

Steger School District 194



Student/Parent Handbook 2022-2023

This handbook can be found online at www.sd194.org.
Access PowerSchool Parent Portal at <http://grades.sd194.org/public/>

**To ensure all students, staff, and stakeholders learn and grow
together as a community.**

District 194 Mission

Updated 7/8/2022

Schools

Columbia Central School

Principal: Dr. Steve Carnes
Associate Principal: Thomas Aguirre
Dean of Students: Adam Schoff
94 West Richton Road
Steger, IL 60475
708-753-4700

Steger Intermediate Center

Principal: Janet Inglese
Associate Principal: Jeff Nelson
3411 Hopkins Avenue
Steger, IL 60475
708-753-4200

Steger Primary Center

Principal: Alma Solis
3341 Miller Avenue
South Chicago Heights, IL 60411
708-753-4100

Administration Center

3753 Park Avenue, Steger, IL 60475
708-753-4300

Superintendent:

Dr. David T. Frusher, Ext. 4307

Assistant Superintendent of Finance and Operations:

Eric Diehl, Ext. 4308

Director of Teaching and Learning:

Jan Lenci Ext. 4309

Director of Special Education:

Lindsey Coffey, Ext 4310

Board of Education

President:	Michele Helsel	708-754-6951
Vice-President:	Susan Edwards	708-935-4073
Secretary:	Karen Turner	708-754-5078
Members:	Jill Martin	Raymond 708-754-4041
	Michael Sarek	708-724-9496
	Beth Butkus	708-207-2335
	Nick Hutchison	708-265-8757

Preface

All of the policies and procedures included in this handbook have been made to promote a safe learning environment for all Steger School District 194 elementary students. Any questions or concerns relating to the contents of this handbook should be addressed to the building principal. The school board recognizes the need for administrators to implement additional procedures and rules as needed.

Introductory Statement

This handbook cannot anticipate every circumstance or question about policy. As times change or as situations arise that are not specifically addressed or contemplated in the handbook, there may be a need to revise, supplement, or rescind policies described in the handbook. Steger School District 194 therefore reserves the right to revise, supplement, or rescind policies or portions of the handbook, as it deems appropriate, in its sole and absolute discretion. We will, of course, make every effort to notify you of such changes as they occur.

The handbook is not a contract. Rather, it is intended to describe Steger School District 194's present policies and procedures, and general guidelines. Federal, State or local laws or regulations shall supersede these stated policies, until corrections can be published, in the following instances:

- If any of the policies are or become in conflict with federal, state or local laws or regulations.
- If any omissions or inclusion cause conflict with federal, state or local laws or regulations.
- If typographical or printer error should cause conflict with any federal, state or local laws or regulations.

Some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since the handbook only briefly summarizes Steger School District 194's policies, procedures and benefits.

Should there be any questions as to the interpretation of the policies or benefits listed in this handbook, the final explanation and resolution will be at the sole and absolute discretion of Steger School District 194, subject to federal, state, and local laws.

Keys to Success

- Do not be afraid of the staff, everyone is here to help the students of Steger School District 194.
- Read the Student Handbook with your parents located on our website.
- Follow the school dress code – dress appropriately at all times.
- Wash your gym clothes regularly. (Columbia Central)
- All buildings are air-conditioned, so dress accordingly.
- Memorize your ID number and always wear your ID and Lanyard. (Columbia Central)
- The first day can be the toughest – it will get easier from then on.
- Show your school spirit! Get involved in activities, clubs and sports.
- Do not swear – teachers and administrators are everywhere and expect you to be responsible students.
- Be Respectful of others, Accountable for your choices and Peaceful every day.
- Have fun! Make every year at Steger School District 194 the best it can be!

What Every Student & Parent Should Know About Steger School District 194

These are the topics that Steger School District families refer to most frequently.

Attendance

- Buildings are open at 7:30 A.M. and breakfast is served in the cafeteria.
- Classrooms open at 7:50 A.M. (Steger Primary Center & Steger Intermediate Center)
- Classrooms open at 7:40 A.M. (Columbia Central School)
- School starts at:
 - Steger Primary Center 8:00 A.M.
 - Steger Intermediate Center 8:00 A.M.
 - Columbia Central School 7:50 A.M.
- Arriving after the start time is tardy.

Buildings - Hours

- Main Office 7:15 A.M. – 3:15 P.M.

Communication Chain

A parent/guardian having a problem or concern at the school level should first contact the student's teacher. Usually the problem/concern is solved at this level. If not, the Principal/Assistant Principal should be contacted. If not solved at that level, the Superintendent would be the next person contacted.

- Teacher ⇒ Associate Principal/Principal ⇒ Superintendent ⇒ Board of Education

Illness – When to keep your child home

- Until child is fever free for 24 hours
- Until child is vomit free for 24 hours
- If child has a rash
- If child has wet/hacking cough

School Closing

- See our website - www.sd194.org
- Follow us on Facebook Steger School District 194

Transportation

- For concerns about transportation, call 708-753-4303.

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Absence Information

A written excuse, signed by a parent or legal guardian, is necessary when a child returns to school after each unexcused absence.

- In the event of an absence of three or more days due to illness, a physician's note verifying illness may be required.
- In the event of absence due to a contagious disease, a physician's permission to return to school is required.
- Truancy/Chronic Absenteeism
 - If a student has five or more absences without valid cause in the past 180 attendance days, the school will work with the family of the student to provide support to help improve school attendance.
 - Supportive services and/or interventions may be provided as deemed appropriate by the District in an effort to improve attendance.
 - Students who are absent without valid cause for 9 or more of the past 180 attendance days shall be considered a chronic or habitual truant and may be subject to additional legal procedures and/or penalties.

Academic Dishonesty

Cheating involves copying another student's work, copying from cheat sheets, or doing work for another student. Plagiarism involves copying information from another source such as internet websites without noting the source. Cheating or plagiarism may result in corrective action including being required to redo the work, losing credit, serving a detention, or receiving a failing grade for the class.

Academic Excellence

All students are expected to work to the best of their ability, turn in all homework assignments, participate in classroom lessons, and complete all classroom activities. At Steger School District 194, failure is not an option.

Activities After School

Various programs of after school activities are available to students who wish to participate or try out.

Participation in after school activities is a privilege and not a right. Steger School District 194 reserves the right to revoke or suspend that privilege whenever it deems it appropriate and in the best interests of Steger School District 194. At a minimum, students seeking to participate in after school activities must comply with all school rules and regulations at all relevant times. At Columbia Central an activity bus is provided for those wishing to use its services. In regard to before and after school activities, supervision is provided for only the participants. Siblings and friends of participants may not remain in the building or on school property. Activities offered may change due to student interest and staff availability.

- **Activities**
 - Art Club 4th-8th grade
 - Band 5-8th grade
 - Chess Club 5-8th grade
 - Choir 5-8th grade
 - Jazz Band 5-8th grade
 - Math Team 5-8th grade
 - Musicals K-8th grade
 - National Junior Honor Society 5-8th grade
 - Newspaper 5-8th grade
 - Physical Literacy Club 1st grade
 - Scholastic Bowl 5-8th grade
 - Show Choir 5-8th grade
 - Speech and Drama 5-8th grade
 - Spirit Club 5-8th grade
 - Student Council 5-8th grade
 - Tech Club 1st grade, 4th grade, 5-8th grade
 - Yearbook 5-8th grade

- **Attendance at Activities**
 - Attendance as a spectator at all activities events that occur outside the normal school day is a privilege and extended only to eligible students, their parents, and their families.
 - All student spectators under the age of 18 must be accompanied by their parent/guardian for weekend and evening events, and sports.
 - Columbia students are required to show the school ID to attend home activities/sporting events.
 - Students issued an In School Suspension on the day of an activity event may not attend the event.
- **Picking Up Students After Activities**
 - If your student is participating in school activity after school hours, he/she must be picked up on time or risk losing the privilege of participating in future activities.
 - The school will attempt to reach the parents if the student has not been picked up on time.
 - If the student is not picked up after 30 minutes after dismissal, the student's emergency contacts may be called and, if necessary, the police may be called to pick up the student and the parents/guardians may need to pick up the student at the police station.

Alcohol – Use/Possession

As stated in Board Policy, the use or possession of intoxicants in or on school property, or in any vehicle while it is being used to transport students to school events, is prohibited. Violators of the above shall be removed from school property and shall be subject to disciplinary actions in accordance with the provision of school regulations.

Athletics

Participation in the Steger School District 194 athletic program is a privilege. Coaches and Athletes are expected to exemplify good sportsmanship at all school events, both home and away from school. Academics are a priority, and participation in extracurricular programs will be dependent on a student's academic progress as well as their attitude and behavior. In regard to before and after school athletics, supervision is provided for only the participants. Siblings and friends of participants may not remain in the building or on school property. Parents will receive a copy of the Board Policy on Student Athlete Concussions and Head Injuries as well as copies of IHSA Protocol for concussions, IHSA Return to Play (RTP) Policy, and Concussion Information Sheet with required Parent/Guardian Signature. Athletics offered may change due to student interest and staff availability.

- **Athletic Opportunities**

○ Baseball	6th-8th grade	Summer & Fall
○ Basketball Boys	4th grade, 6th-8th grade	Winter
○ Basketball Girls	4th grade, 6th-8th grade	Winter
○ Bowling	6th-8th grade	Spring
○ Cheerleading	6th-8th grade	Winter
○ Cross Country	6th-8th grade	Fall
○ Intramural Sports	5th-8th grade	All year
○ Soccer Boys	4th grade, 6th-8th grade	Spring
○ Soccer Girls	4th grade, 6th-8th grade	Spring
○ Softball	6th-8th grade	Summer & Fall
○ Softball/Kickball	4th grade (Co-ed)	During the school year
○ Track & Field	6th-8th grade	Spring
○ Volleyball Boys	4th grade, 6th-8th grade	Winter
○ Volleyball Girls	4th grade, 6th-8th grade	Winter
- **Demands for being an Athlete**
 - The personal demands of belonging to an athletic team are great; not only for the athletes, but also the coaches and parents. Before trying out for an athletic team, the child and the parent must consider if these demands can be met. The following are some points to be mindful of when joining one of our sports teams.
 - **Student-Athlete**
 - I understand that I am expected to be at all practices and games.
 - I understand that playing time is not guaranteed or equal.
 - I understand that playing time is earned based on performance in school, attitude, practice and games.
 - I understand that student-athletes are expected to start and finish the season.

- I understand the player is expected to talk to the coach first if he/she has some concern.
- I understand that our main objective is to win while we learn good sportsmanship, mannerisms and citizenship.
- I understand that student-athletes are expected to conduct themselves in a positive way as an individual and as a member of a "Columbia Central" team.
- I understand that players are allowed to play for other teams, (AAU, rec. ball, etc.), but the school team must be the top priority when there is a scheduling conflict.
- **Parents/Guardians**
 - Parents are requested to pick up their athlete within 15 minutes after a game/practice.
 - Parents are not to enter the locker room without permission from the coach/principal.
 - Parents/Guardians are not allowed to attend practices without permission of the coach.
 - Parents are not to approach a coach after a game. Call the next day to voice concerns.
 - Parents should refrain from coaching their child while the game is being played.
 - Parents should promote good sportsmanship when attending athletic events.
 - Parents are a key to the success of the student-athlete. Your time and effort promoting the success of your child and our athletic program is greatly appreciated.
- **Attendance at Athletic Events**
 - Attendance as a spectator at all activities events that occur outside the normal school day is a privilege and extended only to eligible students, their parents, and their families.
 - All student spectators under the age of 18 must be accompanied by their parent/guardian for weekend and evening events, and sports.
 - Columbia students are required to show the school ID to attend home activities/sporting events.
 - Students issued an In School Suspension on the day of an activity event may not attend the event.

Attendance

All students are expected to attend school in accordance with the compulsory requirement of the School Code of Illinois and attend school at the times designated by the Board of Education. Since there is a strong relationship between attendance and school success, Steger School District 194 strongly encourages regular attendance. Your student's attendance, as noted on the Report Card, is determined by the following standards. These are aligned to state guidelines regarding instructional participation and enable us to be consistent with other Illinois school districts.

- **Grades Kindergarten through 4th grade**
 - School Doors Open 7:30 A.M.
 - Classrooms Open 7:50 A.M.
 - School Starts 8:00 A.M.
 - Arrival 8:01 A.M. – 9:33 A.M. = tardy
 - Arrival after 9:33 A.M. = half-day absent
 - Arrival after 12:18 P.M. = full-day absent
 - Departure before 10:13 A.M. = full-day absent
 - Departure between 10:13 A.M. and 12:58 P.M. = half-day absent
 - Departure after 12:58 P.M. = early sign out
 - Time is determined by the clock in the school office. Recognition for perfect attendance is awarded only to those students who are present in the class from 8:00 A.M. through 2:30 P.M. every day of the grading period.

- **Grades 5th through 8th grade Columbia Central**
 - School Doors Open 7:30 A.M.
 - Classrooms Open 7:40 A.M.
 - School Starts 7:50 A.M.
 - Arrival 7:50 A.M. – 8:33 A.M. = tardy
 - Arrival after 8:33 A.M. = half day absent
 - Arrival after 11:05 A.M. = full day absent
 - Departure before 10:45 A.M. = full day absent
 - Departure between 10:45 A.M. and 1:58 P.M. = half day absent
 - Departure after 1:58 P.M. but before 2:30 P.M. = early sign out
 - Time is determined by the clock in the school office.
- **Perfect Attendance**
 - Recognition for perfect attendance is awarded only to those students who are present in class from 7:50 A.M. through 2:30 P.M. every day of the grading period.
 - Students receive perfect attendance awards each grading period for attending every school day.
 - Students must be in attendance for the complete school day to receive a perfect attendance award.
 - A student must be enrolled on the first day of school to qualify for perfect attendance for the year.
 - Out-of-school suspension counts as an absence.
 - For attendance purposes, if a student misses school because of a religious holiday (example: Yom Kippur), the student will be considered absent for attendance purposes, but such an absence will not disqualify him/her for a Perfect Attendance Award if there are no other absences or tardiness for other reasons. Written verification may be requested.
- **Excused Absences –**
 - The parent/guardian must call before 9:00 A.M. to report an absence for the day.
 - A written explanation or phone call from a parent or guardian is necessary when a student is absent from school.
 - In the event of absence of 3 or more days due to illness, a physician's note verifying illness may be required by the school administrator.
 - In the event of absence due to a contagious disease, a physician's permission to return to school is required.
 - Excused absences may be granted by the Principal for verified illnesses, religious instruction, etc.
 - Any period of absence longer than 60 minutes but less than a half-day must be entered on school records as a half-day absence.
 - When a student is absent, the student may not participate or attend any extra-curricular activities on the day of absence.
- **Procedures for Leaving School During Class Hours**
 - Once a student arrives at school, he/she may not leave unless these procedures are followed.
 - In the event of a serious injury or illness, the school may call 911 for emergency services and will try to contact a parent.
 - When a student leaves school for other reasons, for example, a doctor's appointment or dentist's appointment, the parent must come to the school office and sign out the student.
 - No student will be allowed to go home with any adult other than a parent/guardian or person designated by the parent.
 - Parents must provide valid identification.
 - In the event of an emergency, please call the school office. The office will then inform the teacher(s) involved and the student will be dismissed when the parent/guardian arrives.
- **Leaving School without Permission**
 - Students who leave school without permission will receive consequences.
 - Detention and/or In-school suspension.
 - Police contact.
 - Parents will be contacted.

Bicycle Regulations

- All traffic regulations that apply to automobiles must be observed.
- This includes keeping to the right hand lane in the flow of traffic and observing all traffic signals and signs.
- Only one student may ride on a bicycle at a time.
- Students should ride single file only.
- Walk the bicycle on school property.
- Parents must provide a lock for the bicycle.
- For safety, it is recommended that helmets be worn.

Birthdays

- Birthdays may be recognized by mentioning them in the morning announcements. (SPC & SIC)
- Birthday treats are only allowed at Steger Primary Center and Steger Intermediate Center.
- Birthday treats are NOT allowed at Columbia Central School.
- Edible birthday treats are HIGHLY DISCOURAGED due to the number and severity of allergies in the classroom.
 - Please check with the child's teacher before bringing anything edible to class.
 - Non-edible treats, such as pencils, stickers, erasers, etc. are preferred.
 - This notification is to ensure that food allergies and dietary considerations are addressed.
 - Be sure food items are student-portioned, purchased and not homemade, and that there are enough for all students.
 - Items should be left in the school office.
 - Neither balloons nor gifts are permitted.
 - At no time will invitations for private parties be passed out at school.
 - Two weeks prior to the event, our Steger District 194 Food Service Department may be able to provide options for birthdays, please contact Rachael Diehl, 708-753-4715.

Bomb Threats

Threats made to a school involving bombs carry serious consequences including expulsion from school. In accordance with Board Policy 7:120, any decision concerning the dismissal of school students and subsequent action is at the discretion of the Superintendent of Schools.

Bullying – In Accordance with Board Policy

(Full Board Policy at www.sd194.org)

Bullying is when a person intentionally inflicts pain, injury or discomfort upon another person through physical contact, through words, or in other intimidating ways. Bullying can be verbal, physical or visual. Key components of bullying are purposeful negative intent and/or negative actions. No student shall bully 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 (for complete board policy see section 7:180). Steger School District 194 will not tolerate bullying, harassing or intimidating conduct. The Board of Education realizes that bullying has a negative effect on a wholesome teaching environment and unreasonably interferes with a student's educational performance. A student that is bullying another student will be subject to disciplinary action.

Bus Evacuation Drills

Emergency bus evacuation drills are conducted annually.

Bus Service

- **Bus Service Eligibility**

- Students living one and one-half miles or more from their assigned school are provided transportation to and from school per the Illinois State Board of Education.
- Students who live on the opposite side of the railroad tracks from the school they attend will be eligible to ride the bus.
- Students assigned to ride the bus may ride only on the route to which they are assigned.
- Students who are not eligible to ride the bus will not be permitted to ride the bus home with regular bus riders.
- Seats will not be sold to any student who is not eligible to ride the bus.
- Any temporarily disabled student will be transported at no charge provided a physician certifies that the student is physically unable to walk to and from school. Such transportation will be terminated when the temporary physical disability is remedied.
- Buses are equipped with video and audio recording cameras

- **Bus Rules, Expectations, and Regulations**

- Good behavior on the bus is expected at all times due to the safety issues involving transporting students.
- Bus rules are to be followed by all student riders.
- Students must be on time to their bus stop.
- Drivers cannot wait for tardy students.
- All students are to go directly to their seat upon boarding the bus, sit down, face forward and stay quietly seated until reaching their destination.
- Students should not sit on top of their legs, feet, or personal belongings.
- School rules of conduct must still be followed on the bus.
- All electronic devices are prohibited from being used on the school bus.
- The aisles must be kept free of all items at all times.
- All emergency exits are to be used only in the event of an actual emergency or in a safety drill.
- When crossing the road to board the bus, students must walk out 10 feet from the front of the bus and wait for the driver's signal to cross.
- Students should stand 5 feet back and not approach the bus until it has come to a complete stop and the door has opened.
- Students who take medication daily at school must not bring it to school on the bus. Parents must take medication to the school and give it directly to the building secretary or nurse.
- Parents having transportation concerns should contact Kim Tufts at the Administration Center 708-753-4303.

- **Bus Misconduct**

- If a student misbehaves on the bus, the following consequences will be given. The building Administrator has discretion as to suspension, including number of days, or permanent removal from the bus.
 - 1st Offense – Written/verbal bus report to parent, warning issued
 - 2nd Offense – Written bus report, 1-2 day bus suspension
 - 3rd Offense – Written bus report, 3-5 day bus suspension, possible removal from bus
 - Serious offenses, even on the first offense, could result in suspension from the bus.

Charges for Lost and Damaged Materials

Students/parents/guardians are responsible for paying for all lost or damaged materials.

Cheating/Plagiarism

Cheating involves copying another student's work, copying from cheat sheets, purposefully allowing your work to be copied, or doing work for another student. Plagiarism involves copying information from another source without noting the source.

Classroom Parties (SPC & SIC)

There are only three school parties each year: Halloween, December Holidays, and Valentine's Day. Each party costs \$3 per person. A total of \$9.00 is payable to the teacher at the beginning of the school year. To ensure the health and safety of all students, all food items and treats are to be store purchased and not homemade. Please contact your child's teacher for any allergy information. Parties are conducted by the room parents. Additional parties may be held at the teacher's discretion.

Communication Chain

A parent/guardian having a problem or concern at the school level should first contact the student's teacher. Usually the problem/concern is solved at this level. If not, the Principal/Assistant Principal should be contacted. If not solved at that level, the Superintendent would be the next person contacted.

- Teacher ⇒ Associate Principal/Principal ⇒ Superintendent ⇒ Board of Education

Crossing Guards

Crossing guards are in place to ensure the safety of our students.

- Their directions should be followed.
- All crossing guards are employed by the local police department.
- All students must cross where there is a crossing guard.
- All students should use sidewalks whenever possible.

Curriculum

Any member of the public may inspect all text and instructional material used in the public schools. (105 ILCS 5/28-19.1)

Custody Agreements

In order to protect students, parents, and the School District and to avoid any misunderstandings and embarrassments among any of the above-mentioned groups, it is imperative that the school be kept informed on any change in child custody agreements. A certified court order, signed and dated by court authority, must be provided to the school to be kept on file in all matters regarding custody of an enrolled student.

Dental Screenings

The State of Illinois has passed a law requiring dental exams for every student in kindergarten, 2nd and 6th grade. The dental exam must be completed by May 15th of the stated school year. The form required for the report of these examinations can be acquired in the school office or at www.sd194.org.

Discipline

Steger School District 194 has established the following behavioral guidelines. Illinois School Code gives school district officials the legal authority to discipline students. Administrators have the authority and responsibility to make determinations, decisions, and disciplinary actions not necessarily covered in this handbook. The carrying out of discipline is the joint responsibility of the Board of Education, its staff, the students, and their parents or guardians. These procedures and guidelines are based upon several core beliefs that support the partnership established between school and home.

We believe the purpose of discipline should be to provide an atmosphere of positive expectations in which all students feel safe and are able to learn. In disciplinary situations, flexibility and individualization are important. Rules should be simple, reasonable, and well defined in order for effective discipline to exist.

Steger School District 194 reserves the right to deviate from the disciplinary consequences summarized in the handbook whenever Steger School District 194 determines at its sole discretion that the conduct and

circumstances warrant a different, and perhaps, more severe disciplinary consequence than specifically stated in the handbook.

We believe that all students have a capacity for good. We also believe students should be understood and nurtured; therefore, positive behavior intervention should be used as part of the discipline procedures. Consequences should be progressive, fair, consistent, and clearly communicated. Finally, we believe contact with a parent is essential when a consequence is to be issued to a student. Each situation will be handled on a case-by-case basis.

School rules are expected to be followed in school, on school grounds, during school hours, on the way to and from school, at extracurricular activities and /or on field trips. Failure to follow school rules and behavior that constitutes gross disobedience and misconduct will result in a consequence.

Discipline Procedures

- **Referral**

- A student may be referred to the office when, in the opinion of the teacher, the severity of the offense, the persistence of the behavior, or the disruptive effect make the continued presence of the student in the classroom detrimental to the education process.
- A student referred to the office may expect to receive consequences appropriate to the offense.
- Repeated Offenses
 - Repeated offenses are defined as any student habitually breaking school/classroom rules.
 - The Principal has discretion as to the number of repeated offenses that result in suspension or a recommendation for expulsion.

- **Minor Referral**

- Students may be issued a minor referral as a result of behaviors that interrupt the learning process in a classroom.
- The issuance of a minor referral will detail the behavior(s) and possible consequences issued by the classroom teacher or building Administrator.
- Students issued a minor referral will not be referred to our In-School Suspension room (ISS).

- **Major Referral**

- Students may be issued a major referral as a result of behaviors that are of a severe nature.
- Possible consequences for a major referral may include: remediation, In-School Suspension (ISS), Out-of-School Suspension (OSS), placement in an alternative educational setting, and expulsion.
- Students issued a major referral are referred to our In-School Suspension room (ISS) pending building administrative review.

- **Such measures may include, but are not limited to:**

- **Alternative Placement**
 - Students may be placed in an alternate setting that may better meet the behavioral needs of the student.
- **Assignment of Community Service**
 - Having students participate in local service helps students to contribute positively to the community.
- **Behavior Contract**
 - Students who have demonstrated continued difficulty with behavior may be required to use a behavior contract. The contract may consist of behavior goals, rewards and consequences.
- **Bus Suspension**
 - Suspended from bus transportation for an extended period of time decided by an Administrator.
- **Classroom Consequences**
 - These include any consequences that the teacher issues to the student in the context of the classroom. Possible consequences include but are not limited to: warning, time out, loss of privileges, loss of recess, and restitution.
- **Confiscation of illegal or inappropriate item**

- Illegal or inappropriate items may be confiscated and turned over to the teacher, office, or police depending on the severity of the item.
- **Corporal Punishment**
 - Corporal punishment is not permitted in Steger School District 194.
- **Detention**
 - Detentions can be issued for misconduct by a teacher or principal. Parents will be notified of detentions requiring the student to stay at school beyond regular school hours. Detentions should be served on the correct day, or more severe consequences may apply. Students serving detentions will also complete reflections with the supervisor.
 - When a student is assigned a detention they must serve it on the assigned day.
 - If a student is absent from an assigned detention without prior arrangements with the person who assigned the detention the number of detention days may be increased or the student may be assigned a half-day of ISS or a Saturday detention.
- **Placement in Check-In Check-Out (CICO)**
 - Is an opportunity for a student and a mentor to work together to improve behavior.
- **Request for Parent Meeting**
 - Teachers and building Administrators can request a meeting with the parent/guardian.
- **Expulsion**
 - Students may be expelled by the School Board for violation of rules, severe misconduct, and/or repeated offenses
 - See Out-of-School Suspension or Expulsion..
- **In-School Suspension**
 - Students may be assigned an in-school suspension for violating school rules and/or repeated offenses. Students assigned more than a half-day will not be allowed to participate in or attend extra-curricular activities on the day of serving the in-school suspension. All classroom assignments will be brought to the student for the in-school suspension.
- **Loss of Privileges**
 - Students may be required to give up certain privileges due to misconduct. Privileges may include class parties, movies, field trips, etc.
- **Out-of-School Suspension or Expulsion**
 - Students may be suspended for violation of rules, severe misconduct, and/or repeated offenses. Suspensions may range from 0.5 – 10 days per incident. Please refer to the homework policy for out-of-school suspension discussed on Page 8.
 - Students may be suspended for violation of rules, severe misconduct, and/or repeated offenses. Suspensions may range from 0.5 – 10 days per incident. Please refer to the homework policy for out-of-school suspension discussed on Page 8.
 - Each situation will be handled on a case-by-case basis.
 - The Superintendent in Steger School District 194 is authorized to suspend or extend suspension of a student up to a maximum of ten school days for any one incident.
 - For each incident, the School Administrators in Steger School District 194 are authorized to suspend a student from school for a period of no more than ten days except when the Administrator is recommending an expulsion of such a student.
 - In those cases in which expulsion is being recommended, the Administrator is authorized to suspend a student for a period not to exceed ten school days.
 - Hearing officers to review suspensions by School Administrators shall be designated by the Board of Education.
 - When a suspension is recommended, except in emergencies, the conduct of the student in question should be reviewed with his/her parents prior to the suspension.
 - In emergencies, it may be necessary to suspend a student before the conference with the parents may be held, in such cases, a temporary or intermediate suspension may be given.
 - Each suspension shall be reported immediately to the Steger School District 194 Superintendent and to the parent/guardian of the student with a full statement of the reasons for suspension, which will include the number of days of suspension, as well as the date when the student may return to school.

- In the event that a temporary or intermediate suspension is given, the number of days included in such a suspension shall be counted in the limits indicated.
- The ratification of suspension shall be made in a manner approved by the Superintendent.
- Upon request for a suspension review by the parents, the District shall notify the parent(s) of the student suspended by mail as to the time, date, and place that the review of the suspension shall take place.
- Following the review of the suspension, the hearing officer shall report on the case in a written summary to the Superintendent and shall notify the parents or guardian as to his recommendation in the matter.
- The Superintendent shall provide a file copy of the report to the Board and to the parent.
- The parents may elect to waive their appearance and review of suspension, if they agree with the findings of the Administrator and the discipline action, by executing a written waiver of review prior to the date set for review or hearing.
- The Superintendent may recommend to the Board of Education that the student be expelled permanently under the appropriate provision of the School Code of Illinois.
- When an expulsion is recommended the parent/guardian of the student will be provided a full statement of the reasons for the expulsion recommendation.
- The District shall notify the parents/guardian of the student by mail as to the time, date, and place that the expulsion hearing shall take place.
- Due process for students who qualify for special education services differ somewhat from the process applied to general education students.
- These disciplinary due process procedures are listed in the Rights of Students with Disabilities that are provided to parents and students at all case conferences.
- Parents may request a copy of these rights at any time in the School Office or District Administrative Center.
- **Police Contact**
 - Local authorities may be called in the case of severe misconduct.
- **Reprimand/Warning**
 - A teacher or principal may reprimand a student. It is important that the student understands what he/she did wrong and what he/she should have done differently.
- **Steger Behavior Ordinance**
 - Handled by Steger Police Department

Discrimination

- **Statement of Non-discrimination**
 - Steger School District 194 does not discriminate on the basis of race, color, national origin, gender, age, disability or other legally protected category in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Lindsey Coffey, Director of Special Education, Steger School District 194, 3753 Park Avenue, Steger, IL 60475, 708-753-4300. For further information on notice of non-discrimination, call 800-421-3481.
- **Student Sex Equity, Sex Discrimination and Sexual Harassment/Intimidation Summary Policy Statement**
 - Steger School District 194 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any Steger School District 194 employee, by other students, or by the effect of any school policy or practice.
 - The Board of Education's detailed policy and administrative regulation regarding sex equity, sex discrimination, sexual harassment, and sexual intimidation are maintained in the Board Policy Manual. Copies of the policy and administrative regulation in full are available at the Administration Office and all schools.

Dismissal – Parent Rules for Picking up Students After School

The school day ends at 2:30 P.M. (or within 15 minutes from scheduled dismissal times on early release days). If a student is not picked up by 2:45 P.M., the school will attempt to call the parent/guardian to come to pick up the

student. If the student is not picked up by 3:00 P.M., the police may be called to pick up the student and the parents may need to pick the student up at the police station. Please follow all traffic laws and 5 mph speed limits when driving in the school parking lot. While on Columbia property, parents shall not drive through marked parking spaces.

Dismissal - Severe Weather

In the case of severe weather at the time of dismissal, dismissal will be delayed until it is safe to leave the school.

Disrespect to Staff

Any inappropriate written or verbal communication including refusal to cooperate, talking back, profanity or any offensive language or gestures will be considered disrespect to any staff member and may result in detention, suspension, or a recommendation for expulsion. In addition, any physical aggression towards any staff members may result in suspension or a recommendation for expulsion, and a police report may be filed.

Disruption

A class/hallway disruption is any action by a student that interferes with the instructional/learning process. In addition, if the action by a student disrupts the instructional/learning process and involves some type of item i.e. fidgets, etc., the student may be required to turn the item over to school personnel and the student/parent may pick up the item from the main office at the end of the school day. Consequences for class disruption will be determined by the classroom teacher. In addition to parent conference, repeated offenses may result in loss of privileges, removal from class, detention, suspension, or referral for support services. Severe class/hallway disruptions may result in disciplinary consequences.

Dress Code

Attitude and behavior are very much influenced by dress. Steger School District 194 students are expected to be well groomed and to wear clothing appropriate for the purpose of school. Any clothing, accessories, or hairstyles that are deemed inappropriate and that disrupt the educational process are not allowed. A school lanyard and ID must be worn and visible at all times at Columbia Central School.

- All shirts/tops must be below belt line length (when sitting and standing). All shirts must have sleeves.
- Shorts and skirts must be fingertip length or longer.
- Leggings are considered the same as tights, not as pants/slacks. If worn, another garment must be worn with them that is fingertip length or longer (skirts, shorts, long top).
- Hats, bandanas, or head coverings of any kind are not allowed. The only exceptions are valid religious or medical reasons.
- Attire, pins, or jewelry that advertises or displays cigarettes, drugs or alcohol, gangs, nudity, profanity or display suggestive messages or pictures are prohibited.
- Excessive perfume is not permitted due to allergy concerns.
- Undergarments should not be visible at any time.
- No earrings, piercings or other body jewelry is allowed to be worn if they create a safety hazard or a disruption.
- Facial piercings are not allowed.
- Baggy pants that create a safety hazard may not be worn.
- No pajamas, slippers and clothing deemed as sleepwear may be worn.
- In the interest of safety and good health, appropriate footwear must be worn at all times.
- Lighted shoes must remain off.
- Shoes that have roller or wheels are not allowed. Students must remove the wheels if they want to wear the shoes to school.
- Sunglasses or non-prescription eyeglasses may not be worn in school.
- Jackets, coats, gloves, and other forms of outer wearing apparel are not to be worn in school.
- Chain belts, and studded belts are not allowed.
- Chains are not allowed to be worn from belt loops or pockets including chained wallets.
- Pants are to be worn at waist level. A belt may be required to hold pants at waist level at all times.
- Backpacks, book bags, tote bags, purses, and/or any other style bag that is large enough to carry a student's books, folders, and binder are to be kept in their locker.
- Tattoos on students must be covered.
- Make-up is not appropriate for elementary-age children in grades K-4.

- Principals may use their discretion to make an exception for some of these rules for special occasions. For example: hat day, pajama day, etc.
 - **Consequences for violation of the dress code**
 - If a dress code violation occurs, the school will attempt to call a parent/guardian for a change of clothing.
 - If a parent cannot be contacted, the office may provide other clothing and/or confiscate, cover, or remove the item in question.
 - Students who repeatedly fail to follow the school dress code will receive additional disciplinary consequences.

Drug-Use/Possession

Steger School District 194 policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs on property of Steger School District 194 or as legally obtained and /or is not being taken according to prescribed dosages. A violation of any aspect of this policy may result in disciplinary action, up to and including expulsion and referral for prosecution. Alternatively, a student who violates this policy may be required to participate in and complete a drug and alcohol abuse assistance or rehabilitation program to the satisfaction of the Board of Education.

Electronic Devices - Possession/Use of Cell Phones, Electronic Items, Etc.

Electronic Devices (Cell phones, AirPods, Apple/watch, Headphones or any other personal electronic device) are allowed but they must be off and stored in your locker.

- They cannot be used while you are in the building. Unless required by the teacher in the classroom.
- These devices may not be used or activated during school hours or on school buses without an administrator's authorization.
- Personal electronic devices or any other unnecessary devices deemed potentially disruptive shall not be allowed at school.
- Students bringing any electronic devices for a class project must make arrangements with the teacher or administrators for safekeeping.
- The school shall not accept responsibility for the storage of any electronic devices or other personal electronic devices of any kind.
- If you use electronic devices (Cell phone, AirPods, Apple/watch, Headphones) they will be confiscated and consequences will be applied.
 - Violations for using an electronic device
 - First Violation
 - The electronic device will be confiscated and sent to the main office. The student will be able to pick up the electronic device in the main office at the conclusion of the school day.
 - Second Violation
 - The electronic device will be confiscated and the parent/guardian will have to pick up the electronic device in the main office during regular school hours.
 - The student will not be allowed to have the electronic device at Steger School District 194 school buildings for a time determined by the administrators.

English Language Learners

- **Notice of Enrollment**
 - No later than 30 days after the beginning of the school year or 14 days after the enrollment of any student in a transitional bilingual education program in the middle of a school year, Steger School District 194 will notify by mail or by personal contact (e.g., conference) that the student has been enrolled in the TBE or ELL program.
 - The notice will be provided in English and in the home language of the student.
- **Withdrawal by Parent**

- Any parent or legal guardian whose student has been enrolled in the TBE or ELL program has the absolute right to withdraw the student from the program immediately by submitting a written note to the school.
- **Notice of Program Transition**
 - No later than 30 days after the beginning of the school year or 14 days after the transition of any student from the TBE or ELL program in the middle of the school year, Steger School District 194 will notify by mail or by personal contact (e.g., conference) that the student has been transitioned from TBE or ELL program. The notice will be provided in English and in the home language of the student.

Emergency Closing of School

Steger School District 194 is using the services provided by the Emergency Communications Network as another method to contact families regarding critical information. The system allows Steger School District 194 to contact families via the telephone with a prerecorded message. The calls will be displayed on your caller ID as Steger Public School.. If you have a missed call from this number, please check your voicemail for important information.

TV and radio stations that may be listened to for school closings are: WBBM-780, News Radio 670, WGN 720, and Television Channels 2, 5, 7, and 9. If it is necessary that school be closed for more than one day, the announcement will be repeated each day. In other words, if there is no announcement, school will be open. You may also check the school district website at www.sd194.org.

Emergency Contact Information

Emergency information is on file in the school office for each student enrolled. In the event of a sudden illness or accident, the school will contact the parent or the alternate person designated. IT IS IMPERATIVE THAT THE SCHOOL BE KEPT INFORMED OF ANY CHANGES IN TELEPHONE NUMBER(S), CHANGE OF EMPLOYMENT, ETC. This information is considered confidential and will not be shared with another individual.

Every Student Succeeds Act (ESSA)

In accordance with ESSA Section 111(h)(6) parents have the right and may request information regarding the professional qualifications of their student's classroom teacher including:

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

Parents may request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section ESSA 111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable and information on each assessment required by the State to comply with section 1111, other assessments required by the State, and where such information is available and feasible to report, assessments required districtwide by the local educational agency. (ESSA SEC 1112(e)(2)(A) and (B))

False Fire Alarms

In accordance with Board Policy, parents and students of Steger School District 194 are informed of the Board's decision concerning the actions of persons knowingly activating a fire alarm system on school property when there is not a fire in the school building.

The purpose of the fire alarm system installed in school buildings is to immediately inform all occupants and the proper authorities that school property is on fire and requires immediate attention. An individual, therefore, should activate the alarm system only to indicate the existence of a fire.

False and unwarranted activations of the fire system cause substantial and unjustified disruption of the school system and can be illegal. Accordingly, such behavior constitutes gross misconduct and may subject a student to suspension or a recommendation for expulsion. The Board of Education will reveal any information it has regarding such unwarranted activations to the proper law enforcement officials and prosecute such persons to the full extent of the law, both civil and criminal.

Family Educational Rights and Privacy Act (FERPA)

Parents are provided certain protections with regard to their student's education records.

See <http://www.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf> for an explanation of this federal law.

Field Trips

Students may attend field trips only if a permission slip has been signed for approval by the parent or legal guardian by the due date.

- If tickets are required to be pre-purchased, money cannot be refunded if the student cannot attend the trip.
- Students may be prevented from attending field trips for disciplinary reasons.
- Chaperones selected for field trips must be pre-approved by the school district and adhere to the adult/parent code of conduct.
- Additional rules or procedures for chaperones may be given by the grade center or individual classroom teacher.
- While on a field trip, all school rules and policies apply.

Fighting

Steger School District 194 supports hands-off, no contact policy. Fighting and fighting back are not allowed in school and will result in the possibility of all parties being suspended. Consequences will be determined on a case-by-case basis. This rule applies in school, on school grounds, during school hours, on the way to and from school, at extracurricular activities and/or on field trips. This also covers: play fighting.

Fire, Disaster, and Crisis Drills

Each school in Steger School District 194 holds several fire, disaster, and emergency drills throughout the year. Steger School District 194 has formed an Emergency Response/Crisis Management Team with representatives from each building

Food Service

Steger School District 194 serves nutritious breakfast and lunch meals daily at all three schools. Elementary students can order lunch daily in their classroom. Free or reduced lunch is available to families who qualify. Family income must fall within a range determined by the federal government to qualify. Applications are available at registration, the school office, and the food service department. For further information, contact the Food Service Department at 708-753-8408.

- **Cafeteria Expectations**
 - Steger School District 194 will strive to provide a safe, secure, and enjoyable experience for all students during their time in the school cafeteria for Breakfast and Lunch.
 - Walk quietly to the cafeteria and stay to the right side of the hallway.
 - Enter the cafeteria quietly and go directly to your assigned table. Seating assignments are at the discretion of the administration.
 - Appropriate cafeteria behavior will be required.
 - Remember to have your school ID in order to purchase your lunch at Columbia Central.
 - Do not get up from your table unless granted permission by an adult supervisor.
 - Get everything you need (napkins, sauces, dessert) before returning to your lunch table.
 - When seated, face forward and converse with those at your table quietly, no yelling or speaking too loudly.
 - All food should be eaten or disposed of in the cafeteria.

- If a student brings his/her lunch, or food/beverages to go with the school lunch: lunch food should stay in their locker until their designated “locker break” prior to their lunch period.
- Any food or drink items that are brought from home should be appropriate items to be consumed at school.
- Healthy foods or drinks in appropriate portions are encouraged.
- Energy drinks and carbonated beverages are not permitted.
- Due to allergies and other health concerns, students are not permitted to share food or drink items.
- When safety becomes an issue, silent lunch may be implemented.
- Continued misbehavior may result in the student being denied the lunch period privileges with their peers.
- Practice good manners while in the cafeteria. Be polite to one another as well as the servers.
- Do not touch any food that is not yours.
- Before leaving the cafeteria, throw away your food, pick up the area around, and under your table for the next group.
- Never throw food!! Get up and walk to the nearest garbage can to empty your tray.
- Only one person will return the trays from your table to the washing area.
- If you plan to leave the cafeteria during lunch, you must have a pass from an adult.
- If you need to use the restroom, ask a supervisor and have your school ID available.
- Once lunch is over, the lunch supervisor will excuse you.
- When leaving the cafeteria, go directly to your next class in the proper hallway.

Forgery/Misrepresentation

Forgery is falsely representing a signature. Misrepresentation includes falsely presenting oneself as another person. Consequences for forgery or misrepresentation may be detention or suspension.

Gang Policy

Steger School District 194, in order to provide a safe and healthy environment for its students and staff, will not permit gang activity in its schools. A gang is defined in this policy as any group of two or more persons whose intentions are:

- The threat or harm to another student or staff member.
- The intimidation of another student or staff member.
- The commission of an illegal act(s), possession, use – including the use of inhalants (otherwise legal aerosols, chemicals, etc. used for illegal or manufacturers unintended use), and any other potential mind-altering substances, or manufacture of drugs and/or
- The engaging in conduct that interferes with the Steger School District 194’s education process or programs.

Gangs, gang behavior and gang representation on school grounds and/or at school activities is forbidden. It is the District’s intention to forbid any gang/group that intends to intimidate, threaten or bring harm to any person on district property. To maintain and enforce an anti-gang climate in Columbia Central, the following rules will be followed.

- Solicitation of others for gang membership is forbidden.
- No one is to threaten or intimidate anyone or request money/service.
- No student will be allowed to represent his/her gang through speech; gestures; drawing gang symbols; clothing or dress; or use of any other methods of communication to advance their gang affiliation.

To further ensure a gang-free school environment, the following will be prohibited on school grounds and related school activities:

- Weapons: All weapons, should they be found, will be confiscated and all evidence will be turned over to the police.

- The use of gang insignia or gang symbols: Wearing, possessing, use of, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang is prohibited. Additionally, hats, and bandannas will not be allowed to be worn in school.
- Flashing gang signs.
- Drawing gang symbols.
- Undergarments should not be visible at any time.

The consequences for violation of these rules will conclude in a parent conference and may also result in:

- Confiscation of material, which may be turned over to police.
- Up to ten (10) days out-of-school suspension and a report to the police.
- Recommendation to the Board of Education for expulsion, if circumstances warrant.
- Any other action that the Principal and/or Superintendent feel is appropriate.

Grades - Report Cards & Progress Reports

- **Progress Reports**
 - Progress reports are given halfway through each grading period.
- **Report Cards**
 - Report cards are given at the end of each grading period.
 - Students will receive grading period notification of their academic status as it relates to promotion via report cards.
 - Assistance will be provided to all students who are identified as “at-risk” of not being promoted.
 - The student’s grade point average falls below 1.5, or
 - The student earns two or more failing grades per trimester.
 - At the end of the school year, school personnel will determine whether those students designated as academically “at risk”, have successfully completed the grade-level curriculum.
 - Those “at risk” students, who have not, will be retained at grade level and required to repeat that grade.
- **Parent requested conference**
 - Parents may ask for a conference with the teacher(s) at any time by calling the school office for an appointment, sending a note to the teacher(s), emailing the teacher, or checking the correct place on the report card envelope.
- **PowerSchool**
 - Grades 1-8 track grades through the on-line grade book PowerSchool.
 - PowerSchool is a web-based program making it accessible from any computer, tablet or smartphone (electric device) with an internet connection.
 - Parents/Guardians will receive a unique username and password. This will allow them to log into PowerSchool and view their child’s grades at their convenience.
 - Grade access may not be available at the beginning or the very end of the school year. It is suggested that parents/guardians consult PowerSchool for information, if possible, prior to contacting their student’s teachers for grade information.
 - Grades are updated regularly though not necessarily on a daily basis or on the day assignments are due.
- **Grading and Promotion to the Next Grade Level**
 - The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and 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 Assessment of Readiness (IAR) 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. (reference policy 6:280)
- **Grading Scale**
 - Steger School District uses the grading scales below.

- (Grade 1 uses the E/S/U or E/M/N scale for specials and non-core subjects; the A/B/C scale is used for core subjects)

Kindergarten	Grade 1	Grade 1	Grades 2-8
1 Mastered 2 Developing 3 Need Improvement 4 Unsatisfactory X Not Evaluated	E Exceeds M Meets N Need Improvement * Modified curriculum X Not Assessed	A 100-90 B 89-80 C 79-70 D 69-60 F 59 and below	A+ 100-99 A 98-93 A- 92-90 B+ 88-89 B 87-83 B- 82-80 C+ 79-78 C 77-73 C- 72-70 D+ 69-68 D 67-63 D 62-60 F 59-0

Graduation Ceremony

The eighth grade commencement ceremony is an earned honor based upon the successful completion of eighth grade.

- Students that do not successfully meet the criteria may not be allowed to participate in the commencement ceremony, which includes walking across the stage to receive his/her diploma.
- Participation in the graduation ceremony for eighth graders may be withheld if summer school is required for promotion.
- In lieu of retention, students who are not promoted may be required to attend summer school.
- Upon successful completion of summer school, the student will receive his/her diploma and be promoted to the next grade level.

Gum Chewing

Gum chewing is not allowed in school due to the possible damage to school property. If a student is chewing gum, they will be told to deposit the gum in the garbage. If a student is repeatedly chewing gum, consequences will be issued based upon the discretion of the building Administrator. Principals may make exceptions.

Hallway Pass

Students should remain in their assigned area and not leave to go to another area without permission or a hallway pass.

- Consequences for being in an area without permission may include a conference with a teacher or Principal, a detention or an in-school suspension.
- All students leaving a class are required to have a hallway pass.
- If applicable, a student must sign out on the provided teacher form when they leave a classroom.

Hallway/Passing-Period Information

- Be careful on the stairs – do not fall. (CC)
- Always keep to the right in the halls and on the stairs – just like if you were driving on a street. (CC)
- It will take a little time for you to get comfortable knowing where everything is – be patient.
- Listen to your teachers for directions.
- Keep your voices down in the hallways and at lunch.
- All of the doors in the hallway are open! Do not make traffic jams waiting for one door.
- Learn your schedule and know where your classes are. Go directly to them!
- Do not run in the hallways – you have plenty of time to get to your next class.

Hearing/Vision Screening Services

- Hearing – A hearing technician will annually administer hearing screenings to all students in preschool, kindergarten, 1st grade, 2nd grade, 3rd grade, students in special education, and new students to the district.
- Vision – A vision technician will annually administer vision screenings to all students in preschool, kindergarten, 1st grade, 2nd grade, 3rd grade, students in special education, and new students to the district.
- The Will County Health department will conduct annual screenings each year to comply with the Illinois state requirement date. An Illinois Eye Examination is required for all students entering an Illinois school for the first time.
- If you have any questions concerning any of the health-related requirements, please feel free to contact the District Nurse.

Homebound Services

Home and/or hospital programs will be offered, at the expense of Steger School District 194, to any student with a health or physical impairment, which, in the opinion of a licensed medical examiner, will cause an absence from school for more than two consecutive weeks.

- All program services will comply with the rules and regulations of the Illinois State Board of Education.
- Homebound services are considered individually for any student as provided by State and Federal regulations.
- A form will be provided for a licensed medical examiner to complete and return to Steger School District 194 for approval of services.

Homework

The purpose of homework is to reinforce classroom learning and/or extend the day's lesson.

- **Advantages of completing homework include, but are not limited to:**
 - Promotes a greater understanding of subject matter
 - Shows how much has been learned
 - Provides background information
 - Gives the students an opportunity to showcase their talents
 - Builds skills in time management and assumption of responsibility for their own learning
 - The amount of time spent doing homework should be 10 minutes times the grade level. However, the needs of each student should be taken into consideration.
- **Responsibilities for Homework**
 - **Student**
 - Students will complete and turn in all assigned homework on time and to the best of their ability.
 - Students will ask for clarification about homework when something is not understood.
 - Students in grades 2-8 are encouraged to write assignments in their daily planners.
 - **Parents**
 - Parents will provide a quiet, well-lit study area.
 - Parents should expect homework to be assigned regularly.
 - Parents will check each day that homework is done.
 - Parents will check the Parent Portal in PowerSchool or call the school if homework is not coming home over a period of time.
 - Parents will check the student planner daily
 - **Teachers**
 - Teachers will assign purposeful homework.
 - Teachers will explain homework rules.
 - Teachers will inform students/parents about missing assignments.
- **Consequences for Late Homework**
 - Teachers may assign consequences for late homework. Consequences may include grade reduction, loss of privileges, parent contact, student conference, and detention.
- **Homework when Absent**
 - If a student is absent MORE THAN ONE DAY, homework may be requested by calling the school office by 9 A.M.

- In order for teachers to put the assignments together, pick-up of assignments may be between 2:30 and 3:00 P.M.
- Failure to pick up requested homework, including completion of and turning in homework, may result in future denials of such requests.
- Upon your student's return to school, he/she is responsible for requesting missed assignments.
- Students who are absent due to illness or other excused absences will have the same number of days to make up their work as the number of days absent.
- Homework requested in advance for any other reason will be due on the day the student returns to school.
- Homework should be turned in on time.
- Teachers have discretion regarding consequences for students completing and/or turning in homework
- **Homework during a Suspension**
 - Any student suspended from school must make up homework assignments missed because of the suspension upon request.
 - The intention of this policy is that all students of Steger School District 194 not fall behind in their studies because of their suspension.
 - In case of a suspension lasting more than three days, parents should call the office for availability of all homework.
 - Unless prior arrangements have been made, homework is due on the day that student returns from suspension.

Honor Roll

At Steger School District 194 students are recognized for their achievements in multiple ways. Students achieving these honors may have their names put in the school newsletter and in local publications and on social media. This section does not pertain to Kindergarten students. Honor Roll and Principal's Honor Roll are calculated at the end of each grading period.

- **Steger Primary Center and Steger Intermediate Center**
 - Straight A Honor roll
 - All A's or 90% or above on their report card.
 - A/B Honor Roll
 - A's or B's or an 80% or better on their report card.
- **Columbia Central School**
 - Principal's Honor Roll
 - 3.5 + G.P.A. no D's or F's
 - Honor Roll:
 - 3.0 – 3.499 G.P.A. no D's or F's

ID and Lanyard

ID and Lanyards are required to be worn at all times at Columbia Central School.

- Every student is required to wear their photo ID, on and around their neck, with the lanyard colored to match their grade level.
- Students are not to deface their ID's by drawing on them or putting stickers on the ID. If a student defaces their ID, they will be required to purchase a new one.
- In the case that a student forgets his/her ID, they will have two options to either call home or receive a temporary ID. If the student calls home the ID must be delivered by 9:00 A.M., or the student will be required to get a temporary ID. A temporary ID may only be used for one day.
- If a student knows that they have lost their ID completely they will have to purchase a new ID and/or lanyard.
- The ID cost is \$3.00 and the lanyard is \$2.00, while the set is \$5.00.
- Student ID's are used in the media center cafeteria and as a student bus pass.
- The ability to identify Columbia Central students is essential to maintaining a safe school environment.

- If you are asked to hand over your ID, be polite and give it to the staff member requesting the ID.

Locker Information - Columbia Central

- Memorize your combination and locker location.
- Use your locker during designated times.
- Know what books you need when you are allowed to go to your locker.
- Do not share your locker or your combination with anyone.
- Always lock your lockers. If you do not, things may be stolen.
- There will be a charge to your student account to replace lost or stolen locks.
- This applies to PE lockers also.
- Do not sit on the floor by your locker.
- Write your combinations in your planner and then keep your planner with you at all times.
- Also, you may forget your combination over a long holiday break, so have it written down.
- Ask your teacher for help with your locker and combination if you need it.

Lost and Found

- All items, which are found, should be turned in to the office.
- In the case of money, it should be turned in to the office where the amount and date will be put on the envelope containing the money.
- Reasonable effort will be made to locate the rightful owner of items found.
- Students should not take things from the Lost and Found that do not rightfully belong to them.
- All unclaimed items may be discarded or donated to a local agency.

Medical Related Information

- **Administering Medicine to Students**
 - The following is the present Board of Education policy regarding the giving of prescribed medication and supersedes all other policies:
 - Only medications prescribed by a licensed physician will be given in the schools by school district personnel.
 - If a student is capable of administering his/her own inhaler, he/she may carry it with them provided written consent from the parent is on file and the student has in his possession a prescription for his/her inhaler. If a current Medication Authorization Form is on file in the nurse's office, it is not necessary for the student to carry the prescription for the inhaler.
 - A Medication Authorization Form must be signed by the parent or legal guardian and the physician before any prescription or over the counter medication will be dispensed. The school district or personnel dispensing the medication will not be liable for any medication side effects.
 - Medication must be brought to the school office by the parent or legal guardian of the student, together with the signed Medication Authorization Form.
 - All medication must be brought to school in the original package or an appropriately labeled container.
 - The District will not deny a student access to any school or school related activities on the basis that a student has diabetes, and will not restrict the assignment of a student with diabetes to a particular school on the basis that the school does not have a full time nurse. The District will comply with the requirements of the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973 and the Care of Students with Diabetes Act.
 - If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse.
- **Parents/guardians Responsibilities**
 - Complete Action Plans
 - Complete Medication Authorization Form
 - Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
 - Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of healthcare providers.
 - Sign the Diabetes Care Plan

- The District encourages parents/guardians to grant consent for and authorize designated School District representatives to communicate directly with the healthcare provider whose instructions are included in the Diabetes Care Plan to facilitate planning and efficient communication. For further information, please contact the Building Principal.
- **Allergies or Asthma**
 - Parents and guardians must notify the school of all potentially life-threatening allergies.
 - An Allergy Action Plan must be completed by the parent or legal guardian and the child's healthcare provider and shared with the school nurse.
 - Parents must provide the school with emergency medications, including an Epi-Pen and/or Benadryl as prescribed by a healthcare provider.
 - If your child has asthma, an Asthma Action Plan must be completed by the parent or legal guardian and the child's healthcare provider and shared with the school nurse.
 - See the "Administration of Medication" policy.
- **Prescription Medications**
 - Prescription medications shall display:
 - Student's Name
 - Prescription Number*
 - Medication Name/Dosage
 - Administration Route
 - Date and Refill
 - Licensed Prescriber's Name
 - Pharmacy Name, Address & Phone Number*
- **Over-the-Counter Medications (OTC)**
 - OTC (non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed, and the student's name affixed to the container.
 - Medication will be kept under lock and key in the school office and given to the student by the nurse or Principal designee.
 - A Medication Record, which includes the student's name, date, name of the medication, and the time it is to be given will be on file.
 - After the medication is dispensed to the student by one of the above-mentioned persons, this will be so indicated on the Medication Record along with the date and the dispenser's initials entered alongside to prevent duplication of dosage.
 - The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication that was prescribed for their student.
 - If the parent/guardian does not pick up the medication by the end of the school year, it will be properly disposed of. No medications will be kept over the summer.
 - *If a physician dispensed their own medication, the prescription number, pharmacy name, address and phone number are not required.
- **Health Care Needs**
 - Steger School District is committed to ensuring that students who have special health care needs due to chronic and acute health conditions receive the support and services necessary to remain safe and, to the extent possible, maintain their baseline health status during school. "Students with special health care needs" refers to those students who have a medically diagnosed chronic health condition such as asthma, diabetes, life-threatening food allergy, cardiac abnormality, juvenile arthritis, celiac disease, migraine headache, seizures, or a significant acute illness or injury requiring treatment and a period of recovery, such as concussion, mononucleosis, Lyme disease, or fractured arm or leg. For students with such conditions, the school team collaborates with the family and student's health care provider to identify school-based needs and develop an appropriate plan of care to meet those needs.
 - Parents and guardians must notify the school of all potentially life-threatening allergies. An Allergy Action Plan must be completed by the parent or legal guardian and the child's healthcare provider and shared with the school nurse. Parents must provide the school with emergency medications, including an Epi-Pen and/or Benadryl as prescribed by a healthcare provider. If your child has asthma, an Asthma Action Plan must be completed by the parent or legal guardian and the child's healthcare provider and shared with the school nurse. If your child has diabetes, a Diabetic Action Plan must be completed by the parent or legal guardian and the child's healthcare provider and shared with the school nurse. See the "Administration of Medication" policy.

- Students who require slings, braces, crutches, or a wheelchair due to an injury or surgery must have a doctor's note stating limitations and restrictions. The doctor's note must specifically include the use of crutches or a wheelchair during school. A doctor's note is required to resume full activity in physical education or school programs.
- A doctor's note is also required to resume full activity after injuries such as breaks, sprains, or concussions.
- If you have any questions concerning any of the health-related requirements, please feel free to contact the District Nurse.
- **Physical Examinations & Immunization**
 - The State of Illinois has passed laws requiring immunizations and physical examinations for every student entering Preschool, Kindergarten, 1st Grade (if the student did not attend kindergarten), 6th grade, and for all students new to the school district. The form required for the report of these examinations can be acquired online at www.sd194.org as well as the school office. State of Illinois law requires that each school student show evidence of immunity to several diseases. The following guidelines will be utilized in regard to immunizations:
- **Illinois State Requirements for Enrollment**
 - In accordance with the State of Illinois Law, if your child does not have an Illinois School Physical on file and up-to-date immunizations by October 15th of the current school year, your child will be excluded from school.
 - The only exception being, the Illinois certificate of religious exemption.
 - On the certificate of Child Health Examination, submit evidence of completed immunizations in the spaces provided, being sure to provide dates as to month, date, and year.
 - The completed immunization record will be reviewed by the school Nurse or Certified Nursing Assistant to determine if it is within acceptable limits as established by the State of Illinois.
 - The health history portion of the form must be completed and signed by a parent/guardian to be valid.
- **Preschool**
 - A new physical examination with a diabetes and lead screening, as well as below immunizations, are required by October 15th.
 - Immunizations:
 - DTP: 3 doses by 1 year of age. 1 additional dose by 2 years of age
 - POLIO: 2 doses by 1 year of age. 1 additional dose by 2 years of age. 3 doses for any child 24 months of age or appropriately spaced
 - MMR: 1 dose on or after 1 year of age
 - HEPATITIS B: 3 doses. The first 2 doses shall have been received no less than 4 weeks (28 days) apart and the third dose must have been administered on or after 6 months of age (168 days)
 - VARICELLA: 1 dose on or after 1 year of age
 - PNEUMOCOCCAL: 1 dose after 2 years of age
 - HIB: 1 dose at 15 months of age or older
- **First Entry in School (Kindergarten or 1st grade)**
 - A new physical examination with diabetes and lead screening, as well as below immunizations, are required by October 15th.
 - Immunizations:
 - DTP: 4 or more doses with the last dose being a booster and received on or after 4 years of age
 - POLIO: 4 dose series with the last dose administered on or after 4 years of age
 - MMR: 2 doses. The first dose must have been received on or after 1 year of age and the second dose no less than 4 weeks (28 days) later. Laboratory evidence proving immunity must be verified and signed by a physician
 - HEPATITIS B: 3 doses. The first 2 doses shall have been received no less than 4 weeks (28 days) apart and the third dose must have been administered on or after 6 months of age (168 days)
 - VARICELLA: 2 doses. The first dose must have been on or after 1 year of age and the second dose no less than 4 weeks (28 days) later
 - PNEUMOCOCCAL: 1 dose after 2 years of age

- HIB: 1 dose at 15 months of age or older

■ **1st Grade**

- No physical or Immunizations required, unless it is the first entry in school. Then, all above requirements need to be met. Any child 5 years of age or older shall not be required to provide proof of immunization with Hib vaccine and pneumococcal vaccine.

■ **2nd Grade**

- No new physical exam required; Immunizations same as Kindergarten. A dental exam is also required by May 15th

■ **3rd Grade**

- No new physical exam required; Immunizations same as Kindergarten

■ **4th Grade**

- No new physical exam required; Immunizations same as Kindergarten

■ **5th Grade**

- No new physical exam required; Immunizations same as Kindergarten

■ **6th Grade**

- A new physical examination, as well as additional immunizations below, are required by October 15. A dental exam is also required by May 15th
Immunizations:

- TDAP: 1 dose after 11 years of age
- MENINGOCOCCAL: 1 dose on or after 11 years of age

■ **7th Grade**

- No new physical exam required; Immunizations same as Kindergarten and 6th grade

■ **8th Grade**

- No new physical exam required; Immunizations same as Kindergarten and 6th grade

- All students entering Steger School District 194 from another state must have an Illinois physical, dental exam, and eye exam completed within 30 days of enrollment. If students entering Steger School District 194 are transferring from a previous IL school district, the most recent copy of the IL physical, dental, and eye exam will suffice. All forms mentioned above are available at the main office and on the district website under the parent portal. If at any time your student is non-compliant with state immunization requirements we will send notification, contact the parent/guardian, and if the student remains non-compliant exclusion will take place.

● **Illness – When to Keep Students Home**

- A student should not come to school when ill and unable to benefit from the day. It is also important to keep a student home to prevent further infection. Some guidelines to consider when deciding whether or not to keep your student home include:
- A student with a fever (100 degrees or above) should stay home for 24 hours after the fever has subsided.
- Typical symptoms of illness are sudden onset of rash or skin eruptions, yellow greenish drainage from the nose (allergic discharge is clear and may persist), wet or hacking cough, vomiting or diarrhea, excessive or unusual tiredness, unexplained change from a student's normal "feeling good" level of energy or mood.
- Rashes: Rashes may be the first sign of many illnesses, such as measles or chickenpox. They may cover the whole body or just one area. Contact your doctor and do not send your student to school until cleared by your doctor.
- Itching: Intense, persistent itching could mean lice, which is very contagious. Check your student's scalp for crawling lice or tiny white eggs attached to the hair. A burrowing mite can cause redness, swelling, or blisters on the forearms and hands. All of these must be treated by a doctor without delay.
- Cold, Sore Throat, Cough: If your student has a sore throat and no other symptoms, they may go to school. However, if there are white spots seen at the back of the throat, keep your student home and immediately call your doctor. Students with a wet or hacking cough should be kept at home, even if they are not running a fever.
- Stomach Ache, Vomiting, Diarrhea: If the stomach ache is persistent or severe enough to limit activity, call your doctor. If vomiting occurs, keep your student home until they can keep food

down or 24 hours, whichever is longer. A child with diarrhea should be kept at home. Call your doctor if there is no improvement.

- Ear Ache: If your student is complaining of an earache, contact your doctor without delay.
- Communicable diseases and conditions, such as chickenpox, strep throat, conjunctivitis, lice, etc., should be reported to the school. The personal medical information of a student will not be revealed to other students.
- It has been proven that hand washing is the most effective way to stop the spread of any infection. Please remind your child when washing hands to use soapy water, and lather long enough to sing the ABC song to himself/herself. Students can also use hand sanitizer to kill germs.

National Junior Honor Society - Columbia Central School

The purpose of the National Junior Honor Society is to recognize and foster academic achievement while developing other characteristics essential to citizens in a democracy. Through NJHS service activities, the members maintain and extend the qualities of service, leadership, scholarship, citizenship and character, which win them selection. Membership is thus both an honor and an obligation. Information regarding an invitation to become a member is available in the school office or at www.194.org.

Offensive Language

Offensive language includes profanity and any written or oral comment intended to offend on the basis of race, religion, ethnicity, gender or disability. Consequences for using offensive language may result in a parent contact and a detention or suspension.

Offensive Material

Students may not display or distribute materials that are offensive whether actual or perceived on 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 or that are a disruption to the educational process. Violation of this rule will result in parent contact, possible referral, detention or suspension.

Parental/Adult Code of Conduct

Parents, and other adults, who need to communicate concerns to administrators, teachers and staff by phone or in person, during school hours or after hours, and/or during events such as sports or special programs, are expected to do so in a respectful manner. Threatening, abusive and/or grossly inappropriate language and/or behavior whether on the phone or in person on the part of any adult will not be tolerated. Acts of intimidation will lead to restrictions, removal, police involvement, or legal action. The videotaping, or audio recording of staff personnel is not allowed without their consent.

Parent/Teacher Conferences

Communication between home and school is very important in helping our students to be successful. Parent-Teacher conferences are scheduled twice a year. Conferences are held only when a custodial parent/guardian is present.

Parental Rights

Parents/Guardians have certain rights concerning their student's education. Parents/Guardians can get additional information from the Internet links listed, the school offices, or the district website at www.sd194.org.

Employed parents and guardians who are unable to meet with educators because of work conflict may be permitted the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. Additional information regarding employed parent and guardian school visitation rights is contained in the School Visitation Rights Act, 820 ILCS 147/1 et. Seq.

Parking

Parents are to park only in approved areas when dropping off or picking up their student. It is unlawful to pass a bus when the stop arm is extended, even while in the designated bus lane. Each school will inform parents of specific traffic patterns that must be followed. Parents are encouraged to leave promptly after dropping off or picking up their student so as not to impede the flow of traffic.

Participation in Student Incentives

Special celebrations and other events are scheduled to recognize the efforts of those students who meet participation criteria. Students who do not qualify according to the criteria as presented by teachers or administration will not be allowed to attend. All students will be made aware of the scheduled celebration(s) and the criteria for participation.

PBIS

Positive Behavior Interventions and Support (PBIS) is a district-wide initiative promoting positive reinforcement throughout the schools. This program is designed to create behavioral support and a positive climate. Nationally, schools have demonstrated improved learning environments as a result of explicit expectations. Similar results are anticipated in Steger School District 194 schools. The following general components of the system are uniform throughout Steger School District 194, but the specifics will vary by building.

- Positively stated school-wide behavior goals and expectations are used by every adult that comes in contact with students including administrators, teachers, aides, and support staff.
- Behavior goals are clearly defined and all expectations are related to these goals.
- Expectations are created for each goal and for every location where students will be present. Locations may include, but are not limited to classrooms, hallways, cafeteria, and/or entrances/exits to the building.
- Students who show positive behavior in targeted expectations will receive recognition for their behavior. The form of recognition is at the discretion of each building.
- Data is collected and analyzed to identify trends in misbehavior and to evaluate the program and make changes as needed.
- PBIS is based on a three-tiered system of support to address the behavioral needs of all students. Students who continue to have difficulty with their behavior may qualify for a higher level of support.

Columbia Central PBIS Behavior Matrix

Expectations							
	Hallways	Cafeteria	Bus	Assemblies	Restrooms	Locker Rooms	Arrival/Dismissal
Be Respectful	1. Stay to the right. 2. Keep moving to avoid traffic jams 3. Keep the hallway clean	1. Practice good table manners 2. Remain quiet during announcements	1. Respect self and others 2. Listen to bus driver 3. Respect property 4. Use kind words	1. Give the speaker full attention 2. Inside voices 3. Applaud appropriately	1. Respect property	1. Respect property 2. Use kind words	1. Walk 2. Listen to and follow directions 3. Keep hands and feet to self
Be Accountable	1. Get where you need to be on time 2. Maintain a clean locker 3. Properly display ID	1. Remain in your seat 2. Clean up after yourself	1. Sit in assigned seat 2. Back to back, seat to seat	1. Sit appropriately 2. Hands, feet and objects to self 3. Listen & watch	1. Be quick, quiet and clean	1. Be quick, quiet and clean 2. Stay in assigned area 3. Lock up your belongings	1. Be on time 2. Go directly to assigned area 3. Wait until dismissed 4. Use assigned door
Be Peaceful	1. Use an indoor voice 2. Use appropriate greetings	1. Inside voices	1. Hands, feet and objects to self 2. Quiet voices	1. Sit in assigned area 2. Stay with your group 3. Follow directions	1. Use bathroom for intended purpose	1. Use indoor voices	1. Listen for directions 2. Quiet voices

Pets on School Grounds/Playground

Due to the danger that pets may present, parents and students may not bring pets on school grounds between 7:30 A.M. and 4:00 P.M. without prior permission.

Physical Aggression – Non-Fighting

Physical aggression, such as poking, pushing, tripping, or any touching that is meant to intimidate, tease or bully, can result in a detention or suspension. This rule also applies in school, on school grounds, during school hours, on the way to and from school, at extracurricular activities and/or on field trips.

Playgrounds

Only authorized personnel and students are allowed on school playgrounds when school is in session. Students and their siblings/friends must first go home after school but may return to use the playground after 3:30 P.M. Community use of school playgrounds is limited from 3:30 P.M. until dusk weekdays and all day on the weekends.

Positive Reinforcement

While consequences are needed at times, Steger School District 194 also believes that positive reinforcement is equally important. Promoting positive behavior establishes a climate needed for students to achieve social, emotional, and academic success. It allows students to see the benefits of making good choices concerning behavior. Teachers use positive reinforcement and behavior interventions in their classrooms in a variety of ways and staff use a positive reinforcement school, including:

- Verbal praise
- Classroom Management plans
- PBIS
- Second-Step
- Calm Classroom

Protection of Pupil Rights Amendment (PPRA)

The District has adopted student privacy policies and provides notice of the continued use of Policy 7:15, Student and Family Privacy Rights.

Parents/guardians and students of an appropriate age may opt the student out of participation in an activity described below by making a request in writing to the Building Principal:

- Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose).

- The administration of any survey containing one or more of the following items:
 - Political affiliations or beliefs of the student or the student's parent.
 - Mental or psychological problems of the student or the student's family.
 - Sex behavior or attitudes.
 - Illegal, anti-social, self-incriminating, or demeaning behavior.
 - Critical appraisals or other individuals with whom respondents have close family relationships.
 - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
 - Religious practices, affiliations, or beliefs of the student or the student's parent.
 - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- Any non-emergency, invasive physical examination or screening that is –
 - Required as a condition of attendance;
 - Administered by the school and scheduled by the school in advance; and
 - Not necessary to protect the immediate health and safety of the student, or of other students.

See <http://www.ed.gov/policy/gen/guid/fpc/ppra/index.html> for more information.

Public Display of Affection (PDA)

Steger School District 194 does not allow public displays of affection. Examples of PDA are holding hands, kissing, arms wrapped around another student's waist/shoulder or any other PDA deemed inappropriate by Administration. These acts of PDA may result in a referral.

Rainbows

The Rainbows program is available to help students who have experienced loss or separation, either through divorce or death. For more information on this program or for additional outside resources, please contact your building Principal or social worker.

Recess

- If the outside temperature and/or wind chill is 32 degrees or less, students will be kept inside for recess.
- During indoor recess, classroom rules still apply.
- If a child needs to stay indoors for medical reasons, a note must be given to the office.
- If requests are made for an extended period of time, the school reserves the right to ask for a doctor's note.

Registration and Transfer Procedures

- **Registration**
 - Students entering the Preschool Program must be 3 years old by September 1 of the year they are entering school.
 - Students entering Kindergarten must be 5 years old by midnight of September 1 of the year they are entering school.
 - Students entering first grade must be 6 years old by September 1 of the year they are entering school.
 - A legal birth certificate must be provided as verification of the date of birth.
 - A current physical examination and up-to-date immunization records are required prior to October 15th.
 - See the Form Registration Documents, Requirements & Fees in any school main office or on www.sd194.org.
- **Proof of Residency**
 - At the time of registration, the family must provide required documents that establish residency of the student in the Steger School District 194 boundaries.
 - A list of these documents is available in each school office or on the district website www.sd194.org.
 - See the Form Registration Documents, Requirements & Fees in any school main office or on www.sd194.org.
 - If the documentation provided does not clearly establish residency, additional documentation will be required and further investigation may be conducted.

- **Student Fees**
 - This is to advise you that you may be eligible for a waiver of student fees based on the Income Eligibility Guidelines from the Illinois State Board of Education.
 - Your income tax documents are required to verify eligibility.
 - Each school district receives the Direct Certification Annual Report Based on Program Participation from Illinois State Board of Education. If your child is on this list the fees will be waived.
- **Transfer Procedures**
 - The school office must be notified as soon as possible of a plan to transfer out of the current school.
 - All textbooks and library books must be returned before leaving.
 - All fees must also be paid before transfer papers can be processed through the building offices.
 - If you have moved out of Steger School District 194, your student can complete the current school year.
 - Bus Transportation is not available for students that moved out of the District 194 boundaries.

Repeated Offenses

Any student who habitually breaks school/classroom rules may be suspended or expelled for repeated offenses. The Principal has discretion as to the number of repeated offenses that result in suspension or recommended expulsion.

Safety

- **Walkers and Riders**
 - All students must cross where there is a crossing guard.
 - All students should use sidewalks whenever possible.
 - All students should respect the property belonging to those who live between home and school.
 - All students should follow school rules between home and school.

Schedules

- Print your class schedule.
- Know who your homeroom teacher is.
- Be on time for each scheduled class.

School Security Officer (SSO)

Steger School District 194 may employ a School Security Officer to be used throughout all District 194 properties, during the school day and during after school activities.

Security

In order to give our students and staff as much protection as possible from people entering our buildings, we have a security system (RAPTOR) in place. Visitors, including parents, who come in before or after school must enter through the Main Entrance. All visitors to the school are required to sign in at the office, present a valid ID, and to wear the issued pass at all times while in the building. After school begins, all doors are locked to the public from the outside. Entrance can be gained into the school by using the doorbell located at the designated entrance. Please do not ask students to open entrance doors for you.

Sex Offenders List

Illinois Sex Offender Materials: <http://www.isp.state.il.us/sor/>

Skateboards and Scooters

Steger School District 194 does not allow students to ride skateboards or scooters to school or use them on school property.

- If a student brings a skateboard to school, it will be confiscated and held for pick up by parents.
- Steger School District 194 does not assume responsibility for lost, damaged or stolen bicycles/skateboards or equipment, including helmets and other safety equipment.

Special Education Services

Steger School District 194 follows the continuum of services as identified under the Individuals with Disabilities Education Act. A variety of programs and services are available to meet the needs of our students. The following special education services are available as warranted: vision and hearing itinerant, psychological, social work, speech/language, nursing, occupational therapy, and physical therapy.

The following special education programs are provided within the district: early childhood, resource and self-contained/instructional classrooms. Steger School District 194 also utilizes programs offered through the SPEED Special Education Cooperative and the ECHO Special Education Cooperative. A notice of the rights of students with disabilities (procedural safeguards) is available at all special education conferences and upon request in the Special Education Department.

The Student Based Assistance Team (SBAT) assists with meeting the needs of students who have been identified as struggling academically or behaviorally through the Response to Intervention (RTI) process. RTI is a multi-tier approach to the early identification and support of students with learning and behavior needs. The process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RTI is designed for use when making decisions in both general education and special education. Steger School District 194 is committed to ensuring all students receive a free appropriate public education. The district welcomes any questions you may have regarding the referral process or programs and services.

Special Services – Section 504 – On an annual basis, Steger School District 194 shall attempt to identify and locate every student with a suspected disability who resides within the district and take appropriate steps to notify parents and guardians of the Steger School District 194's duty under Section 504 of the Rehabilitation Act of 1973.

Sports Physicals

Any student participating in interscholastic sports and /or cheerleading is required to have a current physical on file. The Illinois Elementary School Association has decided that school physicals are valid for 395 days. Physicals for sports must be dated after June 1st of the previous school year. Forms can be obtained from the C main office or from www.sd194.org.

Staying After School

Students sometimes volunteer to stay after school to help a teacher. The student's parents should be contacted in advance to obtain their permission for the student to remain after school for this reason. If you object to your student staying after school, please do not hesitate to state your objection when you are contacted.

If you have not given permission for your student to stay after school, and the student does not arrive home on time, please contact the school office immediately but prior to 3:15 P.M. when the school office closes.

If your student is participating in a school activity after school hours, he/she must be picked up within 15 minutes of the end of the activity or risk losing the privilege of participating in future activities. If a student has not been picked up within 15 minutes of the end of the activity, the school will provide the student with an opportunity to call the parents. If the parents cannot be reached, the police may be called to pick up the student and the parents will need to pick the student up at the police station.

In regard to before and after school activities, supervision is provided for only the participants. Siblings and friends of participants may not remain in the building or on school property.

Student Records

In accordance with law, all academic and personal records pertaining to individual students are confidential and can be inspected only by parents, guardians, or students. Only those persons, agencies or organizations, as permitted by the state and federal law will have access to student records without parental consent.

The entire record of a student or selected items from that record, are available for review and copy upon written request by parents, guardians, or students and shall be available no later than 15 school days after the date of receipt of such request by the official records custodian. No person who is prohibited by any order of protection from inspecting or obtaining school records of a student shall have any right of access to, or inspection of, the school records of that student.

Parents shall have the right to challenge the accuracy, relevance or propriety of any entry in the student school records, exclusive of (i) academic grades of their child and (ii) references to expulsion or out-of-school suspensions, if the challenges made at the time the student's school records are forwarded to another school to which the student is transferring. Parents have the right to control access to student school records except to the extent that the district may disclose records without prior written consent under the applicable provisions of the Illinois School Student Records Act (ISSRA), 105 ILCS 10/1 et seq., and the Family Educational Rights and Privacy Act (FERPA), 20 U.S. C. 1232g et. seq. and provided that parents have the right to be notified of such disclosure.

Temporary records shall be destroyed five years after the student officially withdraws from Steger School District 194. Parents and students have the right to copy any student records proposed to be destroyed or deleted. Temporary records of students continuing in special education programs who have transferred to another elementary school or who have graduated will be sent to the receiving school.

Tardiness - Late to Class

Steger School District 194 believes that students need to be on time for class. If a student is late to class, he/she loses learning and disrupts learning for the rest of the class. Tardiness is defined as being late to class and not being in class by the time the bell rings at the beginning of the class period.

- **1st Tardy**
 - Verbal warning
- **2nd Tardy**
 - Verbal warning
- **3rd Tardy**
 - Call parent to set-up After School Detention
 - After School Detentions are held on Tuesday or Thursday
 - 2:30 p.m. to 4:00 p.m.
 - No bus service will be available
 - If the student is ABSENT for the scheduled After School Detention
 - The After School Detention moves to the next scheduled date for detentions
 - If the student does NOT show up for the scheduled After School Detention
 - They will be issued a scheduled Saturday Detention
- **4th Tardy**
 - Building Administrator to meet with the student
- **5th Tardy**
 - Building Administrator to meet with the student
 - Call parent to set-up In-person meeting with Parent & Administrator
- **6th Tardy**
 - Call parent to set-up After School Detention
 - After School Detentions are held on Tuesday or Thursday
 - 2:30 p.m. to 4:00 p.m.
 - No bus service will be available
 - If the student is ABSENT for the scheduled After School Detention
 - The After School Detention moves to the next scheduled date for detentions
 - If the student does NOT show up for the scheduled After School Detention
 - They will be issued a scheduled Saturday Detention
- **7th Tardy**
 - Building Administrator to meet with the student
- **8th Tardy**

- Building Administrator to meet with the student
- Call parent to set-up In-person meeting with Parent & Administrator
- **9th Tardy**
 - Call parent to set-up After School Detention
 - After School Detentions are held on Tuesday or Thursday
 - 2:30 p.m. to 4:00 p.m.
 - No bus service will be available
 - If the student is ABSENT for the scheduled After School Detention
 - The After School Detention moves to the next scheduled date for detentions
 - If the student does NOT show up for the scheduled After School Detention
 - They will be issued a scheduled Saturday Detention
- **Every Tardy after the 9th Tardy**
 - Call parent to schedule Saturday Detention
 - Saturday dates will be determined by the building Administrator
 - 9:00 a.m. to 11:00 a.m.
 - Building location to be determined
 - No bus service will be available
 - If the student does NOT show up for the scheduled Saturday Detention
 - Notify the local Police Department to visit the home
 - Notify South Cook Intermediate Center Truancy Officer to visit the home
 - Call parent to set-up In-person meeting with Parent & Administrator

Tardiness - Late to School

Steger School District 194 believes that students need to be on time for school. If a student is late to school, he/she loses learning and disrupts learning for the rest of the class. Tardiness is defined as being late to school and not being in class by the time the bell rings at the beginning of the day.

- **1st Tardy**
 - Verbal warning
- **2nd Tardy**
 - Verbal warning
- **3rd Tardy**
 - Email parent & student
- **4th Tardy**
 - Call to parent
 - Email parent & student
 - Social Worker will meet with the student
- **5th Tardy**
 - Call to parent
 - Email to parent & student
 - Building Administrator to meet with the student
- **6th Tardy**
 - Call to parent
 - Email to parent & student
 - Building Administrator to meet with the student
 - Call parent to set-up In-person meeting with Parent & Administrator
- **7th Tardy**
 - Call to parent
 - Email to parent & student
 - Call parent to set-up After School Detention
 - After School Detentions are held on Tuesday or Thursday
 - 2:30 p.m. to 4:00 p.m.
 - No bus service will be available
 - If the student is ABSENT for the scheduled After School Detention
 - The After School Detention moves to the next scheduled date for detentions
 - If the student does NOT show up for the scheduled After School Detention
 - They will be issued a scheduled Saturday Detention
- **8th Tardy**
 - Call to parent

- Email to parent & student
- Call parent to schedule Saturday Detention
- Saturday dates will be determined by the building Administrator
- 9:00 a.m. to 11:00 a.m.
- Building location to be determined
- No bus service will be available
- If the student does NOT show up for the scheduled Saturday Detention
 - Notify the local Police Department to visit the home
 - Notify South Cook Intermediate Center Truancy Officer to visit the home
 - Call parent to set-up In-person meeting with Parent & Administrator
- **9th Tardy**
 - Call to parent
 - Email to parent & student
 - Call the parent to notify them the student will be serving an In-School Suspension (ISS)
 - Social Worker to meet with the student
- **10th Tardy**
 - Call to parent
 - Email to parent & student
 - Call the parent to notify them the student will be serving an In-School Suspension (ISS)
 - Notify the local Police Department to visit the home
 - Notify South Cook Intermediate Center Truancy Officer to visit the home
- **Every Tardy after the 10th Tardy**
 - Call to parent
 - Email to parent & student
 - Call parent to set-up In-person meeting with Parent & Administrator
 - Notify the local Police Department to visit the home
 - Notify South Cook Intermediate Center Truancy Officer to visit the home
 - Call parent to schedule Saturday Detention Saturday dates will be determined by the building Administrator
 - 9:00 a.m. to 11:00 a.m.
 - Building location to be determined
 - No bus service will be available
 - If the student does NOT show up for the scheduled Saturday Detention
 - Notify the local Police Department to visit the home
 - Notify South Cook Intermediate Center Truancy Officer to visit the home
 - Call parent to set-up In-person meeting with Parent & Administrator

Technology

During the registration process parents/guardians are prompted to read the Steger School District Board Policy 6:235 Access to electronic Networks and Authorization for Electronic Network Access.

- It outlines general policies and use of Steger School District 194 technology as well as consequences when the policy is violated.
- At registration parents are required to sign the Student Technology Consent Form to complete the registration process.
- For any questions and the most updated policy, please refer to board policy 6:235.
 - Access to Electronic Networks
 - Curriculum and Appropriate Online Behavior
 - Acceptable Use
 - Internet Safety
 - Authorization for Electronic Network Access
 - Confidentiality
 - Violations
 - Network Access from home or other offsite location

Telephone

Students are to use the school phone only for emergencies and they are to limit the length of their conversation. Students should notify their parents prior to coming to school about pre-designated after school events.

Testing

The following assessments are administered in Steger School District 194:

- **IAR**
 - The Illinois Assessment of Readiness (IAR) is the state assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the New Illinois Learning Standards incorporating the Common Core and will be administered in English Language Arts and Mathematics. For students in grades 3 through 8, the Illinois Assessment of Readiness measures the same math and literacy standards with the same types of questions, while reducing testing time by one-third.
- **NWEA – MAP**
 - Students in grades 1-4 will be tested up to three times per year in both reading and math using the NWEA-MAP assessment. Kindergarten students will be tested using NWEA-MAP in the spring only.
 - NWEA-MAP is a formative assessment used to measure student learning and progress on a nationally normed test. All Columbia Central students will take the NWEA-MAP assessment in the fall – winter- spring.
- **Speech and Language Screening Services**
 - Speech and language therapists will annually evaluate the communication skills of all kindergarten, new students, students from the previous year's caseload, and students referred by teachers and/or parents/guardians.
- **AIMS-web**
 - All Kindergarten students and those receiving RTI in grades 1-4 are tested three times per year in both reading and math using the AIMS-web assessment. Most students receiving RTI services will also be progress monitored.
- **Developmental Reading Assessment (DRA)**
 - Students in grades K-3 may be tested to show growth in reading.
- **Preschool Screening**
 - Steger School District 194 is responsible for actively seeking out and identifying all students ages 3-4 who may be considered At Risk.
 - Steger School District 194 has preschool screenings to identify students who may have developmental delays or may be in need of special education services.
 - The screening assesses students' progress in speech and language, cognitive development, hearing and vision, social skills, fine and gross motor skills and self-help skills.
 - If you have a student that you would like to have screened please call (708) 753-4302 to schedule an appointment.
 - This is not an open enrollment program rather this is an At Risk program.
- **KIDS Assessment**
 - KIDS is an observation-based assessment in which evidence is collected over time for each student. The teacher then reviews and reflects on the evidence and enters a level of mastery. This only pertains to Kindergarten students.
- **EL Screening**
 - Upon registration in School District 194, parents will complete a Home Language Survey.
 - From this, qualifying students are screened for English Language Learning services using the WIDA MODEL.
 - Students identified as LEP may be placed in the ELL program and take the ACCESS test each January, which measures growth in English Language Proficiency.
 - All ELL assessments are required by the State of Illinois.
- **Pearson/Reading Street**
 - Grades 1-4 will be given this computer based reading assessment up to three times per year.

Theft/Stealing

Steger School District 194 will not tolerate theft, attempted theft, or assisting a theft of school property and/or possessions of another person. These items include but are not limited to items belonging to staff and students, food from the cafeteria, or any item that does not belong to the student or that the student does not have permission to possess. It is highly recommended that students do not bring to school items of high value or large sums of money. The value of the item, the frequency of thefts done by the student, and the discretion of the Principal are used to determine consequences including return/replacement of the item, loss of privileges, detention, suspension, or recommended expulsion and a police report. Staff will report all thefts to the Principal.

Tobacco Products and Paraphernalia, and Other Controlled Substances

Possession of tobacco, tobacco products and paraphernalia, such as lighters, papers, electronic cigarettes and vaping etc., on school grounds and school buses is not allowed and will result in suspension. In accordance with the Illinois State Law and Steger School District 194 Board Policy, students, staff and visitors are not permitted to smoke in the buildings, on school buses or on the school grounds at any time. Students who violate this rule will be suspended.

Vacations and Homework

Parents are strongly encouraged to plan their vacations during scheduled days off from school.

- However, if a student must miss school for a family vacation, parents must request homework at least two days before a vacation begins.
- The teacher will prepare assignments that are available.
- However, additional assignments may be given to the student after the vacation.
- All homework assigned before the vacation is due on the day the student returns to

Vandalism

Vandalism is defined as destruction to school property which may require replacement or cleanup. The Principal has discretion to decide what is considered minor or major.

- All major acts of vandalism may result in arrest and/or suspension/expulsion.
- Minor acts of vandalism may result in the following consequences.
 - Minor Vandalism Requiring Replacement – Restitution up to the replacement cost at market value, possible suspension
 - Minor Vandalism Requiring Cleanup – Clean it up or provide person to clean up, detention and/or suspension

Weapons

Weapons are not allowed. A weapon has no place in the school environment and is prohibited. Steger School District 194 forbids the possession and/or use of any item that could be considered a weapon or explosive device (including fireworks). Possession and/or use will result in severe disciplinary action and notification of the local police department. These items include but are not limited to knives of any sort, guns, brass knuckles, chains, spikes, studs, ammunition, gunpowder, flash powder, bomb or destructive device, stun guns, noxious sprays, vial or look-alike items intended to threaten or intimidate others. Any student who possesses and/or uses a weapon may be suspended and/or a recommendation for expulsion. All weapons will be confiscated and all evidence will be turned over to the police.