Student Dress Guidelines	17-18
Student Information	18-19
Surveys	19
Teacher Communication Resources.....	19-20
Transportation	20
Visitors to and Conduct on School Property.....	20-23
Wellness	23-25

Accident Insurance

Accident insurance is available for all students. Coverage is offered in two ways. The district provides coverage during school activities for the policy year, which runs from July 1 through June 30 (excess over family insurance and reimburses out-of-pocket expenses). Additional 24-hour insurance coverage at school and home is available to parents/guardians at their cost. While District 97 makes these plans available for students, it does not endorse a particular plan or company.

Anti-Harassment

District 97 is committed to maintaining a learning environment that is free from harassment. This includes, but is not limited to, harassment based on 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, 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.

The district will investigate all complaints of harassment involving our students and employees, and will take appropriate action in accordance with our board policies and the law.

Attendance

District 97’s elementary schools utilize the Illinois best practice “Time to Day” automated calculation when taking daily attendance. Per the chart below, Illinois School Code ties attendance to instructional minutes per grade level. The state's requirement for instructional minutes may mean that a child arriving very late or leaving very early from school will be counted as absent. The new “Time to Day” calculation simplifies this process by allowing the school to enter the time of day students arrive late or leave early to automatically calculate their attendance for that day. The district’s middle schools do not utilize this calculation because they take attendance each class period.

	Attendance		
	Full Day Credit	1/2 Day Credit	Zero Credit
KG- 1st	240 min or more	120-239 min	119 min or less
2nd-5th	300 min or more	150-299 min	149 min or less

If your child is absent for any reason, please contact the front office of the elementary schools before 8 a.m. and the middle schools before 9 a.m. A student who is unable to attend classes because of the observance of a religious holiday will be excused from examinations and assignments on those days if a teacher receives a written request from his/her parents/guardians. Opportunities to make up work and/or exams will be provided.

Board of Education

The District 97 Board of Education is a seven-member team of Oak Park residents who have been selected in a state-authorized election to serve four-year terms. Elections for three and then four seats are held every two years. Board members serve without pay.

Board meetings are generally held on the second and fourth Tuesday of each month at 7 p.m. in the boardroom of the administration building, which is located at 970 Madison. The board meeting schedule is set at the beginning of each year, and can be accessed on the district website (<http://www.op97.org>) or obtained from the board secretary by calling (708) 524-3009.

Special meetings, workshops, study sessions and community forums may also be scheduled throughout the year. These events, as well as time and/or location changes for regularly scheduled meetings, are announced at least 24 hours in advance through a variety of means, including sending notices to the local newspapers and posting information on the district's website and in the front lobby of the administration building.

The agenda and packet of materials for each board meeting can be accessed by visiting www.op97.org/BOE/Meeting-Packets.cfm and approved board meeting minutes can be accessed by visiting <http://www.op97.org/BOE/2014.cfm>.

Communication Partnership

If you have questions, concerns or need information regarding your child's education, there is a procedure in place to help you. If your inquiry is related to a specific class or teacher, we recommend contacting the teacher first, who can refer you to others as needed. If you need further assistance after meeting with the teacher, or have a general question or comment about the school, you should contact the assistant principal if there is one assigned to the building and then the principal if necessary. If you require additional assistance with your inquiry after communicating with the teacher, assistant principal and/or principal, please contact the superintendent's office at (708) 524-3004.

Digital Backpack

District 97 developed a digital backpack to keep parents/guardians informed about what is happening in the community, while also reducing the amount of paper that is used. The web-based backpack features links and downloadable pdfs containing information that has been distributed in a hard copy format in previous years.

Each school's individual backpack can be accessed via the main navigation on its website. In addition, all 10 school backpacks can be accessed on the district site (www.op97.org) by scrolling over the link titled resources in the main navigation and selecting digital backpack from the drop-down menu.

Although most of the information disseminated by the schools, the district, the PTOs and

community organizations are posted in the digital backpack, there are still certain documents (e.g., ones requiring parent/guardian signatures) that are sent home in a hard copy format. In addition, families who do not have access to the Internet or email will continue to have their needs met. If you do not have the means to access the backpack information electronically, please contact the front office of your child's school to make arrangements to receive it in a hard copy format.

Due Process Rights

The Board of Education recognizes the importance of safeguarding a student's constitutional rights. To help ensure that appropriate due process is provided, the board has adopted policies that govern the district's out-of-school suspension and expulsion procedures.

Out-of-School Suspension Procedures

The superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required and the student can be immediately suspended when his/her presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.
 - d. For a suspension of five or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education by the superintendent or designee.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the board or a hearing officer appointed by the board. At the review, the student's

parent(s)/guardian(s) may appear and discuss the suspension with the board or its hearing officer and may be represented at the review by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the superintendent or designee shall invite a representative from the Department of Human Services to consult with the board. After the presentation of the evidence or receipt of the hearing officer's report, the board shall take such action as it finds appropriate. If the suspension is upheld, the board's written suspension decision shall specifically detail:

- a. That the student committed the gross disobedience or misconduct as charged;
- b. For suspensions of three or fewer days: That the student's continued presence at school would pose a threat to school safety, or a disruption to other students' learning opportunities;
- c. For a suspension of four or more days:
 1. That the student's continued presence at school would pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school; and
 2. That other appropriate and available interventions were attempted or whether it was determined that there were no other appropriate and available interventions;
- d. The rationale as to the specific duration of the suspension; and
- e. Describe the appropriate and available support services provided to the student during the period of suspension or whether it was determined that there were no appropriate and available support services.

Expulsion Procedures

The superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his/her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the

decision to recommend expulsion.

- d. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
 - e. Ask that the student or parent(s)/guardian(s) or attorney inform the superintendent or board attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
 2. The hearing shall be conducted by the Board of Education or a hearing officer appointed by it. If a hearing officer is appointed, he/she shall provide the board with the evidence that was presented at the hearing and the board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the superintendent or designee shall invite a representative from the Department of Human Services to consult with the board.
 3. During the expulsion hearing, the board or hearing officer shall hear evidence concerning whether the student is guilty of gross disobedience or misconduct as charged. The student and his/her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After the presentation of the evidence or receipt of the hearing officer's report, the board will decide the issue of guilt and take such action as it finds appropriate.
 4. If the board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document that school officials determined that all appropriate and available behavioral and disciplinary interventions have been exhausted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document that the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
 5. Upon expulsion, the district may refer the student to appropriate and available support services.

Emergency School Closings

The superintendent may close school, delay the opening of school, or dismiss school early when an adjustment in the schedule is required to help protect the health and safety of students and staff members. In cases where inclement weather or an emergency situation disrupts the school day, a message will be disseminated via phone and email using the district's emergency notification system. A similar message will be posted on the district's family of websites. In addition, information about delayed openings, early dismissals or school closings can be accessed by visiting the Emergency Closing Center website (www.emergencyclosingcenter.com) or tuning in to local radio and TV stations such as WGN-AM (720), WBBM-AM (780), WBBM-TV (Channel 2), WMAQ-TV (Channel 5), WLS-TV (Channel 7), WGN-TV (Channel 9) and WFLD TV (Channel 32).

Equal Educational Opportunities

District 97 shall provide equal educational and extracurricular opportunities for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. The district will also not knowingly enter into agreements with any entity or individual that discriminates against students on the basis of sex or any other protected status. However, the district will remain neutral when granting access to school facilities under board policy 8:20 (Community Use of School Facilities).

Any student may file a discrimination grievance in accordance with board policy 2:260 (Uniform Grievance Procedure).

No student shall, based on sex, sexual orientation or gender identity, be denied equal access to programs, activities, services or benefits, be limited in the exercise of any right, privilege or advantage, or be denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint in accordance with board policy 2:260 (Uniform Grievance Procedure). A student may appeal the board's resolution of a complaint to the appropriate Intermediate Service Center and, thereafter, to the state superintendent of education.

The district has appointed a non-discrimination coordinator to help ensure that the district's commitment to providing equal educational opportunities is carried out with equity and fidelity. Below is the contact information for this coordinator.

Laurie Campbell

Assistant Supt. of Human Resources

(708) 524-3000

lcampbell@op97.org

In addition, an Americans with Disabilities Act (ADA) coordinator has been designated to oversee District 97's compliance with the non-discrimination requirements featured in Section 35.107 of the Department of Justice regulations. Information about the provisions of the ADA and Section 504 of the Rehabilitation Act of 1973 can be obtained by contacting the district's ADA coordinator using the information below.

Mike Padavic
Senior Director of Special Services
(708) 524-3000
mpadavic@op97.org

Fee Payments

Parents/guardians can pay student fees online via the district's web store, which can be accessed by visiting <http://oakpark.revtrak.net/tek9.asp>. Full payment of fees for the 2016-17 school year is due by September 30, 2016.

Parents/guardians can use the online portal for MealTime to view their child's lunch transactions, history of meal purchases and account balances, to receive automated low balance notifications and to deposit money into their child's lunch account. The online portal for MealTime can be accessed by visiting <https://www.mymealtime.com/signin.aspx>.

Grading and Promotion

Per the board policy regarding grading and promotion, the superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Each teacher shall maintain an evaluation record for every student in his/her classroom. A district administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Health Requirements

Below is board policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), which features information about the health requirements for students attending school in Illinois.

Required Health Examinations and Immunizations

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grade six beginning with the 2015-2016 school year.

As required by State law:

1. Health examinations must be performed by a physician licensed by the State of Illinois to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians with information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the 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. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he/she has proof that an appointment for the required vaccinations is scheduled with a party authorized to complete and submit proof of those vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the superintendent or designee. When a Certificate of Religious Exemption form is presented, the superintendent or designee shall immediately inform the parents/guardians of the exclusion procedures pursuant to board policy 7:280 (Communicable and Chronic Infectious Disease), as well as the state rules regarding an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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. Board of Education policy 6:140 (Education of Homeless Children) governs the enrollment of homeless children.

Inspection of Instructional Materials

Parents/guardians have the right to inspect any instructional material that is used as part of the educational curriculum for their child. Parents/guardians will have access to the instructional material within a reasonable period of time after a request for review/inspection has been received and processed by the building principal. The term "instructional material" means instructional content, regardless of its format, that is provided to a student. It includes printed materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

International Baccalaureate Program

During the summer of 2015, Brooks and Julian middle schools were authorized as International Baccalaureate (IB) World Schools. In their new role as IB World Schools, both Brooks and Julian will be tasked with the responsibility of implementing the Middle Years Programme (MYP), which is "a challenging framework that encourages students to make practical connections between their studies and the real world."

The MYP aims to develop active learners who can empathize with others and pursue lives of purpose and meaning. It empowers students to inquire into a wide range of issues and ideas of significance locally, nationally and globally, which helps them develop into creative, critical and reflective thinkers. It also provides children with access to a positive school culture and fosters a commitment to act as responsible citizens.

You can access additional information about IB and the MYP by visiting <http://www.ibo.org/en/programmes/middle-years-programme/>.

Listserv

The district uses a listserv to disseminate news, announcements and event information to parents/guardians, faculty and staff, and community members. You can subscribe to the district's listserv by visiting www.op97.org/communications.

Lunch/Supervision Program

Each school has a supervised lunch program. There is a pro rata fee for the program based on the projected expenditures for supervision. Fee assessments are based on student access to the service and the alternatives that are available. Students enrolled for a portion of the year will be charged 1/10th for each month of enrollment. Parents/guardians who find this fee structure to be a financial burden may contact their child's school to determine if they qualify for a waiver and/or free or reduced lunches.

Lunches can be purchased through the schools at a reasonable cost. Interested families should contact their child's school to learn more about this option. Some schools have milk and juice available for purchase. All items are sold on a prepaid basis.

Medication Administration

If your child has medication that he/she must take on a regular basis, you are asked to please give it to him/her at home either before or after school whenever possible. When medication needs to be given during the school day, it must be supplied in the original pharmacy-labeled container. We must have written permission from parents/guardians and doctor's orders for all medication. Contact the school nurse from your child's school for additional information and/or to discuss the procedures for administering medication.

Parent/Guardian Participation

We recognize that the success of our schools is dependent upon establishing and maintaining strong partnerships with parents/guardians and community members. Active PTOs in every school go beyond raising much-needed funds for school programs. They provide parent education workshops, art and cultural programs, and expertise on a multitude of committees that help children excel both in and out of the classroom. Parent/guardian and community volunteers work closely and collaboratively with teachers and administrators to tackle the tough issues facing school districts today. Contact your child's school for information about

how you can get involved.

Registration and Verification

District 97 has partnered with InfoSnap on the implementation of a customized online process for completing new student registration. In addition to streamlining this important process, we are using the system to update information for our returning students and secure parent/guardian permission on several items (permission to publish student names, images and work, permission to print contact information in school directories, etc.). Please contact the district's registrar at (708) 524-3000 or d97registrar@op97.org if you have questions or need more information about the district's registration process.

Reporting Student Learning

Student learning and accomplishments are reported regularly and in a variety of ways. The report card, which is issued each trimester, is the most traditional way to report student progress. You are strongly encouraged to schedule an individual conference with your child's teacher to discuss this report card in detail. You may also receive information about your child's progress through standardized test reports, assessments, progress reports, phone calls, personal letters, and/or portfolios or exhibits of student work. In addition, the state report cards for each school and the district as a whole are posted on the district's website, and can be accessed by visiting www.op97.org/teach-learn/Report-Cards.cfm.

We value the home partnership and encourage you to contact your child's teacher at any time to discuss specific areas of your child's achievement.

Safety

District 97 has identified safety as a priority and established procedures to ensure that we provide a safe, secure environment in each of our buildings. These procedures include, but are not limited to, requiring sign in at the school office upon entering the building and requesting appropriate identification when picking up a child during the school day. Please contact your child's school for additional information about its safety procedures.

Building principals update their school safety plans as needed with the assistance of their school resource officer. They also review these plans with their staff on an annual basis.

The district has a safety team that is comprised of school and district-level staff. This team meets with representatives from the police department and fire department on a quarterly basis to discuss a variety of safety-related topics.

Scheduling School/Classroom Visits

The Board of Education values the partnership of our stakeholders and welcomes their interest in our academic process. To facilitate that partnership, every effort will be made to accommodate requests from stakeholders to visit our facilities. To ensure appropriate access and minimize disruption to the learning environment, the Board of Education developed

protocols for visits to District 97 schools and classrooms.

School and classroom visits must be unobtrusive to the educational process and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building principal, his/her designee or the teacher at least one day in advance. If the teacher or designee receives the request, he/she must communicate it to the building principal as soon as possible. In general, visits should not exceed 40 minutes or the duration of one class period unless permission to extend a visit has been granted by the principal or designee.

Parents/guardians of current students visit the schools for various reasons, including:

- Participating in school/classroom activities.
- Volunteering in their child's school.
- Observing their child in one or more of his/her classrooms.
- Observing an educational placement or program that has or may be proposed for their child.

Arrangements for school/classroom visits must be made at least one day in advance. If a special circumstance arises that prevents parents/guardians from giving a day's notice, they must contact the principal, his/her designee or teacher as soon as possible to make arrangements. As stated above, if the teacher or designee receives the request, he/she must communicate it to the building principal as soon as possible.

In addition to parents/guardians, there are a number of other individuals who visit our schools on a regular basis. These individuals include, but are not limited to:

- Parents/guardians of prospective students.
- Community volunteers.
- Qualified professionals.
- Members of the media.
- Student visitors.
- Invited guests participating in a specific school/classroom activity.

With the exception of members of the media, arrangements for visits by these individuals should be made with the principal or designee as far in advance as possible, but no later than one day in advance. Parents/guardians of prospective students will be accompanied at all times by the principal or designee during their visit.

Members of the media will make arrangements for visits through the district's senior director for policy, planning and communication or designee as far in advance as possible. These individuals will be accompanied at all times by the senior director for policy, planning and communication or designee during their visit.

Student Behavior

District 97 administration and staff believe it is critical for students to have a clear understanding of what constitutes appropriate behavior and learn to assume responsibility for their actions. Expectations for student behavior are clearly defined in the district's Effective Student Behavior Handbook. We urge you to become familiar with and discuss these expectations with your child. This year, teachers in kindergarten through eighth grade will implement Second Step, which is a Tier I, universal, classroom-based curriculum that will be used to help students develop foundational, social-emotional and self-regulation skills.

Through its policies, the board has identified the behaviors that are considered acts of gross disobedience or misconduct and could result in disciplinary action. Examples of prohibited student conduct are listed in the Effective Student Behavior Handbook and in Board Policy 7:190, *Student Behavior*. Board policy also includes information that students and parents/guardians can use to report incidents of bullying, harassment, etc.

If a student is the target of bullying, harassment or some other act of misconduct, he/she is encouraged to report it immediately to a trusted adult (teacher, assistant principal, principal, parent/guardian, etc.). If the student's parents/guardians are the first ones to learn about the incident, they are encouraged to contact school or district officials as soon as possible. In these cases, we recommend that parents/guardians follow the process outlined in the section above titled Communication Partnership—i.e., contact your child's teacher first, then the assistant principal or the principal if you need further assistance and the superintendent's office if you have exhausted all options at the building level.

One of our primary goals is to provide our students with access to a safe, trusting environment in which they can learn, grow and achieve. That is why we take acts of misconduct seriously, and will review/investigate any incidents that occur at the school or district level. It is also why we will adhere to the strict enforcement of the policies and guidelines that govern student behavior and student safety.

Student Dress Guidelines

In accordance with board policy 7:160 (Student Appearance), a District 97 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. The following guidelines regarding student dress are in effect district wide:

- Clothing that promotes drugs, alcohol, tobacco or gangs may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.
- Clothing that features vulgar, obscene, lewd, violent or offensive language or images may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.
- Clothing must cover the majority of a student's shoulders down to his/her mid thigh.

Undergarments/Underwear must be covered at all times.

- Headwear (hats, hoods, etc.) may not be worn in school at any time except in cases where an exemption (religious, medical, etc.) is granted by the building principal or designee.
- Sunglasses may not be worn in the building at any time.
- For safety reasons, students may not wear flip-flops or backless shoes to school.

Student Information

The Board of Education is responsible for maintaining records for all students attending District 97 schools. Only records that are mandated by the state or federal government, are necessary and relevant to the function of the school district, and/or are specifically permitted by this board will be compiled by district employees. Student records shall be available only to students and their parents/guardians, designated school officials, personnel who have a current educational interest in the students, or to other individuals or organizations as permitted by law.

When appropriate, the district will make available, upon request, “directory information,” which may include, but is not limited to, the student’s name, parent/guardian names, parent/guardian email addresses, mailing address, grade level, telephone number, participation in officially recognized activities and sports, dates of attendance, date of graduation, awards received, and/or honor rolls and scholarships. District 97 will not permit the collection, disclosure or use of personal information collected from students for the purpose of selling that information.

Parent/Guardians may use InfoSnap or contact their child’s school to request that this information not be disclosed. However, if they do not notify the school/district of this preference, the school/district will operate under the assumption that their child’s information can be released upon request.

As required by law, District 97 maintains a student’s permanent records for no less than 60 years after the student has transferred, graduated or otherwise withdrawn from one of its schools. Examples of permanent records include, but are not limited to, personal identifying information, academic transcripts, and attendance and health records.

A student’s temporary records are sent to the high school when he/she graduates from District 97. In the event that a student transfers to another school prior to graduation, copies of the records are sent to the new school when a request for those records is submitted in writing by the parents/guardians or new school. District 97 maintains those files not less than five years. Examples of temporary records include, but are not limited to, test scores, psychological test results and disciplinary information.

Parents/guardians have the right to:

- Inspect and review their child’s educational records.

- Request that a record be amended if it is inaccurate, misleading or otherwise violates their child's privacy rights.
- Consent to the disclosure of personally identifiable information contained in their child's educational records, except for disclosures that are automatically allowed under the law.
- File a complaint of district noncompliance with the Illinois State Board of Education.
- Obtain a copy of the district's policy and administrative guidelines on student records.

Surveys

The Board of Education respects the privacy rights of parents/guardians and their children. No student shall be required, without prior written consent of his/her parents/guardians, to participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or the student's parents/guardians.
- Mental or psychological problems of the student or the student's parents/guardians.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers.
- Religious practices, affiliations or beliefs of the student or the student's parents/guardians.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parents/guardians will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents/Guardians also may refuse to allow their child to participate in a survey or evaluation as described above. The school and/or district shall not penalize any student whose parents/guardians exercise this option.

Teacher Communication Resources

Teachers share information with families in a variety of ways. In addition to some of the more traditional methods (email, phone calls, in-person meetings/conferences, etc.), they are utilizing individual web pages and blogs to keep parents/guardians updated on what is happening in their classrooms. You can access these pages and blogs via the school websites

by clicking on the directory link in the main navigation and then clicking on either the view website link for any of the teachers listed on the page or the teacher pages link in the navigation on the left. On the main district site, you can access these pages by scrolling over the link titled contact in the main navigation and selecting teacher pages from the drop-down menu. From here, you can view the pages for every school, or search for specific ones by teacher name or department.

During the 2014-15 school year, our middle school teachers started using a learning management system called Canvas to communicate with students and their families. Through this system, teachers have the ability to share resources and assignments. It also offers multiple ways for students to complete and submit work, and provides a safe place for them to collaborate. Please contact your child's teacher for additional information regarding Canvas.

Transportation

The district shall provide free transportation for any student in the district who resides a distance of one and one-half miles from his/her assigned school.

Students eligible for transportation will receive bus passes at their school. Space available passes may be issued after October 1. Applications for space available passes must be made in writing to the business office. Buses follow specific routes with predetermined stops. Riding school buses is a privilege that may be suspended for misconduct. Bus drivers have the authority and responsibility to monitor student conduct and report infractions. If your child has been granted a permissive transfer within the district, you are responsible for his/her transportation.

Visitors to and Conduct on School Property

Below is board policy 8:30 (Visitors to and Conduct on School Property), which features information about what is required and/or expected when people are on school property or attending a school event.

The following definitions apply to this policy:

School property - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or district employee.

All visitors to school property are required to report to the school office and receive permission to remain on school property. All visitors to school property are required to report to the building principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians and friends are invited on to school property, visitors are not required to

sign in, but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the superintendent or designee.

The district expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Convicted Child Sex Offender

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 has notified the building principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. Has permission to be present from the board, superintendent, or superintendent's designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent or a designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the building principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The building principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school property, including school events or meetings, for a period of time to be determined by the superintendent or his/her designee.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the board. The superintendent may refuse the person admission pending such hearing. The superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the board hearing date. The hearing notice must contain:

1. The date, time, and place of the board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and

4. Instructions on how to waive a hearing.

Wellness

District 97 is committed to creating a healthy school environment that enhances the development of lifelong wellness practices and promoting healthy eating and physical activities that support student achievement. Below is a set of guidelines that were created with the assistance of the district's Wellness Council.

- To maximize classroom time and promote proper nutrition and eating habits, staff is encouraged to integrate nutrition education in other school subjects and activities when appropriate. Nutrition education may include activities such as contests, tastings, cooking demonstrations, and planting and harvesting school gardens. These activities may include participation from community organizations and agencies as long as those activities are conducted in accordance with board policy.

Staff is also encouraged to promote nutrition education beyond the classroom, including the benefits of a balanced diet and appropriate exercise.

- Food shall not be used as a reward or incentive in conjunction with any instructional or classroom activity. This applies to activities in which a reward or incentive is earned for successful completion of a task (e.g., a contest or competition, performance on an assignment, etc.).
- Any food that is sold on school property during the school day must meet the state and federal guidelines for nutrition, and be done in conjunction with the law, board policy and the district's Food Allergy Management Program. While the district encourages the use of the same practices during school-related events or activities that take place after school hours and/or off school property (e.g., a fundraiser organized by a PTO at a local restaurant), it does not have the authority to stop or prevent such events or activities from taking place.
- Bringing outside food (i.e., food not provided through the district's lunch program) on school property during regular school hours for an event or activity will only be allowed if approved by the building principal or designee in accordance with the district's Food Allergy Management Program. This is to ensure that the plan adheres with school rules and board policy, and protects the health and safety of students and staff, especially those individuals who have food allergies.
- All students in kindergarten through eighth grade will engage in physical activities on a daily basis. Teachers are encouraged to promote brief, organized periods of physical activity (e.g., standing and stretching) during extended periods of class work, assuming such activity does not interfere with instruction in the classroom or disturb the learning of other students in the building.

When appropriate, the district shall engage families as partners in providing physical activity beyond the school day, with a goal of performing at least 60 minutes of physical activity per day in school or at home.

In addition to physical education, the school is encouraged to provide age-appropriate physical activities (e.g., recess during the school day, intramurals, clubs before and after school, and interscholastic sports) that are inclusive and meet the needs of all students. Using physical activity as a reward, such as a teacher or principal walking or playing with students at recess, is also encouraged. Celebrations may include dancing, a scavenger hunt, cooperative activities, etc. that provide students with the opportunity to move, socialize with peers and engage in physical activity for the fun of it.

The use of physical activity can also provide an opportunity to reflect on choices students have made and the positive changes they can make in the future. These activities can teach a life skill that will serve children throughout their lives.

Examples of the inappropriate use of physical activity include:

- Forcing students to run laps or perform push ups because of behavioral infractions.
- Making students run for losing a game or for poor performance.
- As it relates to school meals, the board believes that menu offerings should optimize nutritional value, include fresh and seasonal foods whenever possible, and meet or exceed the state and federal guidelines on nutrition.

The district will continue to seek out opportunities to include food that is locally grown in the meals it offers through its lunch program.

The district may solicit feedback from students and parents/guardians regarding its lunch program, with the goal of assessing the quality of the program and making possible enhancements to it through the selection of new food options.

District 200, which manages the District 97's lunch program, shall work with District 97's food service personnel and business office to ensure that food suppliers provide nutritious meals that feature age- appropriate portions.

Students shall be provided with adequate time during the lunch period to consume meals and participate in recess.

Students and staff shall be encouraged to drink water throughout the day. Students may also be allowed to consume a healthy snack, as needed and appropriate, as long as that snack complies with the district's Food Allergy Management Program.

Students may be taught and shall be encouraged to use proper hand washing techniques to promote health and wellness, and avoid the spreading of germs and bacteria.

- Physical and health education teachers are encouraged to offer staff health education workshops that help establish them as healthy role models and provide them with the information and training they can use to promote consistent health messages.
- When appropriate and undertaken in conjunction with board policy, the district and its schools will support, promote and/or host wellness education events and activities for students, staff, parents/guardians and the community-at-large.
- A Wellness Council shall be developed at the district level featuring members that may include, but not be limited to:
 - Parents/guardians
 - School food service personnel
 - School nurses
 - Physical education and/or health education teachers
 - School administrators
 - School board members
 - Members of the general public

School Calendar

August 24, 2016: Institute Day (No School)

August 25, 2016: Institute Day (No School)

August 26, 2016: Institute Day (No School)

August 29, 2016: First Day of School

September 5, 2016: Labor Day (No School)

October 10, 2016: Columbus Day (No School)

October 20 and 21, 2016: 1st Trimester Conferences Half Day (AM Only)

November 8, 2016: Institute Day (No School)

November 23 to 25, 2016: Thanksgiving Break (No School)

December 26, 2016 to January 6, 2017: Winter Break (No School)

January 16, 2017: Martin L. King Day (No School)

January 27, 2017: Institute Day (No School)

February 16 and 17, 2017: 2nd Trimester Conferences Half Day (AM Only)

February 20, 2017: Presidents Day (No School)

March 27, 2017 to March 31, 2017: Spring Break (No School)

April 4, 2017: Institute Day (No School)

April 14, 2017: School Not In Attendance

May 29, 2017: Memorial Day (No School)

June 7, 2017: Last Day of School (*If no snow/emergency days are used.*)

Mission

The mission of Oak Park Elementary School District 97 is to guarantee that each student achieves optimal intellectual growth while developing socially, emotionally, and physically through a system distinguished by:

- Exemplary instruction focused on each student.
- Commitment to the needs of a diverse population.
- Meaningful partnerships with families and the community.
- Celebrations of the power of art, music and language.
- Confident students challenged to be educational risk-takers.

District 97 Vision

Create a positive learning environment for all District 97 students that is equitable, inclusive and focused on the whole child.

District 97 Respect Code

As students and staff of Oak Park Elementary School District 97, we acknowledge the dignity and value of one another. We strive to create a welcoming atmosphere through our conduct and courtesy to others.

- We have the responsibility to promote acceptance of self and others.
- We have the responsibility to be considerate and sensitive to the needs and feelings of others.
- We have the right to be physically safe.
- We have the right to be emotionally safe.
- We have the right and responsibility to communicate our needs and feelings.
- We have the responsibility to do no harm to others or to their belongings.
- We have the responsibility to value the school property and help maintain a clean and safe environment.