

The Educational Program

All activities and functions found in the school system support the goal of educating our students. District 67 is committed to providing instruction to each child in accordance with his/her unique needs and abilities. The educational program equips the student not only with basic concepts and skills, but also with the tools necessary to think critically and to work with independence.

Elementary School Program

Hynes School offers a full-day kindergarten program. The kindergarten program utilizes an experience approach in introducing the child to the formal educational process. Opportunities are provided for each student to work both as an individual and as a member of a group.

Formal components of the program include: reading readiness, counting, number recognition, language development, and creative expression. The child is also taught that he/she is a responsible individual and that sharing, self-control and independence are vital to future success in school and in life. In addition, the children are offered opportunities to participate in art, music, media center, technology, and physical education.

Our elementary students in grades 1-4 receive extensive instruction in the areas of mathematics, science, and social studies. In addition, teachers utilize an integrated curriculum model when teaching the core language arts areas of reading, writing, spelling and grammar. The program is enhanced by instruction in art, music, library skills, technology, and physical education, each taught by a subject matter specialist. Field trips and assemblies add cultural enrichment to the program. Club and after-school recreation activities are available to third and fourth grade students.

Middle School Program

Beginning in the fifth grade and continuing through the eighth grade, the program is based on content material utilizing the skills already mastered by the children and assisting them in

increasing their knowledge, awareness, and understanding of the world around them. The opportunity for utilization of the varied talents of our staff members as well as individualization of instruction and prescription of instructional experiences are among the goals of the middle school program.

Honors Mathematics Program

The Honors Mathematics Program provides opportunities for enrichment and/or acceleration for qualified students. Students are determined to be eligible for placement in the program at the beginning of each school year based upon the following criteria:

1. Average of at least 85% in previous year's honors math course or average of at least 90% in previous year's grade level math course.
2. Exceeds grade level standards on standardized assessment and math teacher recommendation.
3. No more than one C grade in the previous year's math course and no quarter math grade below 70%.

LEP (Limited English Proficient)

LEP services are offered to all eligible students in the District by specially trained personnel.

Homebound Instruction

Students who, in the opinion of a duly licensed doctor of medicine, shall be absent from school for two weeks or more because of illness, are eligible to receive home instruction. Arrangements may be made through the principal of the school in which the child is enrolled.

Curriculum Development

Each year, the professional staff studies and evaluates various facets of the curriculum. Study groups review and recommend changes in the curriculum. These district-wide activities are coordinated by the administrative staff. The curriculum efforts of District 67 are closely coordinated with those of the local high school through regular elementary-high school curriculum articulation activities.

Staff Development

Each school district, by virtue of the unique quality of its special setting, has an educa-

tional program patterned to its own needs. We recognize that there is a limit to which pre-service training can adequately prepare teachers for all situations. Changing demands, programs, and curricula require a continuous program of staff development.

Immediately prior to the opening of school and throughout the school year, work sessions are conducted in order that we may constantly improve our competence as a staff in all areas of the school program. These in-service sessions include meetings of the entire staff; departments or grade levels, building faculties, committee groups or other units of organization.

Pupil Personnel Services

Pupil Personnel Services include the following: speech therapy, special education, health services, social work and psychological services. Pupil service personnel serve the social, emotional, and learning needs of all students. Programs are preventive as well as remedial in nature. All pupil personnel services function to facilitate the progress and development of individual pupils and cooperate with other school staff members for the benefit of the students.

Counseling and Guidance

Counseling and guidance services are provided by members of the professional staff. The program focuses upon the everyday developmental needs and problems which most children encounter while growing up. The goals of the program are to help children to know and understand themselves and to assist each student in achieving his/her potential as an individual as well as a member of the community.

Speech Therapy

Each school offers the services of a qualified speech therapist. Disorders of speech, language or hearing may inhibit an individual's social adjustment, reduce his/her learning ability and restrict his/her academic capacity. The specific purposes of the program are: to actively attempt to prevent potential speech, language and hearing disorders; to identify children with speech, language and hearing disorders; to provide therapeutic services based upon appraisal and diagnosis and to

provide consultative services to parents.

Special Education

Local school districts are required to provide a free appropriate public education for all students with disabilities that are residents or otherwise validly enrolled in the district. Students are eligible for special education services if they have been determined to be disabled within the meaning of the *Individuals With Disabilities Education Act* and the *Illinois School Code*. District 67 is a member of the Niles Township District for Special Education that provides a variety of services and programs for students with disabilities. Any District 67 parent who has a concern about special education eligibility or services for a student enrolled in the District should contact the school principal at the number listed in this Handbook. An appointment will be arranged with the appropriate pupil personnel staff to discuss a screening evaluation.

Early Childhood Program

District 67 provides special education services to any eligible child between the ages of three and five years. In order for a child to be placed in the program, he/she must have participated in evaluative screenings for delays in development and attained his/her third birthday. The student will be provided with the preventive and/or remedial services as deemed appropriate and necessary.

A parent who has questions or concerns about the development of a pre-school child may request an evaluation by calling the school social worker or psychologist at 965-4500. A pupil services staff member will contact the parent for an interview and arrange for the appropriate evaluative screening. In either case, a parent conference will be held to discuss the results of the screening evaluation and to determine what further action, if any, is required.

Learning Behavior Specialists

Each school offers the services of a qualified learning and behavior disabilities teacher. The program is designed to assist children with diagnosed special learning or behavior needs and to provide specialized teaching suited to the child's particular learning style.

Social Work Service

Social work service is available to each school within the District. The methods of delivering service are individual or group counseling. Through the professional relationship, the social worker helps the child, family, or group to gain an understanding of identified difficulties and to work toward a resolution. Continued consultation is conducted with school personnel to develop and coordinate an ongoing treatment program enabling the child to improve his/her social and academic functioning. Social work services are also provided for truant or chronically truant students.

Report Cards and Parent Conferences

The reporting of pupil progress is a means of communicating information to parents. Reporting procedures include guidelines which ensure that each child will receive consideration on his/her own merits.

Report cards are distributed four times during the school year in grades K-8. At Golf Middle School, all students will receive progress reports at the midpoint of each academic quarter. Current student progress information is available to parents through *PowerSchool*, a link on the District 67 website.

It is the practice of our school district that formal evaluative conferences be made available to parents each year. Through such conferences, teachers may reach an understanding of the home needs of the student while parents will more fully understand the goals and functions of the school.

An informal conference may occur at any time and upon as many occasions as deemed necessary by a teacher or a parent.

It is recommended that parents and teachers establish working relationships as early as possible based on the notion that the student's successful learning can occur only when the home and school are in accord and communicating.

Promotion Policy

In order to be promoted to the next grade level, every student is expected to assume his/her responsibilities as a student. Among these responsibilities are earning passing

grades and attendance.

Passing grades - yearly average of at least 60% in each subject area; no more than one failing grade in a subject area during the school year, including specials classes.

Attendance – must attend school at least 140 days unless extenuating circumstances prevail.

There is no social promotion.

If a student has not qualified for promotion to the next grade level, the District shall provide that student with an individual remediation plan and accompanying services. These services may include a summer school bridge program of no less than ninety (90) hours, an extended school day, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

A student may voluntarily attend summer school at his or her own expense.

Graduation Policy

In addition to fulfilling the promotion requirements, graduates are expected to satisfactorily complete all assignments in order to receive a graduation diploma. Any eighth grade student who has missing assignments or projects will be required to attend school after graduation rehearsals and on the school days following graduation, until all work is completed. Student failure to meet the above graduation requirements may result in the student attending Summer School.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social conditions, or actual or potential marital or parental status. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any

other protected status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Title IX

In accordance with federal regulations set forth in Title IX Education Amendments of 1972, notice is hereby given that, as a matter of policy and practice, Golf School District 67 does not discriminate on the basis of sex in the educational programs and activities which it operates, with respect to either pupils or employees, nor to any person seeking admission or employment. Said school district is required not to discriminate on the basis of sex because of the provisions of Title IX, Part 86 of the Education Amendments of 1972.

Notice is given further that protection against said discriminatory practices is assured by Board policies embracing the requirements of Title IX and by procedure set forth therein. Further protection is provided by the District Title IX Coordinator, Mr. Gregory Buchanan, whose office telephone number is 966-8200 and whose office is at 9401 Waukegan Road, Morton Grove, IL. Inquiries concerning Title IX or Part 86 may be directed to the Coordinator or to the Director, Civil Rights Department of Health, Education and Welfare, 330 Independence Avenue S.W., Washington, D.C. 20201. The policies enacted by the Golf District 67 Board include a grievance procedure which affords certain protections in these matters for both pupils and employees. A copy of the board policy, including grievance procedures, is available for review in the school office.

Student Policies and Procedures

Honesty Policy

Students are expected to do their own work. If a student is found to be cheating*, he/she will:

1. Be given a grade of zero (0), without possibility of makeup. The grade will be averaged with other grades.
2. Be issued a detention notice.

3. Forfeit the right to receive a citizenship award, and in 8th grade the right to receive the American Legion, Valedictorian and Salutatorian awards.

*Copying is considered cheating; if an assignment is freely given, the giver is as responsible as the student doing the copying. Transferring responses from finished work to an unprepared student with unfinished work constitutes cheating.

Materials

Students are responsible for having all necessary work, books and supplies with them in class.

Student Conduct, Discipline and Due Process

While on school premises, riding in school buses or at school sponsored activities, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of the school district, the directives of school personnel and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or inappropriate conduct, and upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of the School Code, school district policies, local school rules and regulations and other applicable laws.

Bullying

Golf School District 67 believes that all students have a right to a safe and healthy school environment. To that end, the District, schools, and community have an obligation to promote mutual respect, tolerance and acceptance. The District will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes direct physical contact, such as hitting or shoving, verbal, printed or electronic media assaults, such as teasing or name-calling; and social isolation or manipulation. This policy applies whenever a student is on school grounds, traveling to and from school or a school sponsored activity during the lunch period, whether on or off campus, and during a school-sponsored activity.

Students who act in violation of this policy may be subject to school/District disciplinary procedures up to and including expulsion.

Gross Disobedience or Misconduct

Gross disobedience or misconduct of students shall include, but not be limited to, the following:

1. Disobedience of directives from staff members or school officials and/or rules and regulations governing student conduct.
2. Possession, use, distribution, purchase, sale or anyone found to be under the influence of illicit drugs and/or alcoholic beverages.
3. Injury or threat of injury to any school district employee, official or student.
4. Destruction and/or defacement of any school property.
5. Possession, use, or distribution of a dangerous weapon.
6. Profanity toward any adult or student either in school or during a school-sanctioned activity.
7. Other conduct, such as bullying, that poses a danger to persons or property or disrupts the educational process.

Each student will be provided with a copy of the handbook WITHIN THE FIRST 5 days of the school year or when enrolled. Detailed school rules and the consequences of their violation appear later in this publication.

Disciplinary action shall not be taken in whole or part based upon a parent's medical decision(s) for a student, including the decision to refuse psychotropic or psychostimulant medication for his or her child. All certificated staff, additionally, shall attend in-service training(s), at least once every two years, addressing best practices in the identification and treatment of attention deficit disorders (ADD & ADHD), non-aversive behavioral interventions in schools, and the use of psychotropic or psychostimulant medication for school aged children.

Behavior on School Property

The District 67 schools seek to create an environment of responsible freedom. Prescribed limits, which allow students to learn and grow in a manner consistent with their

demonstrated academic and social development, are in effect. It is our sincere hope that parents will become familiar with the school district's expectations and will reinforce and reaffirm these expectations.

All students are expected to conduct themselves in an appropriate manner inside and outside of the school building, on school trips and during school activities. Boxing, fist fighting, wrestling, kung fu, karate, jumping in bushes, play fighting, tackling, snowball throwing, throwing sticks and stones and other inappropriate behavior are forbidden on school property and could result in a detention or suspension. Running in the school corridors is also prohibited.

The parking lots and other specified areas surrounding schools are not play areas. Students should not be in these areas before or after school or during recess. Designated outdoor locations have been provided for students. The writing of graffiti and gang slogans is also prohibited.

Removal from Classroom, Playground, Lunchroom

A teacher or supervisor may remove a student from the classroom, playground, or lunchroom and send him/her to the office for the following reasons:

1. Challenges the teacher or supervisor's authority, either verbally or physically.
2. Endangers the health and safety of himself/herself or others.
3. Unable or unwilling to control emotional outbursts.
4. Use of profanity.
5. Displays conduct that makes it impossible to continue the teaching and learning process.

If someone other than the classroom teacher removes the child, communication with the teacher should follow.

Corporal Punishment

The use of corporal punishment (intentional force to inflict pain) is expressly prohibited by the Board of Education of District 67. Sufficient physical force may be used when necessary to protect a student or other individuals from bodily harm and to protect property.

Due to a variety of unforeseen or unusual circumstances, all matters of discipline are subject to final discretion, modification and determination by the building principal.

Discipline Policy (Hynes School)

Misbehavior may result in one of the following:

Behavior Cards

At Hynes Elementary School, we believe that children learn best in an atmosphere which promotes respect, kindness, and honesty. When students do not meet a behavioral expectation, they will receive a card identifying the misbehavior. The consequences are as follows:

1st card – Verbal warning

2nd card – Behavior reflection/loss of one recess

3rd card – Parent contact

A behavior card can also be accompanied by other disciplinary actions or decisions based upon the severity of the incident. For serious misbehavior, students will be immediately referred to the principal.

Detentions

Teachers, supervisors or the principal may issue detentions. In such cases, the student is issued written notification one day in advance. It is the student's responsibility to have the notification signed by his/her parents and returned to the teacher the next school day. Since detentions are served after school hours, parents assume responsibility for the transportation of a student from detention period. After a third detention, an in-school suspension will be issued and the parent and child are required to meet with the principal. A student who is issued a detention is not eligible to participate in after-school activities on the day the detention is served.

In-School Suspensions

A student serving an in-school suspension (half-day or full-day) shall be given his/her daily work and it shall be credited. The student shall not attend the regular classroom nor go to specials.

Discipline Policy (Golf Middle School)

Misbehavior may result in one of the following:

Detention

A detention may be issued to a student for a serious offense or a less serious, but repeated, offense. A detention notice is given to the student to notify the parent that an after-school detention must be served. The detention notice requires a parent's signature and must be returned to the issuing teacher. Failure to serve an after-school detention will result in further disciplinary action including enrollment in the Behavior Modification Program and, at the discretion of the building principal, an in-school suspension. Repeated displays of the identified inappropriate behavior will result in an out-of-school suspension.

Behavior Modification Program

The Behavior Modification Program helps children who abuse school rules to assume responsibility for their own behavior. The students determine how long they will be in the program by their behavior in school and by accepting responsibility for their actions. The program serves as a positive alternative to suspensions by keeping students in school. While in the program, students report after school every day for an hour. During this time, teachers work with these students to assist them in recognizing inappropriate behavior, to help them make better choices, and to ensure that they make a sincere attempt at improving their behavior. Once these goals are accomplished, the student is permitted to leave the program but is still monitored by the grade level team of teachers.

Suspension

A suspension notice informs parents of gross disobedience or repeated misconduct. A student who, by virtue of his/her misbehavior, is required to serve an in-school suspension shall be given his/her daily work and this work shall count for credit if satisfactorily completed. Parents must have a conference (by telephone or in person) with the principal or his/her designee upon the issuing of every suspension. Failure to adhere to the school's discipline policy may result in an out-of-school suspension.

All out-of-classroom incidents of misbehavior will be referred to the principal or his/her designee.

Due Process

The Building Principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days.

Expulsion

Expulsion is the exclusion of a student for a period of time greater than ten (10) school days, but for no longer than one hundred and eighty (180) school days.

Weapons are strictly prohibited in Golf District 67. This means that students may not bring any guns, ammunition, knives, or any other weapons to school. The penalty for such behavior, as mandated by state law and district policy, is expulsion from school. This rule applies even to "look-alikes;" toy or facsimile weapons are also strictly prohibited. In addition, these items will be confiscated and not returned.

Expulsion may also be imposed for gross disobedience or misconduct, or such other conducts as may be designated from time to time by policy of the Board of Education.

Parents are advised that the names of students found to have controlled substances or weapons or to have been involved in any felonious act will be reported to the local law enforcement agency.

Students shall be afforded due process in cases of suspension for 10 days or less. Prior to suspension, the principal or designee shall give the accused student: (1) an oral or a written notice of the charges against the student; (2) an explanation of the evidence supporting the charges if denied by the student; and (3) an opportunity for the student to present his/her side of the story.

The student and/or parents are due the following procedural protections:

1. Prior to suspension or expulsion, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against

him/her and an opportunity to present his/her version of the incident.

2. Prior notice and hearing as stated above may not be required and the student immediately suspended or expelled, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension or expulsion shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension or expulsion and a notice to the parents or guardian of their rights to review. Also, a copy of the notice shall be given to the President of the School Board and Superintendent.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension or expulsion. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting. After the hearing or upon receipt of the report of the hearing officer, the Board may take such actions as it finds appropriate.

Alcohol, Tobacco and Drug Abuse

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of alcohol, tobacco, drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, on school grounds at any time. This policy also extends to all school-sponsored and related activities including, but not limited to, field trips, athletic and music trips, whether held before or after school, evenings or weekends.

Lockers

Lockers are assigned to students at the beginning of the school year. Lock combinations should be known only by the student and the office. Lockers should be kept locked at all times.

Gym Lockers:

Each student is issued a lock for his/her gym locker. The only way to insure the protection of a student's equipment is for the student to keep the locker locked when he/she is not present.

Locker Search Policy

All lockers are school property and remain such at all times. Although lockers may be assigned to students for their convenience, students are advised that the school retains the right to inspect lockers at any time and that school authorities will inspect lockers whenever they deem it reasonable or appropriate to do so. Perishable food; items not necessary for school purposes which may be used as weapons; any drug, drug-related paraphernalia or any controlled substance (including marijuana) as such which now or may from time to time be defined by the laws of the State of Illinois or the United States of America; alcoholic beverages; missing or stolen property, or any other items, possession of which either constitutes a violation of any law or which may endanger the health, safety and well-being of persons or property, will be confiscated.

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. As a matter of public policy, the General Assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

Student Search and Seizure

The Board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the District, in accordance with this policy.

If a search conducted in accordance with this policy produces evidence that the student has violated, or is violating, either the law or the

District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate such evidence may be transferred to law enforcement authorities.

Sexual Harassment

The School Board will neither condone nor tolerate sexual harassment of or by students.

Sexual harassment of students is prohibited. Sexual harassment is defined as verbal or physical conduct of a sexual nature that: denies or limits a student's access to education, benefits, or services; makes sexual conduct a condition of a student's academic status; or creates an intimidating, hostile, or offensive environment. This includes conduct that causes humiliation, embarrassment, or discomfort, such as touching, sharing crude jokes and/or pictures, discussing sexual matters, teasing, and spreading rumors about a person's alleged sexual activities.

Field Trip Privileges

The grade level teams, in conjunction with the administration, can remove field trip privileges from students who do not meet the expected responsibilities (behavior, respect, and/or other extenuating circumstances) of District 67 students. Selected field trips may include swimming or other activities that require careful parental consideration. It is understood that while all precautions to ensure student safety are taken, the final decision for swimming and other related activities rests with the child's parent or guardian.

A student will not be permitted to attend a field trip without a permission slip signed by a parent or guardian.

Inappropriate Materials

Students are not to bring matches, lighters, cigarettes, knives, league balls, fireworks, slingshots or any other items that may cause danger to themselves or others. Students are not to bring toys, balloons, water pistols, pagers, radios, electronic devices or any other items that may be disruptive to the educational environment of the school. Items as listed above will be confiscated and, if necessary, appropriate discipline will be exercised.

Cellular telephones must be kept off and out of sight during the regular school day unless permission for use is granted by the supervising teacher.

Trading or Selling Items

Students are not permitted to trade or sell items on school property (e.g. Pokemon cards, etc.).

Gum

Students are not to chew gum on school property.

Dress

It is our experience that the manner and style of dress does influence, to some extent, the way a student behaves. Clothing and appearance may also reflect the child's attitude and respect toward himself/herself and the school. For these reasons, the following dress code has been established. We ask all parents to cooperate in following the code:

1. No threadbare jeans with obvious holes.
2. No clothing articles with suggestive or inappropriate patches, sew-ons or writing.
3. No hats or hoods are to be worn in school.
4. No short shorts (above mid-thigh), bare or rising midriffs, spaghetti straps, fishnet shirts or "see through" blouses.
5. Gym clothing in gym only.
6. No sunglasses unless prescribed by a doctor.
7. Coats and jackets are not to be worn to class.
8. No bicycle or exercise attire made of body-hugging stretch fabric.

Safety

Each year District 67 students review and are taught basic safety practices. The major areas of concentration include home, school, street, bicycle, Internet, and school bus safety. The Morton Grove Fire and Police Departments and the Illinois Department of Education all cooperate with the schools in teaching safety to the children.

Bicycles

Hynes students are discouraged from riding bicycles, skateboards or rollerblades to school because of the hazardous traffic conditions. Parents who permit their children to ride to school should educate them on bicycle safety.

HYNES: Kindergarten, first and second grade students are requested not to ride bicycles or skateboards to school. Third and fourth graders will be allowed to ride to school provided they lock their bicycles on a bicycle rack. The school assumes no responsibility for the safety of a bicycle before, during or after school.

GOLF: As a safety precaution, students are requested not to ride bicycles, skateboards or rollerblades on school grounds or through parking lots. Bicycles are to be walked to the racks and locked with a sturdy lock and chain. The school assumes no responsibility for the safety of a bicycle before, during or after school.

Drills

TORNADO DRILL: The signal for a tornado drill at Hynes is five rings on the regular school bell system. The signal at Golf is a continuous beeping sound. Upon hearing the signal, students are to go directly to their assigned safety areas. Students are to be **SILENT** during the entire time so that instructions can be heard.

FIRE DRILL: Fire drills are held at regular intervals. The signal for a fire drill at both schools is the sounding of the fire horns. Students are to file out of their classrooms in single file order and in complete **SILENCE**. A minimum of three (3) fire drills is required each year.

CRISIS DRILL: Crisis drills are held periodically throughout the year.

BUS EVACUATION DRILL: Bus drills are conducted at least one time a year. All students, whether they ride the bus regularly or only on field trips, participate in the drills. Students practice exiting from the front exit, the rear exit and both exits simultaneously.

Transportation

District 67 owns and operates its own buses.

Bus Rules and Regulations

Bus transportation is available on a subscription basis to all students in District 67 at no fee.

All children who ride the bus daily or on a field trip must abide by the following rules:

1. Children are to remain in seats.
2. There is to be no wrestling, pushing or shoving on the bus, at the bus stop, or on the schoolyard where the children board buses.
3. No food or drink of any kind is to be consumed on the bus.
4. Nothing is to be thrown out of the bus windows.
5. Nothing is to be thrown in the bus or at the bus stops, including snow.
6. Windows are not to be opened by the children. The bus driver will see to it that the bus is adequately ventilated.
7. No child is to put his/her hands, arms or head out the windows.
8. Talking to the person next to you is permitted but shouting on the bus is forbidden. No one is to shout out the windows. Singing is allowed only with the approval of the driver and/or teacher.
9. *District 67 will only transport a child who rides his/her assigned bus and boards and disembarks at his/her regular stop.* Transportation to and from the homes of friends is a parent responsibility. The school will not take educational time to make busing arrangements. If a child is to visit a friend either before or after school, it is the parent who must take the responsibility for transporting the child. Bus stop changes will be considered only in cases of extreme emergency.
10. Rude, discourteous and annoying conduct and other behavior negatively affecting the safety, well being and the rights of others will not be tolerated.
11. The driver is in full charge of the bus and must be obeyed.

These rules are a necessity for the safety of all children who ride the bus. In general, the following consequences will be assigned for students who violate the rules; however, since each incident will be reviewed separately, it is within the principal's discretion to assign consequences other than those listed below. More serious misbehavior may result in further disciplinary action. The *first time* a child violates any of these rules, he/she will be issued a school bus incident report that must be signed by a parent and returned to the

principal. At the discretion of the building principal, the student may be given an assigned seat for one week. The *second time* that a child violates any of these rules, the parent will be notified by the principal or designee that the student will not be permitted to ride the bus for one day. A detention may be assigned at the discretion of the principal. If there is a *third violation*, the parent will be notified by the principal or designee that the offending student will not be permitted to ride the bus for one week. A *fourth violation* may result in the loss of bus riding privileges. For the safety and security of students and maintenance of appropriate discipline, security cameras may be utilized on the school buses. In unforeseen or extenuating circumstances, the principal reserves the right to, at his discretion, remove a child from the bus for extended periods beyond those identified above.

Bus routes and pick-up times are published in late August. Students must be at their assigned bus stops prior to the bus arrival. Drivers will not wait for students who are not standing at their designated stops. The drivers are instructed to pick up and discharge children at their designated stops only. This is mandated by state law.

The bus routes will be reviewed for efficiency each year. This reduction in stops will provide a decrease in running time and costs enabling the School District to provide efficient, low cost transportation to the students.

Assembly and Performance Conduct

The manner in which students conduct themselves while others are performing is a very important matter. Learning to be good listeners, appreciating the talent and effort of others and understanding the need for proper audience conduct are important parts of growing up. Poor conduct by a child at an assembly or performance indicates disrespect and lack of self-control.

From time to time, student performances are open to the public. All members of the community are invited to attend these performances. Commercial photography is permitted only when permission is granted by the building administrator. All children must be

accompanied by an adult. Parents who bring children to performances are requested to keep their children seated with them during the entire performance. Audience members who do not follow these rules may be asked to leave the room.

Extracurricular Programs

An intramural program is generally provided for students in grades 3-8. Every effort is made to provide equal opportunities for participation at each school. The physical facilities of the buildings, the age and interests of the students and the availability of teacher supervisors may provide limitations to the program.

All intramural sports are available in a manner that ensures that all students are treated equally and provided with general aid, benefits and services, regardless of gender. Intramural activities offer all students a variety of enjoyable, enriching physical activities.

Permission slips must be signed and in the school's possession before students will be allowed to participate in intramural activities. Students who participate on teams that engage in interscholastic competition (against another school) are known as interscholastic athletes. Each interscholastic athlete is to sign a statement assuring that he/she has read and understood the guidelines for interscholastic competition (published later in this handbook). Failure to comply with any of the rules governing interscholastic athletic participation may result in athletic ineligibility, dismissal from the team or prohibition against any further participation. Students who represent District 67 schools are required to set good examples of sportsmanship and citizenship both on and off the court and playing field.

Goals of Interscholastic Program:

To make athletics a part of the total educational process.

To encourage broad participation by all students.

To foster the development of good sportsmanship and social responsibility.

To develop and maintain the physical well being of the students.

To work toward the perfection of playing skills.

To develop team morale and school spirit.
To instill within the participants a sense of personal discipline and pride.
To have a balanced perspective between participation and winning.

Extracurricular Eligibility Guidelines

A student's eligibility will be determined by both his/her academic and behavioral performance. In order to try out for or participate in an interscholastic sports team, students must receive no failing grades and have all work assignments credited by assigned due dates.

1. Teachers will share chronic and/or serious concerns with the student, grade-level team, and the coach or sponsor.
2. If the problem continues, the student and teacher/grade level team will meet and agree on a contract to resolve the concern. A date will be set to complete the contract. The contract will be signed by the student, teacher, parents, and an administrator. A copy of the contract will be given to the coach or sponsor.
3. If the contract is not completed on time, the teacher/grade level team will notify the coach or sponsor and the student will be suspended from practice, games or activities until the contract is fulfilled.

Extracurricular Code of Conduct

Participation in extracurricular activities is subject to the following Code of Conduct.

1. Eligible members are expected to attend all games, practices, and/or activities. Unexcused absences will result in suspension from the squad or club for the next scheduled game or activity. A student serving a detention on the day of a game or activity may not participate in the game or activity on that day. Other disciplinary action will be left to the discretion of the coach or sponsor.
2. On the day of an athletic contest or club activity, each member must attend school for at least one-half day in order to participate that day.
3. Since District 67 students represent their school and their community, they are to display good sportsmanship and exemplary citizenship at all times.

4. A member cannot attend a practice or participate in any contest or activity while determined ineligible or under suspension from school (including in-school suspension) or expulsion.
5. The possession or use of drugs, alcohol or tobacco by any student will result in immediate loss of eligibility for 40 school days.
6. The following list of items will pertain to athletics only:
 - a. Each student must have a physical examination by a physician in order to participate in or practice interscholastic athletics.
 - b. In order for a student to participate in interscholastic activities, the following must be on file with the respective coach: athletic permit which contains doctor's permission, parental permission, insurance release, emergency information and athletic agreement.
 - c. Team members are responsible for any equipment issued to them while participating in athletics. Failure to return equipment in acceptable condition will result in replacement of damaged or lost articles by the students.
 - d. Students must participate in physical education classes in order to take part in after-school sports -- interscholastic or intramural.
7. Failure to comply with any of the above rules may result in ineligibility or dismissal from the squad. The administration, coach, or sponsor may remove a member from the squad or club for disciplinary reasons. It is necessary, however, that coaches and sponsors inform the administration of any situation that is occurring or has occurred which could be detrimental to the school or the extracurricular programs.

Performing Arts Philosophy

Performance and display opportunities in all phases of the arts contribute significantly to the quality of the life of students. Performing arts include but are not limited to music, band, chorus, drama, talent show.

Performing Arts Goals

To make the performing arts a significant part of the total educational program.

To encourage participation by all students.
 To present opportunities to students for personal expression and communication.
 To develop future citizens with aesthetic sensitivity.

Performing Arts Code of Conduct

1. Students are expected to attend all rehearsals and concerts. Three unexcused absences during any marking period will result in dismissal.
2. Band and chorus teachers shall notify students of appropriate dress for performances.
3. Students, when on tour, represent their school and community and therefore are expected to display exemplary conduct at all times.
4. Band, chorus, speech and drama members are responsible for any instruments, costumes, props or equipment issued to them.
5. A student who is suspended (including in-school suspension) may not attend rehearsal or participate in a performance.
6. The possession or use of drugs, alcohol or tobacco will result in immediate removal from the activity for 40 school days.
7. Failure to comply with any of the rules may result in dismissal from the organization. The director, at any time, may remove a student for disciplinary reasons.

Student Council Code

Student Council representatives will:

1. Maintain passing grades.
2. Treat school personnel and fellow students with respect.
3. Uphold the policies of Golf School in the school and the community.
4. Establish optimum self-discipline, maintaining a discipline record void of suspensions and a maximum of one (1) detention notice.
5. Be worthy of representing the school on and off the school grounds.
6. Bring concerns of students before the Council for discussion.
7. Willingly give of time and energy to achieve the Student Council Goals. Students who do not demonstrate strong leadership skills which will positively impact the student body will not be permitted to run for office.

Failure to adhere to the Student Council Code will result in the student's removal from Student Council.

Honors Assembly

Honors Assemblies are conducted in both schools to recognize students who have participated in extracurricular and service activities and displayed excellent citizenship qualities.

Hynes and Golf Schools will recognize students for achieving at a high level, for putting forth continuous effort, or for demonstrating good citizenship during the school year. Golf will also recognize students who have given their time to participate in extracurricular activities.

Hynes School (Fourth Grade) Service, Citizenship, and Sportsmanship

At Hynes, the criteria for recognition of service and citizenship are set forth below. Service groups include monitors, tutors, media helpers, etc.

Criteria for service recognition:

1. Honor.
2. Concern.
3. Respect.
4. Sensitivity.

Criteria for citizenship recognition:

1. No detentions.
2. Willingness to improve the school.
 - a. Keeping locker and desk in order.
 - b. Picking up books, paper, etc. even though they may not be their own.
 - c. Participation in at least one school activity or service group.
3. No checks on Behavior portion of the report card (except neatness).
4. Respect for peers and adults.
5. Good manners in the cafeteria, classrooms, halls, playgrounds and buses.
6. Respect for the property of others including school property.

Criteria for the Mrs. Judy Belluomini Sportsmanship Award:

1. Overall good sportsmanship while at Hynes School.
2. Given to a fourth grade girl and boy.

Golf Middle School Effort Award

The award is based on teachers' judgment. Nomination must be made by at least two of the student's teachers. Two teachers can also veto a student's eligibility for the award.

Criteria to be considered:

1. Completes homework on time.
2. Exhibits sincere effort to complete in-class assignments.
3. Strives to do well in class.
4. Works to ability.
5. Participates in class activities and discussion with interest and enthusiasm.

Citizenship Award

The award is made on the basis of two teachers' recommendations. Two teachers can veto a student's eligibility for the award.

Criteria to be considered:

1. Follows rules of the school.
2. Has positive attitude.
3. Shows respect for oneself and others.
4. Is honest.

No student who has been suspended or received a discipline report will be eligible.

Achievement Commendation

The award is given to students who have maintained a high level of academic achievement in all subjects for each quarter.

Awards and criteria:

1. Golf Scholar--Must have earned all A's.
2. High Honor--Must have earned more A's than B's--no grade below a B.
3. Honor--Must have earned 50% or less A's; no more than one (1) C or earned all B's.

Activities Award

This award is given to students who have participated in extracurricular activities.

Valedictorian and Salutatorian

The eighth grade valedictorian and salutatorian are the students with the highest grade point average for grades 5-8. In case of a mathematical tie, all qualified students will be honored and recognized.

Eighth Grade Subject Awards

A student who receives a subject award shall:

1. Display positive leadership in the classroom.
2. Display enthusiasm for the subject matter.
3. Display the ability to independently grasp new concepts.
4. Exhibit a willingness to help others.
5. Exhibit consistent effort.

6. Contribute to a positive class dynamic.
7. Be taught by a teacher at Golf Middle School.

Note: A student who attends an advanced placement class at Niles North High School will receive an award recognizing his/her outstanding academic achievement in the subject area.

President's Education Award

In order for a student to receive the President's Education Award, he/she must have attained a 90% grade average for fifth, sixth, seventh and eighth grades, have been ranked in the top 15% of the graduating class and have scored at or above the 85th percentile on a Standardized assessment.

American Legion Award

The American Legion Award is given to an outstanding eighth grade boy and girl who, in opinion of the teachers have demonstrated, to a high degree, the qualities of honor, courage, scholarship, leadership and service.

Jessica Magid Award

The Jessica Magid Award was instituted by the 1985-86 Student Council, not only to preserve the memory of a classmate, but also to acknowledge that the warmth, sincerity and strength of character for which Jessica was known are qualities that are truly valued by Golf School students.

The award will be presented annually to the graduating eighth grade student who, in the opinion of the teachers, best exemplifies the traits that Jessica possessed.

The student who is selected for the award shall have given evidence of the following qualities during his/her years at Golf School.

The student shall have:

1. Demonstrated a willingness to help.
2. Been friendly and kind to students and adults.
3. Put forth effort.
4. Demonstrated a sense of humor.
5. Shown courage.
6. Exhibited self-control.
7. Demonstrated a pleasant manner and disposition.

This award shall be presented at the graduation exercise and shall, if possible, be presented by the previous year's recipient.

Homework

Philosophy and Purposes

The individual teacher is the most qualified to determine the homework needs of his/her students. It is also recognized that in order to develop good study habits, it is necessary to do select assignments at home.

The purposes are:

1. To review, reinforce, extend, and enrich classroom learning.
2. To help develop student responsibility.
3. To provide an opportunity to develop independent work habits.
4. To make parents aware of current classroom instruction and their child's understanding of the material.

Parent Guidelines:

1. Encourage your child; let him/her know that you value education and it is his/her job to do the required work.
2. Encourage your child to do his/her own work; tell him/her you will be happy to go over the work when it is complete.
3. Support the school in requiring accuracy, neatness and legibility for all written assignments.
4. Provide a good study environment away from TV and other distractions.
5. Feel free to contact teachers at any time regarding your child's progress. Official teacher notification will be made at midterm if a student is deficient.

6. Regularly monitor student academic progress through PowerSchool.

Grades K-4 Guidelines:

1. Periodically, a teacher should assign reading or writing work to be done at home.
2. Each homework assignment should be written on the board, discussed with the students and examples given.
3. It is the student's responsibility to copy the assignment, do the work and return it to the teacher on time.
4. Teachers should keep a written record of all assignments and hold students accountable.

Grades 5-8 Guidelines:

1. Each homework assignment should be discussed in class at the time it is given. All students should have assignment notebooks. It is the student's responsibility to copy the assignment and ask questions if the task is not clear.
2. All homework, including projects, is due on the date assigned by the instructor. Late assignments shall not be accepted. In the event of any extenuating circumstances, the building principal shall be responsible for determining any exceptions to the homework policy. No 'Incomplete' grades will be given. For excused absences, see Make-Up Work policy.
2. All papers should be returned to students within three days of the due date unless the assignment is long range in nature, e.g. creative writing essays, research projects, etc. No homework paper should be returned without grammar and spelling corrections unless it is for the purpose of the student correction.
3. All homework assignments will be graded.
4. When calculating quarterly grades, the two lowest homework grades shall be dropped from the student's average each quarter when ten or more homework assignments have been required. One homework grade shall be dropped when less than ten assignments have been required during the quarter.
5. Unless it is a group project, students must work independently on their homework assignments.

Homework Hotline

Communication between the school and home is important in ensuring a successful school experience for students. We have a Homework Hotline to increase our lines of communication. Parents will have access to the Homework Hotline. Teachers will record the homework assignments for their classes on the hotline at the beginning of each week. If you wish to know the assignments for a specific class or want to leave a message for a teacher at Golf, use the Homework Hotline by calling:

(847) 966-8306 (Golf Middle School).

At both Hynes and Golf, assignments can be checked on the teacher's website at www.golf67.net.

Make-Up Work

For each day a student is absent from school, he/she will receive an equal number of days to turn in short-term assignments. Long-term assignments are always due on the due date.

A student who is in school on the day homework is assigned, but is absent on the due date, must turn in the homework on the first day of return from the absence. A student who is absent on the day homework is assigned shall receive one extra day for each day of the continuous absence to complete the homework.

Parents may call before 11:00 A.M. and request that the teachers provide make-up work for students. The work may be picked up at 3:00 PM that day. Requests that are made after 11:00 AM will not be processed until the following day.

A student who, because of the observance of a religious holiday, is unable to attend classes on a particular day or days shall be excused from any examination or any study or work assignments on such days. Students will be given the opportunity to make up missing work.

Homework Help

There are numerous opportunities at Golf Middle School for students to seek assistance

with their assignments. Options are available throughout the day including lunch/recess and after school for students to work with teachers, with peer tutors, with study groups, and in small groups with a Homework Assistance teacher.

Parent Information

Registration

District 67 offers a range of dates available for mail, online or walk-in registration for the next school year. Parent/Guardians are required to stop in the school office to submit proof of residency.

A student who moves into District 67 should register at the school he/she will attend as soon as possible after official residence has been established. A birth certificate and proof of residency as established by the district are required at the time of enrollment.

Entrance Age

A child must have attained the age of five years on or before September 1 in order to be enrolled in kindergarten. Children born after the deadline must wait until the next school year.

Kindergarten registration will be conducted in the Spring of each school year. Information concerning kinder-garten registration should be requested from the Hynes School office.

Attendance

The laws of the State of Illinois require regular school attendance. Any absence from school is an educational handicap not only for the student but to his/her classmates as well. There is no substitute for classroom activity and the interchange between the teacher, the student and his/her peers. It is sincerely hoped that parents will seriously consider the detrimental effects of prolonged absence and plan trips and vacations to coincide with the school vacation periods.

Excused/Unexcused Absences

Absences shall be excused only for the following reasons:

1. Personal illness.
2. Bereavement.
3. Quarantine.
4. Family emergencies.
5. Observance of religious holidays.
6. School-sponsored activities

All other absences shall be considered unexcused and interpreted as truancy. Any student who is unexcused more than ten (10) school days within a forty (40) consecutive school day period shall have a truancy petition filed on him/her or his/her parents.

Extended Absences:

1. Parents are discouraged from taking their children out of school for any reason other than the reasons for excused absences listed above.
2. Upon notification from a parent, teachers will provide general assignments. Teachers are not responsible for grading assignments.
3. For unusual circumstances, exceptions to the above rules may be granted by the building principal.

Student Absence

Call-In/Call-Back Procedure

If a child is going to be absent from Golf School or Hynes School, one of the child's parents must phone the school's attendance secretary before 7:30 a.m. on *each* day that the child is to be absent. The parent is to give the school secretary the child's name, school and grade/homeroom. A 24-hour answering service is available.

THE NUMBER TO CALL IS

(847) 965-4500 (Hynes School)

(847) 966-8306 (Golf Middle School)

Upon returning to school, the child should bring a note to his/her advisor/homeroom teacher explaining the reason for his/her absence, other than for religious observances.

When a parent has prior knowledge of a student's extended absence, two notes stating the duration of the absence, including specific

dates of the absence, should be sent to the child's school; one directed to the call-in/call-back coordinator and the other note directed to the child's teacher. Please be aware: ***A note must be sent to the call-in/call-back coordinator.***

The above procedure is designed to better assure the safety of each student. Parental cooperation is a must.

School Day

Hynes

Grades PreK-grade 4	8:30 - 2:55
Grade PreK3	8:30- 11:30

Hynes students should not arrive at school before 8:10 a.m. There is no supervision prior to this time.

Golf Middle School

Grades 5-8

8:20 - 3:22 PM (Monday -Friday)

Golf Middle School students should not arrive at school before 8:00 a.m. ***There is no supervision prior to that time.*** For the safety and security of students, the doors to the school building will also be locked after school. No student who leaves will be able to return for any activities.

Dates To Remember – 2009-2010

August 19-20, 2009- Institute Days - No School for students

August 25, 2009-**First day of student attendance**

September 2, 2009-Golf Open House and 8th Grade Orientation

September 7, 2009 – Labor Day – No School

September 28, 2009– No School

October 12, 2009- Columbus Day – No School

November 5, 2009- Parent-Teacher Conferences P.M. Only

November 6, 2009-Teacher Institute Day – No School for students

November 10, 2009 – Parent-Teacher Conferences -

Golf-1:30- 8:30 P.M.

(school releases 1:20 P.M.)

Hynes-2:00- 8:30 P.M.

(school releases 1:50 P.M.)

November 11, 2009– Veterans' Day – No School

November 24, 2009 – Parent-Teacher Conferences: 8:00 A.M.-12:00 P.M- No School for students

November 25, 2009 – No School

November 26 & 27, 2009- Thanksgiving Holiday – No School

December 18, 2009-Winter Break begins at dismissal

January 4, 2010- School resumes

January 18, 2010 - Martin Luther King Jr.'s Birthday- No School

February 1, 2010 – Parent-Teacher

Conferences –

Golf-1:30- 8:30 P.M.

(school releases 1:20 P.M.)

Hynes-2:00- 8:30 P.M.

(school releases 1:50 P.M.)

February 2, 2010 -Teacher Institute Day – No School for students

February 15, 2010– Presidents' Day - No School

February 16, 2010 - Parent-Teacher

Conferences: 8:00 A.M.-12:00 P.M- No

School for students

February 18, 2010– Parent-Teacher

Conferences P.M. Only

March 1, 2010 - Casimir Pulaski Day

No School

March 26, 2010 – Spring Break begins at dismissal

April 5, 2010 - School resumes

April 12, 2010- 2010-2011 Registration Opens

May 28, 2010 - Graduation

May 31, 2010 - Memorial Day - No School

June 4, 2010 – Last Day of School

June 11, 2010 – **Official last day of school**

Five school days will be dropped if not used for emergency closings.

June 11, 2010- Last Day to Register for

2010-2011 School Year

Book Rental Fee

The book rental fee supplies the district with part of the revenue needed to purchase textbooks and other nonconsumable instructional materials. Students who damage or lose textbooks, library books or any other school supplies are expected to pay the cost of replacement. Every effort is made to hold the fee at a minimum. This year's cost is: \$90.00 for grades K-8.

Activities Fee

The elementary school and the middle school offer many opportunities beyond the regular classroom for children who wish to participate. Among these opportunities are: band, chorus, drama, intramural and interscholastic sports, student council, yearbook, etc. Every student is encouraged to participate in at least one extracurricular activity.

An activity fee is charged for any student who wishes to participate in an extracurricular activity. This fee is a one-time charge and it entitles the student to unlimited participation in as many activities as he/she desires during the school year.

This year's cost is: \$35.00 for grades 3-4 and \$58.00 for grades 5-8. In addition, the following fees apply to these special programs:

Sports	\$40.00/sport
	(maximum \$80.00 per child)
Band	\$40.00
Chorus	\$30.00
Graduation	\$60.00

Bus Fee

See "Transportation".

Gym Fee

Students at Golf Middle School are required to wear gym suits for daily participation in physical education classes which will be ordered through the P.E. Department. Payment will be given to the P.E. Department when uniforms are ordered. Returning students have already ordered their uniforms in May.

Fee Waiver

If there is a hardship in paying any fees, please contact your building principal for consideration.

Lunch Program

Students may purchase hot lunches, which include milk, or bring a bag lunch and purchase milk. Each student will have a personal lunch account. The cost of each lunch purchased will be debited from this personal account.

Parents can add money to their child(ren)'s account at any time by

submitting a check to the office or by adding money online with a credit card. Money can be added in multiples of \$12.50

A menu is given to each student listing the items to be served during the following weeks. Free or reduced lunches are available for those who qualify under the federal guidelines. Inquiries may be made at the school office.

Board policy states that a student may borrow no more than the cost of three lunches during the school year. In this case, the student is responsible for reimbursing the school for the cost of each lunch. A student will not be permitted to borrow for a lunch during the last two weeks of the school year.

In the lunchroom, the student is expected to behave as he/she would at the table at home, to speak without raising his/her voice and to observe good manners. Cleanliness is the responsibility of every student in the lunchroom. A student who cannot follow lunchroom rules may lose the privilege of eating at school.

Communicating with the School

District 67 encourages parents to be in close communication with the teachers in the school. If parental questions and/or concerns cannot be satisfied by talking to your child's teacher first, you may then contact the Building Principal, then the Superintendent, and finally the Board of Education. Questions pertaining to general school operations should be directed to the Building Principal or Superintendent, and questions regarding District concerns should be addressed to the District Superintendent.

The Board of Education's responsibilities are to establish policy for the entire District and to review administrative decisions. If you have a question regarding policy, please check with your Principal or the Superintendent first. He/she will advise you of the current policy and, if needed, will inform you of procedures for bringing your concerns before the Board of Education.

Experience has shown that the best way to obtain clarification and/or to solve problems is to speak directly to the person involved in the decision and/or action. For that reason, we recommend you always contact the teacher first, and then, if necessary, you may contact the Building Principal, then the Superintendent, and finally the Board of Education.

Visitors to the Schools

Upon entering a school, visitors are required to report directly to the office, sign in, and secure a visitor's pass. If a parent wishes to see a child, the request should be made to the school secretary. A parent is not permitted to go directly to the classrooms.

Parents, however, are most welcome and encouraged to visit the classrooms for reasonable amounts of time when appropriate arrangements have been made. It is sincerely believed that visits to the classroom help foster understanding and encourage good home-school communication. Parents who are interested in observing the learning activities of their children must obtain permission from the building administrator and are asked to notify the school office one day prior to the visit. If the building administrator believes the visit may cause disruption to the educational environment, permission shall be denied.

Messages

Messages for staff may be left in their individual voicemails. Students will be called to the telephone only in cases of extreme emergencies.

Telephone

The telephone should be used only for communicating with parents when necessary.

Lost and Found

The Lost and Found will be purged of all items once a month. Items not claimed will be donated to charity.

Educational Field Trips and Excursions

Children are taken on educational trips and excursions only with the permission of their parents. When a trip is being planned, permission slips will be sent home to be signed by the parents. All field trips or excursions

are chaperoned by the classroom teachers and, as necessary, trained parent volunteers.

Evening Events

For all evening events, it is expected that students will be accompanied and supervised by responsible adults.

Dances (Golf School)

Dances, parties and a picnic may be sponsored by the Student Council or the PTA for students at Golf School. Once a student enters an event, he/she must remain until the conclusion. A student will not be permitted to leave and re-enter. Chaperones are in complete charge and have the right to deny admission or exclude anyone who displays inappropriate conduct.

Parents are responsible for providing transportation for all dances and evening events.

Children are to be picked up promptly at the conclusion of the event and will not be permitted to leave without an adult escort.

Specific information regarding the type of event, date, time and proper attire will be sent home. Special information concerning the eighth grade graduation activities will also be sent home.

Parent Teacher Association

All District 67 residents are welcome to join the district Parent Teacher Association. This organization is an important avenue of communication between the school and the community and is vital in maintaining an informed population. Members of the PTA perform valuable service in the school by serving as volunteers and special project presenters and by raising funds to provide children with supplemental educational opportunities and equipment. We urge all community members, especially parents of District 67 students, to join and support the PTA.

From time to time, the PTA assists teachers with assorted activities which require PTA room mothers to obtain class lists. Any parent wishing to exclude his/her child's name and phone number from these class lists must notify the school principal in writing prior to September 15.

Student Records: Notification of Rights of Parents and Students

Rules concerning student records at Golf School District 67 are based on requirements of the federal Family Educational Rights and Privacy Act, the Illinois School Student Records Act, and on the Board of Education's Student Records Policy. The student Records Policy may be reviewed in District 67 administrative offices. Questions concerning the policy, the information provided below, or particular student records should be directed to the student's building principal.

A student's permanent record consists of:

1. Basic identifying information, including the student's and parents' names and addresses, student birth date and place, and gender.
2. Academic transcript, including grades, graduation date, and grade level achieved.
3. Attendance record
4. Accident reports and health record.
5. Record of release of permanent record information.

All permanent student records will be destroyed 60 years after the student graduates or permanently withdraws from school.

A student's temporary record consists of:

1. Family background information.
2. Intelligence test scores and aptitude test scores.
3. Reports of psychological evaluations, including information obtained through test administration, observation or interviews.
4. Elementary and secondary achievement level test results.
5. Teacher anecdotal records.
6. Disciplinary information.
7. Honors and awards received, and participation in co curricular and extracurricular activities.
8. Special education files including the report of the multidisciplinary staffing on which placement (or non-placement) was based, and all records and tape recordings relating to special education placement hearings and appeals.
9. Any verified reports or information from non-educational persons, agencies, or

organizations, and other verified information of clear relevance to the education of the student.

10. Record of release of temporary record information.

Student temporary records will be destroyed five years after a student transfers, graduates or permanently withdraws from school.

The following information is designated as directory information and shall be released to the general public, unless the parent requests in writing, delivered to the building principal by September 15, or within 30 days of initial enrollment, that any or all such information not be released:

1. Identifying information, including the student's name, address, gender, grade level, birth date and place, and parents' names and addresses.
2. Academic awards and honors.
3. Information in relation to school-sponsored activities, organizations, and athletics.
4. Period of attendance in the school.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as

requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the 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 authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent 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. 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Collection of Student Information

The Protection of Pupil Rights Amendment (PPRA) affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information

for marketing purposes, and certain physical exams. These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 - a. Political affiliations or beliefs of the student or the student's parent;
 - b. Mental or psychological problems of the student or student's family;
 - c. Sex behavior or attitudes;
 - d. Illegal, anti-social, self-incriminating, or demeaning behavior;
 - e. Critical appraisals of others with whom respondents have close family relationships;
 - f. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - g. Religious practices, affiliations, or beliefs of the student or parents; or
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding;
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted under state law; and
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes and

- c. Instructional material used as part of the educational curriculum.

Golf School District 67 will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

Teacher Qualifications

Parents may request information regarding the professional qualifications of their children's classroom teachers.

Inspection of Instructional Materials

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. § 1232h (political affiliation, privileged relationships, income, etc.) without prior written consent of a custodial parent (or consent of student if age 18 or emancipated). Copies of the law which is referenced are available in the District office for inspection during regular business hours.

Internet Safety Policy

In compliance with the Children's Internet Protection Act, the school district employs a filtering system to prevent any inappropriate user access or inappropriate transmission over its computer network, prevent unauthorized access and unlawful online activity, and prevent unauthorized online disclosure, use or dissemination of personal identification information of minors.

Media Center Materials

Items selected for the Media Center are based on appropriateness of subject matter and reading level. The staff may, on occasion, request permission from the parent/guardian prior to checking out books and/or materials requested by the student.

Divorced Parent Information

In the absence of any court order to the contrary, it is required that, upon the request

of either parent of a pupil whose parents are divorced, copies of the following will be given: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conferences, notices of major school sponsored events, such as open houses which involve pupil-parent interaction, and copies of the school calendar.

Child Abuse Reporting

All school personnel are listed as legally mandated reporters of suspected child abuse or neglect by the Illinois Abused and Neglected Child Act. This means that school personnel do not have a choice. They must place a report with the Department of Children and Family Services each time there is reasonable cause to believe that a child has been abused or neglected.

Work Permits

Work permits may be obtained at the Golf Middle School office.

Emergency School Closing

During the course of the school year, it is sometimes necessary to close school. Inelement weather is usually the major cause of school closings; however, other emergencies such as power failures, heating problems, water problems, etc., could occur at any time necessitating a school closing.

When a determination is made that a school(s) should be closed to protect the health or safety of students, the information will be announced to major radio and television stations. WMAQ, 670; WGN, 720; and WBBM, 780 are AM radio stations that will carry closing announcements. WBBM-FM B96; US 99FM and 103.5 FM will also have closing information. WGN-TV, Channel 9, is the only television station that will have information. An announcement will also be placed on the district website and on the district emergency closing telephone message. Dial 966-8306 and press 3.

Parents are encouraged to discuss with their children the possibilities which might develop and what is expected of them in unique situations, for example, what should a child do if a

school is closed after parents have left for work, or if parents are unable to be home when the child arrives at home.

District 67 makes every effort to keep schools open unless there is an indication that it would be hazardous to do so. **However, parents make the final decision as to whether or not the weather is too severe for their children to travel to and from school, even if schools are open.**

Crisis Plan

The district has devised a crisis plan to be implemented in the event of an extreme and unusual emergency. An important part of this plan requires parents to identify in writing five "Good Neighbors:" parents or community members who have agreed to pick up the children in the event students are evacuated and parents are not readily available. Parents have the responsibility to ensure that students are picked up within 20 minutes of the emergency evacuation. Should pick up from a site other than the school be necessary, the address of the alternate location will be posted on the front door of the school building. During a crisis, the building principal is the contact person.

Health Services

Health workers are employed by the district to care for children in need of first aid or emergency care. Please check your child before he/she leaves home to be sure he/she is well.

Parents will be required to pick up a child at school if he/she is not well.

If a child becomes ill in school or has an accident, he/she should notify the teacher and then report to the school office. If a student needs to go home, the parent will be notified. Please be certain that the school office has a current parent telephone number and the number of someone designated to be called if the parent cannot be reached in an emergency. A student is never to leave school on his/her own, but must be picked up by a parent or other authorized person.

Vision and Hearing

Each child's vision and hearing will be checked early in the school year, and the parent will be notified if further testing is necessary.

Prescription Medication

All prescription medication will be administered at school only when the following conditions are met:

1. A written order from the child's physician is on file. The order must include: child's name, date of birth, licensed prescriber and signature, licensed prescriber's phone and emergency number, name of medication (dosage, route of administration, frequency and time of administration), date of prescription, date of order, discontinuation date, diagnosis requiring medication, intended effect of the medication, other medications child is receiving, and time interval for reevaluation.
2. A School Medication Authorization Form must be completed and signed by the parent/guardian requesting that medication be dispensed during the school hours. The form is available at each school office or from the health workers.
3. Medication must be brought to school in the original prescription container.

The health worker will review prescription medication with the parent and/or physician at the beginning of each year or as needed. If medication is prescribed subsequent to this time, the health worker will review the prescription medication with the parent and/or physician before the administration of medication at school. The health worker and the building principal, or his/her designee, are the only school personnel who may administer medication.

Students who require inhaled medication for asthma are allowed to carry the inhaler on their person if both a doctor's note and the parent/guardian's permission is on file in the school office.

Non-Prescription Medication

When a parent believes it is necessary for a child to take non-prescription medication

during the school day, the following conditions must be met:

1. A note signed by parent or guardian must accompany the medication stating the reason for the medication, the amount of medication to be dispensed, and the times at which it should be dispensed during the school day.
2. The School Medication Authorization Form must be completed by the parent and given to the health professional or health aide.
3. Medication should be brought to school in the original container.
4. Medication and the School Medication Authorization Form should be given directly to the school health professional or health aide.

The parent(s)/guardian will be responsible at the end of the treatment for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the certified health professional or health aide will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness. If the physician feels the illness is serious enough to warrant medication every four to six hours, the child may benefit by staying home, resting, and allowing the body to marshal its natural defenses.

Communicable Disease

Upon learning of a communicable disease, the parent should notify the health worker immediately, as it is important to establish the date of onset. Parents must comply with the following procedures, which are in accordance with the Rules and Regulations for the Control of Communicable Disease as issued by the Illinois Department of Public Health, the Cook County Department of Health and the Morton Grove Department of Health:

All children are to be excluded from school for a communicable disease or a condition which is readily transmitted to others. A doctor's release is necessary for readmittance to school.

The determination of whether a student with a communicable and chronic infectious disease

shall be permitted to attend school in a regular classroom setting or participate in school activities with other students shall be made on a case-by-case basis by the Communicable and Chronic Infectious Disease Review Team, the student's personal physician and local health authorities, and the Multi-Disciplinary Committee.

The following restrictions apply:

AIDS: As per Board Policy #7.280

CHICKEN POX: Exclusion for at least six days after the onset of the skin eruption and/or until scab formations are healed.

STREP INFECTION: Exclusion until the child has been on antibiotic therapy for 24 hours, and the student has a doctor's release to attend school

SKIN RASHES, ERUPTIONS AND CONJUNCTIVITIS: Exclusion until the condition clears, or a written statement from the physician stating that the condition is not contagious is presented.

INFECTIOUS MONONUCLEOSIS, MENINGITIS AND HEPATITIS: Exclusion until a written release is obtained from a physician.

HEAD LICE: Exclusion until effective treatment has been administered and no lice or nits are present.

OTHER: Management of any other disease will be in accordance with state, county and municipal agencies and the American Academy of Pediatrics.

A child who exhibits acute upper respiratory infection, sore throat, earache, upset stomach or an elevated temperature will be sent home. It is recommended that a child remain at home with supervision for a full 24 hours following an episode of fever or vomiting to ensure full recovery.

Notes for Student Absence

A note of explanation is required for a student returning to school following any absence other than for religious observance. If the ab-

sence is due to communicable disease, please report it to the nurse or school office as soon as the diagnosis is established. Communicable diseases include chicken pox, impetigo (staph infection), streptococcal infection, scarlet fever, measles, mumps, infectious mononucleosis, meningitis, hepatitis, skin rashes, eruptions, lice, SARS, conjunctivitis, etc.

A physician's note is required before a child who is in a cast or splint, or has had hospitalization, surgery, stitches, streptococcal infection, impetigo (staph infection), infectious mononucleosis, SARS, and skin rashes may return to school. Please obtain a written release when the child is seen at the doctor's office or discharged from the hospital and bring the release to the nurse or school office.

Physical Education/Recess Excuse

To be excused from physical education or outdoor recess for more than one day, a student must have a doctor's note. The note should be brought to the office where formal notification will be given to the teacher.

When an excuse is for a week or more, we ask that the doctor's note specify what type of activity, if any, can be permitted or substituted. Due to the variety of P.E. offerings and available equipment, students with localized injuries can often participate in individual adaptive activities. For this reason, a detailed medical excuse giving length of restriction and permitted activities is needed.

Emergency Data Form

An Emergency Data Form is to be completed by parents and returned to the school office. It is the parent's responsibility to report any changes in information (especially emergency phone numbers) during the school year.

Please note: An emergency data form with the signature of a parent or legal guardian must be on file for every child in school.

Emergency Telephone Numbers

It is imperative that the school has a current emergency telephone number in order to contact a parent in case of an injury or other serious problem. Please notify the school office (Hynes 847-965-4500, Golf 847-965-

3740) immediately when there is a change in an emergency, home or work phone number. Every second saved can be vital in an emergency situation.

Physical Examinations and Immunizations

Illinois school law requires that a child have a physical examination with updated immunizations prior to kindergarten or first grade and again at the sixth grade level. Pre-Kindergarten students are required to submit a physical examination which validates age appropriate immunizations.

A transfer student must present a copy of his/her medical record from his/her physician or former school. A transfer student must have a physical that is dated within a 12-month period of the date of enrollment. Students *will be excluded* from school until this requirement is satisfied. Students objecting to physical examinations or immunizations on religious grounds shall not be required to submit themselves thereto if they present to the School Board a statement of such objection signed by a parent or guardian. In addition to a statement of objection signed by a parent or guardian, if a student objects to an immunization or examination based on medical contraindications, the endorsement of the student's examining physician is required.

The Rules and Regulations of the Illinois Department of Health regarding immunizations are summarized below.

DPT: Three doses as an infant at least four weeks apart and a booster at 18 months and a booster **after the 4th birthday.**

POLIO: Two doses as an infant at least six weeks apart and a booster at 18 months and a booster **after the 4th birthday.**

MEASLES: All children must show proof of having received two (2) doses of measles vaccine. The first dose must be given at 12 months of age or older and the second dose no less than one month after the first dose.

RUBELLA: Vaccine must be given **after the first birthday** or disease verified by laboratory evidence.

MUMPS: Vaccine must be given **after the first birthday** or disease verified by laboratory evidence.

HEPATITIS B: The Hepatitis B vaccination is a requirement for all children entering grades 5, 6, 7, and 8. A series of three vaccinations is required. The first two doses should be no less than four weeks apart with at least a two-month interval between the second and third dose.

CHICKEN POX (VARICELLA): One dose on or after 12 months of age. Must be administered prior to admittance to kindergarten through sixth grade or physician-documented proof of having the disease.

TUBERCULIN TEST: Proof of freedom from tuberculosis is required. For information about free clinics call (847) 297-1090.

LEAD SCREENING: Lead Screening is required for students aged six (6) or below in State licensed or approved schools and programs.

Information regarding Dental and Vision Requirement:

All children in kindergarten, 2nd and 6th grade must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

All kindergarten students, and any student entering an Illinois school for the first time, need a State of Illinois Eye Examination Report form on file before October 15 of the current school year.

Physical Examination for Athletes

A student enrolled at Golf Middle School who participates in any interscholastic athletic program must have on file a physician's report of a physical examination indicating the absence of health conditions which might prohibit active physical activity. This report must be

on file before a student will be allowed to participate in any interscholastic athletic activity. A new physical examination is required each year.

Student Accident Insurance

The District provides student accident insurance on all enrolled students while at school or participating in school sponsored activities. All accidents must be reported to the school office without delay. Insurance claim forms may be obtained from the school secretary.

Asbestos

In accordance with the U.S. EPA Asbestos Hazard Emergency Response Act and the Illinois Administrative Code, an asbestos hazard assessment was performed on the building materials at School District 67. The school's Management Plans comply with state and federal rules and regulations. All asbestos-containing building materials were identified and rated as being in good to very good condition. Management Plans may be reviewed at the District Administrative Office, 9401 Waukegan Road, Morton Grove, Illinois.

Pest Management

Effective August 1, 2000, Golf School District 67 shall maintain a registry of parents and guardians of students and employees who wish to receive written notification prior to the application of pesticides to school property. This written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the School District and shall be given at least two business days prior to the application. Prior written notification is not required if there is imminent threat to health or property. Pesticides subject to notification requirements shall not include (i) antimicrobial agents such as disinfectants, sanitizers, or deodorizers, or (ii) insecticide baits and rodenticide baits. Parents or guardians wishing to receive notification must inform the District Office in writing of their request. Notification must include parent(s)/guardian(s) name(s), address, telephone number, as well as student(s) name(s) and grade(s).