

# 2021-2022

## Student and Parent Handbook



### **Matteson Elementary School District 162**

4601 W. Sauk Trail  
Richton Park, Ill 60471  
708-748-0100  
[www.sd162.org](http://www.sd162.org)

Matteson School District 162 does not discriminate in its education programs or activities against students on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, ancestry, age, creed, physical or mental disability, or any other legally protected characteristic.

## MATTESON ELEMENTARY SCHOOL DISTRICT 162 2021-2022

### COVID-19

The safety and well-being of our students, faculty, staff and other stakeholders are of paramount importance to the Board of Education and the Administration of Matteson School District 162 in everything we do. Because we know that there is no better place than our schools for our students to obtain outstanding educational opportunities, we are thrilled that the Illinois State Board of Education has required that all Illinois schools must resume fully in-person learning for all student attendance days. It is exciting to welcome our students to be with us each day!

Throughout the 2021-2022 school year, our operations shall be in accordance with all guidelines provided by the Illinois State Board of Education and the Illinois Department of Public Health. For at least the first quarter of the 2021-2022 school year, all individuals entering District 162 schools are required to wear face coverings as described below:

- **Face Coverings:** All individuals, including students and staff, must wear face coverings at all times in District 162 school buildings and on buses that provide student transportation, unless a documented medical condition prevents an individual from wearing a face covering. District 162 will provide face coverings to students who need them. If a student has a medical condition that prevents the student from wearing a face covering, a written statement from a medical physician must be submitted to District 162's administration documenting the condition, so that necessary accommodations can be made.

As the school year progresses, District 162 will determine whether face coverings shall be required beyond the first quarter, and this information will of course be shared with our students, parents and other stakeholders.

Matteson School District 162's detailed Plan of Operation for the 2021-2022 school year, including all requirements relating to COVID-19, is available on the District 162 website: [sd162.org](http://sd162.org) This Plan of Operation will be updated throughout the year to ensure that the most current information is always available.





# Table of Contents

## TABLE OF CONTENTS

<b>COVID-19</b> .....	1
<b>INTRODUCTION</b> .....	9
About School District 162.....	10
Administration.....	10
Our Mission .....	10
Belief Statement.....	11
Rights and Responsibilities.....	11
Hours of School Operation .....	13
<b>LEADERSHIP</b> .....	15
Board of Education .....	16
Matteson Elementary School District 162 Schools .....	16
Administration.....	17
School Directory .....	18
<b>GENERAL INFORMATION</b> .....	19
Before and After School Supervision .....	20
Bicycles.....	20
Bus/Transportation.....	20
Change of Name, Address, or Telephone.....	21
Educator Qualifications.....	21
Emergency Procedures.....	21
Integrated Pest Management Program .....	22
Lost and Found .....	22
Permission to Leave School.....	22
School Assignment.....	23
School Visitation .....	23
Security and Safety .....	23
Supervision and School Hours.....	23
Supplies.....	24
Telephone .....	24
<b>ATTENDANCE</b> .....	25
Absences and Tardies .....	26
Other Absences .....	26
Religion/Religious Holidays.....	26

## TABLE OF CONTENTS

<b>ACADEMICS</b> .....	27
Academic Hall of Fame .....	28
Comprehensive Human Growth and Development Education.....	28
District Web Portals .....	28
Field Trips .....	28
Gifted and Talented Program .....	28
Graduation.....	29
Honor Roll .....	29
Homework.....	29
Inspection of Instructional Materials .....	29
Learning/Media Centers.....	29
National Junior Honor Society.....	30
Performance/Progress Reports.....	30
Physical Education and Recess.....	30
Pre-Kindergarten Programs and Services .....	30
Promotion/Retention .....	31
Report Cards .....	31
Testing Schedule .....	31
<b>DISCIPLINE</b> .....	33
Discipline Rules and Procedures .....	34
Physical Aggression .....	34
Theft, Damage, or Destruction of School or Private Property.....	34
Weapons and Dangerous Instruments .....	34
Harassment/Threats.....	34
Disrespect to or Abuse of School Personnel .....	35
Physical Abuse of a Student or any Other Person.....	35
All Smoking/Vaping Products Prohibited .....	35
Anti-Bullying Policy .....	35
Use of Narcotics, Stimulant Drugs, or Alcoholic Beverages.....	36
Use of Tobacco.....	36
Repeated School Violations .....	36
Parent/Teacher Advisory Committee .....	36
Due Process.....	37
Removal of Student From Classroom.....	37

## TABLE OF CONTENTS

Detention.....	38
In-School Suspension.....	39
Procedures Regarding Out-of-School Suspension and/or Expulsions.....	39
<b>HEALTHY &amp; SAFETY .....</b>	<b>41</b>
Accident and Illness .....	42
Communicable Diseases .....	42
Dental Exam.....	42
Eye Exam .....	42
Hearing and Vision Screening.....	43
Hospital/Home Instruction.....	44
Medication .....	44
Physical Exam and Immunizations.....	45
<b>STUDENT INFORMATION .....</b>	<b>47</b>
Cell Phones/Electronic Devices .....	48
Expression.....	48
Speech .....	48
Petition .....	48
Press .....	48
Assembly.....	49
Family Educational Rights and Privacy Act .....	49
Non-Discrimination, Prohibition of Sexual Harassment, Title IX and Grievance Procedures.....	49
Lunch Program.....	50
Personal Possessions.....	51
Standards of Dress .....	52
Student Pictures in Media .....	52
Student Property.....	52
Student Records .....	53
Student Safety and Use Policy for Internet and Technology .....	54

## TABLE OF CONTENTS

<b>SPECIAL EDUCATION .....</b>	<b>57</b>
Special Education Services .....	58
<b>PARENT INFORMATION .....</b>	<b>59</b>
Concerns/Complaints .....	60
Conferences.....	60
Fee Waivers .....	60
Home/School Communication.....	60
Homeless children and Youth Policy .....	61
Insurance .....	61
Parent-Teacher Organizations .....	61
Prepackaged Food.....	61
Residency.....	61
School Visitation.....	62
Transfers.....	62
Volunteers.....	62
<b>APPENDICES .....</b>	<b>63</b>
Appendix A-Programs for Gifted and Talented Students/Advanced Placement.....	64
Appendix B-Student Conduct/Consequences .....	66
Appendix C-Anti-Bullying Policy .....	71
Appendix D-Suicide and Depression Awareness and Prevention.....	75
Appendix E-Anti-Discrimination Policy.....	77
Appendix F-Harassment Prohibition.....	80
Appendix G-Uniform Grievance Procedure .....	82
Appendix H-Title IX Sexual Harassment Grievance Procedure.....	86
Appendix I-Technology Use and Internet Safety Agreement .....	89
<b>PARENT/GUARDIAN SIGNATURE PAGE.....</b>	<b>91</b>







# Introduction

## ABOUT SCHOOL DISTRICT 162

Matteson Elementary School District 162 serves portions of the communities of Matteson, Olympia Fields, Park Forest, Richton Park and University Park. Because each village has its own unique character, the District reflects the diversity and vitality of its five differing communities.

Residents in all villages take pride in the libraries, municipal services, parks, secondary schools, colleges, universities, adjacent open lands, forest preserves, and cultural opportunities available in their communities.

District 162 operates seven facilities in a paired school system. Students from Arcadia Elementary School (K-4) in Olympia Fields move on to Indiana Elementary School (4-6) in Park Forest. Students at Matteson Elementary School (K-3) move on to Sauk Elementary School (4-6) in Richton Park. Some students then attend Huth Middle School (7-8) in Matteson. Illinois School houses the K-8 school programs. Richton Square School serves Pre-K students who reside within the district boundaries.

All schools have media centers and computers in each classroom. Through a cooperative use agreement with village park districts, students enjoy quality recreational programs and facilities.

A complete program is available in gifted education, and the comprehensive Student Support Services Department provides special education, counseling and health services.

## ADMINISTRATION

The Superintendent and all other District Administrators are located at 4601 W. Sauk Trail, Richton Park, IL 60471.

### OUR MISSION

*District 162 is a partnership of home, school, and community whose mission is to inspire a desire for learning.*



## **IN MATTESON SCHOOL DISTRICT 162, WE BELIEVE. . .**

- In the importance of dignity and self-esteem.
- In respecting individual differences.
- In academic excellence.
- In parent involvement in the education process.
- Excellence in education requires excellence in personnel.
- Each individual has the right to a safe environment.
- Special needs result from the changing family structure.
- The District is strengthened by student, staff, and community diversity.
- Excellence in education goes beyond basic academic subjects.
- Technology is an integral part of the instructional process.
- Excellence in education is worth the financial commitment.
- Learning is a lifelong process.
- The school's primary role is education.
- All people can learn.
- Education is a partnership among home, school, and community.
- Students, parents, and families must be committed and collaborative participants in education.
- Everyone must prepare for changes in society.

## **RIGHTS AND RESPONSIBILITIES**

The Matteson Education Association, in collaboration with parents, students, and administrators, assisted in the development of these rights and responsibilities.

### **PARENTS**

#### **have the right to:**

- be informed about their child's academic and social performance and progress
- be informed about testing procedures, the impact on students, and how they can help prepare students for test taking

#### **have the responsibility to:**

- respect, communicate, and follow through with the teacher
- openly communicate with the school
- provide support and assistance

## **STUDENTS**

### **have the right to:**

- a positive school environment
- ask for and receive assistance
- opportunities that maximize learning

### **have the responsibility to:**

- give their best effort
- respect classmates and teachers
- be in attendance, actively participate in classroom activities, and complete homework on time

## **TEACHERS**

### **have the right to:**

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

### **have the responsibility to:**

- be observant and to care
- maximize instructional time
- have a positive attitude

## HOURS OF SCHOOL OPERATION

### Regular School Hours

### Early Dismissal Hours

#### **RIGHTON SQUARE SCHOOL**

Full-Day Pre-K 7:45 a.m. – 2:15 p.m.  
Half Day Morning 7:45 a.m. – 10:15 a.m.  
Half Day Afternoon 11:45 a.m. – 2:15 p.m.

7:45 a.m. – 1:25 p.m.  
7:45 a.m. – 9:50 p.m.  
11:30 a.m. – 1:25 p.m.

#### **ARCADIA SCHOOL**

Full-Day Kindergarten and Grades 1-4  
7:45 a.m. – 2:15 p.m.

7:45 a.m. – 1:25 p.m.

#### **MATTESON SCHOOL**

Full-Day Kindergarten and Grades 1-3  
7:45 a.m. – 2:15 p.m.

7:45 a.m. – 1:25 p.m.

#### **INDIANA & SAUK SCHOOLS**

Grades 4-6 (Sauk) 7:45 a.m. – 2:15 p.m.  
Grades 4-6 (Indiana) 7:45 a.m. – 2:15 p.m.

7:45 a.m. – 1:25 p.m.  
7:45 a.m. – 1:25 p.m.

#### **O.W. HUTH MIDDLE SCHOOL**

Grades 7-8  
7:35 a.m. – 2:15 p.m.

7:35 a.m. – 1:25 p.m.

#### **ILLINOIS SCHOOL**

Full-Day Kindergarten and Grades 1-8  
7:45 a.m. – 2:15 p.m.

7:45 a.m. – 1:25 p.m.



# Leadership





**MATTESON ELEMENTARY SCHOOL DISTRICT 162  
BOARD OF EDUCATION**

Felix Simpkins, President  
Ron Bean, Vice President  
Kevin Murphy, Secretary  
Dr. Major Armstead  
Sandi Gordon  
Darnell Leatherwood  
Karen McCray

The school board meets the third Tuesday of each month; interested citizens are welcome to attend. Regular meetings are at 6:30 p.m. in the District 162 Administrative Offices, Board of Education Building, 4601 W. Sauk Trail, Richton Park, IL 60471, (708) 748-0100.

**MATTESON ELEMENTARY SCHOOL DISTRICT 162 SCHOOLS**

**Arcadia School**

Dr. Stephanie Healy, Principal  
Patricia Ransford, Consulting Principal  
20519 Arcadian Way  
Olympia Fields, IL 60461  
(708) 747-3535

**Indiana School**

William Howard, Principal  
165 Indiana Street  
Park Forest, IL 60466  
(708) 747-5300

**Illinois School**

Dr. Shernita Mays, Principal  
210 Illinois Street  
Park Forest, IL 60466  
(708) 747-0301

**Richton Square School**

Narishea Parham, Principal  
22700 Richton Square Road  
Richton Park, IL 60471  
(708) 283-2706

**O.W. Huth Middle School**

Brenda Calvin, Principal  
3718 West 213<sup>th</sup> Place  
Matteson, IL 60443  
(708) 748-0470

**Matteson School**

Gregory Huelsman, Principal  
Sandra Banger, Consulting Principal  
21245 Main Street  
Matteson, IL 60443  
(708) 748-0480

**Sauk School**

Dr. Richard D. Morgan, Principal  
4435 Churchill Drive  
Richton Park, IL 60471  
(708) 747-2660

## **ADMINISTRATION**

### **SUPERINTENDENT OF SCHOOLS**

Dr. Blondean Y. Davis

### **ASSOCIATE SUPERINTENDENTS**

Dr. Douglas Hamilton

Lee Stanton

### **ASSISTANT SUPERINTENDENTS**

Earnestine Foster

Marvin Talley

Dr. Robert Tomic

### **ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES/ CHIEF SCHOOL BUSINESS OFFICIAL**

Craig Englert

### **SPECIAL EDUCATION AND PUPIL SUPPORT SPECIALIST/TITLE IX AND NONDISCRIMINATION COORDINATOR/HEARING OFFICER**

Yvonne Williams

### **CHIEF SPECIAL EDUCATION OFFICER**

Deborah Duskey

### **DIRECTOR OF TECHNOLOGY**

Daniel Evans

### **DIRECTOR OF FACILITIES**

Mark Walczak

### **COORDINATOR OF ACADEMIC SUPPORT**

Dr. David Rupert

### **MATTESON ELEMENTARY SCHOOL DISTRICT 162 ADMINISTRATION OFFICE**

4601 W. Sauk Trail, Richton Park, IL 60471

(708) 748-0100

Fax (708) 748-7302

## **SCHOOL DIRECTORY**

### **Special Education**

4601 W. Sauk Trail, Richton Park, (708) 748-0100

Deborah Duskey, Chief Special Education Officer

Sheloanda Porche-Box, Assistant Director of Special Education

Jamie Goodley, Assistant Director of Special Education

Rebecca Akridge-Dixon, Special Education Administrator

### **Arcadia Elementary School**

20519 Arcadian Way, Olympia Fields, (708) 747-3535

Dr. Stephanie Healy, Principal

Patricia Ransford, Consulting Principal

Dr. Taiyuan Banks, Assistant Principal

Debra Wilcox, Secretary

### **Illinois Elementary School**

210 Illinois Street, Park Forest, (708) 747-0301

Dr. Shernita Mays, Principal

Kisha Houston, Assistant Principal

Cassandra Cartman, Secretary

### **Indiana Elementary School**

165 Indiana Street, Park Forest, (708) 747-5300

William Howard, Principal

Carnisha Mayze, Assistant Principal

Vanessa Doerr, Secretary

### **Matteson Elementary School**

21245 Main Street, Matteson, (708) 748-0480

Gregory Huelsman, Principal

Sandra Banger, Consulting Principal

Patricia McFall, Assistant Principal

Samantha Grant, Secretary

### **Sauk Elementary School**

4435 Churchill Drive, Richton Park, (708) 747-2660

Dr. Richard D. Morgan, Principal

Kim McGuire, Assistant Principal

Monica McCabe, Secretary

### **O.W. Huth Middle School**

3718 West 213<sup>th</sup> Place, Matteson, (708) 748-0470

Brenda Calvin, Principal

Tracye Hutsona, Assistant Principal

Michael Rogalski, Dean of Students

Scott Chandler, Technology Coordinator

Tracey Scales, Secretary

### **Richton Square School**

22700 Richton Square Road, Richton Park, (708) 283-2706

Narishea Parham, Principal

Donna Swiderski, Secretary

# General Information



General  
information

## BEFORE AND AFTER SCHOOL SUPERVISION

Students should arrive at school ***no more than 10 minutes*** before classes begin. Supervision is not available until this time. Students should leave school promptly at the end of the school day unless they are involved in a supervised activity. There is no supervision available beyond the end of the school day. Parents should pick up students promptly.

## BICYCLES

Students in third grade or older are permitted to ride bicycles to school at their own risk. Elementary students who must cross busy thoroughfares may bike to school only with a signed permission slip from the parent/guardian. The school **does not** assume liability for bicycles damaged or stolen while on school property.

Bikes, skateboards, or roller skates/blades may not be ridden or used on school grounds. Motor driven vehicles such as motorized scooters, mini-bikes, and motorcycles are not permitted on school property.

## BUS TRANSPORTATION

The District buses students who live more than  $\frac{3}{4}$  of a mile from their assigned school or students who are required to cross a hazardous route as defined by the Illinois Department of Transportation. Students who live closer than  $\frac{3}{4}$  of a mile to their assigned school and students who do not need to cross a hazardous route to get to school must walk or be transported on their own.

Parents and Guardians of students who receive special education and require special transportation due to a disability should contact their child's case manager to determine if special transportation is appropriate.

All bus stops, except for Pre-K students and students with transportation as a related service on their I.E.P., are at centralized corners, not in front of individual homes in order to make transportation as efficient as possible. Drivers do not have the ability to watch students walk to their home to see that they get in the door. All students should know where to go in case of an emergency, if school is dismissed early, or when they disembark from the bus. Students are the responsibility of the parent/guardian when they disembark from the bus after school, and the District is not in the legal position to assume additional responsibility.

Students who receive special education and have transportation as a related service on their I.E.P and Pre-K students assigned to Richton Square School are picked up and dropped off in front of their homes where an adult must be present at drop-off. Pre-K students and students with an I.E.P. who live on a cul-de-sac or road with no outlet may be assigned an alternative stop.

Parents and Guardians are allowed to change a pick-up or drop-off location that is close to a daycare or baby sitter. However, for safety reasons, the drop-off location must be the same each day and cannot alternate from day-to-day during the week. Any changes to transportation stops must be made in writing by completing the Transportation Change Form at your child's school and submitting a one-time fee of \$25. Parents and Guardians should allow a minimum of three days for changes to be implemented.

Transportation for students at the intermediate and middle schools will be scheduled for selected after-school activities and can be arranged by the building administrator under certain circumstances. Buses stop at predetermined locations in each village, not at the child's regular daily bus stop.

All questions related to transportation should be directed to the Transportation Department at 708-748-1010, extension 4120.

### **CHANGE OF NAME, ADDRESS, OR TELEPHONE**

Parents/guardians are required to notify the District Registrar immediately of any change in name, address, home, work or emergency telephone numbers; a change in the emergency number of contact person; changes in guardianship, etc., or any information that might be pertinent to school records or to contacting the parent/guardian in case of an emergency. The District registrar may be reached at 708-833-4104.

### **EDUCATOR QUALIFICATIONS**

In accordance with the provisions set forth in the *Every Student Succeeds Act*, parents of students who attend schools that receive Title I funds are hereby notified that they have the right to request information regarding the professional qualifications of their child's teacher(s). Upon receipt of such request, each school receiving Title I funds shall provide, at a minimum, the following information:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
3. 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.
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

### **EMERGENCY PROCEDURES**

Fire, Law Enforcement and disaster drills are held at regular intervals during the school year to familiarize students with safety procedures.

In the event of a tornado warning or civil defense warning, students will not be dismissed early. A student will be dismissed to a parent/guardian who comes in person to the school to sign a dismissal release.

If school buses do not operate or schools are closed because of severe weather or hazardous conditions, an announcement will be put on the District's website and school's communication network.

During the winter months, weather conditions might require that we modify our transportation schedule or under particularly adverse conditions, even close school. Our emergency procedures include three levels of response:

**Level One** – Schools are open but due to weather conditions, we are emphasizing – “**A slow, steady progress for a safe arrival.**”

**Level Two** – All schools are closed. All after-school activities and BASE are cancelled. All teachers and educational support staff should not report. The District Office will be open, all district staff and principals should report to the District Office. An updated report on our status will be available to the public and staff by 6:00 p.m.

**Level Three** – All schools and the District Office are closed. Selected staff will be on call and available to the Superintendent. An update will be provided by 6:00 p.m.

In compliance with Illinois law and applicable requirements, District 162 has adopted a research-based program for e-learning that permits student instruction to be provided electronically when students are not physically present in school due to an emergency closure of our schools.

#### Early Dismissal

**It is not our intention to close school early for any reason.** Most of our parents work and are not at home during the day. To dismiss the children early would, in most circumstances, result in children being unsupervised and others without access to their homes.

#### Notification

Notification will be given to you via the District's web portal, the District's automated calling system, and the news media at 708-748-0100.

### **INTEGRATED PEST MANAGEMENT PROGRAM**

An integrated pest management system (IPM) approach for controlling insects, rodents, and weeds, which focuses on making an unfavorable habitat for pests by removing food and water sources and eliminating their hiding and breeding places, is used at all District schools and buildings.

Pesticide applications will be made only when the area/s being treated are unoccupied. These areas will be secured against access as long as necessary.

Any staff member, student, or parent may receive notification of the use of a specific airborne-delivered pesticide by putting his/her name on a voluntary registry located in each school's main office. Notification will be two days prior to an airborne pesticide application. In the event of an extreme emergency where pesticides must be used immediately, notification will be made as soon as possible.

### **LOST AND FOUND**

Each school maintains a lost and found area. Wearing apparel and personal items, such as lunch boxes, purses, and wallets, should be marked or initialed to facilitate their return. Money should not be left in desks or lockers. ***The school and/or the District are not responsible for replacing a student's or adult's lost, damaged, or stolen items.***

### **PERMISSION TO LEAVE SCHOOL**

It is essential that school personnel be informed as to where each student is located at all times during school hours. Students are not permitted to leave school grounds without permission from the building administrator.

Medical or dental appointments should be scheduled as close to the start or end of the school day as possible. If a student leaves the building during school hours, a parent/guardian or designee is required to sign a release, indicating the time of departure. **Students may not leave the building without adult supervision.**

## SCHOOL ASSIGNMENT

Matteson Elementary School District 162 operates seven facilities in a paired school system. Students from Arcadia School (K-4) in Olympia Fields move on to Indiana School (4-6) in Park Forest. Students at Matteson School (K-3) move on to Sauk School (4-6) in Richton Park. Most students then attend O.W. Huth Middle School (7-8) in Matteson. K-8 school programs are located at Illinois School in Park Forest. Richton Square School serves pre-kindergarten students who reside within the district boundaries.

Under certain conditions, the Superintendent may approve parent/guardian requests for reassignment. Should a parent's/guardian's request for reassignment be approved, they will be required to provide transportation from their home to the new school. Approval for reassignment must be requested early and is typically granted in August under specific circumstances.

## SCHOOL VISITATION

Due to COVID-19 restrictions, no visitors are permitted in our schools until further notice. When such visitation is permitted at some point in the future, parents/guardians and community members are always welcome in the schools, to visit classrooms and to participate in volunteer programs. As a courtesy to the teaching staff, parents/guardians who wish to visit his/her child's classroom are required by District policy to notify the school office the day before the intended visit. Under the law, *failure to report to the school office upon arrival at school is a misdemeanor*.

## SECURITY AND SAFETY

1. All schools are secure and visitors must enter buildings through the front office area, when visitors are permitted in the future.
2. **Asbestos Management Plans** - District school buildings have been inspected and found to contain non-friable asbestos in some floor tile and isolated pipe insulation. These materials are **not** considered hazardous if not disturbed. Our maintenance personnel have received training and are certified to provide this maintenance. A record of the inspection report and management plans containing a diagram of the locations of asbestos-containing materials can be reviewed in each building's main office, as well as at the District Office.

## SUPERVISION AND SCHOOL HOURS

Unless a teacher or administrator asks a student to come early or stay late, the student will not be supervised if he/she arrives at school early or leaves the building late. As a general rule, there will be no supervision until the arrival of the first bus which is usually about ten minutes before the start of school. Supervision ends after the departure of the last bus, which is usually five to ten minutes after the end of the school day.

Parents/Guardians are urged to have their children arrive ten minutes before school starts and leave immediately after it ends. Students are not to use playground equipment prior to the start of school or after school due to the lack of supervision.

School hours are listed on page 17 of this handbook. Students are marked tardy if they arrive after the bell has rung.



## **SUPPLIES**

Teachers will inform students of the specific supplies suggested for each grade. Supply lists are also available at a number of stores in the area. Supply lists are available on the District's website ([www.sd162.org](http://www.sd162.org)).

## **TELEPHONE**

Students are not to use the office telephone except in a case of extreme necessity. Messages to students will be delivered before the end of the school day whenever possible, but parents/guardians are asked not to call unless there is an emergency.

***Teachers are not called to the telephone during class time.*** Telephone messages will be left in the teacher's mailbox or voice mail, and the teacher will return the call as soon as possible. Teachers may not have a scheduled planning period and may not be able to return the call until the following day. It is requested that parents/guardians call the teacher or building administrator at school.

# Attendance



Be  
Here!

**EVERY DAY. ALL DAY. ALL THE WAY!**

**ATTENDANCE COUNTS**

## ABSENCES AND TARDIES

We urge parents/guardians not to request that a child be excused from class for a portion of the day unless an emergency exists. Parents/guardians are encouraged to make every effort to promote daily attendance. The home and school must cooperate to help children be responsible for arriving at school on time.

If a child is dismissed during the school day at the parent's/guardian's request, the parent/guardian must meet the child at the school office and sign the student out.

When students are to be absent for any reason, ***it is the responsibility of the parent/guardian to call the school between the hours of 7:00 a.m. and 8:30 a.m. Messages are to be left on the school's voicemail. Parents/guardians of absent students will be contacted if no call has been received.*** Phone numbers of all District 162 schools are listed on page 16 of this handbook.

**A note signed by the parent/guardian stating the reason for the absence must be submitted on the day the student returns to school or for a tardy. A note from a physician must accompany consecutive absences for illness in excess of three days.**

For students whose religion requires absence from school, refer to "Religion/Religious Holidays" in this handbook or call your school for information on the procedure to use.

Every child must be ready to begin the day's activities on time. When a child enters the room late, ***for any reason***, there is a loss of instructional time for every child.

The names of students who record a series of tardies/absences will be forwarded to the Superintendent's Office. ***Once this referral is made, subsequent action may include an exclusion from school with a required parent/guardian conference prior to readmittance, a home visit, and/or an after-school detention.***

An excused tardy for a documented medical appointment in the morning is not counted against the student's perfect attendance record. Unexcused tardies count against perfect attendance. Any absence or tardy by individual students can ***reduce*** the District's state aid reimbursement.

### Other Absences

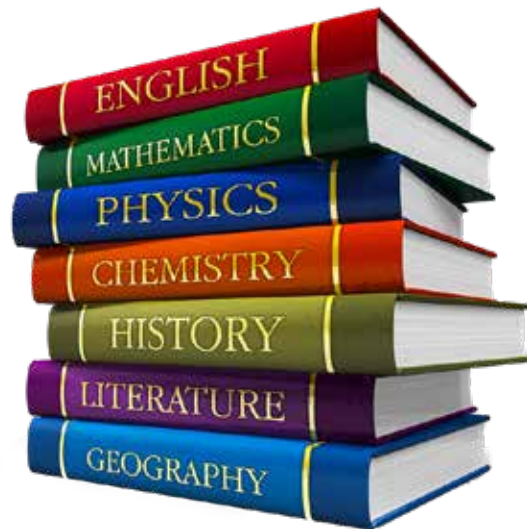
Typically, student absences are excused only in connection with medical issues including the mental or behavioral health of the student, or for religious observances. In an unusual situation where a parent/guardian wishes the District to consider whether an absence may appropriately be excused due to an occurrence not involving a medical issue or a religious observance, the parent/guardian should make such a request to the principal of the student's school, understanding that a determination that the absence is excused may not be possible or appropriate. If the parent/guardian does not agree with the determination of the school principal, the parent/guardian may seek review from the District Superintendent.

## RELIGION/RELIGIOUS HOLIDAYS

If you plan to keep your child home for a recognized religious holiday and wish your child to receive an excused absence, you must make this request in writing ***prior*** to the absence. When preapproved, the absence will not count against perfect attendance.

By law, students have the right to study, examine, discuss, and analyze religious ideas and institutions in a factual, unbiased, and academic manner, as they would explore any other subject.

# Academics



## **ACADEMIC HALL OF FAME**

A simple grade point average of 3.0 or higher with no grades of D or F in any of the first three marking periods shall determine initial eligibility for 8th graders for the Academic Hall of Fame. A student must be enrolled in the first three quarters of the school year. Other criteria such as character and good citizenship exist and are determined by the principal.

## **COMPREHENSIVE HUMAN GROWTH AND DEVELOPMENT EDUCATION**

In grades kindergarten through 8, a written notice will be given to the parents/guardians at least 5 days prior to the student's participation in a comprehensive human growth and development class. Students will be excused from taking or participating in any class or course in comprehensive human growth and development education if their parents/guardians submit written objections to the school administrator. Class sessions which deal exclusively with human growth and development may be conducted separately for males and females.

## **DISTRICT WEB PORTALS**

All quarter grades will be posted and will remain accessible throughout the entire year. This will allow parents to get a complete picture of student performance at any point in the school year but most importantly, near the end of the school year.

## **FIELD TRIPS**

As the 2021-2022 school year begins, all field trips are canceled due to COVID-19. When field trips resume in the future, field trips are planned to supplement the instructional program. Students are responsible for paying fees related to field trips, including transportation. Permission slips will be required for students leaving school to participate in out-of-district, school-sponsored field trips. For liability reasons, under no circumstances will a student without a signed permission slip be permitted to participate, and money collected for field trips will ***not*** be refunded.

***Permission slips from parents/guardians are not required for orientation or field trips where students are transported from one District 162 school facility to another or for disaster evacuation drills.***

Supervision on all trips must be as close as possible to a ratio of one adult to ten students. The building administrator must approve volunteers. Parent/Guardian chaperones will be invited to attend on an "as-needed" basis; however, for safety and liability reasons, siblings of students will not be permitted to accompany parents/guardians. Chaperones and students are restricted from purchasing souvenirs. ***District 162 administrators may determine that a student or students shall not participate in a particular field trip, including field trips involving travel during more than one day, when such a determination is deemed to be in the best interests of District students based upon an array of considerations, including, without limitation, student conduct, the safety and well-being of students during field trips, etc.***

## **GIFTED AND TALENTED PROGRAM**

The District provides gifted and talented education programming for students who qualify for these services. Parents/Guardians and other interested persons may contact the building principal. Parent/guardian involvement in the philosophy and direction of the District's gifted and talented program is encouraged. The District's Policy regarding Programs for Gifted and Talented Students and Opportunities for Accelerated Placement is attached as Appendix A.

## **GRADUATION**

Participation in the 8th grade graduation exercises is a privilege which must be earned through **academic achievement** and by **following school rules**. Severe or repeated violation of school rules may result in exclusion from participation in and attendance at graduation exercises.

Students must have a cumulative grade point average of 1.5 in order to graduate to high school and participate in the graduation ceremony.

Students who complete academic requirements for graduation at educational facilities other than District 162 schools shall participate in graduation exercises available at the educational institution where such educational requirements are completed.

## **HONOR ROLL**

Honor roll eligibility is based upon single quarter grade point averages. There are three honor roll levels: Straight A which is for students with no grades below A in a single quarter; Principal's Honor Roll which is for students with single quarter grade point averages of 3.5 or higher; Honor Roll for single quarter grade point averages of 3.0 and above. A student may only be on one honor roll (the highest level he/she qualifies for) and may have no grades below C to qualify for any honor roll.

## **HOMEWORK**

The teacher is responsible for deciding when, what, and how much homework is assigned within the scope of District policy. Suggested times for assigned homework or related learning activities are primary, 15-30 minutes; intermediate, 30-60 minutes; and middle school, 45-75 minutes.

Homework may be started in the classroom and completed at home. If homework is accepted late or incomplete, some penalty may be assessed on the assignment by the teacher. If a child is ill or has an excused absence, work can be assigned and sent home at the parent's/guardian's request. Requests for school assignments for students who are absent will be honored if the school is given 24-hour notice. It is not always possible to get assignments together on short notice. Generally, a student will have as many days to make up missed assignments as he/she was absent or excused. The student is responsible for obtaining assignments given during his/her absence.

Teachers will post homework assignments on the District-approved web portals. Parents and students should use the District-approved web portals as a homework resource on a daily basis.

## **INSPECTION OF INSTRUCTIONAL MATERIALS**

Parents/Guardians of any student may inspect any instructional materials used in the schools. Law entitles parents/guardians to inspect certain instructional materials and to request that their child not participate in programs requiring release of specified personal information. Call the Building Administrator's Office for an appointment if you wish to view any of these items. See 20 U.S. Code Section 1232h; 105 ILCS 5/28-19.1.

## **LEARNING/MEDIA CENTERS**

The learning/media centers are extensions of the classroom, and media center staff members work closely with classroom teachers. All students have the opportunity to use the centers to work on individual projects, to participate in research activities, to receive computer instruction, and to check out print or audio material. At Huth, students must have an ID card to check out books from the media center.

## NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society will use a simple grade point average of 3.5 or higher after the third or fourth quarter is completed to determine initial eligibility.

The Faculty Council of the chapter is responsible for selecting students who demonstrate outstanding performance in all five criteria of the NJHS – scholarship, leadership, service, citizenship and character.

Application for membership does not guarantee selection.

## PERFORMANCE / PROGRESS REPORTS

*At the beginning of the year, each teacher will share his/her grading system with the students and parents/guardians.*

Performance/Progress reports are issued regularly to summarize for parents/guardians the student's performance in skill development and cognitive learning areas.

Parent-teacher conferences in the fall of every school year will be used as an opportunity for parent notification of student performance. Midterm conferences will be scheduled if student performance indicates the possible need for mandatory summer school/retention.

Parents will be notified on the 5<sup>th</sup>, 15<sup>th</sup>, 25<sup>th</sup> and 35<sup>th</sup> weeks of school of their student's failing grade status. Additionally, notification will be given for a decline in a letter grade for any of the core subjects.

Grades will represent a variety of activities performed by the student. Grades may be determined by such activities as daily work, compositions, projects, homework, reports, oral presentations, quizzes, or tests. Comments regarding academic performance and student behavior will be included in the report card.

The District's grading scale is:

A = 93 – 100

B = 87 – 92

C = 78 – 86

D = 70 – 77

F = Below 70

## PHYSICAL EDUCATION AND RECESS

Weather permitting, elementary buildings may have daily outside supervised physical education periods. In addition, for students in kindergarten through grade 5, Illinois law requires 30 minutes of unstructured playtime each school day. Students should come to school each day dressed to participate in outside activities. ***Parents/Guardians must submit a physician's written excuse if there is a medical reason why the student cannot participate in indoor or outdoor physical education classes for more than two consecutive days at the elementary level or one day at Huth.***

The parent/guardian may request in writing that a student who has been absent because of illness remain in the building for a day or two during recess. If a student is to remain inside for a longer period of time, a doctor's statement may be requested.

## PRE-KINDERGARTEN PROGRAMS AND SERVICES

Children aged 3-5 (who are not eligible for kindergarten) may be considered for the Preschool for All and Preschool for All Expansion programs. Half-day and full-day programs are available for children who live in the district's attendance area. Screenings are scheduled throughout the school year to identify children who may need educational services. Enrollment is offered to those children with high priority needs. Check the district web page for screening dates or call Richton Square School for more information.

## PROMOTION/RETENTION

State law requires students to meet District expectations and to perform at their expected grade level prior to promotion to the next grade level. Students will not be recommended for retention in June, but will be required to attend a mandatory summer school program designed to improve skill development and to address deficiencies. At the conclusion of the mandatory summer program, retention/promotion decisions will be made.

For all students in kindergarten through eighth grade, promotion shall be based upon academic achievement. No later than the third quarter of each school year, notice shall be given to those parents/guardians whose student(s) are not achieving at a satisfactory rate as recommended by the classroom teacher or at least maintaining a grade-point average of 1.5 (grades 3-8). All recommendations shall be reviewed by the building principal.

For those students who do not achieve a grade-point average of 1.5, mandatory summer school shall be recommended. In some cases, the successful completion of mandatory summer school shall be a prerequisite for promotion to the next grade. Successful completion shall be defined as earning a "C" grade or better in all academic subjects.

The decision regarding grade promotion or retention shall be made within 10 business days from the last day of the summer school term by an educational team including, but not limited to, the student's home school principal, summer school principal and summer school teacher.

If a student does not successfully complete mandatory summer school, he/she may be retained for the following school year.

Parents/Guardians will be informed in May of the school year that their student has been recommended for mandatory summer school.

## REPORT CARDS

Report cards for grades 1-8 are distributed four times during the school year.

Kindergarten report cards are distributed twice during the school year in January and June. (See Performance/Progress Reports.)

## TESTING SCHEDULE

Students will be assessed throughout the school year to monitor academic progress in all grade levels. The chart below outlines the grade level, subject area, and date of each assessment. The IAR Assessment is the state-wide test for students in grades 3-8. Student test results are sent home to parents for their review. The Illinois State Board of Education also provides school districts with the Illinois School Report Card. Copies are available through the district website.

Grade Level	Assessment & Subject Areas	Testing Window
K	Kindergarten Ind. Development Survey Reading, Math, & Social Development Early Literacy	October  Fall, Winter & Spring Benchmarks
1	STAR 360 Assessment - Early Literacy & Mathematics	Fall, Winter & Spring Benchmarks
2-8	STAR 360 Assessments - Reading & Mathematics	Fall, Winter & Spring Benchmarks
3-8	Illinois Assessment of Readiness English Language Arts & Mathematics	March–April
5&8	Illinois Science Assessment	March–April





# Discipline



## DISCIPLINE RULES AND PROCEDURES

The Board of Education has adopted a policy which addresses student conduct and potential consequences, including suspension and/or expulsion, and related procedures, which is included in this handbook as **Appendix B**. Recognizing that suspensions and expulsions represent the most serious District imposed consequences which may result from student behavior, the Board adopted this policy in order to ensure that District 162 procedures facilitate achievement of legitimate educational purposes which are the goal of student discipline, as well as complying with the requirements of applicable law.

Teachers also develop discipline rules and procedures for their classrooms. *All adults who work in our schools are responsible for student behavior.* To observe misbehavior by a student and not take action is to condone misbehavior. Discipline remains within the sound discretion of District 162's Board of Education, its Administration and staff, based upon the particular circumstances involved in each incident.

Each student is furnished a copy of the school's discipline rules and procedures as duplicated in this handbook. Copies will be distributed within the first 15 days of school (or within 15 days of enrollment for transfer students). Parents/guardians are required to sign a form indicating they have received a copy of these school rules.

Corporal punishment, time out, and physical restraint are not permitted in District 162.

### Physical Aggression

Physical aggression will not be tolerated and will almost always result in some form of student discipline.

### Theft, Damage, or Destruction of School or Private Property

A student may not intentionally cause or attempt to cause damage to school or private property, nor steal or attempt to steal school or private property. Any act of misconduct or theft is considered serious, and a police report may be filed.

#### Weapons and Dangerous Instruments

Problems arise when children bring to school articles that are hazardous, interfere with school procedures, or are articles used in a threatening manner. Fireworks, fire crackers, poppers, sparklers, mace, pepper spray, explosives of any kind, knives of any size, Swiss army knives, razors, guns, water guns, hard balls, bean shooters, any look-alike toy weapons, laser pens, or any other object deemed by school personnel to be a dangerous weapon or that can be or is intended to be used as a weapon, *should not be brought to school, and if so, will result in disciplinary action. Possession or handling of these articles on school property is grounds for out-of-school suspension and/or expulsion, regardless of the age or grade level of the student.* Parents/Guardians will be notified if hazardous or illegal articles are confiscated, and reports to police will be made as necessary.

### Harassment/Threats

A student may not harass, in any abusive manner, any student, staff member, or adult. Harassment may include unwanted sexual comments, continuous discouraging and/or demeaning comments, threats, or abusive language.

## **Disrespect to or Abuse of School Personnel**

Students are required to obey the directions of their teachers and other school personnel. Students may not be disrespectful or abusive to teachers or school personnel and are absolutely prohibited from using obscene or abusive language or any form of physical violence or threat toward teachers or other school personnel. ***Threats or physical violence are considered serious and a police report may be filed.***

## **Physical Abuse of a Student or Any Other Person**

A student may not endanger the physical health, safety, or well being of other persons, or do bodily injury to any individual. Such acts include but are not limited to (1) false fire alarms or bomb threats; (2) assault, battery, or fighting; and (3) intimidation by threat of force or blackmail.

## **All Smoking/Vaping Products Prohibited**

Matteson School District 162 is a smoke-free and tobacco-free environment. Students' possession and/or use at school and/or school-sponsored events of smoking and/or tobacco products, including e-cigarettes, often referred to as "vaping" products, are prohibited and, if such possession or use occurs, will result in student discipline. Illinois law bans the possession or use by minors of all such products. National data indicate that students' use of e-cigarettes has increased dramatically in recent years, perhaps because students are unaware of the health risks associated with these devices, which often contain harmful chemicals, such as nicotine, at levels that far exceed amounts in other smoking products. Such data indicate that Matteson School District 162 and our students' parents/guardians must be diligent in assisting our young people to avoid dangers of smoking/vaping.

## **Anti-Bullying Policy**

The Board of Education has adopted an Anti-Bullying Policy recognizing that bullying behaviors are unlawful in Illinois and that the Matteson School District 162 community will take all appropriate actions to ensure that its students are protected from bullying. **"Bullying"** means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, which has or can reasonably be predicted to place a student in reasonable fear of harm to the student's person or property, cause a substantially detrimental effect on the student's physical or mental health, substantially interfere with the student's academic performance, and/or substantially interfere with the student's ability to participate in and/or benefit from the services, activities or privileges provided by a District 162 school.

"Bullying" also includes "Cyber-bullying" which is bullying through the use of technology or any electronic communication, including, without limitation, social media, electronic mail, internet communications, instant messaging, creation of a webpage or weblog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the above-listed definition of bullying, and the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the above-listed definition of bullying.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Illinois law prohibits bullying of students on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, physical or mental disability, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic.

Bullying is prohibited: (1) in school, on school property, on school buses or other Board-approved transportation, and at designated locations where students wait for buses and other Board provided transportation ("bus stops"); (2) during any school-sponsored or school-sanctioned activity; (3) through the transmission of information from

a District 162 computer or computer network, or other District 162 equipment; (4) through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the orderly operation of a school, provided that District personnel receive a report of such bullying; (5) when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities; (6) when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Board provided transportation; and (7) when such misconduct occurs off campus but seriously disrupts a school's operation.

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult of the incident as soon as practicable. Any parent/guardian who witnesses or is notified of bullying has an obligation to notify the Principal of the school where the bullying occurred, as soon as possible. District 162's Superintendent shall ensure that District 162 responds to incidents of bullying in a manner tailored to the individual incident, which includes consideration of the nature of the behavior at issue, the developmental age of the student(s) involved, and involved students' history of inappropriate behaviors. Appropriate consequences for students are outlined in District 162's Uniform Discipline Policy. Students, who are identified by District 162's Administration or a designated behavior committee as having demonstrated behaviors that put them at risk for engaging in bullying or other aggressive behaviors, shall be referred to the school Principal. The Principal shall promptly notify the student's parent/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate, based upon available community-based and district resources. Any reprisal or retaliation against any person who truthfully reports an act of bullying is strictly prohibited. The complete District Anti-Bullying Policy is included in this Handbook as Appendix C.

### **Use of Narcotics, Stimulant Drugs, or Alcoholic Beverages**

A student may not knowingly and unlawfully possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substance, or intoxicant of any kind (this includes look-alike drugs): (1) on the school grounds, (2) while being transported to or from school, or (3) off the school grounds at a school activity, function, or event.

### **Use of Tobacco**

*All District 162 schools and property have been declared a smoke-free environment.* The school district does not permit such use or possession by any individual of smoking and/or tobacco products, including e-cigarettes (often referred to as "vaping" products) (1) on the school grounds, (2) while being transported to or from school, or (3) off the school grounds at a school activity, function, or event.

### **Repeated School Violations**

A student who, despite prior discipline for misbehavior, persistently violates school rules may be deemed a chronic disciplinary problem. A student identified as a chronic disciplinary problem may be suspended and/or recommended to the Board of Education for expulsion on the basis that, despite prior remediation measures, said student has persistently violated the rules of the school and the repeated misconduct warrants suspension/expulsion.

### **Parent/Teacher Advisory Committee**

The Board of Education has established and maintained a parent-teacher advisory committee to assist in the review, development, and dissemination of policy guidelines on student discipline including bullying and bus safety. The Parent/Teacher Advisory Committee is comprised of parents/ guardians, teachers and building administrators.

It is the goal of the District to utilize discipline procedures that will allow students and staff to function in an atmosphere conducive to effective learning.

## Due Process

No student is to be disciplined by administrators/staff through the use of detentions, suspensions, expulsions, or classroom exclusions, unless the student has been told of the reasons for the discipline and given an opportunity to state his/her views as to the facts giving rise to the proposed discipline.

The staff is required to take reasonable action as may be necessary to protect the immediate health, safety, and well-being of students, staff or property, or to maintain the integrity of the educational process.

## Removal of Student From Classroom

*The Board recognizes that teachers have the primary responsibility for discipline in their classrooms.*

1. A teacher may temporarily exclude a student from a class when, in the opinion of the teacher, the grossness of any offense, the persistence and severity of the behavior, or the disruptive effect of the student makes the continued presence of the student in the classroom intolerable.
2. Except when the conduct of a student is so gross as to necessitate his/her immediate removal from class so as to protect the health and safety of the student or his/her classmates, prior to the exclusion of a student, the teacher must give the student reasonable warning of the possibility of exclusion and must allow the student to know the reasons for the proposed exclusion and, when appropriate, permit the student to explain his/her position on the possible exclusion.
3. If a student is excluded from a class, the student will be sent to the building principal and/or a designated place or person.
4. The principal and/or designee will maintain records of all such exclusions, including the time, the date, the excluding teacher and the reasons for the exclusion, as well as the disposition of the problem.
5. Nothing herein will be interpreted to limit the building principal's power to suspend a student.
6. Parent/Guardian notification will be served.

The following list of behaviors is not intended to be all-inclusive, but rather exemplifies that type of misconduct which will result in appropriate disciplinary action, including possible suspension and/or expulsion.

1. Disruption of school, which involves conduct which materially and substantially threatens to disrupt, or which actually disrupts, the educational program or obstructs any lawful process or function of the school
2. Theft, damage, or destruction of school or private property lawfully on school premises
3. Disrespect to and/or abuse of school personnel
4. Physical abuse of a student or any other person or endangerment of the physical health, safety, or well-being of students or other persons
5. Slander, libel, obscenity, profanity, or threats to students or adults
6. Fireworks, sparklers, mace, pepper spray, explosives of any kind, laser pens, knives of any size, Swiss army knives, razors, guns, water guns, hard balls, bean shooters, or any other object deemed by school personnel to be a dangerous weapon or that can be or is intended to be used as a weapon or look-alike toy weapons, etc., ***should not be brought to school and, if so, will result in disciplinary action. Possession or handling of these articles on school property is grounds for out-of-school suspension and/or expulsion.***
7. Possession, use, sale, transmission, or being under the influence of alcoholic beverages or illegal drugs of any sort including marijuana or look-alike drugs or legal medications not prescribed to the student
8. Possession or use of tobacco, tobacco products, or smoking materials
9. Chronic, repeated, and severe disobedience or misconduct
10. Inappropriate sexual behavior and/or harassment

11. Cheating in academic matters
12. Gambling
13. Violation of rules regarding school bus transportation. Violation of bus conduct rules may result in suspension of bus transportation privileges for varying periods of time depending on the seriousness of the misconduct.
14. Gross disobedience or misconduct perpetrated by electronic means, including
  - a. through the transmission of information from a District 162 computer, the District computer network, or other District 162 equipment;
  - b. through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased or used by the School District, if such use constitutes bullying that causes a substantial disruption to the operation of a school;
  - c. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on District-provided transportation; and
  - d. when such conduct occurs off-campus but seriously disrupts a school's operation.
15. Engaging in conduct that constitutes "bullying" as discussed in Board Policy No. 5314.
16. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel, provided: (a) the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made; and (b) the threat could be reasonably interpreted as threatening the safety and/or security of the threatened individual because of his/her duties of employment, employment status, or status as a student.

**PARENTS/GUARDIANS SHOULD BE AWARE THAT SOME MISCONDUCT, SUCH AS BULLYING AND MISCONDUCT PERPETRATED BY ELECTRONIC MEANS (INCLUDING HARASSMENT AND/OR THREATENING POSTS ON SOCIAL MEDIA SITES, AS WELL AS THE TRANSMISSION OF SEXUALLY EXPLICIT PHOTOGRAPHS VIA ELECTRONIC MEANS) MAY CONSTITUTE CRIMINAL MISCONDUCT THAT CAN RESULT IN CRIMINAL PROCEEDINGS INITIATED BY REQUIRED REPORTING BY DISTRICT REPRESENTATIVES AND/OR REPORTS TO LAW ENFORCEMENT AGENCIES FROM REPRESENTATIVES OF THE VICTIMS OF SUCH MISCONDUCT. THE OUTCOME OF SUCH CRIMINAL PROCEEDINGS IS BEYOND THE CONTROL OF THE DISTRICT. IN ORDER TO AVOID THE POTENTIAL FOR INVOLVEMENT IN SUCH CRIMINAL PROCEEDINGS AND THE EXPENSE OF NECESSARY LEGAL REPRESENTATION IN SUCH MATTERS, PARENTS/GUARDIANS MUST BE DILIGENT IN MONITORING THE CONDUCT OF THEIR CHILDREN ON SOCIAL MEDIA AND VIA OTHER ELECTRONIC MEANS.**

### **Detention**

1. A teacher or building administrator may request that a student remain after regular school hours to serve a detention.
2. Prior to serving a detention, the student will be told the reason for detention and given an opportunity to state his/her view.
3. The teacher or building administrator will give at least 24-hour notice to the parent/guardian either by telephone or written message concerning such measures as detention. If the parent/guardian refuses detention, then an alternate discipline measure of no less severity and as determined by the building administrator

will be taken. *A parent/guardian may waive the 24-hour notice so that detention may be served on the day of receiving the detention.*

4. A student may not be given detention for more than sixty (60) minutes before or after regular school hours without the parent's/guardian's consent.

### **In-School Suspension**

1. Prior to serving an in-school suspension, the student will be told the reason for suspension and given an opportunity to state his/her view.
2. In-school suspension will occur under the supervision and procedures developed for each school.
3. The building administrator will give at least 24-hour notice to the parent/guardian either by telephone or written message concerning such measures as an in-school suspension. ***If the parent/guardian refuses the suspension, an alternate discipline measure of no less severity and as determined by the administration will be taken.*** A parent/guardian may waive the 24-hour notice so that the in-school suspension may be served on the day of receiving the suspension.
4. When serving an in-school suspension, a student may not be detained for more than sixty (60) minutes before regular school hours or after the regular dismissal time.

### **Procedures Regarding Out-of-School Suspensions and/or Expulsions**

1. Following student misconduct which may result in an out-of-school suspension and/or expulsion, a District administrator will explain the facts as understood regarding the student misconduct at issue and the student will be given the opportunity to respond regarding the alleged misconduct, including providing any facts deemed relevant regarding the alleged misconduct at issue and/or any facts which the student believes may be mitigating factors regarding the conduct at issue. A pre-suspension conference is not required, and the student can be immediately suspended, when the student's presence is deemed to pose a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
2. Parents/guardians of students recommended for out-of-school suspensions or expulsions shall be notified as soon as practicable of the potential expulsion and/or out-of-school suspension. In the case of an expulsion recommendation, the District's Superintendent or designee shall provide written notice to the parent/guardian via certified letter which shall include: the reasons for the recommendation, as well as the time, place, and purpose of the hearing regarding the matter. Prior to deliberation by the Board, an expulsion hearing will be held before the hearing officer appointed by the Board for this purpose. A notice of out-of-school suspension shall advise parents/guardians of their right to request the review of such out-of-school suspension decision.
3. Upon a parent's/guardian's request for review of an out-of-school suspension, a hearing shall be conducted before a hearing officer appointed by the Board. At such hearing, the parent/guardian of the student who was suspended, as well as District 162's administration, shall present evidence regarding facts relating to the out-of-school suspension.

The hearing officer shall provide the Board with a summary of the evidence presented at the hearing and the Board shall take such action regarding the out-of-school suspension as the Board deems appropriate. If the Board upholds the out-of-school suspension, the Board shall provide a written decision detailing the specific act of gross disobedience or misconduct resulting in the suspension, as well as a rationale as to the specific duration of the out-of-school suspension. The details relating to procedures for out-of-school suspension and expulsions, as well as the hearings relating to such consequences for student behavior, are included in the Board Policy included in this Handbook as Appendix A.





# Health & Safety



## STUDENT HEALTH SERVICES

### **Accident and Illness**

When a student becomes ill at school, an attempt will be made to contact the parent/guardian or the adult listed on the emergency information form. No student will be permitted to leave during school hours without adult supervision.

Any student accident occurring on the way to school or in school is reported immediately to the school office. Minor first aid, when needed, may be provided at the school. If the student accident appears to be serious, school personnel will attempt to contact the parent/guardian.

***Each year, parents/guardians are asked to sign an emergency treatment release form. This release permits emergency treatment to be administered in the event parent/guardians or the adult listed on the emergency form cannot be reached.***

In a case where immediate medical attention is necessary, paramedics will be called. When possible, the physician listed on the student's emergency information form will be contacted. The cost of medical care is the obligation of the parent/guardian even though the school officials may call for assistance.

If parents/guardians, because of religious beliefs, deny medical attention, this must be noted on the emergency treatment release form.

Parent/Guardians are required to keep their child home for at least 24 hours following an elevated temperature of **100.4** or higher and to inform the school if a physician has verified a diagnosis of a communicable disease. Any student with an undiagnosed rash or unhealing sore will be excluded from school until the rash or sore has disappeared unless a physician's note verifies that the condition is non-communicable. Following a strep infection, a physician's note must be submitted for re-entrance into school.

### **Communicable Diseases**

District 162's Board of Education has established a policy regarding persons with significant communicable diseases such as Acquired Immune Deficiency Syndrome (AIDS) and other diseases so designated as communicable by the Illinois Department of Public Health. Under the policy, each case will be handled on an individual basis, and confidentiality will be protected. Copies of the complete policy (5430) are available from the Superintendent's Office.

### **Dental Exam**

A dental exam is required for students in kindergarten, 2<sup>nd</sup> grade and 6<sup>th</sup> grade and must be completed by May 15<sup>th</sup> of the current school year. A signed waiver will be accepted for children who show an undue burden or lack of access to a dentist. The Mobile Dentists visit all District schools yearly. A visit to the Mobile Dentists fulfills the requirement for a dental exam. Parents are encouraged to take advantage of this opportunity by completing the application form sent home with each child. KidCare, Medicaid and private insurance are accepted. Call your child's school for the date of the dental visit.

### **Eye Exam**

All children in kindergarten or upon first entry into an Illinois school (grades 1-12) are required to have an eye examination prior to October 15<sup>th</sup> of the current school year, or an approved appointment within 60 days of the deadline. A signed waiver will be accepted for students who show an undue burden or lack of access to this exam.

## **Hearing and Vision Screening**

### **Frequency of Hearing Screening**

Hearing screenings are conducted annually for all students in prekindergarten through grade 3; all students receiving special education instructional services; for any student referred by a teacher; and all students newly enrolled in the District.

In lieu of the screening services required by the School Code, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable.

### **Frequency of Vision Screening**

Vision screening services are conducted annually for all students in prekindergarten, kindergarten, grades 2 and 8; all students receiving special education instructional services; for any student referred by a teacher; and all students newly enrolled in the District.

*Vision screening is not a substitute for a complete eye examination by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school.*

The parent or legal guardian of a student may object to hearing and/or vision screening tests for their child on religious grounds if a written and signed statement detailing such objections is presented to the local school authority. General philosophical or moral reluctance to allow hearing /vision screening will not provide a sufficient basis for an exception to statutory requirements.

### **SCHEDULE FOR MANDATED SCREENING**

	<b>HEARING SCREENING</b>	<b>VISION SCREENING</b>
Pre-kindergarten	X	X
Kindergarten	X	X
GRADE 1	X	
GRADE 2	X	X
GRADE 3	X	
GRADE 8		X
SPECIAL EDUCATION	X	X
NEW ENROLLMENT - Transfer IN	X	X
TEACHER REFERRAL - Any Grade	X	X

## **HOSPITAL/HOME INSTRUCTION**

Hospital/Home Instruction is provided for a student when a physician certifies that, due to illness, the student will miss two or more consecutive weeks of school. Parents/Guardians should contact the building administrator of the student's attendance center to determine if the student is eligible for this service.

## **MEDICATION**

Parents/Guardians have the primary responsibility for the administration of medication to their children. When a student requires a drug or other medication to remain in daily attendance and such drug or medicine must be administered during school hours and the parent of the student cannot reasonably administer such drug or medicine and the student cannot self-administer, then the parent may request that the drug/medicine be administered at school. Such request must include the written authorization of the physician to permit a District nurse, or administrative personnel under the supervision of the nurse, to administer the necessary medication.

1. Whenever possible, the parent/guardian should make arrangements so it is not necessary for medication to be given during school hours. Only those medications that must be given during school hours will be administered. The administration reserves the right to refuse to give medications that could be given at other times. Under some circumstances, the school nurse may contact a student's doctor to arrange an alternate administration schedule.
2. Medications (prescription or non-prescription) will **NOT** be administered unless the following authorizations have been submitted to the school:
  - Written authorization from a licensed physician on the form provided by the school.
  - Written authorization from the parent/guardian for the school administration or designee to administer the medication or to supervise the child's self-administration (on the same form provided for the physician).
  - Students may carry their inhaler with them during the school day with written permission from the parent and physician. Forms are available in the school office.
  - Students may carry their Epi-Pen with them during the school day with written permission from the parent and physician. Forms are available in the school office.
3. Authorizations must be renewed at the beginning of each school year. The school administration must be notified in writing whenever the dose or timing is changed.
4. The parent/guardian is responsible for ensuring that the medication arrives safely at school in the original container or packaging.
  - Prescription drugs **MUST** be in the pharmacy-labeled container.
  - Non-prescription/over-the-counter medications **MUST** be in the manufacturer's original packaging with the ingredients listed and the child's name affixed to the container.
5. Medications will be stored in a locked or limited access space determined by the building administrator.
6. Whenever possible, a student will administer medication to himself/herself with adult supervision.
7. If self-administration is not possible, the school nurse or administrative personnel will administer the medication.
8. The school administration must be notified in writing by the parent/guardian when a medication is to be discontinued.
9. All unused medication must be picked up by the parent/guardian at the end of the school year. Unclaimed medication will be discarded **(5) five days** after the regular school year ends.

### **Physical Exam and Immunizations**

Illinois State law requires a physical examination and all required immunizations for entry into pre-kindergarten, kindergarten and 6<sup>th</sup> grade. The completed physical exam/immunization record is due by October 15<sup>th</sup> of the current school year. Students who are not in compliance will be excluded from school on October 15<sup>th</sup>. All students, regardless of grade, who transfer into the District must provide proof of compliance with these requirements, or a current physical exam will be required. A physical exam that has been administered within the previous 12 months is acceptable. Exceptions to these regulations will be made only for students whose parents/guardians have submitted signed statements objecting to physical examinations or immunizations on religious grounds.

### **Meningitis Vaccine**

Beginning with the 2015-16 school year, a new vaccine is required for entry into 6<sup>th</sup> grade beginning August 2015. This vaccine protects students against a severe form of bacterial meningitis, as well as other diseases caused by these bacteria.

### **Tdap**

Beginning with school year 2012-2013, any child entering 6<sup>th</sup> grade shall show proof of receiving one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last tetanus vaccine.

### **Mumps & Rubella**

Beginning with the 2014-15 school year, children entering any grade, kindergarten through grade 8, are required to show proof of two doses of live mumps virus vaccine and two doses of live rubella virus vaccine. Many children will already be in compliance with this requirement through administration of two doses of the MMR vaccine. If your child's immunization records do not currently show compliance with this requirement, the school will need documentation of compliance with this requirement from your child's doctor.

### **Varicella (Chickenpox)**

Beginning with the 2015-16 school year, children entering kindergarten or 6<sup>th</sup> grade will be required to show proof of two doses of varicella vaccine or proof of prior varicella disease.

Forms for the physical, dental and eye exams are available in all District schools.

### **Meningococcal Vaccine**

By the 2020-21 school year all children in grades 6-8 must have received one dose of meningococcal vaccine (MEV4) on or after their 11<sup>th</sup> birthday.

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

Pursuant to Illinois law, Matteson School District 162 has adopted a comprehensive policy regarding suicide and depression awareness and prevention, which is attached as Appendix D.



# Student Information



student  
rights



## **CELL PHONES / ELECTRONIC DEVICES**

In order to maintain a positive educational environment, the use of cell phone devices is permitted but not recommended and shall be limited to before and after school hours only, and prohibited while riding on all District-provided transportation. Use during, before and after school extracurricular activities may be prohibited or restricted by the activity supervisor. During the course of the regular school day, cell phone devices must be stored in the off mode (or otherwise incapable of receiving an active signal), in lockers, or in book bags if students do not have lockers and shall not be on the student's person at any time. Students are prohibited from connecting their cell phones to the schools wireless network.

Students shall be personally responsible for the security of their cell phone devices. The District assumes no responsibility for theft, loss or damage of such devices.

Violation of this policy will result in cell phone devices being held in the principal's office. The student's parents will be asked to pick up the cell phone device and the cell phone device privileges may be revoked for the remainder of the school year or time designated by the principal.

## **EXPRESSION**

Students have the right to express opinions, to take stands, and to support causes either publicly or privately. There should be no unlawful interference by the school with these liberties or with the student's access to or expression of controversial points of view.

### **Speech**

Students have the right to express an opinion verbally or symbolically as long as they do not infringe upon the rights of others, use obscenities, or personally attack another.

### **Petition**

Students have the right to present petitions. However, collecting signatures on petitions may not disrupt classroom procedures or interfere with the educational process. Students may not be subjected to disciplinary measures for initiating or signing a petition, provided that the petition is free from obscenity, libelous statements, personal attacks, and otherwise does not disrupt the educational process, as determined by the school administration.

### **Press**

The purpose of student publications is to provide a vehicle for good journalistic form and language, not for the use of obscenities or as a forum for biased opinions.

Such publications will operate under the concept of the First Amendment as applicable to minor students of elementary school age engaged in writing for a school-sponsored publication. In order to achieve the full learning experience, only materials that, in the judgment of the school, contain the following should be withheld from the press:

1. Materials libelous by current legal definition.
2. Obscenity by current legal definition in light of the age of potential readers.
3. Materials which incite others to damage property, physically harm others, or seriously disrupt school activities or the educational process.

The building administrator or his/her designee will have responsibility for censorship in accordance with the above guidelines and sound discretion. The product may be restricted as to the time and place of distribution, or may be prohibited from distribution if the building administrator determines that the materials are libelous or obscene according to current legal standards or would threaten to disrupt the educational process.

## **Assembly**

Students have the right to assemble peacefully. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. For a full account of these rights, call the District Office and request Student policy 5530.

### **NON-DISCRIMINATION, PROHIBITION OF SEXUAL HARASSMENT, TITLE IX AND GRIEVANCE PROCEDURES**

Matteson School District 162 does not discriminate on any unlawful basis in the provision of programs, activities, services, or benefits. Matteson School District 162 guarantees equal access to educational and extracurricular programs and activities for all students as required by the United States Constitution, the Illinois Constitution, and all applicable laws, including, without limitation, requirements that educational and extracurricular activities shall be provided without regard to an individual's color, race, nationality, religion, sex, ancestry, physical or mental disability, and/or status of being homeless. A copy of District 162's Anti-Discrimination Policy 5010 is attached as Exhibit E.

Matteson School District 162's commitment to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment is evidenced by the District's compliance with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in Matteson School District 162, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq.
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
10. Victims' Economic Security and Safety Act, 820 ILCS 108/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff et seq.
13. Employee Credit Privacy Act, 820 ILCS 70/

Matteson School District 162’s Policy 4114, which is attached as Exhibit F, prohibits District 162 employees, students, and third persons from sexually harassing other employees, students, or third persons. Prohibited sexual harassment includes verbal or physical misconduct. For purposes of this policy, third persons include any person other than District 162 employees and students, who are present on school grounds, at any school-sponsored activity, or at any activity which bears a reasonable relationship to school. Examples of prohibited sexual harassment include but are not limited to: sexual innuendo, suggestive or offensive comments, insults, threats, jokes about gender-specific traits, sexual propositions, suggestive or insulting noises, leering, whistling, obscene gestures, touching, pinching, brushing the body, or assault. Sexual harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based upon sex, but not involving conduct of a sexual nature, may be a form of sex discrimination that violates Matteson School District 162’s policy.

To process complaints based on alleged violations of law or Board policy, District 162 will use the detailed grievance procedures in Policy 9400 (*Uniform Grievance Procedure*), which is attached as Exhibit G, and Policy 9401 (*Title IX Sexual Harassment Grievance Procedure*), which is attached as Exhibit H.

No student, parent/guardian, employee, or other member of the District 162 community will be subjected to retaliation as prohibited under any law or Board policy, including those laws identified above. Retaliation is an adverse act imposed because a person has asserted a right or participated in a process involving the assertion of a right, including reporting a violation of law or Board policy or participating in the grievance processes used to process complaints based on alleged violations of law or Board policy.

**LUNCH PROGRAM**

Students who attend District 162 schools are expected to eat lunch at school. Under compelling circumstances, individual exceptions may be granted by the Superintendent. At the elementary schools, the lunch period is divided between eating and outdoor recess, so students should dress for the weather and outdoor play. Adults are present in the lunchroom at all times, and students are expected to follow the school’s behavior guidelines.

The District supplies breakfast and lunch at all schools at a nominal cost, or students provide their own sack lunch and may purchase milk at a nominal charge. Food deliveries to students are prohibited. If a student forgets his/her lunch, the student may request that the school provide a lunch that day. No party food items such as cookies, cupcakes, pizza, etc., can be brought into the school.

Students from families whose total household income falls below a specific level are eligible for free milk and/or reduced-price or free meals. Application forms are given to all children; new students receive the forms when they first register for school. If you have questions about the free lunch program, or the breakfast program, contact your child’s school.

	2021-2022 School Year
Breakfast	\$1.95
Lunch	\$3.20
Milk	\$0.35

**Administrative Procedures for Unpaid Meals and Related Debt Collections**

**I. Purpose**

The purpose of this procedure is to establish consistent district practices for the provision of meals to students who have insufficient funds in their school meal accounts and the collection of unpaid meal debt.

## **II. General Statement of Policy**

Matteson School District 162's goal is to provide nutritious meals to students to promote healthy eating habits and enhance learning as well as maintain the financial integrity of the National School Breakfast and Lunch program and eliminate stigmatization of children who are unable to pay meal charges. It is the policy of Matteson School District #162 to offer breakfast and lunch meals that meet state and federal guidelines. Matteson School District 162 will be serving breakfast and lunch through the Seamless Summer Option Program to our families and students for the 2021-2022 school year. All students will automatically receive free breakfast and free lunch on a daily basis. This program is offered for this year due to the COVID relief waivers. The SSO program is offered to qualifying school districts that participate in the National School Breakfast and Lunch programs. We will continue to follow the nutritional standards and policies set forth by the USDA and ISBE in the administration for the meal programs.

## **III. Notification of Account Status**

Matteson School District #162 sends statements of account balances to parents and guardians on a monthly basis. Families can check their student's meal account balance by logging into their student's account online or by contacting the school or district office. Students will not be given verbal reminders in the meal service line. When a student has a negative balance greater than \$25, students will be given a written reminder to take home to their parents each week, until such balance has been paid. In addition, food service staff from each school will make reminder phone calls on a monthly basis to parents of students with negative account balances greater than \$100.

## **IV. Collection of Unpaid Meal Debt**

When a student meal balance is \$200, the following collection actions will be taken:

- a. The Food Service Director, or designee will contact the family to request payment and determine an appropriate solution such as establishing a payment plan or applying for free/reduced meal benefits.
- b. If no solution can be reached or if an established payment plan is not being followed, a formal letter will be sent to the household notifying that the debt will be turned over to the collection agency.
- c. The expectation is that all fees owed to the district will be paid in full by the last day of each school year.

## **PERSONAL POSSESSIONS**

Students may not bring toys or other valuables to school unless the teacher approves this beforehand. Under no circumstances should students bring to school Swiss army knives, laser pens, any form of toy gun or any item that constitutes a weapon. **The school is not responsible for personal possessions, including cell phones, brought to school.**

## STANDARDS OF DRESS

Since school is a place of business, it is expected that students will dress in a manner that conforms to the purposes of the school process. A student's dress is expected not to be distracting, unreasonable, immodest, or unkempt. Any student whose dress or conduct is disruptive to the educational process or could constitute a threat to the safety, health, or welfare of self or others, will cause school officials to deal with their situations individually. In these individual cases, parents will be contacted to inform them of the situation and to initiate a cooperative solution.

The following examples will serve as guidelines for students, parents, and school personnel:

1. Jackets, coats, hats, gloves and other forms of outer wearing apparel are not to be worn in school.
2. Sunglasses are inappropriate for wearing inside the building.
3. Chain belts, studded belts, or unusually large chain necklaces that are obviously not a part of normal attire are prohibited.
4. Attire, earrings, jewelry, pins, or any other type of wearing apparel or accessories that advertise, promote, or depict alcoholic beverages, tobacco products, drugs, gangs, nudity, obscenity, harassment, acts of violence or profanity are prohibited.
5. Beach wear and extremely brief attire are inappropriate. Shorts are permitted during warm weather, but we ask students to exercise good judgement in regards to the style of the outfit being worn. Shorts and skirts must be as long as the student's longest fingertip when arms are extended. Tank tops, spaghetti strap dresses or blouses, halter and strapless attire are inappropriate.
6. Shoes that cover the entire foot must be worn at all times.
7. Pants must be worn around the waist and/or have a belt.
8. Students are not permitted to wear boxer shorts, pajama or pajama look-alike attire to school.
9. Students are not permitted to wear/use or advertise in any manner drug, alcohol, or any controlled substance paraphernalia.
10. Legs of long pants may not be rolled up or pulled up.

## STUDENT PICTURES IN MEDIA

Pictures of students may be reproduced in newspapers or school publications or may appear in television or video productions unless parents/guardians request in writing that this not occur. ***Letters requesting that students' pictures not be reproduced in media are to be sent to the building administrator. A new letter is to be sent to the school at the beginning of each year to avoid any misunderstanding.*** The District cannot be responsible for photographs taken by independent newspaper photographers at District activities open to the public.

## STUDENT PROPERTY

A student's locker and desk are the property of the school and must be used for the purposes intended, e.g., a storage area for books, school supplies, and garments. ***The building administrator and/or designee reserve the right to search student lockers and desks at any time and for any reasonable purpose.***

## STUDENT RECORDS

The District adheres to the provisions of the Illinois Freedom of Information Act of 1984 and the provisions of the School Student Records Act and Federal Family Educational Rights and Privacy Act. Disclosure of information about the student or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the Illinois State Board of Education.

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

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

**Temporary Records** consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files, and records of release of temporary records. The temporary record is reviewed every five years for destruction of out-of-date information and, upon the student's graduation from the eighth grade, the record is sent to the receiving high school. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdraws. Upon the student's transfer, graduation, or withdrawal, temporary records shall be maintained for not less than five (5) years after the student has transferred, graduated or otherwise withdraws from the District 162 school.

***The Superintendent will provide, through this handbook, notice to parents/guardians upon initial enrollment of their child to inform them of their rights regarding student records.*** Eligible students or eligible parents/guardians may inspect and review student records as provided by law, by submitting a written request to the building administrator. When a student reaches eighteen years of age, or graduates from high school, or marries, or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act may become exclusively those of the student.

In cases of divorce or separation, both parents/guardians are permitted to inspect and copy the student's school records unless a court order indicates otherwise. At the option of the eligible student or eligible parent/guardian, or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student's records. Eligible students or eligible parents/guardians of students may request copies of records at a cost of \$.35 per sheet. No one will be denied a requested copy of school student records due to inability to bear the cost of such copying. The records custodian may deny permission to copy (but not to inspect or review) copyrighted materials in the student's record.

Personally identifiable information from student educational records may be disclosed without the written consent of the parent/guardian to school officials who have legitimate educational interest in the material.

Eligible students or eligible parents/guardians of a student may seek the correction of educational records through a written request to amend the records. If the request is denied, the individual may request a hearing. If dissatisfied with the outcome of the hearing, the individual may request permission to place a statement in the education records of the student.

Directory information is defined as identifying information: name, address, gender, grade level, birthdate, birthplace, parent's/guardian's name and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in the school.

The District may release directory information regarding any student unless the eligible student or eligible parent/guardian requests in writing that any or all such information not be released. Prior to the release of directory information, the District must provide written notification to the affected students or parent/guardian. Such notification may include the date of notification, the names of the parent/guardian and student, the directory information to be released, and the scheduled date of release.

Records will not be sent to another school district when a student transfers unless the parent/guardian requests it. Records of eighth-grade graduates are forwarded to High School District 227 unless the parent/guardian requests that records be sent to a different high school district.

***By law, school personnel are not permitted to give out class lists, student names, addresses, or telephone numbers to individuals for any reason.***

## **STUDENT SAFETY AND USE POLICY FOR INTERNET AND TECHNOLOGY**

District 162 provides its students with computers, email, Internet access and other technology resources. The technology provided by District 162 is to be used solely for educational purposes, and must be used in a safe, ethical, responsible, and legal manner at all times. Use of the school technology is a privilege, not a right, which is provided to help students meet their educational objectives and to achieve their full academic potential.

Written permission from parents/guardians is required for students to use school technology resources. In addition, students and their parents/guardians must acknowledge receipt of the District 162 Student Safety and Use Policy for Internet and Technology and agree to the terms of the policy. A copy of the Technology Use and Internet Safety Agreement to be signed by students and their parents/guardians is included in this Student and Parent Handbook. The signed agreements shall remain in full force and effect until such time as access privileges are revoked or students are no longer enrolled in school in District 162.

The purpose of the Student Safety and Use Policy for Internet and Technology is to (a) establish procedures and standards for the acceptable use of District 162's technology resources, (b) avoid unauthorized and unlawful use of such resources and (c) comply with state and federal laws and regulations, including the Children's Internet Protection Act ("CIPA") and Protecting Children in the 21st Century Act. District 162 is committed to educating its students about Internet safety, including but not limited to, appropriate behavior while online, on social networking web sites and in chat rooms. Student education will include ethical online and technology use conduct, as well as cyberbullying awareness and appropriate responses and reporting.

The policy applies to situations wherein (a) school technology resources are used either on District 162 property or through remote access and (b) personal student technology devices are used for school or educational purposes on or off District 162 property.

District 162 reserves the right to suspend or revoke student and personnel access to technology resources if District 162 determines that doing so is necessary or appropriate to protect its students, personnel or property.

**Parents/guardians should be aware that it is a crime in Illinois to harass another person via electronic communications, including through the use of a cell phone, voicemail, texts, instant messaging and any other type of computer communication. The crime of harassment prohibits a knowing and willful course of conduct directed at another person, which "alarms, torments, or terrorizes" that person, as well as threats to harm that person physically. In the past, parents/guardians have reported student conduct believed to constitute criminal misconduct to local law enforcement authorities, which requires resolution by the police and/or the criminal courts, and is beyond the scope of student discipline under the control of District 162.**

### **Unacceptable Use**

The use of District 162's technology by students for any purposes that do not promote the classroom teaching and learning objectives of District 162 is expressly prohibited, including but not limited to, the following:

- a. Using this technology for activities that violate any state law, federal law, municipal ordinance or District

162 policy such as selling drugs, purchasing alcohol or tobacco or engaging in harassing or threatening conduct directed at another person.

- b. Intentionally accessing this technology without authorization, uploading, downloading, viewing, storing or distributing any sexually explicit, profane or obscene material, or material that advocates illegal or violent acts.
- c. Using copyrighted materials (*e.g.*, commercial software, music, sound files, movies, images) without permission of the copyright holder, unless the duplication and distribution of the materials are for educational purposes.
- d. Using software in violation of license terms and conditions.
- e. Threatening, harassing, making defamatory or false statements about others (this includes cyberbullying, hate mail, or literature, and discriminatory jokes and remarks).
- f. Using language that is generally deemed offensive to persons based on race, ethnic heritage, national origin, sex, sexual orientation, age, physical or mental illness or disability, marital status, religion or other characteristics that may be protected by civil rights laws.
- g. Uploading, posting, e-mailing, transmitting, or otherwise making available any content that could interfere with the educational process or is unlawful, dangerous, or may cause a security risk.
- h. Hacking, cracking, vandalizing, introducing viruses, worms, Trojan Horses, time bombs as well as unpermitted changes to hardware, software and monitoring tools.
- i. Using authorized access to District 162's network or computer resources to falsify, misreport, misrepresent, make unauthorized changes or deletions or otherwise tamper with District 162 data; entering, changing, moving or copying data without authorization.
- j. Disclosing confidential, privileged or proprietary information.
- k. Attempting to log into the network through another person's account, access codes or identification.
- l. Revealing personal information about themselves or about other persons, including logins, passwords, addresses, and telephone numbers, or revealing, publicizing, transmitting, using, or reproducing confidential or proprietary District 162 information (*e.g.*, financial information, staff or student data or records, access codes and passwords, etc.) without authorization or appropriate safeguards.
- m. Participating in online games, social networking sites or in chat rooms.
- n. Selling or buying anything over the Internet for personal use or for personal financial gain or to make a profit (*i.e.*, running an eBay business through the School Network).
- o. Promoting or participating in (1) wagering, gambling, junk mail, chain letters, jokes, raffles, anonymous email sites, (2) religious activities or (3) political lobbying.
- p. Impersonating any person living or dead, as well as any organization, business, or other entity while using school technology resources.
- q. Logging into Google Meet or any Virtual Classroom technology sessions without teachers being present or authorization from school administration.
- r. Impersonating any student or person while logging on to Google Meet or any Virtual Classroom technology.



## **Internet Safety**

District 162 has implemented CIPA compliant content filtering mechanisms to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors. Notwithstanding the protective measures taken by District 162 to shield students from harmful material, no software is foolproof and there is still a risk that students may be exposed to inappropriate material. District 162 reserves the right to implement different filtering solutions if District 162 determines that doing so is in its best interest.

District 162 shall (1) monitor student online activities and access, search, read, inspect, review, copy, store, remove or delete student electronic communications or files to address violations of the policy and (2) disclose, copy or transmit student documents, data and information as District 162 deems necessary or appropriate, in its sole discretion, or as required to enforce the requirements of the policy or comply with court orders, subpoenas and interrogatories. Without prior notice or consent, District 162 shall have the right to intercept email messages and similar communications such as Internet mail and other messaging services, for such business, legal or security purposes as District 162, in its sole discretion, deems necessary or appropriate.

## **Security and Policy Violations**

Students shall have no expectation of privacy when using school technology and are advised that, without prior notice or consent, District 162 may (1) access and make changes to the school technology to address security threats or policy violations, (2) deny or terminate student access to technology to address security concerns or policy violations, (3) discipline students for policy violations in accordance with the Uniform Student Disciplinary Code, (4) access, search, read, inspect, copy, monitor, log or otherwise use data and information stored, transmitted and processed using school technology resources, and (5) report any illegal activities to appropriate law enforcement authorities.

# Special Education



## **SPECIAL EDUCATION SERVICES**

The District provides educational services and supports for children with disabilities in prekindergarten through eighth grade. Special education and related services are provided by specialized teachers, speech pathologists, social workers, school counselors, school psychologists, school nurses and consultants.

Special education and related services are also provided through the SPEED Special Education Cooperative for students who do not benefit from District programs. The Special Education and Student Support Service department is located at the District office, 748-0100.

A *Special Education Parent Handbook* is available with information regarding services to students and their families.

### **Referral Process**

Each District 162 school operates a student services team. Building student services teams review referral data and determine appropriate consultative interventions, diagnostic services, and/or the need for a full and individual evaluation.

### **Student Support Services**

Student Support Services comprise the areas of health, psychology, counseling, and social work. These services are available to all students in general and special education programs.

### **Section 504 Service**

The Americans with Disabilities Act and the federal Rehabilitation Act require the District to ensure that no individual will be discriminated against based upon a disability. Section 504 of the Rehabilitation Act protects all students with handicaps, defined as those having any physical or mental impairment that substantially limits one or more major life activities, including learning. Students with disabilities who do not qualify for an IEP may qualify for services under section 504 if the child requires specific accommodations to access the general education curriculum.

If you believe your child is eligible under Section 504, contact the Director of Special Education or the building administrator.

# Parent Information



## **CONCERNS/COMPLAINTS**

1. *Take any problem directly to the person involved.*
  - a. State your concern/complaint and understanding of the problem.
  - b. Ask for and LISTEN to the other version of the problem.
  - c. Attempt to state the problem cooperatively.
  - d. Decide on a course of action for each party to take in order to solve the problem.
2. Within a reasonable time, check back with person involved to inquire whether the proposed solutions have resolved the problem.
3. If the problem persists, ask for a conference with the individual and the building administrator and/or supervisor.
4. Problems taken to higher levels of administration must occur in proper sequence.

Should further action be required, the Superintendent will consider unresolved complaints. As a final step, parents/guardians may notify the Superintendent of their desire to bring their problem to the Board of Education using the procedures available for this purpose.

## **CONFERENCES**

Parents/Guardians are urged to consult with their student's teachers. Parent-teacher conference days provide one avenue to discuss the student's educational progress. Additional conferences may be arranged by contacting the teacher.

## **FEE WAIVERS**

The Board of Education voted not to charge registration fee, for the 2021-22 school year. However, there is no exemption from charges for lost and damaged books, physical education locks, materials, supplies and equipment.

## **HOME / SCHOOL COMMUNICATION**

Every student and parent will have access to their respective Teacher's web page to obtain basic information about the teacher and classroom expectations.

Every parent will have access to check and verify their student's schedule, grades and attendance via the District's Student Information System, Power School.

Parents will receive their District-approved PowerSchool parent activation codes from school personnel at the beginning of the school year and parents may use the same username and password to view information for all children enrolled in District 162.

Teachers in grades 1-8 will post classroom grades, homework assignments, a calendar of important dates and classroom news. Teachers in grades Pre-K - 2nd will post assignments, news, and important dates, but may communicate progress report information in other ways.

To help facilitate the Remote Learning component, Teachers will also be leveraging Google Classroom to post assignments and communicate with students and parents.

## HOMELESS CHILDREN AND YOUTH POLICY

Under the McKinney-Vento Act every homeless child or youth shall have equal access to the same free, appropriate education and programs as is provided to other children and youth. No homeless child or youth shall be discriminated against, segregated from other students in the school population, or isolated on the basis of his or her homelessness.

The District will work cooperatively with the Department of Public Aid, the Department of Children and Family Services, the Department of Health and Human Services, the Department of Public Health, and other community organizations serving the needs of homeless students to assist homeless students in receiving educational services.

For a review of this policy, please submit a written request to the District Office and request Policy 5117. **For assistance or additional information, contact Rebecca Akridge-Dixon, District 162 liaison for homeless children and youths at 708-748-0100, ext. 4121.**

## INSURANCE

Arrangements have been made by the District with an independent insurance company to provide student accident insurance to all students while they are on school property or participating in a school sponsored activity. When students are injured and require the services of a doctor, dentist, or hospital, parents/guardians should obtain the necessary claim forms from their child's school. The student accident insurance pays any medical expenses not covered by the child's personal health insurance plan.

## PARENT-TEACHER ORGANIZATIONS

The Parent-Teacher Organizations/Parent Teacher Leagues (PTOs/PTLs) bring parents/guardians into contact with the schools, with other parents/guardians, and with the teachers of their children. Through its program of service, every parent/guardian may contribute to the education and welfare of the students in the District.

Each school pair has its own PTO/PTL, with dates/activities listed in the District calendar. Active participation in the school's PTO/PTL is an excellent means for parents to become acquainted with staff members and other parents/guardians.

## PREPACKAGED FOOD

Due to COVID-19 restrictions, no food may be brought into our schools until further notice. When food can again be brought into our schools at some point in the future, for liability and health reasons, any food brought to the school from home or served in school via the PTO/PTL and intended to be served to groups of students ***must be prepackaged***. This requirement applies to all food, including cakes/cookies/cupcakes, etc., purchased from a store and brought to the school in the sealed boxes/packages/containers from the store. We make this exception because stores must maintain appropriate health standards.

We understand that this may cause an inconvenience for parents/guardians who like to bake/cook and those who bring birthday treats or refreshments to school to be shared with the class during lunch. We hope that your interest in the health and safety of all of our students provides a basis for understanding of this policy.

## RESIDENCY

In any instance where a non-resident pupil would be admitted to attend District schools based upon applicable law, the Board of Education would charge a tuition amount to a non-resident pupil which would not exceed 110% of the per capita cost of maintaining the schools of the district for the preceding school year. Pupils who become non-residents during a school term are not charged tuition for the remainder of the year.

The Board of Education has a policy stating that if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, (with a written request from this person), he/she can maintain his/her residency as determined prior to the military obligation.

## SCHOOL VISITATION

Due to COVID-19 restrictions, no visitors are permitted in our schools until further notice. When such visitation is permitted at some point in the future, parents/guardians and community members are always welcome in the schools to visit classrooms and to participate in volunteer programs. As a courtesy to the teaching staff, parents/guardians who wish to visit his/her child's classroom are required by District policy to notify the school office the day before the intended visit. Under the law, ***failure to report to the school office upon arrival at school is a misdemeanor.***

## TRANSFERS

Parents/Guardians leaving the community are asked to notify the school of their moving date and the name, if known, of the school the student will attend. Students are to return all books before leaving school. After December 31, school fees are not reimbursed. ***Parents/Guardians are required to sign a withdrawal and release of information form so records may be sent to the student's new school.***

## VOLUNTEERS

Due to COVID-19 restrictions, volunteers cannot be permitted in our schools until further notice. At some point in the future when COVID-19 restrictions are no longer required, the District will again welcome volunteers in our schools. Parents/Guardians and community members assist in many ways, from copying material for classroom use to the preparation of bulletin boards, sharing a hobby or skill, or helping students with academic work. ***Volunteers are asked to sign in at each school to record volunteer time.*** To volunteer in the District, notify a building administrator or call the District Office at 708-748-0100.



# Appendices



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**Policy: Programs for Gifted and Talented Students/Advance Placement**


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**Students****District Programs for Gifted and Talented Students and Opportunities for Accelerated Placement****District Program for Gifted and Talented Students**

Pursuant to the provisions of the Illinois School Code, like all Illinois School Districts, Matteson School District No. 162 (“District 162”) is authorized to design education programs for gifted and talented children as deemed necessary to respond to the needs of the students served in the District. Accordingly, District 162 has created a Gifted and Talented Program that is a rigorous and challenging curriculum for students in grades 3-8. A student’s initial placement in the Gifted and Talented Program is based upon his/her performance on the District’s Standardized Achievement Test which is administered in the spring of each school year, as well as the student’s earned grade point average, and teacher recommendations. Upon enrollment in District 162, new students will be assessed each fall in order to determine whether such newly enrolled students satisfy the applicable criteria for inclusion in the Gifted and Talented Program. The applicable criteria for inclusion in the Gifted and Talented Program are the same for new students and for students previously enrolled in District 162:

*Criteria for the Gifted and Talented Program are as follows:*

- *Students achieve at or above the 80<sup>th</sup> percentile on the District Standardized Achievement test in both content areas of Mathematics and Reading.*
- *Students earn a Grade Point Average of 3.0 (B grade) or above.*
- *Teacher recommendation(s) articulate a determination that the student is prepared to succeed in the rigorous Gifted and Talented Program.*
- *Parental acceptance of such placement is required for a student to be placed in the Gifted and Talented Program.*

After a student’s initial inclusion in the Gifted and Talented Program, continuation in the Program in successive grades is determined by students’ performance in the program, their GPA, and their subsequent District Achievement Test scores. If a student does not maintain a 3.0 GPA and/or does not attain an 80% or better on the most current District Achievement Test, it may be determined that the student’s academic needs would be best served in the regular education program.

Parents of students in the Gifted and Talented Program will be informed on a regular basis regarding their students’ progress in the Gifted and Talented Program.

**Accelerated Placement Opportunities**

In addition to the educational opportunities provided by District 162’s Gifted and Talented Program, pursuant to the Illinois Accelerated Placement Act (the “Act”), District 162 provides opportunities for **accelerated placement** when such opportunities are deemed to be in the best interest of particular students. As defined by governing Illinois law, “**accelerated placement**” means the placement of a child in an educational setting with curriculum that is usually reserved for children who are older or in higher grades than the child, including, but not necessarily limited to, early entrance to kindergarten or first grade, accelerating a child in a single subject, and/or grade acceleration. 105 ILCS 5/14A-17. As provided by the Act, in District 162, consideration for “accelerated placement is not limited to those children who have been identified as gifted and talented, but rather is open to all children who demonstrate high ability and who may benefit from accelerated placement.” 105 ILCS 5/14A-32(a)(1). Eligibility for participation in accelerated placement opportunities shall be determined solely through identification of a child as gifted, talented, or eligible for accelerated placement due to demonstration of high ability and the determination that the student would benefit from accelerated placement, and such eligibility shall never be conditioned upon race, religion, sex, disability, or any other factor contrary to the requirements of the Act. 105 ILCS 5/14A-25.

The Board authorizes the Superintendent to provide a program of accelerated placement for children eligible for such placement which includes:

1. A fair and equitable decision-making process that includes multiple valid, reliable indicators, as well as providing for involvement of multiple persons as appropriate, including a student’s parents or guardians.
  - a. At the time of this policy’s approval, the Superintendent has determined that a developmental appropriate tool such as: (1) the Wechsler Intelligence Scale for children (WISC); or (2) the Wechsler Preschool and Primary Scale of Intelligence (WPPSI); or (3) the Developmental Indicators for Assessment of Learning (DIAL); or (4) the Iowa Acceleration Scale

shall be administered to students who are referred for accelerated placement, and such students who score in the superior range shall be considered for accelerated placement . As deemed appropriate by District 162's Superintendent, in order to meet the needs of the District and/or District students, in addition to the above-listed assessments, the Superintendent may identify other assessment(s), as well as the necessary score(s) to be attained by students on such assessment(s), which shall be considered in determining whether accelerated placement should occur. Whenever it is determined that such alternate assessment(s) and score(s) are to be considered in connection with accelerated placement decisions, the Superintendent shall ensure that parents/guardians are notified that such alternate assessment(s) and score(s) shall be utilized.

- b. District 162's administration shall consider other appropriate factors in determining whether a student would benefit from accelerated placement, including the student's desire to be accelerated, the desires of the parent/guardian regarding such potential acceleration, and such considerations as a student's demonstrated level of maturity, attention span, and other characteristics indicating an ability to interact productively with older students who will be peers in an accelerated placement setting.
  - c. An individual who is aware that a student demonstrates high ability and might potentially benefit from accelerated placement may refer a student to be considered by District 162's administration for potential accelerated placement. Such individuals who may make such referrals shall include a student's parent/guardian, a school principal, a student's teacher, and/or such other educational professionals or other persons identified on a case-by-case basis as having relevant information regarding the potential appropriateness of accelerated placement for a student. Individuals who wish to refer a student to be considered for accelerated placement shall initially make such a referral to the principal of the school where the student is enrolled or is expected to enroll, and the principal shall advise the Superintendent of such referrals in order to facilitate the necessary assessment process for the student referred for accelerated placement.
2. Procedures for notifying parents or guardians of a child of a decision affecting that child's participation in an accelerated placement program.
  3. Procedures for annually informing the community at-large, including educators and parents or guardians, about the accelerated placement program, procedures for referring students for evaluation for accelerated placement, and the methods used for the identification of children eligible for accelerated placement.
  4. Procedures to ensure that children participating in an accelerated placement program and their parents or guardians will be provided appropriate information detailing the type of acceleration the child will receive.

The Act provides that the Illinois State Board of Education shall adopt rules to determine data to be collected regarding accelerated placement as well as a method of making such information available to the public, and District 162's Superintendent shall ensure compliance with such rules.

LEGAL REFERENCE: 105 ILCS 5/14A-15, *et seq.*

ADOPTED: May 15, 2018

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**STUDENT CONDUCT AND POTENTIAL CONSEQUENCES, INCLUDING SUSPENSION AND/OR EXPULSION  
AND RELATED PROCEDURES**

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**Students****Student Conduct and Potential Consequences, Including Suspension and/or Expulsion, and Related Procedures**

Recognizing that Suspensions and Expulsions represent the most serious District-imposed consequences which may result from student behavior, the Board of Education (the “Board”) of Matteson School District 162 (“District 162” or the “District”) adopts this policy in order to ensure that District procedures facilitate achievement of legitimate educational purposes which are the goal of student discipline, as well as complying with the requirements of applicable law. Consequences for student misconduct may include imposition of suspensions by the Board, District 162’s Superintendent, or a School Administrator including a Principal, Assistant Principal or Dean, for a period not to exceed ten (10) days. An expulsion, which may be for a duration of up to two (2) calendar years, requires Board action and usually includes a ten-day out-of-school suspension, as well as possible in-school suspension until the next regular Board meeting following the hearing or a special meeting called for the purpose of determining whether an expulsion will occur. Student expulsions and suspensions shall be implemented in a manner consistent with the Federal Individuals with Disabilities Education Act and any other laws impacting students with disabilities. Student expulsions and suspensions shall include exclusion from school and all school activities, as well as a prohibition from being present on District property.

As mandated by the Illinois School Code, corporal punishment of students is absolutely prohibited, and consequences for student behavior must never include the intentional infliction of bodily harm. Student discipline must be pursuant to uniform standards implemented by the District’s administration, and inappropriately severe, potentially unsafe, demeaning or inequitable forms of discipline are also forbidden by the Board. While a student shall not be issued a monetary fine or fee as a disciplinary consequence for student conduct, this policy does not preclude requiring a student to provide restitution for lost, stolen, or damaged property.

If a student who has been disciplined via an out-of-school suspension and/or expulsion in another school district or school seeks to enroll in a District 162 school, the out-of-school suspension and/or expulsion remains in effect so that no such student shall be enrolled in a District 162 school during the period of such out-of-school suspension/expulsion. If a suspended/expelled District 162 student seeks to transfer to another school outside District 162, District 162 is required by law to complete and send to the receiving school district the Illinois State Board of Education Form governing such transfers, which includes disclosure of whether a student is in “good standing” at the time of a transfer.

**Grounds for Suspensions and/or Expulsion**

Decisions regarding suspensions and/or expulsions will be made on a case-by-case basis based upon consideration of the relevant facts. Students are subject to suspension or expulsion from school for disobedience or misconduct on school premises or while in attendance at school-sponsored activities and while riding the school bus. Rules and regulations will also remain in effect during the time that a student is traveling to and from school. Expulsions are allowed only when there is a case-by-case finding by the Board that the student’s removal from school is in the best interests of the school and that a student’s continuing presence in school would: (a) pose a threat to the safety of other students, staff or members of the school community; or (b) substantially disrupt, impede or interfere with the operation of the school. The following list of behaviors is not intended to be all-inclusive, but rather outlines types of misconduct which will result in appropriate disciplinary action, potentially including suspension and/or expulsion:

1. Disruption of school, which involves conduct which threatens to disrupt, or which actually disrupts, the educational program or obstructs any lawful process or function of the school.
2. Theft, damage, or destruction of school or private property lawfully on school premises.
3. Disrespect to, and/or abuse of, school personnel.
4. Physical/verbal abuse of a student or other person (employed or not by the District) or endangerment of physical health, safety, or well-being of students or other persons, including inappropriate behavior of a sexual nature and/or sexual harassment.
5. Slander, libel, obscenity, or profanity.
6. Possession or use of firearms, fireworks, explosives of any kind, knives, guns, brass knuckles, billy clubs, toy weapons or “look-alikes”, or any other object deemed by school personnel to be a dangerous weapon or that can be or is intended to be used as a weapon.

7. Possession, use, sale, transmission, or being under the influence of alcoholic beverages, illegal drugs of any sort including marijuana or look-alike drugs, or legal medication not prescribed to the student.
8. Possession or use of tobacco, tobacco products, inflammable materials such as lighters and matches, or any other smoking materials.
9. Chronic, repeated, and severe disobedience or misconduct.
10. Cheating in academic matters.
11. Gambling.
12. Violation of rules regarding school bus transportation. Violation of bus conduct rules may result in suspension of bus transportation privileges for varying periods of time depending on the seriousness of the misconduct.
13. Gross disobedience or misconduct perpetrated by electronic means, including
  - a. through the transmission of information from a District 162 computer, the District computer network, or other District 162 equipment;
  - b. through the transmission of information from a computer that is accessed at a non-school related location, activity, function or program, or from the use of technology or an electronic device that is not owned, leased or used by the School District, if such use constitutes bullying that causes a substantial disruption to the operation of a school;
  - c. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on District-provided transportation; and
  - d. when such conduct occurs off-campus but seriously disrupts a school's operation.
14. Engaging in conduct that constitutes "bullying" as discussed in Board Policy No. 5314.
15. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel, provided:
  - (a) the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made; and
  - (b) the threat could be reasonably interpreted as threatening the safety and/or security of the threatened individual because of his/her duties of employment, employment status, or status as a student.

#### **Procedures Regarding Out-of-School Suspensions and/or Expulsions**

1. Following student misconduct which may result in an out-of-school suspension and/or expulsion, a District administrator will explain the facts as understood regarding the student misconduct at issue and the student will be given the opportunity to respond regarding the alleged misconduct, including providing any facts deemed relevant regarding the alleged misconduct at issue and/or any facts which the student believes may be mitigating factors regarding the conduct at issue. A pre-suspension conference is not required, and the student can be immediately suspended, when the student's presence is deemed to pose a continuing danger to persons or property or an ongoing threat of disruption to the educational process.
2. Parents/guardians of students recommended for out-of-school suspensions or expulsions shall be notified as soon as practicable of the potential expulsion and/or out-of-school suspension. In the case of an expulsion recommendation, the District's Superintendent or designee shall provide written notice to the parent/guardian via certified letter which shall include: the reasons for the recommendation, as well as the time, place, and purpose of the hearing regarding the matter. Prior to deliberation by the Board, an expulsion hearing will be held before the hearing officer appointed by the Board for this purpose. A notice of out-of-school suspension shall advise parents/guardians of their right to request the review of such out-of-school suspension decision.
3. Upon a parent's/guardian's request for review of an out-of-school suspension, a hearing shall be conducted before a hearing officer appointed by the Board. At such hearing, the parent/guardian of the student who was suspended, as well as District 162's administration, shall present evidence regarding facts relating to the out-of-school suspension. The hearing officer shall provide the Board with a summary of the evidence presented at the hearing and the Board shall take such action regarding the out-of-school suspension as the Board deems appropriate. If the Board upholds the out-of-school suspension, the Board shall provide a written decision detailing the specific act of gross disobedience or misconduct resulting in the suspension, as well as a rationale as to the specific duration of the out-of-school suspension.
4. The Superintendent shall ensure that appropriate procedures are in place to facilitate the re-engagement of students in school following an out-of-school suspension or expulsion, as well as upon a student's return to District 162 following enrollment in an alternative school setting.

### **Hearing Procedures for Out-of-School Suspensions and Expulsions**

1. The Superintendent or designee will be responsible for arranging the time and place for any out-of-school suspension review or expulsion hearing and for notifying all interested parties.
2. Expulsion and out-of-school suspension review hearings will be presided over by a hearing officer appointed by the Board.
3. The following additional persons may be present at such hearings:
  - a. the student;
  - b. the student's parent/guardian;
  - c. attorneys representing the student, parent/guardian or school district and any such attorney representing a student or parent/guardian shall be retained at the parent's/guardian's expense;
  - d. district administrators; and
  - e. witnesses for either party.
4. The Superintendent and/or designee will be responsible for preparation of a statement detailing the incidents leading to the out-of-school suspension or recommended expulsion. He/she will also outline other pertinent facts about the student, such as academic and attendance records, previous disciplinary matters, contacts with parents/guardians, and/or remedial measures undertaken to assist the student in the past.
5. All participants in the hearing will be permitted to make comments, to ask questions regarding the stated facts relating to the matter, and to cross-examine witnesses.
6. Unless the Board or its hearing officer rules otherwise, no more than five (5) witnesses may be called by either party. The Illinois Department of Human Services shall be invited to send representatives to such hearings whenever there is evidence that mental illness may be the cause of the potential expulsion or out-of-school suspension at issue.
7. The technical rules of evidence will not apply to any suspension review or expulsion hearing, and the conduct of the meeting is under the direction of the hearing officer.
8. The hearing officer will prepare a written summary of the evidence presented at the hearing. This written summary will be submitted to the Board of Education, which shall then make its decision at the next regular Board meeting following the hearing or at a special meeting called for this purpose.
9. The decision of the Board regarding any student expulsion or the review of an out-of-school suspension will be final.

### **Board Decisions Regarding Expulsions**

1. If the Board determines that a student expulsion is the appropriate consequence for student conduct, the Board's written expulsion decision shall:
  - a. detail the specific reason that the Board has determined that removing the student is in the best interest of the school;
  - b. provide the rationale as to the specific duration of the expulsion; and
  - c. document whether disciplinary interventions other than expulsion were attempted or whether it was determined that there were no other appropriate and available interventions.
2. The Board's expulsion decision must also include a finding that the student's continuing presence in school would:
  - a. pose a threat to the safety of other students, staff, or members of the school community; or
  - b. substantially disrupt, impede, or interfere with the operation of the school.

### **Board Decisions Following Requested Review of Out-of-School Suspensions**

Following review requested by a parent/guardian of an out-of-school suspension decision, the Board shall provide a written decision that:

1. details the specific act of gross disobedience or misconduct resulting in the decision to suspend; and
2. includes a rationale as to the specific duration of the suspension.

### **Additional Requirements of Out-of-School Suspensions**

1. All out-of-school suspension notifications provided to parents/guardians by District administrators shall state:
  - a. the specific act of gross disobedience resulting in the decision to suspend;
  - b. a rationale for the specific duration of the suspension.

- c. notice to parents/guardians of the suspended student that the parent/guardian may request Board review of the out-of-school suspension decision.
- 2. Depending upon the length of the out-of-school suspension, the notice to parents/guardians provided by District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also include the information noted below:
  - a. For an out-of-school suspension of **THREE (3) days or less:**
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to school safety; or
      - b. be a disruption to other students' learning opportunities.
  - b. For out-of-school suspensions of **FOUR (4) days:**
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to the safety of other students, staff, or members of the school community; or
      - b. substantially disrupt, impede or interfere with the operation of the school.
    - 2. The suspension notification provided to parents by District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also document whether:
      - a. other appropriate and available disciplinary interventions were attempted prior to the suspension; or
      - b. it was determined that there were no other appropriate and available interventions.
  - c. For out-of-school suspensions of **FIVE (5) days through TEN (10) days:**
    - 1. There must be a case-by-case finding that the student's continuing presence in school would:
      - a. pose a threat to the safety of other students, staff, or members of the school community; or
      - b. substantially disrupt, impede or interfere with the operation of the school.
    - 2. The suspension notification provided to parents by District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall also document whether:
      - a. other appropriate and available disciplinary interventions were attempted prior to the suspension; or
      - b. it was determined that there were no other appropriate and available interventions.
    - 3. Students shall be provided appropriate and available support services during the period of the suspension.
    - 4. The suspension notification provided to parents by District administrators, as well as the Board's decision upon review of an out-of-school suspension, shall document whether:
      - a. school authorities determined that there were appropriate and available support services which would be provided during the suspension; or
      - b. it was determined that there were no appropriate and available support services to be provided during the suspension.
    - 5. Suspended pupils, including those pupils suspended from the school bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of a pupil's parent/guardian to notify school officials that a pupil suspended from the school bus does not have alternative transportation to school.

### **In-School Suspension Procedures**

Procedures for in-school suspension are:

- 1. Prior to an in-school suspension, a District administrator will advise the student of the misconduct with which he/she is accused. The administrator will also hear a statement from the student and give the student an opportunity to explain his/her side of the story.

2. Notice of any in-school suspension and the reasons therefore will, if reasonably possible, be reported immediately to the parent/guardian by telephone.
3. Telephone notice will be followed by letter to the parent/guardian setting forth the reasons for the suspension. A copy of this letter will be forwarded to the Superintendent.
4. The decision of the Superintendent is final regarding all in-school suspensions, as in-school suspension provides an alternative program and does not suspend or cease a student's academic program and, therefore, does not warrant a hearing.

### **Communication Regarding this Policy and the Parent-Teacher Advisory Committee**

District 162's Superintendent or designee shall ensure that a copy of this policy is provided to the parents/guardians of all students within 15 days after the beginning of each school year and, for a student who transfers into District 162 after the start of the school year, within 15 days after the student's enrollment in District 162. District 162's Superintendent shall require that each District 162 school implement procedures to inform pupils of the contents of this policy.

The Superintendent or designee shall ensure that the Board receives periodic summary reports regarding out-of-school suspensions of students, including the reason for an out-of-school suspension and the length of such suspensions.

The Superintendent or designee shall ensure that District 162's Parent-Teacher Advisory Committee has an opportunity, along with District 162's administration, to review this policy and its implementation annually, with any recommendations resulting from such annual review to be shared with the Board in order to facilitate the Board's consideration of any potential modification of this policy on an annual basis. The annual review by the Parent-Teacher Advisory Committee and District 162's administration shall include any recommendations regarding:

- a. maintenance of school bus safety;
- b. potential provisions for this policy in order to address issues relating to students who have demonstrated behaviors that put them at risk for aggressive behavior including, without limitation, bullying; and
- c. potential procedures for notification of parent/guardians regarding such issues, as well as early intervention procedures based upon community based and District resources.

It is the expectation of the Board that the Superintendent or her designee shall report any criminal misconduct involving students to local law enforcement authorities as deemed appropriate based upon a case-by-case analysis.

### **Professional Development**

District 162 shall make reasonable efforts to provide information and professional development to Board members, administrators, teachers and staff regarding potential adverse consequences of students' exclusion from school and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

LEG. REF.: Goss v. Lopez, 419 U.S. 565 (1975).  
Ill. Rev. Stat., ch. 122, para 10-22.6  
Ill. Rev. Stat., ch 56 ½, para, 1102 et seq.

105 ILCS 5/10-22.6  
105 ILCS 5/24-24  
720 ILCS 570/102 et seq. P.A. 82-610, § 1

Adopted: 1/16/90  
MATTESON SCHOOL DISTRICT 162  
Revised: 6/20/95  
Revised: 12/19/95  
Revised: 5/21/96  
Revised: 12/16/97  
Revised: 12/15/98  
Revised: 11/21/00  
Revised: 07/19/16

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## APPENDIX C - 5314

### ANTI-BULLYING POLICY

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#### **Purpose**

Bullying is contrary to Illinois law and the policies of Matteson School District. The Illinois General Assembly has found that a safe and civil school environment is necessary for students to learn and to achieve, and that bullying causes physical, psychological and emotional harm to students, as well as interfering with students' ability to learn and to participate in school activities. 105 ILCS 5/27-23.7. It is the goal of the Board of Education (the "Board") of Matteson School District No. 162 ("District 162") to create a learning environment in all its school communities which protects students from bullying so that students feel safe and supported in their efforts to succeed academically and to reach their full potentials.

#### **Scope**

Illinois law prohibits bullying of students on the basis of actual or perceived race, color, religion, gender, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. Bullying is prohibited:

1. in school, on school property, on school buses or other Board-approved transportation, and at designated locations where students wait for buses and other Board provided transportation ("bus stops");
2. during any school-sponsored or school-sanctioned activity;
3. through the transmission of information from a District 162 computer or computer network, or other District 162 equipment;
4. through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program, or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the orderly operation of a school, provided that District personnel receive a report of such bullying;
5. when communicated through any electronic technology or personal electronic device while on school property, on school buses or other Board-provided transportation, at bus stops, and at school-sponsored or school-sanctioned events or activities;
6. when it is conveyed that a threat will be carried out in a school setting, including threats made outside school hours with the indicated intent to carry out such threats during any school-related or school-sponsored program or activity or on Board provided transportation; and
7. when such misconduct occurs off campus but seriously disrupts a school's operation.

#### **Definitions**

**"Bullying"** means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students, which has or can reasonably be predicted to have one or more of the following effects:

1. placing the student in reasonable fear of harm to the student's person or property;
2. causing a substantially detrimental effect on the student's physical or mental health;
3. substantially interfering with the student's academic performance; and/or
4. substantially interfering with the student's ability to participate in and/or benefit from the services, activities or privileges provided by a District 162 school.

Bullying may take various forms, including, without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, 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.

Bullying also includes **"Cyber-bullying,"** which is bullying through the use of technology or any electronic communication, including, without limitation, electronic mail, Internet communications, instant messaging, creation of a webpage or weblog in which the creator assumes the identity of another person, the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the above-listed definition of bullying, and the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the above-listed definition of bullying.



“**Retaliation**” means any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of alleged bullying, or based upon an individual’s witnessing or having information relating to bullying.

“**Restorative Measures**” that shall be considered pursuant to this policy means a continuum of school-based alternatives to exclusionary discipline such as suspensions and expulsion, which:

1. are adapted to the particular needs of the school community;
2. contribute to maintaining school safety;
3. protect the integrity of a positive and productive learning climate;
4. teach students the personal and interpersonal skills they will need to be successful in school and in society;
5. serve to build and to restore relationships among students, families, schools and communities; and
6. reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep student in school as appropriate.

### **Intervening to Address Bullying**

#### **Responsibilities of District 162 Employees and Contractors**

All District 162 employees and contractors who witness incidents of bullying or school violence or who possess reliable information that would lead a reasonable person to suspect that a person is a target of bullying must:

1. intervene immediately in a manner that is appropriate to the context and protects to the greatest possible extent the safety of all people involved;
2. report the incident of bullying to the school’s Principal/Designee as soon as practicable, but within 24 hours, and the Principal shall immediately advise District 162’s Superintendent of the reported incident and the proposed course of action to resolve the incident; and
3. cooperate fully in any investigation of the incident.

#### **Responsibilities of Students and Parents/Guardians**

No student who witnesses bullying may stand by or participate in the bullying, but must notify an adult of the incident as soon as practicable. Any parent/guardian who witnesses or is notified of bullying has an obligation to notify the Principal of the school where the bullying occurred, as soon as possible.

#### **Reporting**

Individuals should initially report incidents of bullying to the principal of the school where the bullying was observed or to District 162’s Superintendent. Specifically, in order to satisfy their responsibility to report bullying, District 162 employees, contractors, parents and students may make such reports in person or via telephone or email communications to the following District 162 personnel with contact information as stated below:

1. **Arcadia School Principal Dr. Stephanie Healy, Consulting Principal Patricia Ransford**: 708-747-3535, extension 5999 or [shealy@sd162.org](mailto:shealy@sd162.org) or [pat.ransford@sd162.org](mailto:pat.ransford@sd162.org)
2. **Huth School Principal Ms. Brenda Calvin**: 708-748-0470, extension 2799 or [bcalvin@sd162.org](mailto:bcalvin@sd162.org)
3. **Illinois School Principal Dr. Shernita Mays**: 708-747-0301, extension 2699 or [smays@sd162.org](mailto:smays@sd162.org)
4. **Indiana School Principal Mr. William Howard**: 708-747-5300, extension 3799 or [whoward@sd162.org](mailto:whoward@sd162.org)
5. **Matteson School Principal Mr. Gregory Huelsman**: 708-748-0480, extension 4299 or [ghuelsman@sd162.org](mailto:ghuelsman@sd162.org)
6. **Richton Square Principal Ms. Narishea Parham**: 708-283-2706, extension 4299 or [nparham@sd162.org](mailto:nparham@sd162.org)
7. **Sauk School Principal Dr. Richard D. Morgan**: 708-747-2660, extension 7199 or [rdmorgan@sd162.org](mailto:rdmorgan@sd162.org)

**8. District 162 Superintendent Dr. Blondean Y. Davis:** 708-748-0100, extension 4124 or [bdavis@sd162.org](mailto:bdavis@sd162.org)

If the initial report of bullying is to District 162's Superintendent, the School Principal shall be notified of the report as soon as possible. District 162's Superintendent shall ensure that this policy is updated as necessary so that the above-listed personnel and their contact information are correctly stated at all times while this policy remains in effect.

As required by applicable Illinois law, it is the express policy of District 162 that anonymous reports of bullying may be submitted, in writing or via telephone to the above-listed personnel, who shall investigate such anonymous reports in an effort to determine the underlying facts; however, discipline of individuals allegedly responsible for incidents of bullying shall not occur solely on the basis of such anonymous reports.

### **Investigation**

Upon being notified of an incident of alleged bullying, District 162's Superintendent or her designee shall conduct an investigation as deemed necessary for the appropriate resolution of the incident, which investigation shall be initiated and completed as soon as practicable, making all reasonable efforts to complete such investigation within ten (10) school days after the date the report of the incident of alleged bullying was received, taking into consideration all relevant information received during the course of the investigation. The investigation shall consider whether a reported act of bullying is within the permissible scope of District 162's jurisdiction. Consistent with federal and state laws and rules governing student privacy rights, the Superintendent shall ensure that parents/guardians of students who are the subjects of such investigation have the opportunity to meet with District 162 personnel as appropriate so that the parents/guardians are informed of the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. As deemed appropriate, the Superintendent shall ensure that school personnel and other District 162 staff members with knowledge, experience and training regarding bullying prevention are involved in the investigation process.

### **Imposing Consequences**

District 162's Superintendent shall ensure that District 162 responds to incidents of potential bullying in a manner tailored to the individual incident, which includes consideration of the nature of the behavior at issue, the developmental age of the student(s) involved, and involved students' history of inappropriate behaviors. The Superintendent shall ensure that all potentially appropriate interventions to address incidents of bullying are considered, including, but not limited to, appropriate discipline, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. As appropriate and consistent with federal and state laws and requirements governing student privacy rights, the Superintendent shall ensure that the parents/guardians of all students involved in an alleged incident of bullying are informed of the matter, as well as the availability of appropriate interventions, including, but not limited to, social work services, counseling, school psychological services, and restorative measures.

Potential disciplinary consequences for students are outlined in District 162's Uniform Discipline Policy. Acts of reprisal or retaliation against any person who reports an act of bullying are strictly prohibited and an individual who engages in such acts will be disciplined pursuant to the Uniform Discipline Code for students or other disciplinary policies, procedures and rules applicable to other individuals. Likewise, any person found to have made a false accusation of bullying as a means of retaliation or as a means of bullying shall be subject to discipline pursuant to the Uniform Discipline Code for students or such other policies, procedures and rules applicable to other individuals.

### **Consequences for District 162 Employees and Contractors**

When it is determined that a District 162 employee or contractor was aware that bullying had occurred but failed to report it to the school's Principal and/or District 162's Superintendent, the employee/contractor has violated this policy and therefore has violated his/her obligations to District 162 and District 162's students. District 162's Superintendent shall impose and/or recommend imposition by this Board of appropriate discipline/sanctions for such misconduct, up to and including the termination of employment and/or termination of third party contractual relationships.

### **Notice and Dissemination Requirements**

District 162's Superintendent shall ensure that this Anti-Bullying Policy is appropriately communicated to: (1) District 162 students and their parents/guardians each year via appropriate methods, including, without limitation, publication on District 162's website and in District 162's Student and Parent Handbook; (2) District 162 administrators, faculty and staff as part of District 162's annual professional development programs; and (3) District 162 contractors who will have contact with District 162 students in performing their contractual

obligations to District 162. In addition, this Anti-Bullying Policy must be filed with the Illinois State Board of Education upon its approval by the Board, must be updated every two (2) years, and must be re-filed with the Illinois State Board of Education after being updated.

### **Submission and Review of Policy**

Pursuant to applicable Illinois law, this policy shall be filed with the Illinois State Board of Education. Every two (2) years, the Superintendent shall ensure that a review and re-evaluation of this policy is conducted and any necessary and appropriate revisions are made and submitted to the Board for approval. The process of reviewing and re-evaluating this policy shall include an assessment of the outcomes and effectiveness of the policy which shall include, but is not limited to, factors such as: (1) the frequency of victimization via incidents of bullying; (2) student, staff, and family observations regarding safety at school; (3) identification of areas of a school where bullying occurs; (4) the types of bullying which have occurred; and (5) bystander intervention or participation. In the evaluation of this policy, District 162 may use relevant data which it already collects for other purposes. The information developed as a result of the evaluation of this policy shall be made available on District 162's website.

Adopted: 2/19/08

Revised: 8/20/13; July 15, 2014

**Suicide and Depression Awareness and Prevention**

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Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the Matteson School District 162 ("District 162") Board of Education (the "Board").

**Suicide and Depression Awareness and Prevention Program**

District 162's Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (the "Program") that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1 through 6 below, corresponds with the list of required policy components in the Illinois School Code Section 5/2-3.166. The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide.
  - a. For students in grades 7 and 8, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate dissemination of guidelines recommended by the Illinois State Board of Education ("ISBE") and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2 above, along with State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
4. Methods of responding to a student or staff suicide or suicide attempt.
5. Reporting procedures. Implementation of this requirement shall incorporate State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources regarding youth suicide awareness and prevention programs, including current contact information for such programs in District 162's Suicide and Depression Awareness and Prevention Program.

**Illinois Suicide Prevention Strategic Planning Committee**

District 162's Superintendent or designee shall attempt to develop a relationship between District 162 and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

**Monitoring**

The Board will review and update this policy pursuant to the requirements of Ann Marie's Law.

**Information to Staff, Parents/Guardians, and Students**

District 162's Superintendent or designee shall inform each school district employee about this policy and ensure its posting on the

District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District via publication of this policy in the District 162 Student and Parent Handbook.

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101, *et seq.*

District 162, the Board, and District staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: 105 ILCS 5/2-3.166;  
5/14-1.01, *et seq.*;  
5/14-7.02;  
5/14-7.02b;  
745 ILCS 10/.

Adopted: 11/15/16

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## APPENDIX E

### BOARD POLICY 5010

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#### Students

#### Equal Opportunities, Sex Equity and Sexual Abuse

##### Equal Opportunities

Matteson School District No. 162 (“District 162” or the “District”) does not discriminate on any unlawful basis in the provision of programs, activities, services, or benefits. The District guarantees equal access to educational and extracurricular programs and activities for all students as required by the United States Constitution, the Illinois Constitution, and all applicable federal and state laws, including, without limitation, requirements that educational and extracurricular activities shall be provided without regard to color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, physical or mental disability, and/or status of being homeless. Further, the District will not knowingly enter into agreements with any entity or any individual who discriminates against students on the basis of sex or any other protected status. Grievances may be filed regarding perceived discrimination in violation of this Policy pursuant to the procedures outlined below.

##### Sex Equity

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

Any student or other individual may file a complaint asserting a perceived violation of this Policy pursuant to the procedures outlined below.

##### Complaint and Grievance Procedures

A student, parent/guardian, employee, or community member should notify District 162’s Superintendent if he or she believes that any District 162 official, employee, or agent has violated his or her rights guaranteed by this Policy and the State or federal Constitutions and/or State or federal statutes, including Title IX, and other statutory provisions intended to ensure sex equity and to prohibit unlawful discrimination.

The Superintendent will attempt to facilitate the resolution of such complaints without resorting to the grievance procedures outlined herein, and, if a complaint is filed, will address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies. All deadlines under the procedures stated herein may be extended by the Superintendent as deemed appropriate. As used in this Policy, “school business days” means days on which the District’s administrative offices are open.

##### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with District 162’s Superintendent. The Superintendent may request the Complainant to provide a written statement regarding the nature of the complaint and/or may require a meeting with a student’s parent(s)/guardian(s) regarding such a complaint. The Superintendent or designee shall assist the Complainant as needed.

##### Investigation

The Superintendent will oversee the investigation of such complaints and may appoint a qualified person to undertake the investigation on his/her behalf. Within thirty (30) school business days of the date the complaint was submitted to the Superintendent (or such longer period as the Superintendent determines to be necessary for a full investigation of a particular complaint), the Superintendent or designee shall prepare a written report of his or her findings, which shall be reviewed by the Superintendent, or if the Complaint contains allegations of conduct violating this policy by the Superintendent, the written report shall be filed with District 162’s Board of Education, which will make a decision in accordance with the following sections of this Policy. The Superintendent will inform the Board of Education of all complaints filed pursuant to this Policy.

##### Decision and Appeal

Within five (5) school business days after receiving the written report discussed in the prior paragraph, the Superintendent shall forward to the Complainant, via United States mail, her written decision regarding the complaint..

Within ten (10) school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to District 162's Board of Education by submitting to the Superintendent a written request for such an appeal, and the Superintendent shall promptly forward to the Board any such request for appeal. Within thirty (30) school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five (5) school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board of Education. The failure to adhere strictly to the timelines in this grievance procedure shall not prejudice any party.

A Complainant may appeal District 162's resolution of such a complaint to the Executive Director of the South Cook Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the Illinois State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Appointing Nondiscrimination Coordinator**

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunities as required by this Policy. The Superintendent shall insert into this policy and keep current the name, address, and telephone number of the Nondiscrimination Coordinator.

#### **Nondiscrimination Coordinator (as of August, 2015):**

Yvonne Williams

Name

4601 Sauk Trail, Richton Park, Illinois 60471

Address

ywilliams@sd162.org

email

(708) 748-0100, extension 4122

Telephone

### **Administrative Implementation and Evaluation**

The Superintendent shall use reasonable measures to inform employees, parents/guardians and students of this Policy and the grievance procedure discussed in this Policy.

Within one year of the adoption of this Policy, and at least every four years thereafter, the District Superintendent shall oversee an evaluation of District policies and procedures in order to: (1) ensure compliance with the requirements of this Policy; and (2) develop a written sex equity plan to modify any policy or practice that does not satisfy the requirements of this Policy, as well as to take remedial steps to eliminate the effects of any such policies or practices. The evaluation shall include an examination of course enrollment data to identify any instance of disproportionate enrollment on the basis of sex and a plan to redress such disproportionality which may have resulted from policies or practices that contravene the requirements of this Policy. The Superintendent shall ensure that in-service training is provided to certificated and noncertificated District employees as necessary to ensure District compliance with the requirements of this Policy. The Superintendent shall ensure a District system for the maintenance of records documenting compliance with the requirements of this Policy, such as reports of sex equity evaluations and plans, remediation efforts, and/or in-service training.

This policy supersedes and replaces all prior versions of this Policy 5010, as well as any other District policies and/or administrative procedures which are not consistent with the deadlines and other requirements outlined in this Policy.

### **Sexual Abuse**

Pursuant to the governing provisions of the Illinois School Code, 105 ILCS 5/10-23.13, the Board recognizes that the District is authorized to adopt a policy and procedures addressing sexual abuse of children. The Superintendent is hereby authorized to implement programs and procedures as deemed necessary to meet the needs of District students, including:

- (1) age appropriate curriculum for students in prekindergarten through eighth grade;
- (2) training for school personnel regarding child sexual abuse;

- (3) educational information for parents/guardians provided by appropriate means regarding the warning signs of such abuse as well as information regarding available assistance, referral, or resource information;
- (4) available counseling and resources for students impacted by sexual abuse;
- (5) emotional and educational support available to assist a child impacted by sexual abuse to continue to be successful in school;
- (6) methods for increasing teacher, student, and parent awareness of issues regarding sexual abuse, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse; and
- (7) actions that a child who is a victim of sexual abuse should take to obtain assistance and intervention.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.  
20 U.S.C. §1681 et seq., 34 C.F.R. Part 106; Title IX of the Educational Amendments.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
Ill. Constitution, Art. I, §18.  
105 ILCS 5/10-20.12, 10-22.5, and 27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
105 ILCS 5/10-23.13.

Adopted: 2/20/90	MATTESON SCHOOL DISTRICT 162
Revised: 1/27/09	Richton Park, Illinois
Revised: 8/18/15	
Revised: 1/19/21	



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## APPENDIX F- POLICY 4114

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### **Workplace Harassment Prohibited**

Matteson School District No. 162 (“District 162” or the “District”) expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Any person present at District facilities or District-sponsored events, including, without limitation, members of the Matteson School District 162 Board of Education, employees, students, vendors, volunteers, and visitors, shall not engage in harassment or abusive conduct, including harassment or abusive conduct on the basis of an individual’s race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other status protected under applicable law. Harassment of students, including, but not limited to, sexual harassment, is also prohibited. District 162 will take remedial and corrective action to address any violation of this policy, including sexual harassment.

### **Sexual Harassment Prohibited**

District 162 shall provide a workplace environment and an educational environment that are free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Any person present at District facilities or District-sponsored events, including, without limitation, members of the Matteson School District 162 Board of Education, employees, students, vendors, volunteers, and visitors, shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational development; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Complaints of sexual harassment will be evaluated in light of all the circumstances.

### **Making a Complaint**

Employees are encouraged to report promptly information regarding violations of this policy. Employees may choose to report to a person of the employee’s same gender. Every effort should be made to initiate such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

### **Whom to Contact with a Report or Complaint**

An employee should report claims of harassment, including making a confidential report, to any of the following: District 162’s Superintendent, the employee’s immediate supervisor, the Building Principal, an administrator, and/or the Nondiscrimination Coordinator.

The Superintendent shall insert into this policy the name, address, and telephone number of the District’s current Nondiscrimination Coordinator, updating this information when necessary.

### **Nondiscrimination Coordinator:**

Yvonne Williams

Name

4601 Sauk Trail, Richton Park, Illinois 60471

Address

ywilliams@sd162.org

email

(708) 748-0100, extension 4122

Telephone

### **Investigation Process**

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to District 162's Superintendent. A supervisor or administrator who fails to forward promptly a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Enforcement**

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

### **Retaliation Prohibited**

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited, and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to District 162's Superintendent, his/her immediate supervisor, the Building Principal, an administrator, and/or the Nondiscrimination Coordinator.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

### **Recourse to State and Federal Fair Employment Practice Agencies**

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Illinois Department of Human Rights and the United States Equal Employment Opportunity Commission.

District 162's Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which may include reprinting this policy in appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin. Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Harris v. Forklift Systems, 510 U.S. 17 (1993).  
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).  
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Commission, 233 Ill.2d 125 (Ill. 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

Adopted: 5/05/87

Revised: 3/19/91

Revised: 3/20/01

Revised: 10/16/18

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## APPENDIX G

### BOARD POLICY 9400

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#### School Board

##### **Uniform Grievance Procedure**

Any student, parent/guardian, employee, or community member has the right to report or file a complaint that the School Board, its employees, or its agents have violated the rights of any student, parent/guardian, employee, or community member guaranteed by the State or federal Constitution, State or federal statute, or Board policy, including any one of the following:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints addressed under policy 9401, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 9401, Title IX Sexual Harassment Grievance Procedure)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

If the reporting party is different than the party alleged to have been the victim of the misconduct, the person who is the alleged victim of the misconduct (the "Complainant") will typically be the person entitled to the rights for the Complainant outlined in this policy, including the right to participate in the processes outlined in this policy. In the rare circumstances in which the reporting party has rights recognized by law or Board policy, the reporting party also will be a "Complainant" under this policy and will have all related rights.

##### **Right to Pursue Other Remedies Not Impaired**

The right of a person to prompt and equitable resolution of a report or complaint under this policy will not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc., although temporary delays may be warranted in the discretion of the District, particularly for concurrent law enforcement investigations. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy based on the same or similar operative facts as a complaint under this policy, the District has the discretion to continue with a simultaneous investigation under this policy and will do so in all cases required by law.

##### **Deadlines**

If a report is made or a complaint is filed under this policy, a Nondiscrimination Coordinator, Complaint Manager, or designee will address the complaint promptly and equitably. All deadlines under this policy may be extended as deemed appropriate by the administrator responsible for meeting the deadline under this policy. As used in this policy, school business days means days on which the District's main office is open.

##### **Informal Resolution**

The Nondiscrimination Coordinator or Complaint Manager has the discretion to attempt to resolve reports and complaints of misconduct covered by this policy informally without resorting to the grievance procedures in this policy. Parties to reports or complaints under this policy must voluntarily agree to engage in any informal resolution, may refuse any offer of informal resolution, and may withdraw from any informal resolution process at any time prior to an agreement being reached. The District does not require Complainants to attempt to resolve allegations directly with individuals accused of misconduct (the "Respondent") or their representatives.

## **Reports and Complaints**

To request use of this grievance procedure, a person should make a report or file a complaint with a District Nondiscrimination Coordinator or Complaint Manager. No person is required to make a report or file a complaint with a particular Nondiscrimination Coordinator or Complaint Manager; individuals may request to speak to a Nondiscrimination Coordinator or Complaint Manager of the same gender. Any employee who receives a report or complaint of conduct covered by this policy must report the conduct to the Nondiscrimination Coordinator or Complaint Manager.

For reports, the Nondiscrimination Coordinator, Complaint Manager, or designee may request a written statement and/or completion of a written complaint form regarding the report. The Nondiscrimination Coordinator, Complaint Manager, or designee may require a meeting with the Complainant and/or their parent(s)/guardian(s) in relation to a report or complaint.

The following grievance process will be used to address complaints of misconduct covered by this policy unless another policy or document, including a collective bargaining agreement, prescribes a different complaint process for the conduct or concern at issue. In some cases, the Nondiscrimination Coordinator, Complaint Manager, or designee must consider other applicable policies when addressing complaints of misconduct covered by this policy.

### **Intake Process**

If attempts at informal resolution are not successful or appropriate, the Nondiscrimination Coordinator, Complaint Manager, or designee will offer the Complainant an opportunity to file a complaint under this policy. The Nondiscrimination Coordinator, Complaint Manager, or designee will notify the Complainant of any limitations on confidentiality, including that if the District has notice of prohibited conduct that creates a risk for students, employees or other members of the District community other than the Complainant, or if sharing the identity of the Complainant is necessary to complete an investigation into a complaint, the District may not be able to respect a request to maintain the confidentiality of the Complainant. The complaint and identity of the Complainant and any witnesses will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint or implement interim measures, or (3) as authorized by the relevant person (Complainant or witness).

If a complaint is filed, the Nondiscrimination Coordinator, Complaint Manager, or designee will consider whether the conduct, if true, would be covered by this policy. If so, the Nondiscrimination Coordinator, Complaint Manager, or designee will investigate the complaint or appoint another individual to investigate the matter.

If no complaint is filed, the Nondiscrimination Coordinator, Complaint Manager, or designee will consider whether to open an investigation even without the filing of a complaint. An investigation may be warranted if the reported conduct involves allegations against an employee, multiple allegations against the same alleged perpetrator, or creates a risk to the safety of the general District community.

### **Investigation Process**

During an investigation, the Nondiscrimination Coordinator, Complaint Manager, or designee assigned to conduct the investigation (the “Investigator”) will provide both parties an equal opportunity to present evidence. If a party or witness is a student under 18 years of age, the Investigator has the discretion to include the student’s parent(s)/guardian(s) during investigatory meetings involving the student. Nothing herein limits the right of school employees to hold investigatory meetings with students under the right of *in loco parentis*.

The Investigator will inform, at regular intervals, the parties about the status of the investigation.

Within 60 school business days after the date the complaint was filed, the Investigator will prepare a written document summarizing the investigation and the Investigator’s recommendations. All decisions will be based upon the *preponderance of evidence* (more likely than not) standard.

For minor infractions, which are matters of a severity which, for example, (for students) typically would be handled by a student’s teacher or Assistant Principal/Dean of Students or (for employees) an employee’s direct supervisor, the investigator’s summary can be informal (such as, for students, a suspension notice). The summary will be the final step in this *General Grievance Process*, subject only to review/appeal options available to students, employees, and third parties under generally applicable policies and procedures, handbooks, collective bargaining agreements, contracts, etc. for discipline imposed.

For more serious infractions, which are matters of a severity that (for both students and employees) typically are escalated to the building principal or a District administrator for resolution, the Investigator’s summary should be in the form of an investigation report. If the investigation is completed by someone other than the Nondiscrimination Coordinator or Complaint Manager, the Investigator will submit the report to the Nondiscrimination Coordinator, Complaint Manager, or designee, who will review the report to confirm if the matter is a more serious infraction. If the Nondiscrimination Coordinator, Complaint Manager, or designee disagrees with the Investigator’s assessment that the matter is a more serious infraction, the matter will be returned to the building level for processing as a minor infraction.

If the Nondiscrimination Coordinator, Complaint Manager, or designee agrees that the matter is a more serious infraction, the Nondiscrimination Coordinator or Complaint Manager will forward the Investigator's report to the Superintendent for review. If the complaint contains allegations involving the Superintendent or one or more Board members, the report will be forwarded to the President of the Board for Board review.

### **Decision and Appeal**

Within five school business days after receiving the Investigator's report for a more serious infraction, the Superintendent (or the Board, if the complaint contains allegations involving the Superintendent or one or more Board members) will mail a written determination to the Complainant and the Respondent by first class U.S. mail, with a copy to the Nondiscrimination Coordinator or Complaint Manager. All decisions will be based on the *preponderance of evidence* (more likely than not) standard.

Within 10 school business days after receiving the Superintendent's (or Board's) decision, the Complainant or the Respondent may appeal the decision to the Board by making a written request to the Nondiscrimination Coordinator or Complaint Manager. Upon receipt of an appeal, the Nondiscrimination Coordinator, Complaint Manager, or designee will promptly forward materials relevant to the complaint to the Board.

Within 30 school business days after receipt of an appeal, the Board or a designee will affirm, reverse, or amend the Superintendent's (or Board's) decision or direct the Superintendent (or Board) to reopen the investigation process for gathering additional information. If the investigation is reopened, a new Investigator report, Superintendent written determination, and opportunity to appeal will be provided. Within five school business days after the Board's appeal decision, the Board or a designee will mail its written appeal decision to the Complainant and the Respondent by first class U.S. mail, with a copy to the Investigator.

This policy will not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the procedures or other timelines in this grievance procedure does not automatically prejudice a party or impact the outcome of the process.

### **Appointing Nondiscrimination Coordinators and Complaint Managers**

The Superintendent will appoint a Nondiscrimination Coordinator to manage the District's compliance with this policy. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent will appoint at least one Complaint Manager to administer this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent will insert into this policy and keep current the names, office addresses, email addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

#### **Nondiscrimination Coordinator/Title IX Coordinator:**

Yvonne Williams

\_\_\_\_\_  
Name

4601 Sauk Trail, Richton Park, Illinois 60471

\_\_\_\_\_  
Address

ywilliams@sd162.org

\_\_\_\_\_  
email

(708) 748-0100, extension 4122

\_\_\_\_\_  
Telephone

**Complaint Managers:**Craig Englert

Name

4601 Sauk Trail, Richton Park, Illinois 60471

Address

cenglert@sd162.org

email

(708) 748-0100, extension 4127

Telephone

Yvonne Williams

Name

4601 Sauk Trail, Richton Park, Illinois 60471

Address

ywilliams@sd162.org

email

(708) 748-0100, extension 4122

Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.; 34 C.F.R. Part 106  
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/.  
Illinois Human Rights Act, 775 ILCS 5/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112/.  
Employee Credit Privacy Act, 820 ILCS 70/.  
23 Ill.Admin.Code §§1.240 and 200.40.

Adopted: October 20, 2020

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## APPENDIX H

### BOARD POLICY 9401

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#### School Board

#### Title IX Sexual Harassment Grievance Procedure

As required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), the District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX concerning everyone in the District's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

#### Title IX Sexual Harassment Prohibited

Sexual harassment as defined in the Title IX implementing regulations ("*Title IX Sexual Harassment*") is prohibited. Any person, including a District employee or agent, or student, engages in *Title IX Sexual Harassment* whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

Examples of *Title IX Sexual Harassment* can include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

#### Definitions from 34 C.F.R. §106.30

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute *Title IX Sexual Harassment*.

*Education program or activity* includes locations, events, or circumstances where the District has substantial control over both the Respondent and the context in which alleged *Title IX Sexual Harassment* occurs.

*Formal Title IX Sexual Harassment Complaint* means a document filed by a Complainant or signed by the Title IX Coordinator alleging *Title IX Sexual Harassment* against a *Respondent* and requesting that the District investigate the allegation.

*Respondent* means an individual who has been reported to be the perpetrator of the conduct that could constitute *Title IX Sexual Harassment*.

*Supportive measures* mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

#### Title IX Sexual Harassment Prevention and Response

The District's Title IX Coordinator, identified in Board policy, or designee will oversee the District's efforts to prevent and respond to allegations of *Title IX Sexual Harassment*, which shall include the following, at minimum:

1. The District's health education program will incorporate (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 8, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-8. This includes incorporating student social and emotional development into the District's educational program as required by State law.
2. The District will incorporate education and training for school staff as required by law or, at the Superintendent and Title IX Coordinator's discretion, recommended by the Superintendent, Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
3. The District will notify applicants for employment, students, parents/guardians, employees, and collective bargaining units of its nondiscrimination policy, contact information for the Title IX Coordinator, and training materials used to train its Title IX Coordinator(s), investigator(s), decisionmaker(s), and informal resolution facilitator(s) by, at a minimum, prominently displaying such information and materials on the District's website, if any, and in any handbook made available to such persons.

## **Making a Report or Inquiry**

A person who wishes to make a report of *Title IX Sexual Harassment* is encouraged to do so to the Title IX Coordinator, Building Principal, Assistant Building Principal, or Dean of Students/Assistant Principal. A person who wishes to make a report may choose to report to a person of the same gender.

School employees must promptly forward any report of *Title IX Sexual Harassment* to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

Inquiries about Title IX, its implementing regulations, or any policy or procedure prohibiting *Title IX Sexual Harassment* may be directed to the Title IX Coordinator or to the U.S. Department of Education's Office for Civil Rights (OCR) at (312) 730-1560 or [OCR.Chicago@ed.gov](mailto:Chicago@ed.gov).

The Superintendent shall insert into this procedure and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

### **Title IX Coordinator:**

Yvonne Williams

Name

4601 Sauk Trail, Richton Park, Illinois 60471

Address

ywilliams@sd162.org

email

(708) 748-0100, extension 4122

Telephone

Any person may report sex discrimination under Title IX, including *Title IX Sexual Harassment* (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination under Title IX or *Title IX Sexual Harassment*), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

## **Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to supportive measures, (3) inform the *Complainant* of the availability of supportive measures with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall at a minimum review Board policies 9400, *Uniform Grievance Procedure*; 4114, *Workplace Harassment Prohibited*; 4020, *Abused and Neglected Child Reporting*; 4004, *Employee Ethics; Conduct; and Conflict of Interest*; 5435, *Harassment of Students Prohibited*; 5314, *Anti-Bullying Policy*; 5650, *Teen Dating Violence Prohibited*; and 5325, *Student Conduct and Potential Consequences, Including Suspension and/or Expulsion and Related Procedures*, to determine if the allegations in the report require further action under those policies.

Reports of alleged *Title IX Sexual Harassment* will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

## **Formal Title IX Sexual Harassment Complaint Grievance Process**

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator, with oversight by the Superintendent, shall implement this Title IX Grievance Process for all *Formal Title IX Sexual Harassment Complaints*, which process fully complies with the Title IX implementing regulations, at 34 C.F.R. §106.45.



The District's grievance process shall, at a minimum:

1. Require the Title IX Coordinator to investigate all *Formal Title IX Sexual Harassment Complaints* or to appoint a qualified person to undertake the investigation.
2. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for *Title IX Sexual Harassment*, and by following a grievance process that complies with the Title IX implementing regulations, at 34 C.F.R. §106.45, before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
3. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
4. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
  - b. Receive training on the definition of *Title IX Sexual Harassment*, the scope of the District's *education program* or *activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
5. Require that any individual designated by the District as an investigator receives training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
6. Require that any individual designated by the District as a decision-maker receives training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
7. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
8. Include reasonably prompt timeframes for conclusion of the grievance process.
9. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
10. Base all decisions upon the *preponderance of evidence* standard.
11. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
12. Describe the range of supportive measures available to *Complainants* and *Respondents*.
13. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Enforcement**

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action up to and including discharge consistent with any applicable laws, policies, or agreements addressing procedures for implementing employee discipline. Any third party who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in *Title IX Sexual Harassment* will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with any applicable laws, policies, or procedures addressing procedures for implementing student discipline. Any person making a knowingly false accusation regarding *Title IX Sexual Harassment* will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

### **Retaliation Prohibited**

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 9400, *Uniform Grievance Procedure*.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.  
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).  
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

Adopted: October 20, 2020

## APPENDIX I

### PLEASE SIGN AND RETURN THIS FORM TO THE MAIN OFFICE

#### TECHNOLOGY USE AND INTERNET SAFETY AGREEMENT

The undersigned acknowledges that he/she has read the District 162 Student Safety and Use Policy for Internet and Technology before signing this Technology Use and Safety Agreement. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and condition of said policy carefully, understand(s) their significance and agree(s) to abide by all provisions of said policy.

#### STUDENT

I understand and will abide by the Student Safety and Use Policy for Internet and Technology governing the use of District 162's technology resources and the Internet, and will comply with the terms of the policy. District 162 will not be liable for lost, damaged or unavailable information due to technical or other difficulties, and is not responsible for what I do when using District 162 technology. I understand that my access privileges may be suspended or revoked if I violate the policy, and that certain violations may constitute criminal offenses. I also understand that I may be disciplined, or in some cases, may be subjected to legal action, for failing to comply with the policy.

---

Student Name – Please Print

---

Student Signature

---

Date



## PARENT OR GUARDIAN

If the applicant is under the age of 18, a parent/guardian signature is also required.

As the parent/guardian of this student, I have read the District 162 Student Safety and Use Policy for Internet and Technology. I understand that District 162's computers and technology resources, as well as access to the Internet, must be used solely for educational purposes.

I hereby give District 162 permission for my child to use school technology resources and the Internet for educational purposes and authorize District 162 to discipline my child in accordance with the Student Uniform Disciplinary Code, in the event he/she fails to comply with the policy .

I recognize that it is impossible for District 162 to prevent access to controversial materials and I will not hold District 162 responsible for materials acquired on the network. Additionally, I accept full responsibility for my student's actions using District 162's technology resources and the Internet in school as well as at other locations.

I also give/deny my permission with regard to the publication of information pertaining to my child on the Internet by District 162, as follows:

*(Please check one of the following boxes)*

- ☐ **Option 1:** Identification of student work must be limited to first name and last initial or a confidential student code identifier. Individual or group photographs without any student identification are permitted.
- ☐ **Option 2:** Identification of student work may contain full student name. Individual or group photographs may contain student identification.
- ☐ **Option 3:** No information, work or photographs of my child may be posted or published.

---

Parent/Guardian Name - Please Print

---

Parent/Guardian Signature

---

Date

**PARENT/GUARDIAN SIGNATURE PAGE**

**PLEASE SIGN AND RETURN THIS FORM TO YOUR  
CHILD'S TEACHER**

Student's Name (printed) \_\_\_\_\_

Grade \_\_\_\_\_

Teacher \_\_\_\_\_

School \_\_\_\_\_

I have received and read the *2021-22 Student and Parent Handbook* for Matteson School District 162 and understand what is expected of my child. This handbook has been reviewed with my son/daughter.

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

Parent/Guardian Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Student Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



