



Pennoyer

School District 79



2022-2023

Kindergarten-8th Grade Parent/Student Handbook

5200 N. Cumberland Avenue

Norridge, Illinois 60706

Phone-708-456-9094

www.pennoyerschool.org

To View Board Policy Visit: <https://www.pennoyerschool.org/boe/board-policies/>

Vision & Mission Statement

Mission Statement

Why do we exist?

**INSPIRE AND EMPOWER
ALL STUDENTS
TO THRIVE**

Core Values

What we stand for?

Commitment

Igniting curiosity for the love of learning

Accountability

Assumption of responsibility for the growth of all students

Collaboration

Working interdependently to analyze and improve our individual and collective results

Integrity and Respect

Valuing and respecting all individuals through behaviors and actions that demonstrate integrity and trust

Equity

Providing the opportunities and experiences critical to support the growth and achievement of ALL students

Inclusivity

All are welcome, have a sense of belonging and receive support that enables them to succeed

Vision Statement

Where we are headed?

Vision:

Pennoyer District 79 will empower learners on their educational journey toward individual success.

Learning (Student Empowerment and Ownership)

- Foster expression of student voice and choice
- Empower students to be adaptive learners through collaborative and creative thinking
- Promote student-directed-learning
- Facilitate strong academic rigor
- Provide resources that prepare students for the future
- Challenge each individual student
- Amplify technology

Environment

- Foster supportive learning practices
- Create valuable experiences for students
- Build positive relationships
- Promote an empathetic, inclusive and nurturing climate
- Inspire confidence and risk taking
- Ensure a safe and nurturing environment

Focus on Whole Child

- Support Social Emotional Learning
- Create learning experiences that excite and engage
- Provide opportunities for creative expression

Strong Community and Culture

- Create partnerships between school and community
- Engage and inspire our community to ensure the success of all
- Inspire students to become invested in our community through building authentic relationships

Fiscal Responsibility

- Exercise intentional, purposeful and thoughtful allocation of resources
- Evaluate resources and respond to needs

5200 N. Cumberland Ave. Norridge, IL 60706 | <http://pennoyerschool.org>

**Pennoyer's Preschool Program has a separate student/parent handbook*

Introduction

We believe that lifelong success depends on learning to make responsible choices. We believe students have rights and responsibilities. The most important right every student has is to learn. In order for learning to be maximized, we believe that students must feel safe and secure.

Read this handbook and the District 79 handbook with your child. We ask parents to help their children understand that rules for large groups must often be stricter than rules enforced with small groups at home. Remind them that all of our rules protect their rights and safety. A copy of this document is posted on our school website.

The discipline information within this handbook, aligns to Board Policy 7:190. All rules and expectations contained in 7:190 are in effect. Refer to the Table of Contents to view specific topics.

By understanding Pennoyer's school rules, parents and students have the ability to function at a higher level intellectually, socially, and emotionally. Students must be guided in the development of a sense of responsibility for his/her behavior and growth. We are dedicated to working with parents to provide a positive, nurturing environment for every student.

We do not tolerate violence, aggression, or intimidation at Pennoyer School. We strive to be a violence-free zone. A violence free zone is a safe place for children. Bullying is an "imbalance of power" from an aggressor to an individual. It is not tolerated. Bullying behavior is defined as harassment, intimidation, or physical and/or verbal aggression which places another student or staff member in reasonable fear of harm to his/her personal property or self. Social Work intervention might be utilized for those students in need of additional social, emotional and behavioral supports.

This handbook includes school rules that protect students in the cafeteria, playground, and on the bus as well as within the school building. Serious violations of school rules may result in a report to the Norridge police. Again, parents and students must adhere to the rules/policies outlined in the District 79 Handbook.

Sincerely,

Pennoyer School Staff

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Student/Parent/Staff All Norms

We will:

- Be Responsible***
- Be Respectful***
- Be Problem Solvers***

Responsibility

Students will.....	Parents will.....	Teachers will.....
<ul style="list-style-type: none"> ● Come to school on time ● Bring all materials to and from school ● Come prepared to learn and participate ● Be safe in all areas of the school 	<ul style="list-style-type: none"> ● Ensure that students arrive to school on time ● Collaborate with school staff as needed ● Provide an appropriate home environment for school work ● Be an active participant in your child's learning ● Communicate with your child about his/her homework 	<ul style="list-style-type: none"> ● Create a positive and engaging learning environment to all students ● Come prepared to try to meet the needs of all learners ● Model responsible behavior ● Collaborate with parents to support students ● Award Dojo Points for demonstration of school expectations

Respect

Students will.....	Parents will.....	Teachers will.....
<ul style="list-style-type: none"> ● Be respectful when interacting with peers and school staff ● Respect school property and the property of others ● Be honest when questioned by staff members 	<ul style="list-style-type: none"> ● Model respectful behavior and politeness to others adults, children and school staff. 	<ul style="list-style-type: none"> ● Model respectful behavior ● Teach and facilitate respectful interactions among students and staff ● Award Dojo Points for demonstration of school expectations

Problem-solving

Students will.....	Parents will.....	Teachers will.....
<ul style="list-style-type: none"> ● Think of positive ways to solve conflicts ● Choose an appropriate solution for conflict resolution ● Assess the situation and determine when to resolve it independently or when to seek adult support 	<ul style="list-style-type: none"> ● Discuss positive problem-solving strategies with your child ● Inquire and converse with your child about daily school ● Model appropriate problem-solving skills 	<ul style="list-style-type: none"> ● Be available to students to help resolve problems ● Support students when problem-solving ● Facilitate class discussions to identify problem-solving strategies ● Instruct and model appropriate PBIS expectations

General Information

Kdg-8th Arrival:*

- Beginning at 7:50 am, students will be welcomed on the school campus. Supervision of students will begin at this time.
- Students are not allowed to ride scooters or skateboards to school.
- Students are allowed and encouraged to ride bikes to school. While bike racks are available, Pennoyer does not assume responsibility for student bicycles.
- Upon arrival, students will line up according to their grade level which is marked on the blacktop. Students may not play on the playground equipment before school.
- When the 'feels like' weather is below 15 degrees, students enter the building and line up in their designated areas throughout the building. The office uses www.weatherchannel.com to determine the 'feels like' temperature.
- Students will be marked tardy if they enter the building after 8:10am.
- A parent signature in the office is required for students who arrive at school after 9:00 am.

*Please refer to the Preschool Handbook for start and end times and procedures for Preschool

Kdg- 8th Dismissal:*

- Monday/Tuesday/Thursday/Friday--3:00 pm and Wednesday at 2:30 pm
- Students walking home are to immediately depart school premises and may not play on the playground.
- Gates are locked at 3:10 on Monday/Tuesday/Thursday/Friday and Wednesday at 2:40 pm
- A note is NOT required for a student who typically gets picked up, but decides to walk home.
- Dogs are not allowed on the back playground for the safety of our students.

*Please refer to the Preschool Handbook for start and end times and procedures for Preschool

If a student is not picked up from school by 3:15 pm:

- The Pennoyer School office closes at 4:00 pm.
- After multiple attempts are made to contact a parent/guardian with no response, police will be contacted one hour after the first attempt to contact parent/guardian.
- If the police are not able to contact parent/guardian, the police will bring the student to the police department where they will continue to attempt to contact parent/guardian.
- This procedure will also be followed if a student is not picked up from any after school Pennoyer event one hour after the first attempt to contact parent/guardian is made.

Calling Your Child in Sick*

- Students must be called in sick the morning of or the night before by a parent or guardian. Please call 708-456-9094 and press #2 to leave a message as soon as you know your child will not be in school.
- A reason must be provided for your child's absence.
- If your child has a fever, the child needs to be fever and illness free for 24 hours prior to returning to school without the use of medication.
- Pursuant to Illinois School Code, when a student in Kindergarten to grade 8 is absent from school without valid cause or notice from a parent/guardian, a school representative will, within 2 hours after the first class in which the child is enrolled, attempt to telephone and notify the child's parent or guardian of such absence. This procedure will be put in effect if no call is received from the parent/guardian.(105 ILCS 5/26-3b) (from Ch. 122, par. 26-3b)
- Parents/guardians may request homework for their child when they are absent. Parents should call to request work before 9:00 am to allow sufficient time for teachers to put together the assignments. Homework will be available for pick up at the office between 2:30-3:30.
- **If a child is absent for three (3) consecutive days, a doctor's note is required to return to school.**
- Per Illinois School Code (105 ILCS 5/26) Sec. 26-12), a student may be 'expelled' or dropped for non attendance after he/she has accrued 15 consecutive days of absence.

- Students will NOT be allowed to participate in any after school activities the day of an absence when they are out ill or unexcused.
- More information regarding student absences can be found under the Absenteeism section within this handbook.

*For more information see the health section on beginning on page 16

Safety

Weapons

- Weapons are defined as, but not limited to: knives, guns, slingshots, matches/lighters, any student created replicas, etc
- Weapons are never allowed in school, on the bus or at the bus stop.
- Students are to report any knowledge of a weapon at school to the office or staff immediately.
- Students who bring any type of weapon to school will be recommended for expulsion and the Norridge Park Police Department will be contacted.
- **Toy weapons are not allowed in school; students who bring such items to school will be suspended and expulsion will be considered.**

Visitor & Volunteer Policy

Upon arrival in the building, all visitors must report to the school office. All visitors must submit a valid driver's license or state issued ID to be scanned and checked against a sex offender database registry through Lobby Guard. In addition, the visitor must provide the following information:

- Nature of Business
- Classroom/school personnel you are here to see
- Length of visit

If approved, a visitor pass will be issued. The visitor pass must be displayed on the chest area so that it is visible at all times while in the building. All visitors to the school or school premises shall be expected to conform and abide by the rules and regulations pertaining to Pennoyer. Pennoyer has the right and responsibility to request identification of any person entering the school building or its grounds. All vehicles entering Pennoyer property are subject to being searched.

- Students should not open the door for ANY visitor.
- Students and staff are to report strangers on school property to the school office.

Parent Contact Information

Parent Contact

- We expect to be able to reach a parent or guardian in the case of an emergency or to discuss students' welfare.
- We expect to have current phone numbers for parents' homes, places of employment, and for the person designated to assume responsibility for a child in the absence of the parent.
- We expect parents will update contact information immediately by contacting the office. You may also do so on Skyward Family Access.

Emergency Contact

- Students will be released only to those individuals listed as Emergency Contacts. Students will NOT be released to any person including relatives or friends if they are not listed as Emergency Contacts. Emergency Contacts must show an ID when signing out a student (Pennoyer Board of Education Policy 7:90 Release During School Hours).
- It is the parent/guardian responsibility to keep information listed current.

Skylert Notification System

- The district uses the Skylert *Notification System*, which is a recorded telephone message system to communicate with District 79 families. The system is used to share a range of information including school

news, school closings, and emergencies. Please listen to the message for complete information. **Do not call the school.**

Emergency School Closing & Remote Learning Days

- School may occasionally close or shift to remote instruction due to extreme weather. The decision will be based on the ability to safely transport students and staff to schools on time.
- You will receive an automated phone call from the Superintendent announcing the closing of schools or shift to remote learning. Every effort will be made to send the announcement the evening before the closing or shift but weather conditions may require a later decision. You will receive a phone call via our automated system after the decision is made to close school or shift to remote instruction. The automated phone system will call your home phone and the cell phone numbers that you provide at registration.
- Families may also check the District 79 website (www.pennoyerschool.org) for closing and remote learning information. Local radio and TV stations will also be informed and announcements should be made over the following radio and television stations.
- In the event of a school building closure that leads to remote instruction, students will be expected to follow the synchronous learning schedule that will be provided by the homeroom teacher to be considered present.

Classroom Resources

Student Supplies

- Student supply lists can be found on the school website by visiting <https://www.pennoyerschool.org/parentsstudents/school-supply-list>
- Students will be assigned an area in the classroom to keep their supplies.

Lockers

- Students will be assigned a locker.
- **Lockers do not lock, therefore valuables should not be kept in them. Pennoyer is not responsible for items students to bring school that are stolen or broken.**

School Owned Books- Materials

- Students are expected to take care of books and all other school property.
- Parents are responsible for damage and loss.
- A student is not allowed to take school property home without permission; students who do so will be referred to law enforcement.

Student Device Information

Pennoyer is a 1:1 learning environment. As such, all students are issued a school owned device for instructional purposes.

- Students in Kdg-8th grade are issued a school owned iPad.
- More information can be found in the 2022-2023 1:1 Student Technology Device Agreement.

Lunch & Recess

- Kdg-5th grade students will have 20 minutes daily for lunch and 30 minutes for recess.
- Middle School (6th-8th) students will have 20 minutes daily for lunch and 20 minutes for recess.
- Students either pre-order a hot lunch or bring lunch from home.
- If a student forgets their lunch and a parent is unable to bring lunch from home, we will do our best to provide lunch if one is available (parents will be charged).
- Lunches are cooked off-site and provided by Open Kitchens. **Lunches need to be ordered and paid online through the parent resources page of the school website at www.pennoyerschool.org**

- The number of lunches provided to Pennoyer daily is based on the number of lunches that were pre ordered for that date. Extras may not be available.

Cafeteria Rules

- Walk at all times.
- Clean up after yourself.
- Remain seated.
- Stop talking when you the recess supervisor requires silence..
- When the bell rings, wait quietly for your table to be dismissed to line up.
- Food may not be taken out of the cafeteria.
- Do not share food.

Recess

- Students will be outside for recess when the ‘feels like’ temperature is 15 and above degrees according to the www.weatherchannel.com.
- When the field is wet/muddy, students will be allowed on the blacktop only.
- Playing in the snow is reserved for students in grades KG - 5th, however please note:
 - In order to play in the snow, students must have on boots, snow pants, hat and gloves.
 - Snow cannot be thrown.
- Students are expected to dress appropriately when outside for recess.
- No toys (dolls, fidgets, Pokemon cards, etc) from home are allowed outside during recess
- Only inflatable and foam sports balls are allowed during recess .
- Pennoyer has two playgrounds to be used during recess, please note the following:
 - Playgrounds are to be used by students in grades KG - 5th
 - Students are expected to use the playground equipment appropriately (no running up slides, sliding down on your belly, hanging upside down, etc.)
- We ask that parents check to see that their children come dressed appropriately for the weather.
- Students are encouraged to have a coat on for lunch recess when the weather is below 55 degrees.

Field Trips

- Field trips are planned throughout the school year and align with the state standards curriculum.
- Field trips are considered a privilege. Academic and behavioral student goals can be set for any student who is struggling to meet school-wide expectations. If students do not meet their goals, they will not be allowed to attend the field trips.
- Students who do not attend field trips will still be required to attend school that day. Work will be given and the student will stay with another homeroom until their class returns.
- Students bringing cellphones on field trips is highly discouraged.

Chaperones

- Chaperones are expected to support teachers during field trips and provide supervision at all times. Students must be under adult supervision at all times.
- It is expected that chaperones reinforce rules and expectations in compliance with school policy to help ensure safety and cooperation.
- Chaperones must:
 - Sign-in at the school office to receive visitor’s name tag.
 - Be on a pre-approved list from the teacher.
 - Follow directions given by the teacher.
 - Provide teachers with a mobile phone number in case there is a need to reach the chaperone
 - Refrain from purchasing toys/gifts for students during the activity.
 - **Never leave a student alone. In case a student gets lost/sick please contact the teacher in charge or call the school office.**
 - Help maintain school standards of behavior.
 - Refer any disciplinary issues and incidents to the teacher present.
 - Take all necessary and reasonable precautions to protect students.

- **MAY NOT** take pictures or videos of students other than their own.

Volunteers

- We encourage parents/guardians to volunteer their time to enrich both the learning and the school environment.
- Volunteering may include coming into the classroom to work with students, help with special projects, or chaperone a field trip.
- It is of utmost importance that student observations and experiences stay within the confines of the classroom. If questions or concerns arise, volunteers are directed to speak with the classroom teacher or principal.
- Prior to volunteering with Pennoyer, all volunteers must complete a volunteer form to be filed with the administrative assistant in the school office prior to the first visit.

Learning Resource Center/Library

- All students in PreSchool-5th grade visit the Pennoyer Library with their class.
- Students in grades Kdg-3rd grade are able to check out one book per week, and 4th-5th can check out two books per week.
- Overdue notices are sent home when books are not returned on time.
- Students will need to pay for books that are lost or suffer damage that is beyond usual wear and tear.
- Pennoyer's Library Policy, located at the end of this handbook, states specific details regarding lost/damaged books and subsequent fees.

Extra Curricular Activities

Band

- Students in 5th-8th grade may sign up for band.
- Band lessons are held twice weekly. Some groups meet before school.

Chorus

- Chorus is open to all students.

After School Programs

- Various after school activities will be offered throughout the school year and are managed by the Pennoyer District Office. Information is sent home throughout the year via Skyward Wednesday/Friday communication.

Sports- Leyden Norwood Athletic Conference

- Pennoyer is a part of the Leyden Norwood Athletic Conference. Middle school students (6th-8th grade) will have an opportunity to try out for Pennoyer's Girls/Boys Softball, Girls/Boys Basketball, Cross-Country, Cheerleading, Pom Poms, Boys/Girls Volleyball, and Girls/Boys Soccer.
- All students who participate in sports must have paid the \$100 per student per sports fee to participate.
- Students who make a Pennoyer team must have:
 - a current sports physical
 - a signed concussion form on file with the school office
 - a Student Leyden-Norwood Athletic Conference Sports Code of Conduct form signed and on file
 - a Parent Leyden-Norwood Athletic Conference Sports Code of Conduct form signed and on file
 - a student Pennoyer Eligibility Requirements form signed
 - a student/parent signed Uniform Policy form
 - an overall grade of F in any class or 3 D's makes a student ineligible to play until grades are checked again the following calendar week.

- Additional information regarding sports can be found in the Extracurricular Activities Handbook found on page 43 as well as on the Pennoyer website.
- Games held at Pennoyer begin at 4pm in the gym. While students are encouraged to attend, they must either go home after school as there is no supervision provided until the game begins. Students are not allowed to wait in the school without supervision. Doors open shortly before the start of each game.
 - Students who are on the playing team will be provided with supervision at school until the start of the game.
- All Pennoyer school rules apply to students while attending sporting events.

Student Birthday Celebrations

- Birthday invitations can only be passed out at school if all students in the class are invited.
- While Pennoyer values birthday celebrations in class, we ask that birthday treats not be food items. If you would like to send a treat to your child's class please consider any of the following non-food ideas:
 - Stickers
 - Arranging with the teacher to visit and read to the class
 - Small fidgets
 - Other items as agreed upon in consultation with the classroom teacher
- Birthday celebrations need to be pre arranged at least one day in advance with the classroom teacher.

Dress Code

- Clothing must be appropriate for school and the weather.
- Clothing that shows inappropriate or offensive symbols, signs, and language will be provided with alternative clothing to wear for the day.
- When wearing shorts, they should be long enough to ensure that the student is appropriately covered..
- Undergarments must not be visible.
- Appropriateness of clothing will be determined in alignment to Board of Education Policy 7:160 Student Appearance

Physical Education Dress

- For the safety of all students in physical education classes, proper gym shoes must be worn.
- Students in grades 6th-8th change into Pennoyer PE uniforms daily for class. Pennoyer spirit wear is acceptable to wear for PE provided the student has additional clothes to change into after class.
- Physical education uniforms are purchased by families during student registration. Please contact the office should a replacement need to be ordered.
- Students who are injured and not able to participate in physical education need a doctor's notes on file in the office stating such restrictions. **Students who are unable to participate in physical education class due to injury will not be able to participate in extracurricular sports or recess.**

Student Property

Personal Electronic Devices

- Handheld electronic devices including games, laser pointers, radios, iPod, MP3, Kindles players, etc. are not permitted unless allowed for special occasions designated by the teacher. Electronic devices that are confiscated by a faculty member will be given to the administration and a guardian will be required to retrieve the device from the school office.
- **Per School Board policy 7:190 Student Behavior: Students may possess a cellular phone at school ONLY if it is turned off and is out of sight. Students who bring cellular phones to school are at their own risk for loss or theft. Students who use their cellular phones during the school day will be referred to the principal for disciplinary action.**

Personal Items

- Do not bring an excessive amount of money to school. Students are responsible for the money they do bring. The school is not responsible for damage, loss or theft of items brought to school. Students may not sell items before, during or after school without approval of the principal.
- Students should not bring personal items of value to school, as there is not a place to lock them up. Some lockers are shared by two students.

Rights and Responsibilities

Criteria and Recommended Interventions

At Pennoyer School teachers and students work together to support all school norms relating to responsibility, respect and problem solving.. In some situations more formal interventions are required by staff. The following level system describes those interventions.

****Depending on the situation, corrective actions are at the discretion of the principal and staff member.****

Student Conduct Criteria	Recommended Interventions
<p><u>Classroom Managed Behaviors</u></p> <ul style="list-style-type: none"> ● <u>Cheating- Copying</u> another’s work or not following designated time limits ● <u>Defiance/Disrespect-</u> Talking back, socially rude tone of voice, socially rude verbal and nonverbal responses, refusing to follow academic and nonacademic instruction after 3 requests. ● <u>Disruption-</u> Causing an interruption in a class or activity, including noises, passing notes, nonverbal communications, inappropriate volume levels, out of seat behavior, playing with toys, or running in the hallway ● <u>Dress Code-</u> Wearing inappropriate language or graphics on clothing, displaying wallet chains, or purposeful showing of underwear ● <u>Electronic Violation-</u> Using a mobile phone during school hours. All mobile phones must be powered off and stored in student lockers. ● <u>Inappropriate Language-</u> Using unkind words, swearing (non-directed), or insulting others ● <u>Lying-</u> Stating something that is untrue. ● <u>Physical Contact-</u> Roughhousing, pushing, pulling, or play fighting ● <u>Property Misuse-</u> Writing on school books or furniture, using playground equipment inappropriately, using school supplies for an unintended purpose, destroying personal supplies intentionally, using school supplies as pretend weapons ● <u>Technology-</u> Using technology inappropriately or misusing the printer 	<ul style="list-style-type: none"> ● Teacher/and student meeting to discuss appropriate expectations and ensure student understanding ● Reteaching appropriate behavior ● Student completes a reflection sheet ● Phone call home ● Lose recess minutes (Only in grades 6 - 8) ● Teacher, student and Parent/Guardian meeting ● Skyward Referral ● Detention
<p><u>Office/ Administration</u></p> <ul style="list-style-type: none"> ● <u>Abusive Language-</u> Swearing directed toward others, using racial slurs, threats, or sexual language ● <u>Defiance/Disrespect-</u> Yelling at an adult. Arguing (in a disrespectful way) with an adult, exhibiting power struggle or passive resistance behaviors, walking out of the room/building without permission, refusal to come into building, excessive disruption ● <u>Fighting/Physical Aggression-</u> Hitting, kicking, punching, throwing objects, or spitting. ● <u>Forgery-</u> Claiming another student’s paper as your own or forging a signature on a test, report card, assignment notebook, etc. ● <u>Gang Related Activity-</u> Showing colors, symbols, drawing or flashing signs, or making verbal associations to gangs ● <u>Harassment/Tease/Taunt-</u> Delivering disrespectful messages (verbal, physical, written, or gestural) to another person that includes bullying, threats, obscene gestures, sexual harassment, or intimidation ● <u>Leaving School Property</u> without permission or adult 	<ul style="list-style-type: none"> ● Skyward Referral ● Administrator contact ● Phone call to parent ● Detention ● In School Suspension or Out of School Suspension <ul style="list-style-type: none"> ○ In accordance with Board Policy 7:200 Student Suspension ● Ineligibility for after school activities ● Administrator(s) and team conference with students and Parent/Guardian ● Behavior Plan ● Loss of incentive field trip ● Child Study Team ● Referral to Board of Education ● Student receives support through outside community agencies ● Expulsion <ul style="list-style-type: none"> ○ Parents have a right to a hearing in front of the Board of Education. Please refer to Board Policy: Student Expulsion Procedures 7:210

<ul style="list-style-type: none"> ● <u>Stealing</u>- Possessing, passing on, or being responsible for removing school or someone else's property ● <u>Vandalism/Property Damage</u>- Destroying another individual's property, destroying school property, or creating graffiti ● <u>Weapons</u>- Possession of a weapon at school, on the bus, on the bus stop (including toy weapons) or using any object to cause harm to another ● <u>Technology</u>- Repeatedly using technology inappropriately, causing damage to district equipment, repeated misuse of printer, visiting inappropriate websites, live streaming during school hours ● Under Influence or Possession of Illegal Drugs/Alcohol 	
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Parent Communication Guide

- When parents have a concern and are unsure who to contact, they should refer to the District 79 Parent Communication Guide.
- Parents are encouraged to always contact the homeroom teacher first in an effort to resolve classroom concerns.

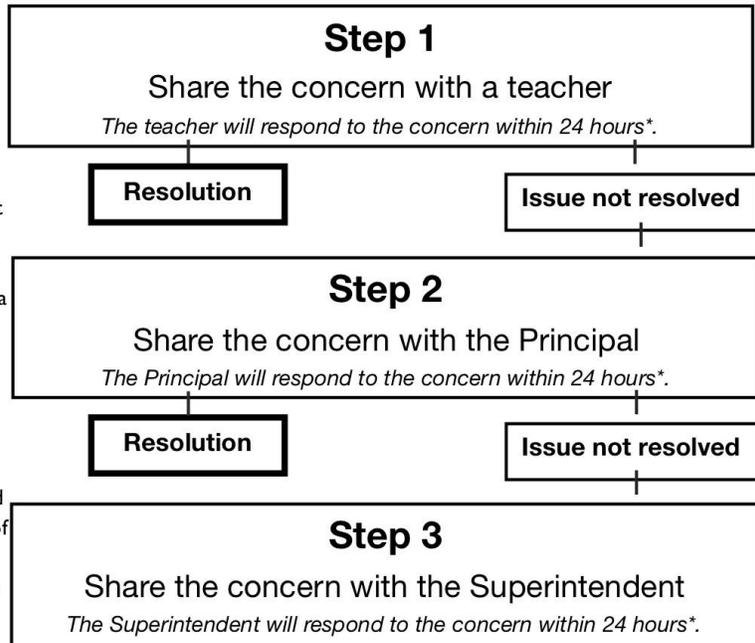
How to Get Help with a Concern in Pennoyer School District 79

The priority in District 79 is to provide each student with an outstanding education in a safe, nurturing environment every day of the school year. This is best accomplished when there is clear communication between the school community and the home.

During the school year, there may be times when a parent or guardian needs to contact a school or district staff member with a concern. The goal of this pamphlet is to outline a clear communication pathway for a parent or guardian to follow in order to receive help with his or her concern.

The starting point or first step on the District 79 communication pathway is to share the concern with a teacher. The teacher will respond to the parent or guardian within 24 hours of the initial contact. The chart to the right shares the exact progression of steps in the District's communication pathway that will lead to both the amicable and successful resolution of each concern.

**If communication is made on a day when school is not in session, responses will be made within 24 hours when school resumes.*



McKinney-Vento (Homeless Students)

Each child of a McKinney-Vento (Homeless) eligible individual and each McKinney-Vento (Homeless) youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. Students who are McKinney-Vento (Homeless) eligible may be enrolled if the student was a resident of the District before he/she became McKinney-Vento (Homeless) or if the child's temporary residence is located within District boundaries. Further information regarding the educational rights of McKinney-Vento (Homeless) students may be obtained by contacting the District's liaison:

Mrs. Alicia Norgard; Director of Student Services
708-456-9094 ext. 2849

Pennoyer Health Office Procedures:

The following section serves as a guide on how the Pennoyer Health office obtains, and uses health and medical information.

First Day health Exam Exclusion:

Pennoyer School has a first day exclusion for medical forms (proof of up-to-date immunizations and a physical exam dated within 1 year of the first day of school.) This means that all medical forms or proof of a scheduled appointment must be provided before the first day of school. Children that have not submitted their medical forms will not be able to attend school until the forms or proof of a scheduled appointment are *received*. Please see the following cheat sheets to determine if your child is in a grade in which medical forms are required by the State. Compliance grades for medical forms are Kindergarten, and 6th grade. Please visit the Pennoyer website for more information regarding this procedure.

Health Exam Requirements Table:

Grade/ Transfer status:	Required Medical Examinations & Immunizations:	Deadline:
Preschool	Physical & immunizations (dated within one year)	before first day of school/within 30 days for new students
Kdg	Physical & immunizations, eye exam (within 1 year,) dental exam (dated within 18 months of the first day of school)	physical and immunizations: before the first day eye exam: before October 15th
2nd	dental exam (dated within 18 months of the first day of school)	before May 15th of the following calendar year
6th	Physical & immunizations & dental exam (dated within 18 months of the first day of school)	physical and immunizations: before the first day dental: before May 15th of the following calendar year
New to the United States or New to Illinois- All grades	Physical & immunizations, eye exam (within 1 year,) dental exam (dated within 18 months of the first day of school)	Within 30 days of the first day of school(<i>proof of appointment acceptable.</i>)
Illinois Transfer Students -All Grades	Physical & immunizations, eye exam (within 1 year,) dental exam (dated within 18 months of the first day of school)	Within 30 days of the first day of school(<i>proof of appointment acceptable.</i>)

Chronic health conditions/ Medications at school:

When a child's health file indicates a chronic condition, allergy or that they require a daily medication (ie: asthma, diabetes, or severe allergies such as bee stings, peanuts, or gluten; Benadryl, and inhaler, or an EpiPen,) we *must* have the indicated medications, as well as medication administration form on file and in school. (New to the United States Pennoyer Board of Education Policy 7:270 Administering Medicines to Students)

Student Medications:

Written doctor's orders must be provided for both prescription and non-prescription medications on the Pennoyer School District 79 School Medication Administration form.. It must include the child's name, medication name, dosage, time to be given, side effects and duration. Medication must be in a pharmacy labeled container or in the Over the Counter (OTC) container for non-prescription medication. Written permission must be on file in the office for any medication ordered for your child when administered at school by authorized staff members. Please see the school medication form at the following URL

<https://bit.ly/medauthform>

For details regarding this policy please visit the following link

<http://www.pennoyerschool.org/boe/board-policies/section-7-students/index> and select policy 7:270 *administering medicines to students*.

- Cough drops are only allowed if the parent provides a note stating how often cough drops can be eaten. Students must be seated when using cough drops. (ie. not walk through the building with cough drops in their mouth etc...)

Undesignated Epi-Pen-

School District 79 has a policy which allows Pennoyer School to maintain a Supply of unassigned, Epinephrine Auto-Injectors. Unassigned epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. No one, including without limitation parents/ guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Emergency Contacts:

The school must have a list of emergency contacts, both on your blue form, and on your Skyward account. Emergency contacts are typically listed in descending order, starting with the most reachable person that is granted pick up privileges. Some common emergency contacts can be parents, guardians, grandparents, and even family friends.

When considering your emergency pick up person, choose someone that lives or works a short distance from Pennoyer, if possible. In the unlikely event that we need to call an ambulance for emergency medical care, an emergency pick-up person must give permission and accompany children to the hospital if it's determined that emergency intervention is necessary.

Parent contact regarding illness or injury at school:

In the event that a student endures a *mild injury* at school, parents will receive an email, call or note depending on the severity of the injury. Pertinent details of the injury will be included in the communication. For example, sometimes students will sustain mild head injuries in PE or on the playground. For example a bump to the head on the monkey bars while climbing, or getting hit with a ball while walking through the gym. Minor cuts, scrapes or bruises on extremities will not result in a call or email, unless sustained due to a student to student altercation.

In the event that the injury is deemed minor (ie: no loss of consciousness, altered mental status, dizziness, blurry vision, or nausea,) the nurse will email or call home to notify parents. Sometimes a concussion packet will be provided for guidance related emergency symptoms that may arise later. This does not mean that your child sustained a concussion; it simply means that your child sustained a blow to the head and must be observed for signs/symptoms that are consistent with concussion or closed head injury over the next 24 hours. If your child does not display symptoms after 24hrs, there's no need for further follow up. If your child shows signs/symptoms within 24 hours, they must be evaluated and cleared by a physician to return to school. This ensures that your child gets any necessary accommodations for their symptoms (ie: limited use of the iPads, sit out of PE, no reading, etc.)

Serious injury during school hours will require immediate medical assessment and or intervention. We require a qualified emergency pick up person to report to the school in the event that we need to transport your child by ambulance. Hospitals will typically refuse to administer medical treatment without parental consent.

Illness at school: If a student presents to the Nurse's office with complaints of 'possible illness,' the Nurse will assess symptoms, appropriately. Based on presentation of symptoms, and disposition, the nurse will determine if the student is fit to complete the school day, or will require to be picked up by emergency contact.

Note*Assessment in the school setting is basic and does not include laboratory testing.

Injuries/illnesses which require observation at home (child will be sent home if at school):

There are situations in which your child has symptoms that are consistent with an illness, and require further observation and isolation from the school environment. The following bullet points can be used as basic guidelines for determining whether your student might be contagious, or unfit for the school environment. Observation to determine worsening of symptoms at home is sometimes indicated. For example, if a student faints for the first time at school, or has a seizure, with no previous seizure disorder diagnosed.

Injuries/illness including but not limited to the following:

- Injury that makes student unable to bear weight ,walk, or use extremity (observation at home &/or med clearance to return to school)
- Injury with Visible swelling, bruising, or bone spurting (med clearance to Return to school)
- Head trauma involving loss of consciousness/symptoms of concussion, excessive bleeding (observation &/or med clearance)
- Fainting, *with no history* (med clearance)
- Seizures, *no known history* (med clearance)
- Vomiting (goes home to be observed, and must stay home for 24 hrs after the last bout of vomiting.)
- Diarrhea (goes home to be observed, and must stay home for 24 hrs after the last bout of vomiting.)
- Fever (goes home to be observed, must be fever free for 24hrs without the aid of medications.)
- Pink eye (observation at home for worsening symptoms *may require medical clearance)

Note* In the event that your child is diagnosed by a doctor with an illness requiring antibiotics, your child must be on antibiotics for a full 24 hrs before they can return to school.

Signs or symptoms of a known reportable illness

(Eg: Strep, Impetigo, Shingles, Chicken Pox, Influenza, Fifth disease, HFM or Covid-19) (Observation at home &/or medical clearance) please follow this url to the IDPH/CDC guidance:

<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>

Concussion Protocol:

Please see the following board policy for concussion and head injury information. This information is located on the Pennoyer website under the Board of Education- Policies tab.

7:305 Student/Student Athlete Concussions & Head Injuries

Head Lice:

Pennoyer School does not exclude students for head-lice.

For further details, instructions, including images of head lice and treatment procedures, see our “once a week, take a peek,” handout on the Pennoyer Website at the following link:

<https://campussuite-storage.s3.amazonaws.com/prod/812867/26a296a8-e386-11e6-884f-22000bd8490f/2305179/a2b814c6-0446-11ec-a571-0ab34f6fc819/file/Once%20a%20week%20take%20a%20peek%20initiative.pdf>

Pandemic Preparedness:

In the event of a disease outbreak, epidemic or pandemic, emergency school closings may be necessary at the direction of state/local health officials or the Illinois State Board of Education (ISBE). During extended school closures, the District will implement a remote learning program consistent with ISBE guidance. The remote learning program may include video and/or audio recording of lessons that might include your child.

Please refer to Board Policy 4:180 (Operational Services-Pandemic Preparedness) for more information regarding Pandemic Operations at Pennoyer.

Attendance Expectations

We expect all students to arrive on time to school at 8:10 am. Students who arrive to school after 8:10 am will be tardy. We expect parents to ensure that students arrive on time and are ready to learn. Please note, our school is located at a busy intersection. This means that parents who are dropping their children off must plan adequate time in order to allow for a safe drop off within our staff parking lot. Dropping off children on the busy street not only presents a slow down of traffic but a huge safety risk to your child. Dropping off on Foster or Cumberland is not allowed.

If children are sick and will be absent from school, we expect parents to call the school office at (708) 456-9094 (#2) before 8:10 am on each day of an absence. Parents should expect us to contact the home when children are not in school. If a child is absent for three (3) consecutive days, a doctor's note is required to return to school.

As defined in Illinois School Code:

- A student is '*chronically absent*' when absences total 10% or more of school days of the most recent academic school year, including absences with and without valid (excused) cause, as defined in Section 26-2a of Illinois School Code.

The following are valid (excused) causes of student absences:

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency
- Days to be used to address student mental health needs (SB1577 allows students 5 days for this purpose)
- Other situations beyond the control of the student as determined by the Board of Education in each district
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Absences due to Family Vacations

- Pennoyer School strongly discourages parents from removing students from school for a vacation during the school year.
- Families that do take their students out of school for vacations need to fill out a Pennoyer School Vacation Form (see below). **This form documents the absence and will be placed into the student's file.**
 - This form can be printed from the Pennoyer School website or a copy can be picked up in the school office.
- **If you must take your child(ren) out of school for a family vacation that is 3 or more days, please note the following:**
 - Fill out the required Vacation/Extended Absence Form and submit to the school office.
 - Notify your child's teacher.
 - While on vacation, students will have access to all assignments via their learning management system (Seesaw or Google Classroom), teachers will not provide work ahead of the students' departure.
 - Work not completed during vacation will be expected to be made up.

Vacation/Extended Absence Form

Pennoyer School discourages families from taking students out of school for vacations. Because there are many learning experiences that are not able to be replicated outside the classroom, we encourage families to plan vacations around scheduled school breaks.

As stated in Illinois School Code Article 26. Pupils Compulsory Attendance, *The General Assembly finds that:*

- *(1) The early years are a critical period in children's learning and development. Every child should be counted present every day. Every day of school matters.*
- *(2) Being absent too many days from school can make it difficult for students to stay on-track academically and maintain the momentum to graduate from high school in order to be college-or-career-ready.*
- *(3) Every day of school attendance matters for all students and their families.*

The following information is to be completed by a parent/guardian and returned to the Pennoyer school office. Click [HERE](#) for a printable form.

Student Name: _____ **Grade:** _____

Teacher: _____ **DATE:** _____

Will be absent from instructional time on the following dates _____ **to**
_____ **for a total number of** _____ **school days.**

Reason for absence:

Parent Signature:

Principal Signature:

**A copy of this form will be placed into the student's file. Click [HERE](#) for a printable form.*

Truancy

Definition:

- **The School Code of Illinois (105ILCS5, Illinois Revised Statute), Section 26-1** provides that any child between the ages of seven (7) years and sixteen (16) years shall attend school in the district where the child resides, with the exception of those attending a private or parochial school.
- A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days a school day or portion thereof.
- A "chronic truant" is defined in Section 26-2a as a child subject to compulsory school attendance who is absent without a valid cause from attendance for 5% (9 days) or more of the previous 180 regular attendance days.

Note: The determination of excused vs. unexcused absences is the responsibility of the school (105 ILCS 5/26-2a) (from Ch. 122, par. 26-2a). The school may decide, based upon a Parent/Guardian's calls to school, whether the absence is excused or unexcused. After numerous call-ins from specific Parents/Guardian, the school may decide to require a doctor's note to excuse future absences.

A child absent from compulsory school attendance without valid cause will be considered truant. Habitual truants are subject to legal action consistent with state law.

In the event that your child will have an unexpected, prolonged absence, please notify the building administrator. Pennoyer Board of Education Policy 7:70 Attendance and Truancy



**Elementary Pamphlet linked [HERE](#)

**Middle School Pamphlet linked [HERE](#)

Important Notifications

Acceptable Use Of District Electronic Networks

Pennoyer School District 79

6:235-AP1

Administrative Procedure - Acceptable Use of Electronic Networks

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

Terms and Conditions

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors

or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

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

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

Internet Safety

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

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

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

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
 Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
 Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq.
 Harassing and Obscene Communications Act, 720 ILCS 135/0.01.

DATED: July 1, 2016

Pennoyer School District
Board Policy 6:235 E-4

Exhibit - Keeping Yourself and Your Kids Safe On Social Networks

For students:

- Put everything behind password protected walls, where only friends can see.
- Protect your password and make sure you really know who someone is before you allow them onto your friend's list.
- Blur or morph your photos a bit so they won't be abused by cyber bullies or predators.
- Don't post anything your parents, principal or a predator couldn't see.
- What you post online stays online - forever!!!! So ThinkB4U Click!
- Don't do or say anything online you wouldn't say offline.
- Protect your privacy and your friends' privacy too...get their okay before posting something about them or their pics online.
- Check what your friends are posting/saying about you. Even if you are careful, they may not be and may be putting you at risk.
- That cute 14-year old boy may not be cute, may not be 14 and may not be a boy! You never know!
- And, unless you're prepared to attach your blog to your college/job/internship/scholarship or sports team application...don't post it publicly!
- Stop, Block and Tell! (don't respond to any cyber bullying message, block the person sending it to you and tell a trusted adult).
- R-E-S-P-E-C-T! (use good netiquette and respect the feelings and bandwidth of others).
- Keep personal information private (the more information someone has about you, the more easily they can bully you).
- Google yourself! (conduct frequent searches for your own personal information online and set alerts ... to spot cyberbullying early).
- Take 5! (walk away from the computer for 5 minutes when something upsets you, so you don't do something you will later regret).

And for parents:

- Talk to your kids - ask questions (and then confirm to make sure they are telling you the truth!)

- Ask to see their profile page (for the first time)...tomorrow! (It gives them a chance to remove everything that isn't appropriate or safe...and it becomes a way to teach them what not to post instead of being a gotcha moment! Think of it as the loud announcement before walking downstairs to a teen party you're hosting.)
- Don't panic...there are ways of keeping your kids safe online. It's easier than you think!
- Be involved and work with others in your community. (Think about joining WiredSafety.org and help create a local cyber-neighborhood watch program in your community.)
- Remember what you did that your parents would have killed you had they known, when you were fifteen.
- This too will pass! Most kids really do use social networks just to communicate with their friends. Take a breath, gather your thoughts and get help when you need it. (You can reach out to WiredSafety.org.)
- It's not an invasion of their privacy if strangers can see it. There is a difference between reading their paper diary that is tucked away in their sock drawer...and reading their blog. One is between them and the paper it's written on; the other between them and 700 million people online!
- Don't believe everything you read online - especially if your teen posts it on her blog!

Resources for Students and Parents

Resources for Students:

Federal Trade Commission- Kids and Socializing Online

www.onguardonline.gov/articles/0012-kids-and-socializing-online.

Connect Safely- Social Web Tips for Teens www.connectsafely.com/Safety-Tips/social-web-tips-for-teens.html (2014).

Life online (Girls Scouts and Windows)

link.girlscouts.org/Online.Safety-Topics/Social-Networking/Is-It-Safe-/Test-Your-Knowledge-on-Social-Networking-Safety.aspx. Test for knowledge of networking safety. National Center for Missing and Exploited Children- Teens Talk Back, Social Networking www.netsmartz.org/TeensTalkBack/SocialNetworking.

Resources for Parents:

National Crime Prevention Council- Social Networking Safety, Tips for Parents

www.nccpc.org/topics/internet-safety/social-networking-safety. Great comprehension article for parents.

Connect Safely- Social Web Tips for Parents

www.connectsafely.com/Safety-Tips/social-web-tips-for-parents.html (2014)

National Cyber Security Alliance- Raising Digital Citizens

www.staysafeonline.org/stay-safe-online/for-parents/raising-digital-citizens.

Illinois Attorney General- Stay Connected Stay Informed www.illinoisattorneygeneral.gov/cyberbullying/.

DHS U.S. CERT- Socializing Securely: Using Social Networking Services

www.us-cert.gov/sites/default/files/publications/safe_social_networking.pdf

DHS U.S. Computer Emergency Readiness Team- Staying Safe on Social Network Sites

www.us-cert.gov/ncas/tips/ST06-003 (January 26,2011)

Internet Safety: Social Networking Sites for Children

blog.privatewifi.com/internet-safety-social-networking-sites-for-children/ (March 30,2011).

8 Safe Social Networks for Kids kommein.com/8-safe-social-networks-for-kids/ (Jan. 5,2011). List of sites that are compliant with Children's Online Privacy Protection Act and have parental controls.

Updated: July 2016



Pennoyer

School District 79

Dr. Kristin Kopta
Superintendent
Norridge, Illinois 60706
(708) 456-9094 FAX (708) 456-9098
www.pennoyerschool.org

Rights Concerning a Student's School Records

The contact information for each School's Official Records Custodian is as follows:

Aliaa Ibrahim, Principal
Pennoyer Elementary School
5200 N. Cumberland Avenue
Norridge, IL 60706

This notice contains a description of your and your student's rights concerning school student records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent record* includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations, and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System .
3. Attendance record.
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
5. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release.
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. A final finding report provided to the school by the Child Protective Service Unit pursuant to Section 8.6 of the Abused and Neglected Child Reporting Act. No report other than what is required under Section 8.6 of the Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.

The temporary record may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Other disciplinary information.
10. Special education records.
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act afford parents/guardians and students 18 years of age and older (“eligible students”) certain rights with respect to the student’s school records. They are:

1. The right to inspect and copy the student’s education records upon request.

Requests will be granted within 10 school days after the District receives the request. The degree of access a student has to his or her records depends on the student’s age. Students younger than 18 years of age have the

right to inspect and copy only their permanent record. Students 18 years of age or older have rights to access and copy both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the records they wish to inspect. The Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records due to inability to pay this cost.

These rights are not available to any person against whom an order of protection has been entered concerning a student, in accordance with 105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal, clearly identify the record they want changed, and specify the reason.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA or the Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is:

- a person employed by the District as an administrator, supervisor, teacher, instructor, or support staff member (including health or medical staff and law enforcement unit personnel);
- a person serving on the School Board;
- a contractor or volunteer to whom the District has outsourced institutional services or functions that would otherwise be performed by school district employees, including a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, nurse, medical consultant, or therapist); or
- any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her records would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent:

- To an employee or official of the State Board with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
- To any person for the purpose of research, statistical reporting, or planning, provided that no student or parent/guardian can be identified.
- Pursuant to a court order.
- To juvenile authorities, when necessary for the discharge of their official duties, who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court.
- Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- To a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws.
- To SHOCAP committee members who fall within the meaning of "state and local officials and authorities."
- To the Department of Healthcare and Family Services in furtherance of the requirements of Section 2-3.131, 3-14.29, 10-28, or 34-18.26 of the School Code or Section 10 of the School Breakfast and Lunch Program Act.
- To the State Board or another State government agency or between or among State government agencies in order to evaluate or audit federal and State programs or perform research and planning, consistent with FERPA.

In addition, disclosure is permitted to any person with the prior specific dated written consent of the parent designating the person to whom the records may be released. At the time any such consent is requested or obtained, the parent has the right to inspect and copy such records, to challenge their contents in accordance with Section 7 of the Illinois School Student Records Act, and to limit any such consent to designated records or designated portions of the information contained therein.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name;
- Address;
- Gender;
- Grade level;
- Birth date and place;
- Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers;
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Major field of study;
- Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above directory information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

- 6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.**
- 7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202

For additional information regarding student records, please contact your Principal or see Board Policy 7:340 and/or the administrative procedures at 7:340-AP1



Pennoyer

School District 79

Dr. Kristin Kopta
Superintendent
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Notice to Parents/Guardians Regarding Section 504 Rights

Dear Parent/Guardian:

Re:Section 504 Rights

The Rehabilitation Act of 1973, commonly referred to as *Section 504*, is a nondiscrimination statute enacted by the U.S. Congress. The Act's purpose is to: (1) protect the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Dept. of Education (ED), and (2) assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who: has a record of having, or is regarded as having, a *physical or mental impairment* which substantially limits a *major life activity* as defined by 34 C.F.R. §104.3.

This notice describes the rights assured by Section 504 to those disabled students who do not qualify under IDEA. The intent of this notice is to keep you fully informed concerning decisions about your student and to inform you of your rights if you disagree with any decisions in reference to Section 504.

Please keep this explanation for future reference.

Parents/Guardians and/or students have the right to:

1. Be informed by the School District of your rights and procedural safeguards under Section 504 in an understandable language. 34 C.F.R. Parts 104 and 300. The purpose of this notice is to advise parents/guardians and/or students of these rights. 23 Ill.Admin.Code §§226.500, 510 and 610.
2. An appropriate education designed to meet a student's individual educational needs as adequately as the needs of non-disabled students are met. 34 C.F.R. §104.33.
3. Free educational services except for those fees that are imposed on non-disabled students or their parents/guardians. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 C.F.R. §§104.33 and 300.14; 23 Ill. Admin Code §22.240.
4. A placement in the least restrictive environment. 34 C.F.R. §104.34.
5. Facilities, services, and activities that are comparable to those provided for non-disabled students. 34 C.F.R. §104.34.
6. An evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 C.F.R. §104.34.
7. Testing and other evaluation procedures conforming to the requirements of 34 C.F.R. §104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical conditions, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports,

parent/guardian observations, anecdotal reports and standardized test scores. 34 C.F.R. §104.35; 23 Ill. Admin. Code §226.110.

8. Placement decisions made by a group of persons, i.e., a Section 504 committee, including the parent(s)/guardian(s) persons knowledgeable about the student, the meaning of the evaluation data, the placement options and the legal requirements for the least restrictive environment and comparable facilities. 34 C.F.R. §§ 104.34 and 104.35.
9. Periodic reevaluations. 34 C.F.R. §104.35.
10. A notice prior to any action by the District in regard to the identification, evaluation, or placement of the student. 34 C.F.R. §104.36.
11. Examine relevant records. 34 C.F.R. §104.36.
12. An impartial due process hearing regarding the student's identification, evaluation or educational placement including an opportunity for parental participation in the hearing and representation by an attorney. 34 C.F.R. §104.36.
 - You must file a written *Parental Request for an Impartial Due Process Hearing* with the District Section 504 compliance coordinator or designee, if you disagree with the decision of the Section 504 committee. The request must be submitted to the District Section 504 compliance coordinator within 10 calendar days from the time you received the written notice of the District's Section 504 committee decision. The *Parental Request for an Impartial Due Process Hearing Officer*, is designed to assist parents in requesting an impartial due process hearing and is available online at: www.isbe.state.il.us/spec-ed/pdfs/dp_parental_19-86a.pdf.
 - The hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing. The hearing will conform to the requirements of 34 C.F.R. §300.512 and Section 14-8.02a of the School Code (105 ILCS 5/14-8.02a.). 34 C.F.R. §104.36; 23 Ill.Admin.Code §226.625. The impartial hearing officer shall issue a written decision, including findings of fact and conclusions of law, within 10 days after the conclusion of the hearing and send by certified mail a copy of the decision to the parents/guardians or student (if the student requests the hearing), the School District, the Director of Special Education, legal representatives of the parties, and the State Board of Education. 105 ILCS 5/14-8.02a(h).
13. A review by a court of competent jurisdiction of the impartial hearing officer's decision. 34 C.F.R. §104.36. Any appeal must be filed in a court of competent jurisdiction within 120 days after the impartial due process hearing officer's decision is mailed to the party. 105 ILCS 5/14-8.02a(i).
14. File a complaint with the District's Section 504 coordinator or designee concerning Section 504 matters other than your student's identification, evaluation and/or placement. The Section 504 coordinator or designee will investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.
15. File a complaint with the Office of Civil Rights. The Illinois regional Office of Civil Rights is located in Chicago at:
 - Chicago Office for Civil Rights
 - U.S. Department of Education
 - Citigroup Center
 - 500 West Madison Street, Suite 1475
 - Chicago, IL 60661
 - Phone: 312/730-1560
 - Fax: 312/730-1567
 - TDD: 877/521-2172
 - Email: OCR.Chicago@ed.gov

If you would like more information about the differences between Section 504 and IDEA, see *Protecting Students with Disabilities FAQ about Section 504 and the Education of Children with Disabilities*, available at: www2.ed.gov/about/offices/list/ocr/504faq.html.



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Notice to Parents/Guardians Regarding Isolated Time Out, Time Out, and Physical Restraint

Dear Parent/Guardian:

Re: Isolated Time Out, Time Out, and Physical Restraint

Pennoyer School will follow all practices outlined in Public Act 102-339. Pennoyer staff members will not use isolated time out or time out as a practice. Physical restraint shall be used only when a student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. Physical restraint shall never be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Physical restraint is defined as holding a student or otherwise restricting a student's movements. Staff members using the practice of physical restraint will immediately document and evaluate the incident in the student's temporary record. Parents must be notified within 24 hours of the incident, and will be offered a conference to review the incident within 2 school days of the incident. All completed documentation must be submitted to the Illinois State Board of Education (ISBE) within 48 hours of the incident. Any parent or guardian, individual, organization, or advocate may file a signed written complaint with the State Superintendent alleging that a school district or other entity serving the child has violated 23 IAC 1.285. The complaint shall only be considered for review if it alleges a violation not more than one (1) year prior to the date in which the complaint is received.

Pennoyer School District 79 maintains an Isolated Time Out, Time Out, and Physical Restraint oversight committee to evaluate the use of physical restraint. The oversight committee will convene if an incident of physical restraint occurs.



Pennoyer

School District 79

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Superintendent
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School District 79 School-Parent Compact

School District 79 and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

Pennoyer School will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:

1. The needs of each student will be met through differentiation of instruction in an inclusive school setting so that each student has access to the Illinois State learning standards and the opportunity to master the standards.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their child's progress through letters sent home, telephone, and any necessary parent-teacher meetings, parent-teacher conferences in addition to progress reports and report cards.
4. Provide parents reasonable access to staff. Parents have the right to converse with teachers by telephone, email or in person at the school, in addition to parent-teacher conferences.
5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities during parent visitation days by making arrangements with the classroom teacher.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. Ensuring regular and punctual attendance.
2. Ensuring that homework is completed.
3. Participating, as appropriate, in decisions relating to my child's education.
4. Promoting positive use of my child's extracurricular time.
5. Staying informed about my child's education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

1. Attend school and be on time.
2. Do our assigned homework and ask for help when we need it.
3. Read at least 20 minutes every day outside of school time.
4. Give our parents or the adult who is responsible for our welfare all notices and information received by us from our school every day.



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RE: Children's Online Privacy Protection Act

Dear Parent(s)/Guardian(s):

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use.

The Children's Online Privacy Protection Act gives parents control over what information websites can collect from their children. Many companies, however, are not providing information about what data a mobile app collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

A recent survey of apps for children by the Federal Trade Commission found that 10 percent of apps with social networking services did not disclose their presence; 17 percent of the apps allowed children to make purchases without parent/guardian consent; and 58 percent contained constant advertising, while less than 20 percent disclosed that advertising would appear.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Be choosy about the applications that you let your child use. Try the app yourself to check for advertising messages and/or social networking and purchase options before allowing your child access.
- Select activities that do not require access to the Internet or an application, such as looking at family pictures or listening to pre selected music, screened and approved by you.
- Make certain that the ability to make purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other sites and/or apps that can pinpoint locations.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act, please see the following links:

www.ftc.gov/opa/2012/12/kidsapp.shtm
www.ftc.gov/opa/reporter/privacy/coppa.shtml

Sincerely,

Dr. Kristin Kopta
Superintendent of Schools



Pennoyer

School District 79

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Regarding Student Social Media Accounts

Dear Parent(s)/Guardian(s):

If your child has an account on a *social networking website*, e.g., Facebook, Instagram, Twitter, ask.fm, etc., please be aware that State law requires school authorities to notify you that your child may be asked to provide his or her password for these accounts to school officials in certain circumstances. *Social networking website* means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Please contact the school if you have any questions.

Sincerely,

Aliaa Ibrahim
Building Principal



Pennoyer

School District 79

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Regarding Bullying

Dear Parents/Guardians:

At our school, bullying of any kind, by any person, is unacceptable. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. The purpose of this letter is to provide you with information concerning the School District's anti-bullying program and to encourage you to help us identify students who are being bullied.

The School Board policy on bullying begins with this goals statement:

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying is defined as follows:

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

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.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

I asked our school staff members to respond immediately and with compassion to a student who reports bullying or school violence. I also asked our staff members for their feedback and concerns specifically regarding locations that may be bullying *hot spots* needing additional supervision or monitoring or if there are any known bullies or targets of bullying in our building. I want to ask you to do the same thing. Please inform me if you know of any bullying *hot spots* in or around our school, or if you are aware of a known bully or target of bullying.

Finally, I requested our staff members to intervene immediately to stop a bullying incident. They will immediately contact building security and or law enforcement if the incident involves a weapon or other illegal activity.

Below are some of the signs that a young person is being bullied:

- Does not want to go to school and refuses to explain the reason
- Talks about not having any friends
- Has unexplained bruises, cuts, scratches, or abrasions
- Has unexplained damage to clothing, possessions, books, etc.
- Frequently loses money or possessions
- Loses interest in school and/or has declining grades
- Becomes withdrawn and/or has stress or depression symptoms

These signs do not necessarily mean your child is being bullied, but if present, ask your child whether he or she is being bullied.

Please let me know if you have any questions or concerns.

Sincerely,

Aliaa Ibrahim
Building Principal

Eligibility and Meal Charge Notifications

To: Students, Parents/Guardians, and Staff
Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. If a parent/guardian regularly fails to provide meal money and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges.

Sincerely,

Kristin A. Kopta, Ed.D
Superintendent

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
7 C.F.R. §245.5.
23 Ill.Admin.Code Part 305, School Food Service

The Pennoyer Elementary School Learning Resource Center Policy

Mission Statement:

The mission of the Pennoyer Elementary School Learning Resource Center is to instill the love of learning in our students through encouraging reading, managing circulating items, offering instruction and providing a meeting center for all members of the school community.

Vision Statement:

The Pennoyer Elementary School Learning Resource Center contributes to the educational experience of each student within the school community. The staff of the Learning Resource Center:

- Utilizes the Learning Resource Center budget to the meet the students, teachers and staff learning and instructional needs to the fullest.
- Works together as a team with teachers and staff to encourage the development of 21st Century skills to create lifelong learners.
- Enhances classroom teaching by encouraging regular visits to and instruction in the school library.
- Continues to strategically plan and change when needed in order to meet student needs.
- Treats each student with respect and caring.
- Creates an environment that encourages collaboration, cooperation, reading, research and fun.
- Provides a meeting center for all members of the school community.
- Keep a variety of reading resources available to students.

Circulation of Items:

Every student has access to items in the Learning Resource Center.

Preschool through Third Grade:

Students assigned to Preschool through Third Grade classrooms are allowed one item checked out at a time.

Fourth Grade through Eighth Grade:

Students assigned to Fourth Grade through Eighth Grade classrooms are allowed two items checked out at one time.

If a student does not return the required amount of items in order to check out a new item, the student will be instructed to return their item(s) prior to checking out a new item. This eliminates fines being placed on overdue items.

All items are checked out for a two week period.

Items can be renewed except Newly Purchased Books. Usually, books can be checked out for an additional two week period. Additional renewal periods can be approved by the librarian on a case-by-case basis.

Overdue Items:

Overdue notices will be sent to students and their families in regards to overdue items. The student will be sent two overdue notices. If the item is not returned after the second overdue notice, a final notice will be sent home expecting either the item to be returned as soon as possible to the school or the item to be replaced according to the Item Replacement Policy included in this document. Final report cards will not be released until items are returned or replacement costs are paid.

Item Replacement:

The librarian will determine when an item is required to be replaced. Examples of when an item is required to be replaced are when it is lost, not returned or damaged.

Some items which are in the Existing Items category are old and/or in poor condition and eventually would have been weeded/removed from the collection. A replacement fine may not be required for these items. Items that are determined in the Existing Items category that are determined must be replaced will be replaced either at full purchase price or a price quoted currently on Amazon.com for a new copy or a used-like new copy of the item plus shipping and handling, whichever is cheaper.

Replacement costs will always be required for the following items: New Items, Newly Purchased Items and Popular Items. New Items will be replaced at full purchase price. Newly Purchased Items and Popular Items will be replaced either at full purchase price or a price quoted currently on Amazon.com for a new copy or a used-like new copy of the item plus shipping and handling, whichever is cheaper.

Wear and tear does occur on library books as they are circulated amongst the Pennoyer Elementary School community. The omission of a sticker on a book does not change the books status in regard to the replacement policy.

2022-2023

The mission of Pennoyer School District 79 and the Leyden-Norwood Athletic Conference is to promote sportsmanship, integrity, safety and the teaching of fundamental life skills by enriching the educational experience through competitive and enriching extra-curricular activities.

As a member district of the Leyden-Norwood Athletic Conference, Pennoyer families may find more information about the available sports programming by visiting the Leyden Norwood Athletic Conference Website at <https://sites.google.com/norridge80.net/lnac/lnac-home>.

***The Pennoyer School Sports Fee is \$100 per student, per sport. Payment must be made in full prior to a student participating in tryouts, practices, or games.**

ELIGIBILITY

Prerequisites

Prior to participation in an activity and/or sport, the following forms must be filled out, signed, and turned in to head coach or athletic director before a student athlete is allowed to participate in an activity or sport.

- **IESA Physical Examination Form**, which must be completed by your physician at your own expense. A physical examination is **valid for 395 days** from the date of the physical. Returning or new athletes to Pennoyer School District who have sustained an injury or have a chronic heart or physical ailment where treatment is routine the physical examination is valid for only one year.
- **A Pennoyer Athletic Code of Conduct**
- **LNAC Athlete Code of Conduct**
- **LNAC Spectator Code of Conduct**
- **Insurance Verification**
- **Parental Permission for Emergency Medical Care** form must be signed before students are allowed to participate.

Prior to participating in activities, competitions, or travel, students must meet the academic standings and attendance requirements.

All required forms can be found at the back of this handbook and on the Pennoyer website.

Academic

*School Board Policy **6:190***

Academic Standards for School-Sponsored Student Groups.

To be eligible for participation in a school-sponsored student group, a student in grades 6, 7, or 8th grades must not have an overall grade of F in any subject or an overall grade of D in any three subjects. Grades will be checked by activity sponsors, or coaches, on Monday no later than 12:30 PM unless school is not in session, at which time eligibility will be checked on the following school day.

Students not meeting this eligibility requirement will not participate in any practices, meetings, rehearsals, or competitions until eligibility has been proven at the following check in day (calendar week). Students who do not meet eligibility requirements for three consecutive weeks or a total of five weeks will be removed from the activity roster.

All students are eligible to sign up or try out for an activity.

Attendance

School Board Policy 6:190

Student Attendance Requirements for School-Sponsored Student Groups

Students who are absent from school, which includes out-of-school suspension, any time during the day of a school-sponsored student group activity shall not be allowed to participate in any meeting, practice or competition of that group that day unless the absence is approved in advance by a Pennoyer District 79 administrator.

Students assigned to in-school suspension as a disciplinary consequence shall not be allowed to participate in any meeting, practice, or competition of that group that day.

Extenuating circumstances, such as medical emergencies and unavoidable situations, will be handled on a case-by-case basis by a Pennoyer District 79 administrator.

Concussions

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a

- concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules and its Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
 3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
 4. Require all student athletes to view the Illinois High School Association's video about concussions.
 5. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
 6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Rules of Conduct

Student

A student enrolled in Pennoyer School District 79 is subject to School Board policies and school rules. As participation in activities is a privilege and not a protected right, students may lose their privileges of participation when they are found in violation of School Board policies up to and including removal from participation in extracurricular or co-curricular activities. By state law, the school district and law enforcement agencies collaborate in sharing information regarding minor or juvenile violations.

Pursuant to Board Policy 7:190 Student Behavior for the purposes of extracurricular sports and activities, “school order” is affected when students participating in activities exhibit undesirable behavior, resulting in negative impact on their peers as well as the entire school community.

Pursuant to Board Policy 7:180 bullying, intimidation, or harassment of any kind will not be tolerated.

When a student is found to be in violation of School Board Policy *7:190 or 7:180*, the following consequences will apply to students participating in activities:

First offense = warning and conference with coach or activity sponsor

Second offense = conference with student participant, parent, coach or sponsor, & administrator

Third offense = two week suspension from team or activity

In the event a student is found in violation of conference codes of conduct, the student athlete will be deemed ineligible until the Leyden Norwood conference deems eligible. Pennoyer School District 79 will not overturn any rulings made by the L.N.A.C. regarding student discipline.

***Above rules of conduct apply during Early Dismissal Supervision and consequences will be enforced.*

PARTICIPATION INFORMATION

Equipment and Uniforms

Students are responsible for returning all equipment and/or uniforms issued to them or they shall pay for replacement. If equipment is neither returned, replaced, nor paid for, no further equipment shall be issued to the student for the remainder of the time the student is enrolled at Pennoyer.

Middle School Travel “Rules of the Road”

Student participants are expected to conduct themselves with honor and integrity at all times while representing Pennoyer School District 79. Students should consider themselves ambassadors for their families, school, and community. Travel rules are established for the benefit of participating students, coaches, and chaperones.

1. All school policies are in effect for the duration of the trip as covered in the Student Activities Handbook.

2. Each student/athlete will remain with the group/team and under the supervision of the advisor/coach when attending away events.
3. Students are expected to follow all directions given by coaches, sponsors, referees, and chaperones.
4. Disrespectful, destructive, or any behavior considered being detrimental to the program or which brings disfavor upon the school shall not be tolerated. This behavior shall include, but is not limited to:
 - a. Alcohol, drug, or tobacco use;
 - b. Public displays of affection;
 - c. Abusive or foul language;
 - d. Bullying or harassment;
 - e. Vandalism or trashing of property;
 - f. Stealing or other illegal actions.
5. Students are required to travel to and from events with team or sponsored group unless prior arrangements are made between parent and coach or sponsor.
6. Students are required to follow all rules according to *School Bus Conduct Policy 7:220*

Should any student break any of the travel rules the following consequences may be enforced:

First offense = warning and conference with coach or activity sponsor

Second offense = conference with student participant, parent, coach or sponsor, & administrator

Third offense = two week suspension from team or activity

RELEASE OF STUDENTS TO NON PARENTS FROM DISTRICT SPONSORED ACTIVITY TRAVEL

Any release to a non parent must be communicated to a coach/sponsor 24 hours prior to the activity. Coach/Sponsor will keep documentation of permissions granted.

TRANSPORTATION IN PRIVATE VEHICLES

Students are expected to travel to school sponsored activities by the transportation provided by the school unless otherwise approved by coach or sponsor.

PARENT/COACH/SPONSOR COMMUNICATION

Parent and Coach/Sponsor Relationship

The following guidelines are intended to spell out all levels of communications so that parents, coaches, sponsors, and athletes/participants are aware of the available avenues to answer questions or resolve issues.

Communications parents may expect from from coaches or activities sponsors

1. Philosophy of the coach/sponsor.

2. Expectations the coach/sponsor has for your son/daughter.
3. Locations and times of all activities, practices and contests.
4. Team/activity requirements.
5. Participation code of conduct and consequences for not following those guidelines.
6. Procedures to follow should your child become injured during participation.
7. Communication concerning your child's role in the activity/team.

Communications coaches/sponsors expect from parents

1. Concerns or questions should be addressed directly with the coach/sponsor first.
2. Notification of any schedule conflicts as soon as possible in advance.
3. Specific concerns in regards to a coach's/sponsor's philosophy and/or expectations.

As students become more involved with various sports and activities at school, they will experience some of the most rewarding moments of their lives. It is important to understand that there may be times when things do not go according to their wishes. At these times, discussion with coaches and sponsors may be the quickest and most effective way to clear up the issue and avoid misunderstanding.

Appropriate concerns for parents to discuss with coaches or sponsors

1. Your son's or daughter's health and welfare;
2. Ways to help your son or daughter improve;
3. Concerns about your son's or daughter's behavior.

At times it may be difficult to accept the fact your son or daughter is not playing as much as you or he or she would like, coaches make judgement decisions based on what they believe are best for the team and all involved. The school district recognizes the coach's authority and discretion to make the following decisions.

Decisions Made by Coaches/Sponsors

1. Team selection;
2. Playing time;
3. Team strategy;
4. Play calling;
5. Matters concerning other students/athletes

The best way to discuss a concern with a coach/sponsor

There are situations that may require a conference between the coach or sponsor, the athlete/participant, and the parent. These are to be encouraged. It is important that all parties have a clear understanding of the other person's role and position. When these conferences are necessary, the following procedures should be followed to help promote resolution to the issue or concern.

1. Your child should first talk with the coach or sponsor about his/her concerns.
2. Call the school to set up an appointment with the coach/sponsor.

3. If a coach/sponsor cannot be reached after a reasonable time, call the school's administration who will arrange an appointment for you.
4. Please do not approach a coach/sponsor before, during, or after a contest or practice. Coaches and sponsors have pre- and post-event responsibilities including student supervision. Meeting at these times usually does not work well for the coach or sponsor, the parent, or the student, and often further exacerbates the concern.

The next step: What can a parent do if the meeting with coach/sponsor did not provide a satisfactory resolution

1. Call and set up an appointment with a school administrator and the coach/sponsor.
2. At this meeting the appropriate next step can be determined as necessary.

Signature Page

Dear Parent/Guardian,

I believe teachers, administrators, parents, and students must work together to ensure a safe, happy learning environment for all. I believe the parents/guardians and community members of District 79 value and support the idea of a violence free school. I believe that the rules contained in this guide are necessary, reasonable, and effective. They reflect a positive approach. I believe in the goodness of our students and am willing to work with you, the parent/guardian, in helping your child develop a sense of responsibility for his/her behavior resulting in intellectual, social, and emotional growth and learning.

It is in your child's best interest that we work together. If you have any questions or concerns, please feel free to call or stop in to see me.

I appreciate your understanding and cooperation. Thank you.

Sincerely,

Aliaa Ibrahim
Principal
Pennoyer School

My child and I have read and understand the discipline plan outlined in the District 79 Pennoyer School Discipline Guide and District 79 Student/Parent Handbook regarding school rules for all Pennoyer students. We will follow these rules.

Please login to Skyward Family Access and sign the Pennoyer Student Handbook receipt form prior to the end of the day on September 30, 2022. Your signature does not indicate agreement, it simply signifies that you have received, read and reviewed the student handbook.