Steger School District 194



Steger Primary Center

Steger Intermediate Center

Student/Parent Handbook

2021-2022

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 7/8/2021

Schools

Columbia Central School
Principal: Bruce Nieminski
Associate Principal: Thomas Aguirre
Dean of Students: TBD
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: Venus Smith
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:	Kimberly Mahoney, 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
	Debra Page	708-754-1115
	Michael Sarek	708-724-9496
	Beth Butkus	708-207-2335

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.

Quick Reference Guide

These are the topics that Steger School District families refer to most frequently. Please see the referenced pages in the Handbook for more detailed information.

Attendance

- Building opens at 7:30 A.M.
- Classrooms open at 7:50 A.M.
- School starts at 8:00 A.M.
- Arriving after the start time is tardy.

Communication Chain

- Teacher – Principal – Superintendent/Board of Education

Discipline/Misconduct/Consequences

- Bullying is harassing behavior towards another including intimidating, hostile, offensive, verbal, physical, sexual, or visual conduct.

Dress Code

- No spaghetti straps
- Shirts must cover the top of pants when standing and sitting
- Pants must be worn at waist level

Homework

- Check you student's planner daily
- For absences, call by 9:00 A.M. to pick up homework between 2:30 P.M. and 3:00 P.M.

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

Parental Code of Conduct

Recess

- Students are outside if temperature and wind chill are above 32 degrees F
- Please dress children appropriately for winter weather

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.

School Office Hours: 7:15 A.M. – 3:15 P.M.
School Phone Numbers:

Steger Primary Center	**708-753-4100**
Steger Intermediate Center	**708-753-4200**

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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 simply 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 inclusions 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. These documents are at www.sd194.org

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.

Academics

Honor Roll

At the elementary schools, Honor Roll is calculated at the end of each grading period. Students may earn "Straight A Honor Roll" by getting all A's or 90% or above on their report card. "A/B Honor Roll" can be earned by getting A's and B's or an 80% or better. Students achieving these honors may have their names put in the school newsletter and in local publications. This section does not pertain to Kindergarten students.

Grading Scale

All elementary schools use 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

1 Mastered
2 Developing
3 Need Improvement
4 Unsatisfactory
X Not Evaluated

Grade 1

E Exceeds
M Meets
N Need Improvement
* Modified curriculum
X Not Assessed

Grade 1

A 100-90
B 89-80
C 79-70
D 69-60
F 59 and below

Grades 2-4

A+ 100-99	C+ 79-78
A 98-93	C 77-73
A- 92-90	C- 72-70
B+ 88-89	D+ 69-68
B 87-83	D 67-63
B- 82-80	D 62-60
	F 59-0

Grading and Promotion

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)

Homework Policy:
Roles and advantages of Homework

The purpose of homework is to reinforce classroom learning and/or extend the day's lesson. The advantages of completing homework include, but are not limited to:

- Promoting a greater understanding of subject matter
- Showing how much has been learned
- Providing background information
- Giving the students an opportunity to showcase their talents
- Building skills in time management and assumption of responsibility for their own learning

Responsibilities for Homework

Students

- 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 1-4 will 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

Length of Time Spent on Homework

The amount of time spent doing homework should be about 10 minutes times the grade level. However, the needs of each student should be taken into consideration.

Homework and Absences: Homework should be turned in on time. Teachers have discretion regarding consequences for students completing and/or turning in homework

General Absence

- 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.
- 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 during Suspension

- Any student suspended from school may make up homework assignments missed as a result of that suspension.
- The intention of this policy is that all students of Steger School District 194 not fall behind in their studies as a result of their suspension.
- A request for homework must be called in by 9 A.M. on each day of the suspension. The homework will be available in the office after school between 2:30 and 3:00 P.M.
- Unless prior arrangements have been made, homework is due on the day the student returns from suspension.

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 school. All homework assigned after the student returns to school will have the same number of days as the vacation to complete and turn in makeup assignments, not to exceed five days.

Report Cards/Progress Reports

Progress reports are given halfway through each grading period. Report cards are given at the end of each grading period. 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.

Grades 1-4 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.

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.

Testing: The following assessments are administered in Steger School District 194.

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.

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.

Speech and Language Screening Services: Speech and Language therapists may screen as needed the communication skills of kindergarteners, new students, students from the previous year's caseload, and students recommended by teachers and /or parents/guardians each year.

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.

Bicycle & Skateboard/Scooter Regulations

Bicycle riding may create traffic hazards, which causes administrative concern for parking and supervision. Each school's bicycle rules are set to reduce hazards and problems. These rules apply at schools where bicycles are allowed.

Bicycles

- All traffic regulations that apply to automobiles must be observed. This includes keeping to the right hand land 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.
- Students will walk the bicycle on school property.
- Parents must provide a lock for the bicycle.
- For safety, it is recommended that helmets be worn.

Skateboards/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.

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.

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.

Dismissal – Parent Rules for Picking up Students after School

The school day ends at 2:30 P.M., except on early dismissal days. If a student is not picked up within 15 minutes after dismissal, the school will attempt to call the parent/guardian to come to pick up their student. If the student is not picked up after 30 minutes after dismissal, the police may be called to pick up the student, and the parent may need to pick the student up at the police department.

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.

Severe Weather Dismissal

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

- **Inclement Weather Conditions:** During inclement weather, please note that each elementary building opens its doors at 7:30 A.M. Please plan accordingly when dropping your students off at the buildings.

Attendance Procedures and Standards

Student attendance, as noted on the Report Card, is determined by the following standards. These are aligned to state guidelines regarding participation and enable us to be consistent with other Illinois school districts.

Grades K-4

School Doors Open	7:30 A.M.
Classrooms Open	7:50 A.M.
School Starts	8:00 A.M.
Arrival	8:01 – 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.

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.

Perfect Attendance

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.

Excused Absences – Illness and Vacations

- 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. However, this student must still fulfill the school's requirements for advancement. 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.
- 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.
- When a student is absent, the student may not participate or attend any extra-curricular activities on the day of absence, unless approved by the administrator.

Procedure for Leaving School during Class Hours

- Once a student arrives at school, he/she may not leave unless these procedures are followed. When a student leaves school early, the parent must come to the school office to sign the student out. If a parent requests early release, the student will not be allowed to go with any adult other than a parent or guardian or a person designated by the parent. If a student has a serious injury or illness, the school may call 911 for emergency services and will try to contact a parent.
- In the event of a family emergency, please call the school office. The office will then inform the teacher(s) involved and the student will be dismissed to wait in the office.

Students Staying After School

- Occasionally, a student may stay after school to help a teacher, for individual help, make-up work, or disciplinary reasons. If a student volunteers or is kept after school, the parents will be given a 24-hour notice, so they can make necessary arrangements. A student may be required to remain after school without the 24-hour notice if the parents agree. A student will seldom remain past 3:30 P.M. If parents object to students staying after school, they should notify the teacher or school office.
- If you have not been notified that your student is being detained after school, and the student does not arrive home on time, contact the school office immediately. The school office closes at 3:15 P.M.

Tardiness

Steger School District 194 believes that students need to be on time for school. Steger School District 194 must teach life skills, maximize learning time, and prevent disruption. If a student is late to school, her/she loses learning and disrupts learning for the rest of the class. See the section on Attendance Standards for specific times.

Tardiness is defined as being late to school. If a student is tardy more than 5% of the days in session, he/she may be subject to disciplinary action.

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 nine 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.

Discipline and Student Behavior

Illinois School Code requires that district staff maintain discipline in schools and gives school district officials the legal authority to discipline students, including but not limited to suspension, expulsion, and placement in an alternative school setting. Administrators have the authority and responsibility to make decisions regarding student behavior and take disciplinary actions, including but not limited to, what is covered in this handbook.

Steger school District 194 reserves the right to deviate from the disciplinary consequences summarized in the handbook whenever Steger School District 194 determines, in its sole discretion, that the conduct and circumstances warrant a different, and perhaps, more severe disciplinary consequence than specifically stated in the handbook. All student discipline will be handled on a case-by-case basis.

The school board, administrators, staff, students, and parents or guardians must work together for discipline to be effective and to provide an environment of positive expectations in which all students feel safe and are able to learn. Positive reinforcement and consequences for behaviors should be progressive, fair, consistent, and clearly communicated to both students and parents. In disciplinary situations, flexibility and individualization are considered.

Bus Misconduct – See the "Bus Service" (page 28).

Cell Phones, Electronic Items, etc.

Students are discouraged from bringing electronic items to school (such as cell phones, smart watches, GPS watches, or other portable electronic communication devices, MP3 players, electronic toys or similar items). However, if brought to school, all electronics must be turned off and stored in backpacks in accordance with the school's procedures during school hours and while riding the bus. The school is not responsible for the loss or damage to any electronic item that a child might bring to school. Repeated offenses may result in confiscation and require a parent to pick-up the device.

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.

Class/Hallway Disruption

A class/hallway disruption is any action by a student that interferes with the teaching/learning process.

Display/Distribute Offensive Material

Students may not display or distribute materials that are offensive on the basis of race, gender, religion, ethnicity or disability or that are a disruption to the educational process.

Disrespect to Staff

Any inappropriate written or spoken communication including refusal to cooperate, talking back, profanity or any offensive language or gestures will be considered disrespectful to any staff member.

Dress Code

See the "General Information" section for more information (page 19).

Forgery/Misrepresentation

Forgery is falsely representing a signature. Misrepresentation includes falsely presenting yourself as another person.

Gum Chewing
Gum chewing is not allowed in school due to a potential choking hazard and possible damage to school property. Principals may make exceptions.

Language
Offensive language includes profanity and any written or spoken comment intended to offend on the basis of race, religion, ethnicity, gender or disability. (See bullying policy)

Leaving School without Permission
Students must not leave school without permission.

Physical Aggression – Non-fighting
Physical aggression, such as poking, pushing, tripping, or any touching that is meant to intimidate, tease or bully, is not permitted. (See bullying policy)

Theft/Stealing
Theft, attempted theft, or assisting a theft of school property and /or possessions of another person will not be tolerated. This includes any item that does not belong to the student or that the student does not have permission to have. It is highly recommended that students do not bring expensive items or large amounts of money to school. The value of the item, the frequency of thefts done by the student, and the discretion of the Principal are used to determine consequences. Staff will report all thefts to the Principal.

Misconduct
Misconduct includes, but is not limited to, the following behaviors:

Mild to Moderate Misconduct
The following are considered MILD to MODERATE misconduct, which may be considered to be severe misconduct, if repeated or under unique circumstances.

- Failure to attend detention – When students are assigned a detention, they must serve it on the assigned day.
- Being in an area without permission – Students should not be in any area without permission. Students need permission to leave to go to a different area.

Bullying (full Board Policy at www.sd194.org) –

- Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district goals. Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive (Public Acts 98-0669 and 98-0801).
- 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, cyberbullying, 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.

Severe Misconduct
The following behaviors are considered SEVERE misconduct:

- **Alcohol – Use/Possession** – Students or adults should not use or have alcohol on school property, or in vehicle while transporting students to school events. Violators of the above will be removed from school property and subject to prosecution in accordance with the law.

- **Bomb Threats** – Threats made to a school involving bombs carry serious consequences including expulsion from school. Any decision concerning the dismissal of school pupils and subsequent action is the prerogative of the Superintendent of Schools.
- **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.
- **False Fire Alarms** – A student or adult should activate the alarm system only to indicate the existence of a fire. False activations of the fire system cause substantial and unjustified disruption of the school system and can be illegal. This behavior is considered deliberate misconduct and may result in suspension or 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.
- **False Alarms (Non-fire)** – Any student who knowingly creates a false alarm that is disruptive to the educational process may be suspended and/or recommended for expulsion.
- **Fighting** – Steger School District 194 supports a hands-off, no contact policy. Fighting and fighting back are not allowed in school and may result in all parties being suspended. 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.
- **Gang Activity** – Gang behavior, or gang representation on school grounds or at school activities is not permitted. A gang is defined as any group of two or more persons whose intentions are to commit illegal acts, intimidate, threaten, or harm another person, or participating in conduct that interferes with teaching or learning. The following is NOT allowed on school grounds and related activities:
    - Solicitation of others for gang membership
    - Threaten or intimidate anyone or request money/service
    - Representing a gang through: speech; gestures; drawing gang symbols; clothing or dress; or use of any other methods of communication to advance a gang affiliation
    - The use of gang insignia or gang symbols: Wearing, possessing, using, distributing, displaying or selling any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of gang membership or affiliation
    - Hats and bandannas will not be allowed to be worn in school; hoods on clothing may not be worn on the head
    - Flashing gang signs
- **Physical Aggression Toward a Staff Member** – Physical aggression toward any staff member is taken very seriously and may result in suspension or a recommendation for expulsion and a police report may be filed.
- **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.
- **Tobacco Products and Paraphernalia – Use/Possession** – In accordance with the Illinois State Law, students, staff and visitors are not permitted to smoke in the buildings, on school buses or on the school grounds at any time. Possession of tobacco, tobacco products and paraphernalia, such as lighters, papers, etc., on school grounds, or on school buses is also not allowed.
- **Weapons** – Weapons are not allowed. Steger School District 194 does not allow students to have or use any item that could be considered a weapon or explosive device (including fireworks). These items include but are not limited to knives of any sort, guns, brass knuckles, chains, spikes, studs, ammunition, gunpowder, bombs or destructive devices, stun guns, noxious sprays, vials or look-alike items intended to threaten or intimidate others. Any student who has 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.

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

Vandalism – Major
The Principal and /or Superintendent has discretion as to what constitutes major vandalism.

Consequences
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.

Consequences for Mild to Moderate Misconduct
Consequences are determined at the principal's discretion. Corporal punishment is not permitted. Consequences may include one or more of the following based on the frequency and severity of the violation:

Restorative Justice/PBIS

- **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.
- **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.
- **Loss of Privileges:** Students may be required to give up certain privileges due to misconduct. Privileges may include class parties, movies, field trips, etc.
- **Confiscation** – Illegal or inappropriate items may be confiscated and turned over to the teacher, office, or police depending on the severity of the item.
- **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.
- **Referral** – A teacher may refer a student to the office when the severity of the offense, the persistence of the behavior, or the disruptive effect makes the continued presence of the student in the classroom detrimental to the education process. Students who are referred to the office should expect consequences appropriate to the violation.
- **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.
- **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.
- **Out-of-School Suspension** – 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.

Consequences for Severe Misconduct
Severe misconduct greatly disrupts the educational process and/or puts students and staff members in danger. Therefore, the consequences for such behaviors may include one or more of the following based on the frequency and severity of the violation, in addition to the available consequences for mild to moderate misconduct.

- **Confiscation of illegal or inappropriate item**
- **Police Contact** – Local authorities may be called in the case of severe misconduct.
- **Out-of-School Suspension** – 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.

- **Alternative Placement** – Students may be placed in an alternate setting that may better meet the behavioral needs of the student.
- **Expulsion** – Students may be expelled by the School Board for violation of rules, severe misconduct, and/or repeated offenses.

Procedures for Suspension and/or Expulsion

The Superintendent is authorized to suspend or extend suspension of a student up to a maximum of ten school days for any one incident on a case-by-case basis.

For each incident, the School Administrators are allowed to suspend a student from school for up to five days except when the Principal is recommending an expulsion of that student. In those cases, the Principal is allowed to suspend a student for up to ten school days. Each situation is handled individually case-by-case.

Hearing officers to review suspensions by School Administrators shall be designated by the Board of Education.

When a suspension is recommended the conduct of the student in question should be reviewed with his/her parents. The student will be notified of the misconduct and provided the opportunity to make a statement. It may be necessary to suspend a student before a conference with the student may be held; in such cases, the student and parents will be provided notice and a conference will be scheduled as soon as possible.

Each suspension shall be reported immediately to the Steger School District 194 Superintendent and also 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.

Upon request for a suspension review by the parents, the District shall notify the parent 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 provide a written summary report and the Superintendent shall provide a file copy of the report to the Board and to the parent.

The Superintendent may recommend to the Board of Education that the student be expelled permanently under the appropriate provisions 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.

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

PBIS

Positive Behavior Interventions and Supports (PBIS) is a district-wide initiative promoting positive behaviors through positive reinforcement. The program is designed to create behavioral supports 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 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.

Emergency Procedures

Emergency evacuation drills are conducted annually.

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.

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 999-911-9999 or as an “unknown number”. If you have a missed call from this number, please check your answering machine for important information. Phone calls can be made from the system to individual buildings or to the entire Steger School District 194 as a whole.

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.

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.

Security

In order to give our students and staff as much protection as possible from people entering our buildings, a security system is 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 and present a valid ID. A pass will then be issued and must be worn at all times within the building. 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.

General Information

After School Activities

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.

Athletics Grade 4

- Basketball – girls and boys
- Softball/Kickball– co-ed
- Volleyball – girls and boys
- Soccer – girls and boys

Musicals

- Grades K, 1
- Grades 2, 3-4

Art Club

- Grade 4

Tech Club

- Grade 1
- Grade 4

Physical Literacy Club

- Grade 1

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.

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.

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.

Birthdays

Birthdays may be recognized by mentioning them in the morning announcements. 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.

Charges for Lost and Damaged Materials

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

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 to the purpose of school. Any clothing, accessories, or hair styles that disrupt the educational process are not allowed.

- All shirts/tops must be below belt line length (when sitting or standing). Halter-tops and tops with thin straps that expose underwear are not permitted.
- Shorts and skirts must be fingertip length or longer.
- Hats, hoods, bandannas, or head coverings of any kind are not to be worn by students in any Steger School District 194 building. This includes extracurricular functions as well. The only exceptions are valid religious and 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.
- Make-up is not appropriate for elementary-age children.
- No chains are allowed to be worn from belt loops or pockets including wallets with chains.
- Undergarments should not be visible at any time.
- No earrings, piercings, or other body jewelry are allowed to be worn if they create a safety hazard or a disruption.
- Tattoos on students must be covered if they are a distraction.
- Baggy pants that create a safety hazard may not be worn.
- Leggings are the same as tights, not as pants/slacks. If worn, another garment must be worn with them that is fingertip length or longer (skirt, shorts, long top).
- In the interest of safety and good health, appropriate footwear must be worn at all times.
- Sunglasses or non-prescription eyeglasses may not be worn in school.
- Shoes that have roller or wheels are not allowed. Students must remove the wheels if they want to wear the shoes to school.
- Jackets, coats, gloves, and other forms of outer wearing apparel are not to be worn in school.
- Chains, chain belts, and studded belts are prohibited.
- Pants are to be worn at waist level. A belt may be required to hold pants/trousers at waist level at all times.
- No pajamas, slippers or clothing deemed as sleepwear are to be worn.
- Principals may use their discretion to make an exception for some of these rules for special occasions. For example: hat day, pajama day, etc.
- 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.

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.

Food Services

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. Each student has an account with the Meal Magic computer program which allows checks or cash to be deposited on a student's account any time. For further information, contact the Food Service Department at 708-753-8408.

Lost and Found
All items, which are found, should be turned in to the office or designated lost and found location. 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.

Lunch
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.

Lunchroom
Appropriate lunchroom behavior is required. Continued misbehavior may result in the student being denied the lunch/recess period privilege with the other students or parents may have to make arrangements for proper supervision of the student during that time. When safety becomes an issue, silent lunch may be implemented.

Parties
There are only three school parties each year: Halloween, December Holidays, and Valentine's Day. Each part costs $2 per person. A total of $6.00 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.

Pets on School Grounds
Due to the danger 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.

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.

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.

Statement of Non-Discrimination
Steger School District 194 does not discriminate on the basis of sex, sexual orientation, or gender identity 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 district employee, by other students, or by the effect of any school policy or practice. The following person has been designated to handle inquiries, regarding the non-discrimination policies: Kim Mahoney, 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 (7:10 Policy)
School District 194 does not discriminate on the basis of sex/gender 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 District employee, by other students, or by the effect of any school policy or practice.

The Board of Education's detailed policy and administrative regulation and grievance procedure 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.

Technology/Computers -

At registration you were given a copy of the "Access to electronic Networks Policy" and "Authorization for Electronic Network Access" (See pg. 30) It outlines general policies and use of Steger School District 194 technology as well as consequences when the policy is violated. At the elementary level, parents are required to sign the Student Technology Consent Form.

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.

Health & 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:

If a student is capable of administering his/her own inhaler, he or she may carry it with them provided written consent from the parent and healthcare provider is on file. If a current Medication Authorization Form is on file in the office, a student does not need to carry a prescription for his inhaler.

Steger School District 194 will address the needs of students with diabetes who attend its schools. 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 are responsible for and must:
    - 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.

Prescription Medications

Prescription medications shall display:

- Student's Name
- Prescription Number*
- Mediation 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. The OTC (non-prescription) medication must also be unopened and in its original packaging.

All medication must be brought to school in the original package or an appropriately labeled container

Medication will be kept under lock and key in the school office and given to the student by the nurse or Principal designee.

The student is responsible for coming to the office at the designated time for the prescribed dosage.

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.

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.

The parent/guardian will be responsible at the end of the treatment regime for removing any unused medication that was prescribed for their student for use at the school. 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 the healthcare provider dispensed medication from the office, the prescription number, pharmacy name, address and phone number are not required.

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.

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, 8th 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. A Illinois Eye Examination is required for all students entering an Illinois school for the first time.

Dental Screenings

The State of Illinois has passed a law requiring dental exams for every student in kindergarten, 2nd grade, 6th grade, and students entering an Illinois school for the first time. 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.

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 special education students as provided by State and Federal regulations.

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 an my 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.

Physical Examinations and Immunizations

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 2021-2022
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 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 with diabetes and lead screening, as well as additional immunizations below, are required by October 15.

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.

Special 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 healthcare provider to identify school-based needs and develop an appropriate plan of care to meet those needs.

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.

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.

Parent Information

Communication Chain

Problems and concerns are best handled at the building level. (See also the Parent/Adult Code of Conduct under the General Information Section.) Listed below is the "Communication Chain" to be followed when a problem, concern, or appeal is being dealt with:

Teacher – Principal – Superintendent – Board of Education

For problems or concerns regarding special education, parents should contact the Director of Special Education prior to contacting the Superintendent.

A parent 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.

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.

Parent/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. Parents and other adults are asked to dress appropriately when attending school functions.

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.

Parents and Curriculum

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

Parents and the 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.

Parents of English 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), the student has been enrolled in the 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 ELL program has the absolute right to withdraw the student from the program immediately by submitting a written letter 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 ELL program in the middle of the school year, Steger School District 194 will notify by mail or by personal contact (e.g., conference), the student has transitioned from the ELL program. The notice will be provided in English and in the home language of the student.

Parents and the Every Student Succeeds Act (ESSA)

In accordance with ESSA Section 1111(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 my request information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section ESSA 1111(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))

Parents and 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 Building Principals:

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 other 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 of 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.

Sex Offenders' List

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

PTA

Steger School District 194 has a Parent-Teacher Association (PTA). The association sponsors many different events and activities for both the students and the parents. Membership information is sent home early in the year. Parents are encouraged to participate and can join at any time.

Registration and Student Records

Admission

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 the first day of school.

Cumulative Records Confidentiality

All academic and personal records are confidential and can only be examined by students, parents, and school officials. The Parents and The Family Educational Rights and Privacy Act (FERPA) provides certain protections with regard to education records. See http://www.ed.gov/policy/gen/guid/fpco/brochures/parents.pdf for an explanation of this federal law or contact your student's school for a brochure.

Proof of Residency

At the time of enrollment, 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 . 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 if you receive public aid; if your gross income is under that set out in the federal guideline for free or reduced price lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the Principal. Forms for submission of such requests are available at each school office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the Principal of the school in which your child is enrolled.

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 IL 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.

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. Transfer papers are processed through the building offices. If you have moved out of Steger School District 194, it is lawful for your student to continue in the current school for the remainder of the school year.

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.

Bus Service

Students living one and one-half miles or more from their assigned attendance center are provided transportation to and from school. 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.

Bus Rules, Expectations, and Regulations

- 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.
- Cell phones and any other electronic devices are prohibited from being used on school busses.
- 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 the Transportation Director – Melissa Cunha at the Administration Center (708-753-4303).

Consequences of Bus Misconduct

Good behavior on the bus is expected at all times due to the safety issues involving transporting students. If a student misbehaves on the bus, the following consequences will be given. The building Principal 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, will result in suspension from the bus.

Steger School District 194 Board Policy 6:325: Access to Electronic Networks

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic network shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

All use of the District's electronic network must be: (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

- Ensure staff supervision of student access to online electronic networks.
- Restrict student access to inappropriate matter as well as restricting access to harmful materials,
- Ensure student and staff privacy, safety, and security when using electronic communications,
- Restrict unauthorized access, including "hacking" and other unlawful activities, and
- Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Network Access from Home or Other Off-Site Location

Students and staff who choose to access the District network from home or any other off-site location are subject to the same guidelines established by this policy and any related implementation plans.

LEGAL REFERENCES:

- No Child Left Behind Act, 20 U.S.C. 6777.
- Children's Internet Protection Act, 47 U.S.C. 254(h) and (l).
- Enhancing Education Through Technology Act, 20 U.S.C. 6751 et seq. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.

CROSS REFERENCES: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Restrictions on Publications)

ADOPTED: August 16, 2012

Authorization for Electronic Network Access

School District 194 is pleased to offer a variety of technology to the students that attend this district. With technology being an important part of our daily lives and our children's we all take responsibility in ensuring that technology is used properly and with the respect that all tools are resources are given throughout the district. It is the role of all students, parents, teachers, administrators, support staff and the Board of Education to all take an active role in understanding the role technology is taking, and the importance of teaching respect for technology while also understanding the consequences that will occur if technology is misused.

Steger School District 194 is connected to the Internet. By being connected to the Internet, staff and students have potential access to electronic mail communication, to information via the World Wide Web, and to various research sources including certain university library catalogs, the Library of Congress, and other research databases. The use of the term "Internet" refers to all information accessed through the schools districts network. Access to the Internet and the School District's network is a part of the District 194 curriculum and is not a public forum for general use. Students and employees shall not load on the district network or Internet any District 194 work product (as defined in administrative procedures) without prior approval of the administrator or his/her designee.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged or altered, or unavailable when using the District's network. While School District 194 uses Internet filtering software to prevent access to unacceptable sites, it is recognized that no filtering software is completely reliable. Therefore, the Board of Education does not claim that users will never be able to access inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Authorized use of the School District's Network and the Internet shall be governed by administrative procedures developed by the Superintendent.

Administrative Procedures – Acceptable Use

A. General

1. As a condition of being allowed access to the Internet through use of District computers, students shall consent to monitoring and inspection by school staff and administration of all student use of District computers and District means of access. Use of District computers by students shall be supervised and monitored by District staff and administration. Students are only allowed access to information and data on the Internet that is consistent with the School's educational mission. The district reserves the right to inspect any material stored in files to which users have access and will edit or remove any material which the district staff, in its sole discretion, believes may be objectionable. This includes all materials accessed or downloaded by students.
2. Students must provide a copy of their passwords to the system administrator.
3. Content filtering and Internet usage will be monitored based on the username assigned to the student. General content reports will be evaluated each week to see traffic and evaluate websites that students are using.
4. Staff members may show for viewing to classes and/or students movies with G (General Audience) or PG (Parental Guidance Suggested) ratings as deemed by the Motion Picture Association of America.
5. Addendums may be released at any time that will be sent home to all respective parties and require signature by both student and family to continue the use of technology in School District 194.

B. Use of District Technology – Severe Infractions

1. Use of District technology to access what would be considered pornographic material.
2. Students may not examine copy, modify, or delete files and/or data belonging to other users. Students may not attempt to access network resources except for those that are given specific access by administrators and/or teachers.
3. Students shall not use the District's computer network for any illegal activities, including, but not limited to, copyright violations, plagiarism and unauthorized access to or use of databases.
4. Students are not authorized access to information which is illegal, indecent, obscene, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is likewise inconsistent with the District's educational mission, or to enter or transmit such information. Students who attempt to access, enter or transmit prohibited information shall be notified of their

infraction by the supervising staff member and shall be directed to immediately exit from the prohibited database and/or network. Depending on the infraction and severity of actions of the student, these offenses may have the level of severity downgraded to an infraction rating of moderate. This is the sole decision of the administrative staff.

5. The technology that has been provided by the Board of Education for the use of bringing technology into the curriculum and classroom environment must be treated with the utmost respect. Theft, voluntary damage, vandalism, and general mistreatment of equipment will not be tolerated.
6. Students shall not attempt any unauthorized, deliberate action which damages or disrupts a computing system (including the willful introduction of computer "viruses", "malware" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses.

C. Use of District Technology – Moderate Infractions

1. Students shall not install or download software on District computers without school authorization.
2. Students shall not attempt to access any proxy sites that exist with the sole intention of bypassing existing content filtering equipment.
3. Students shall not access any sites that allow instant messaging. Students may not access any chat rooms or websites that allow access to chat rooms.
4. Students shall not access any peer file sharing websites that allow visitors to download files. Students may not use IRC or any application that mirrors IRC to chat, enter newsrooms or share files.
5. Students shall not load onto the network or Internet any District 194 work product without prior approval from the teacher or his/her designee. Examples of materials constituting District 194 work product include, but are not limited to: District 194 curriculum, District 194 test or examination materials, Department Guideline and/or Procedures, Parent/Student Handbooks, Personnel Handbooks, District 194 publications and brochures, school newspaper, school yearbook, District 194 policies and administrative regulations/procedures.
6. Students shall not use the District computer network or District means of access to the Internet for personal, financial or commercial gain.
7. Students shall not use any telephone in the building unless given permission by a staff member.
8. Students shall not access blog sites that may contain slanderous information. Examples of these sites include but are not limited to Facebook.com and twitter.com.

CONSEQUENCES FOR VIOLATION OF POLICY ARE LISTED IN THE DISCIPLINE SECTION UNDER "Technology – Violations of Acceptable Use of Technology".

Technology – Consequences for Violations of Acceptable Use

Use of the district's data network, telecommunications network and access to and use of the Internet on District computers is a privilege, not a right. Students who abuse the privilege by engaging in conduct prohibited in the procedures shall lose the privilege and shall be denied access to the network and/or Internet with discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

Discipline will be applied for violation of above acceptable use as follows:

Elementary Level Violations

Severe Infraction

A severe infraction will result in immediate removal from District 194's technology for the remainder of the year. If this infraction occurs in the final month of the school year, permissions may be jeopardized for the following year and /or the student may face expulsion.

Moderate Infraction

- 1st Offense – Loss of Technology Privileges for 1 Week, verbal reprimand/Parental contact
- 2nd Offense – Loss of Technology Privileges for 1 month, Verbal reprimand/Parental contact
- 3rd Offense – Discipline to be applied as a Severe Infraction – see above

All infractions will be documented and become a part of the student's records in Steger School District 194.