



ARBOR ELEMENTARY SCHOOL

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**Student & Parent
Information Handbook
2023-24**

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WELCOME

Welcome to Arbor Elementary School! We look forward to meeting you personally throughout the school year and partnering with you to give your child the best education possible. Our staff will keep parents/guardians informed of each child's progress through notes, emails, phone calls & conferences. We hope that you will feel free to contact us with any questions or concerns that may arise. Please contact the school office at: 708-560-0092.

ARBOR ELEMENTARY SCHOOL MISSION/VISION STATEMENT

At Arbor Elementary School, our mission is to build a basic foundation for the intellectual, physical, social, and emotional growth of our students by:

- Developing academic and technological skills
- Encouraging and developing independence, self-control, responsibility, and positive self-concepts
- Communicating with parents and community members to enhance our educational goals
- Providing a clean, safe, and caring environment.

We believe in our District's motto: *Educational Excellence with Kindness.*

ARBOR ELEMENTARY SCHOOL RULES

Be Safe
Be Responsible
Be Respectful

SCHOOL COLORS: Blue & White
SCHOOL MASCOT: Owl
SCHOOL HOURS: 9:00 am - 3:30 pm

AES TEACHER-PARENT-STUDENT COMPACT

Arbor Elementary School believes that teachers, parents, and students all share responsibility for making students successful learners. This compact signifies our commitment to working together to help children grow.

Faculty and Staff

We pledge to:

- provide a safe caring environment conducive to learning
- provide a high-quality curriculum centered around student mastery of grade level CCSS
- establish classroom routines and procedures that foster student independence and responsibility
- communicate high standards for student performance and provide clear expectations for learning
- use formal and informal assessments to drive instruction and target individual student needs
- work in tandem with home to support student learning
- communicate regularly with home regarding academic progress and behavior
- inform parents of academic progress through shared data reports (report cards, assessments, daily classroom assignments)
- provide an opportunity to conference formally with parents twice a year to address academic growth and concerns

Parents/Guardians

We pledge to:

- encourage our child to maintain healthy sleeping and eating habits
- monitor our child's attendance/tardiness
- check our child's homework and folders daily
- make sure our child is prepared for school each day
- provide our child with a quiet space and necessary supplies to do homework

- encourage our child to read daily
- attend P/T conferences and arrange to reschedule if necessary
- communicate regularly with the school regarding concerns about our child's academic progress and behavior
- support our child's efforts and celebrate successes

Students

We pledge to:

- attend school every day, on time, with all necessary supplies for learning
- always do my best work
- follow all classroom, school, and bus rules
- let my teacher and family know if I need help
- do my homework every day and turn it in on time
- practice math and reading skills at home every night
- show my folder to my parents/guardians each night and bring it back to school each day
- treat teachers, staff, classmates, and school helpers with kindness and respect
- respect all school property and classroom materials

BUILDING VISITS

For safety reasons, all visitors must report to the office to sign-in and receive a visitor's badge, which must be worn during the visit. Constructive parent/teacher communication is not possible while a teacher is supervising other students. Appointments for conferences can be scheduled at any time during the school year.

HOURS OF OPERATION/TARDIES

School hours are 9:00 am to 3:30 pm. For safety reasons, we ask that no child arrive until 9:00 a.m., when doors open. Students are tardy if they arrive after 9:15 am.

Students who are tardy to school must sign in at the office and give their hot lunch order to the school secretary. Lunch orders will not be taken after **9:20 am** as we must place the order first thing in the morning. **All**

lunch orders must be given in person; you may not phone in a lunch order for a student who will be arriving late. Should your child arrive after 9:20 am, make sure he or she brings a lunch from home. Chronic truancy may necessitate a face-to-face meeting with the building principal, as reporting to school on time for instruction is of the utmost importance.

ARRIVAL AND DISMISSAL PROCEDURES

For the children's safety, all parents must abide by the following procedures for arrival and dismissal:

ARRIVAL:

Students should not arrive before 9:00 am when doors opens. Adults who are dropping off students should use the drop off lane (entrance will be marked) and drive around to the back of the building. Vehicles should pull up to where the staff member is waiting; staff will oversee students entering the building, **parents are to remain in their vehicles.** Parents will then continue around to the front of the building to exit on Central Ave. **Any students arriving after 9:15 please drive around to the main entrance and bring your student to the main office.**

DISMISSAL:

Bus riders are dismissed as buses arrive. Parents will enter the car rider lane (same lane/procedure as drop off). Parents will remain in their vehicle and students will be called from the building. Parents will then continue around to the front of the building to exit on Central Ave.

EARLY STUDENT PICK UP

If it is necessary for a student to leave school during the day (i.e., doctor's appt.), parents must send a note to the office on that day stating the time and reason for early dismissal. The office must be informed of any change in a student's dismissal procedure (i.e., being picked-up by parent, etc.). If a dismissal change involves 2 or more students (i.e., a student being picked up by another student's parent, etc.) notes must be written by the parents of all students involved. Students without notes will be sent home in the usual manner. **Non-emergency dismissal changes will not be allowed unless parents notify the office before 2:30 pm.**

ATTENDANCE/EMERGENCY PHONE NUMBERS

Students are expected to be punctual and attend school regularly. Parents need to notify the school office by **9:00 am** on the morning that he/she is absent from school. The school phone number is **560-0092**. **The attendance line is available 24 hours a day, 7 days a week at that number.** If no notice reaches the office, parents will be contacted to verify the absence. A doctor's note may be required after an absence of 3 days or more. Requests for make-up work may be made through the office on **the second day** of an absence. Parents should make homework requests by contacting the school secretary. Do not leave homework requests on the attendance line. Homework can be picked up in the office after 3:30 pm. **For the safety of our students, parents must give the office current phone numbers where they can be reached during school hours. When contact information changes, immediately notify the school so that we can update our information system. Should your child become ill or injured, we need to be able to contact you.**

EARLY DISMISSALS

District 145 understands the problems and the inconveniences that affect families as a result of an early dismissal; therefore, an early dismissal due to inclement weather is infrequent. However, emergencies can occur. Parents are advised to develop an emergency childcare plan in case an early dismissal is necessary. A friend, relative or neighbor should be available to accept your child if an emergency dismissal occurs. **Please make sure that the office has a number on file for emergency contacts.** On the last day of school, students are released at 12:30 pm. Please check your District Calendar for the specific dates of the Early Release Days.

VACATIONS DURING THE SCHOOL YEAR

We strongly encourage parents to schedule vacations on or around school holidays as much as possible. In the event that this is not possible, teachers should be notified in advance and a plan should be developed to minimize the loss of instruction time. It is unrealistic to expect that large amounts of schoolwork be done on a family vacation. Therefore, except for some reading assignments, most work will be made-up after

the vacation when the teacher has a better idea of what material has been missed. The teacher will judge what assignments are most important for the child to complete.

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. Family vacations are considered unexcused absences. Students are

- allowed to make up any missed homework, projects, and tests upon their return to school from an unexcused absence.
2. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
 3. A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.
 4. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
 5. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
 6. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
 7. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
 8. The identification of supportive services that may be offered to truant, chronically truant, or 7:70 7:70 1 of 2 chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
 9. A process for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
 10. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
 11. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

12. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.

13. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.

14. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

105 ILCS 5/26-1 through 18.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

Adopted: March 14, 2022

REGISTRATION

All registrations are processed through the Arbor Park District 145 office. The district address and phone number are listed in the back of this handbook.

INSURANCE

There are insurance policies available: 1) covering accidents at school or 2) 24-hour coverage with dental. Information explaining coverage and fees are available via the district website.

PARENT/SCHOOL COMMUNICATION

A calendar for each school year will be provided by District 145. The principal also sends home monthly calendars and newsletters. Classroom teachers send home weekly letters in Friday Folders.

Report cards are issued three times a year. Parent-teacher conferences are held in November; teachers will schedule a time to meet with the parents of each of their students. In March, teachers will request a conference with specific parents. Of course, conferences may be scheduled at any time throughout the year by contacting the teacher.

CURRICULUM

Our curriculum objectives are aligned to the Common Core State Standards as mandated by the State of Illinois. The following subjects are taught in first and second grades:

- Language Arts:
 - Reading
 - Phonics
 - Spelling
 - Writing
- Math
- Science/Health
- Social Studies
- Physical Education
- Music
- Art

A balanced literacy program using scientifically research-based materials is implemented in both first and second grades.

GRADING

Our grading scale is:

- E=Exceeds** (Consistently grasps, applies, and extends grade level skills and strategies)
M=Meets (Understands grade level skills and strategies)
P=Progressing (Beginning to understand grade level skills and strategies)
N=Not on grade level (Making less than expected progress)

STUDENT ASSESSMENT

All students are given the Star 360 Reading/Early Literature and Math assessments. These tests are given in September, January, and May. Information regarding the results of these tests is distributed to the

parents after each testing window.

AFTER SCHOOL ACTIVITIES

During the school year, information will be sent home about any after school activities that will be offered. Parents are responsible for providing transportation for all after school activities.

LIBRARY

First and second grade students visit the library regularly. First grade students may select one library book. Second grade students may select two books. The children are encouraged to choose books that they can read or that can be read to them by a parent or older sibling. Books need to be returned within a week or at the next library class. There are no overdue fines, but late notices will be sent home after the second week. Students will not be able to check out a new book until the overdue book is returned. After the third overdue notice, students are expected to pay the replacement cost for the lost material so that that library privileges can be reinstated. If a lost book is returned, the charge is refunded. Damaged books that are not repairable must also be paid for so that a replacement can be purchased.

PHYSICAL EDUCATION

The physical education program is planned to recognize the individual development of each student. We have a well-rounded program that includes instruction in calisthenics, rhythms, juggling, dance, bowling, and various other games. All students must wear gym shoes during gym. For safety reasons, jewelry should not be worn in gym class. Parents may request that their child not participate in gym activities for a maximum of two days. All other excuses require a note from a doctor indicating the reason and the dates of when the child is excused and when the child can return to gym.

FIELD TRIPS

At least one fieldtrip per grade level, which supports curricular objectives, will be scheduled during the school year. The field trip is reasonably priced. However, if a fee becomes a financial hardship, please contact the office. We want every eligible student to participate. Most field trip sites require payment in advance; therefore, students who do not bring

in the permission form and fee by the scheduled deadline will not attend. The school attendance policy on the day of a field trip is the same as any other school day. A student will be counted as absent if not in attendance. Students who come to school but do not participate in the field trip will be assigned to another classroom during the field trip.

RIGHT TO TRANSPORT

At times, students board our busses and attend band concerts, assemblies, or orientation days at other district buildings (such as the middle school). These events are listed on monthly calendars. We will also transport your child in case of evacuation emergencies.

DRESS

Although there is no formal dress code, clothing should not be so extreme or immodest as to disrupt the educational environment. All students must wear shoes or sandals. Beachwear, bathing suits, or “flip-flops” are not allowed. In addition, students should not wear clothing that displays pictures or writing which is disrespectful or offensive to others or suggestive of illegal behavior for any age group. We also stress the need for warm outer attire during the cold weather months.

PERSONAL ITEMS

The school is not responsible for any personal items (i.e. toys, sports equipment, video games, jewelry, etc.) brought to school. We supply games and equipment for our students and thereby hope to avoid personal items being lost or broken. Your child’s classroom teacher may give special permission for “sharing” treasures from home. No weapons or items that can harm others are ever allowed.

VOLUNTEERS

Any parent who is interested in volunteering should contact the school secretary, at 708-560-0092. Additionally, we may request volunteers for individual events such Read Across America Day, Circus Day, and Field Day. Individual classroom teachers may recruit the parents of their students to assist with small groups or centers during the school day. For safety reasons, we ask that volunteers not bring younger children when they come to help. Parents who are interested in chaperoning field trips

are also asked not to bring younger children.

BUS TRANSPORTATION

Bus routes, stops and schedules are the responsibility of the Director of Transportation. Each student is assigned a bus route as soon as he or she is registered for school. Schedules are explained through materials distributed during registration. If the parent makes the decision to use bus transportation, then the bus must be used daily. When a long-term change is necessary, a Bus Transportation Request form must be completed by the parents and approved by the Director of Transportation. These forms are available in the school office. **You must also fill out this form if you want to deny bus services for your child.** Once the form has been submitted to Transportation, please allow several days for the changes to take effect as Transportation must have time to enter in the changes into the system. **The Director of Transportation may be reached at 535-4520.**

USE OF VIDEO CAMERAS ON THE SCHOOL BUSES

Video cameras will be used on school buses to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those staff with a legitimate educational or administrative purpose may view the videotapes. In most instances, this would include the superintendent, building principal, transportation director, bus driver, sponsor, coach, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

BUS CONDUCT

The bus driver oversees his/her bus. Students must always remain seated in the seat assigned to them by the driver. There should be no loud noise or other distractions. Students who consistently do not follow the directions of the driver will be referred to the principal. A Bus Conduct Report will be completed, and a copy will be sent home. **Upon receiving a third Bus Conduct Report, a child will be suspended from the bus for a period of time. If the student causes damage to the bus or endangers**

himself or others, an immediate bus suspension will be assigned.

Gross disobedience or misconduct providing grounds for suspension includes:

1. Prohibited student conduct as defined in the Student Discipline policy
2. Causing injury or threat of injury to a bus driver or another rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of the bus driver's or other supervisor's directives
6. Such other behavior as the administration deems threatening to the safe operation of the bus and/or its occupants.

LUNCH

Lunch is available. Students will need to order a lunch every morning and select the option of their choosing.

LUNCH SCHEDULES

Each grade level will have a daily 45-minute lunch/recess period:

	<u>Lunch</u>	<u>Recess</u>
First Grade	11:50-12:10	12:10-12:45
Second Grade	12:10-12:30	12:30-1:05

LUNCH VISITS

Parents may not eat lunch with their child due to the limited space in our lunch area. Parents who wish to bring a lunch to the school for their child may leave the lunch (labeled with child's name and room number) in the office with the school secretary.

SPECIAL SERVICES

To provide support for students in our learning environment who may have special needs, we have the following specialists available:

Speech and Language Pathologist Vision therapist

Special Education Teachers
Occupational therapist
Physical therapist
Hearing therapist

Psychologist
Social worker
School nurse

First and second graders will be given screening tests for hearing. In addition, 2nd graders will also be screened for vision during the school year by our school nurse. Parents will be notified if their child fails either screening.

We also have Title I services provided for both first and second grade students who qualify. Testing takes place in the fall and parents are contacted if students qualify. ELL and Bi-lingual services are also available for students who qualify.

HEALTH

1. Students who must take any type of medication during the school hours must keep the medication in the Nurse's Office. A labeled prescription container and doctor's permission for administering the medication by school personnel must be submitted to the nurse for verification. Medication forms are available in the school office. Orders are to be renewed annually and submitted to the school.
2. Written permission from the parent or guardian of the student must be submitted requesting that the school district complies with the physician's orders.
3. A student may possess medication prescribed for **asthma** for immediate use at the student's discretion, provided the student's parents /guardian(s) have completed and signed a "School Medication Authorization Form".
4. A student may be excused from physical education activities upon the written recommendation of a physician stating the diagnosis and the dates that the excuse is to cover. A parent excuse will not be accepted for more than a two-day period.
5. If a serious injury or illness occurs while a student is at school, the nurse will be consulted, and the parents notified. **It is mandatory that**

parents provide a phone number where they can be reached in the case of an emergency. Students with fever or vomiting will be sent home. As per CDC guidelines, students may not return to school until a full 24 hours have passed since incidence of fever or vomiting.

STUDENT BEHAVIOR

To reinforce behavior that promotes good citizenship, it is necessary that we establish and implement rules for student behavior. Rules, procedures, and protocols enable us to maintain an environment optimal for learning. Rules will be explicitly taught and consistently reinforced so that all students can achieve success. Students will be recognized and rewarded for adhering to rules; consequences may need to be assigned when students fail to observe safety and order.

INDIVIDUAL CLASSROOM EXPECTATIONS

Each teacher will establish clear rules of conduct for his/her classroom, clearly defining expectations for acceptable student conduct and outlining consequences for misbehavior. Rules will be established early in the school year and communicated to parents.

COMMON AREA EXPECTATIONS

Faculty and staff will explicitly teach students our expectations for behavior in each of the common areas of the school building: hallways, bathrooms, lunchroom, computer lab, library, etc.

PLAYGROUND EXPECTATIONS

Students will go out to the playground on most days, and so should wear proper clothing and shoes. Specific rules for the use of our equipment are discussed in the beginning of the school year.

STUDENT DISCIPLINE

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

PROHIBITED STUDENT CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a weapon in violation of the “weapons” section of this policy.
- Any threat by a student to a staff member’s person or property.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
- Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging students to engage in such conduct.
- Causing or attempting to cause damage to or stealing or attempting to steal—school property or another person’s personal property.
- Unexcused absenteeism: State law, Board policy or truancy control will be used with chronic and habitual truants.
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or a disruptive activity.
- Bullying.

The grounds for disciplinary action apply whenever the student’s conduct is related to school or school activities including, but not limited to:

- On or within sight of school grounds—before, during or after school hours or any other time when a school group is using the school.

- Off school grounds at a school-sponsored activity or event or any activity or event which bears a reasonable relationship to school.
- Traveling to or from school or a school activity, function, or event
- Anywhere, if the conduct may reasonably be a threat or an intimidation of a staff member or an interference with school purposes or an educational function.

DISCIPLINARY MEASURES

Disciplinary measures may include:

- Classroom-Level Interventions (hierarchical consequences, point systems, behavior plans)
- Notification of parent(s)/guardian(s)
- School-Wide Interventions (PBIS/CPS, restorative justice, rewards systems)
- Withholding privileges
- Seizure of contraband
- Personal counseling
- In-school suspension for a period not to exceed 5 school days
 - The building principal or designee shall ensure that the student is properly supervised
- Social Probations
- Behavior Interventions (Formal / Informal)
- Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed; a suspended student is prohibited from being on school grounds
- Suspension of bus riding privileges, provided that appropriate procedures are followed
- Expulsion from school and all school-sponsored activities and events for a definite time not to exceed 2 calendar years, provided that the appropriate procedures are followed; an expelled student is prohibited from being on school grounds.
- Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes—alcohol or weapons

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

A student who uses, possesses controls or transfers a weapon or any object that can be considered to be or looks like a weapon, shall be suspended for up to 10 days and/or expelled for a definite time period of at least one calendar year, but no more than two calendar years. The Board of Education, however, may modify the expulsion period on a case-by-case basis. A “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to firearms, knives, guns, rifles, shotguns, brass knuckles, and Billy clubs or “look-alikes” of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

OUT-OF-SCHOOL EXCLUSIONS

Among the many possible disciplinary interventions and consequences available to school officials, school exclusions, such as out-of-school suspensions and expulsions, are the most serious. The Superintendent, and the Building Principal, is authorized to suspend students guilty of gross disobedience or misconduct from the school (and all school functions) for a period not to exceed ten (10) school days. School officials shall limit the number and duration of expulsions and suspensions to the greatest extent practicable. School officials will consider forms of non-exclusionary discipline prior to assigning out-of-school suspensions or expulsions. In the event a suspension or expulsion is deemed appropriate, the following procedures will be observed:

SHORT TERM SUSPENSION PROCEDURES:

- A short-term suspension (1-3 days) shall be assigned only if the student’s continuing presence in school would pose a threat to school safety or a disruption to other students’ learning opportunities. School officials shall determine the meaning of threat to school safety and disruption to other students’ learning on a case-by-case basis.
- School officials will make all reasonable efforts to resolve the threat

- or disruption and to minimize the length of the suspension.
- School officials shall provide in writing an explanation of the specific act of gross disobedience or misconduct and a rationale as to the duration of the suspension.
- Students receiving a suspension of any number of days shall have the opportunity to make up work for equivalent academic credit.

LONG TERM SUSPENSION PROCEDURES:

- A long term suspension (4-10 days) shall be assigned only if other appropriate and available behavioral and disciplinary interventions have been exhausted AND the student's continuing presence in school would either: pose a threat to school safety, or substantially disrupt, impede or interfere with the operation of the school (as determined on a case-by-case basis by school officials).
- School officials shall provide in writing the specific reasons why removal is in the best interest of the school and define the specific duration of the removal.
- Students who are assigned long term suspensions shall be provided appropriate and available support services during the period of their suspension OR school officials will include in the written decision to suspend how it was determined that there are no such appropriate and available services. School authorities will define appropriate and available support services.
- Students receiving a suspension of any number of days shall have the opportunity to make up work for equivalent academic credit.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The district will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy.

This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by or presentation to the Board or at the time an individual education plan is

first implemented for a student; all students shall be informed annually of the existence of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available upon request of the parent(s)/guardian(s), The Principal shall consult with the Superintendent regarding each individual case. Parents must be notified in writing of the reason for suspension and be given an opportunity to request a hearing with the Board of Education for a review of the decision to suspend their child. The notification of suspension to the parent/guardian shall come for the Office of the Principal. The Superintendent shall notify the members of the Board of Education.

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The district shall comply with the provisions of the Individuals with Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience/misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience/misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student continues to receive educational services as provided in the IDEA during such period of expulsion. A special education student may be suspended for an aggregate of 10 days of school per school year, regardless of whether the student's gross disobedience/misconduct is a manifestation of his or her disabling condition, except that such student shall continue to receive educational services in accordance with the IDEA during such period of suspension.

Any special education student who has or will exceed 10 days of suspension may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer if the district demonstrated that maintaining the student in his or her current placement is likely to result in injury to the student or others.

Any special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA.

BULLYING

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." -D. Olweus (For more information regarding bullying go to www.olweus.org)

This definition includes three important components:

1. Bully is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavioral repeated over time.
3. Bullying involves an imbalance of power or strength.

Forms of Bullying (Not limited to)

Physical Aggression	Racial and Cultural Harassment
Social Aggression	Sexual Violence
Verbal Aggression	Stalking
Written Aggression	Public Humiliation or set up of public humiliation
Cyber bullying	Intimidation
Sexual Harassment	Retaliation for asserting or alleging bullying

Concerns should be brought to the classroom teacher's attention immediately.

The Board of Education of Arbor Park School District 145 adopted a policy that prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, or association with a person or a group with one or more of these actual or perceived characteristics.

The purpose of this policy is to ensure, to the greatest extent possible, that no student will be subject to any bullying and to otherwise secure a safe, orderly and respectful environment that promotes teaching and learning. This policy also includes a definition of Bullying that will ensure consistency in the enforcement of the Bullying Policy in the school.

Bullying is any type of conduct that may:

1. Reflect a coercive imbalance of power; AND

2. Is severe, pervasive and often purposeful and repeated; AND

3. Places an individual in (a) reasonable fear of substantial detrimental effect to his or her person or property; or (b) to otherwise substantially interfere in a student's academic performance or ability to participate in any school related activity. The Illinois legislature defines "Bullying" as meaning: "Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school." 105 ILCS 5/27-23.7(b)
5. Arbor Park School District 145 does not subscribe to a no zero tolerance policy. Please refer to Illinois Senate Bill 100 on the District website.

For purposes of this Policy "Conduct" may include:

- physical acts, such as inappropriate, unwanted, uninvited, or injurious
- physical contact with another; stalking; sexual assault; and destruction or damage to property of another;
- written and electronic communication of any type that incorporates
- language or depictions that would constitute bullying, using any medium (including, but not limited to, cell phones, computers, websites, electronic networks, instant messages, text messages and emails);
- verbal threats made to another, blackmail, or demands for protection money;
- non-verbal threats or intimidation such as aggressive or menacing gestures;
- direct or indirect, relationally aggressive behavior such as social isolation, rumor spreading, or damaging someone's reputation;
- any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial

disruption in the school setting and/or at school sponsored activities and events.

In addition to that conduct described above, examples of conduct that may constitute bullying include the following:

- blocking access to school property or facilities;
- stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- repeated or pervasive taunting, name-calling, belittling, mocking put-downs, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would not ordinarily be considered bullying for purposes of this policy includes:

- mild teasing
- trading of insults
- the expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another.

Our school has a curriculum about social skills that sets rules for civility, courtesy and responsible behavior to address conduct of this type.

The examples set out in this policy are meant to be illustrative and are not exhaustive of conduct that may or may not be considered "Bullying." Nor are they intended to limit the exercise of discretion granted to school administrators under Sections 5/10-20.12(d) or 5/10-22.6 of the School Code for addressing instances of student misconduct.

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this Policy is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops, or when the

conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student's bullying conduct also may be addressed through any other behavioral interventions.

Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline. No student shall be retaliated against for reporting bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

The highest risk locations for bullying to occur are:

- on the school bus
- walking to and from school
- on school playgrounds
- in school cafeterias, locker rooms, and In bathrooms
- through use of the Internet and cellular phones

This policy applies to bullying that may occur at any of these locations, but is not limited to these locations.

For purposes of this policy, a bystander to bullying is a witness to bullying conduct and may be considered to be aiding or abetting the bully. This aiding and abetting includes, but may not be limited to, standing idly by or otherwise actively encouraging the bully.

It is the responsibility of the school staff to use violations of the school rules as opportunities to help students improve their social and emotional skills, accept personal responsibility for their learning environment and understand consequences for poor choices and behaviors. In determining the appropriate response to or discipline of students who engage in bullying behavior, the school's administration will consider the following:

- the ages and maturity of the students involved;
- the type, frequency, severity and patterns of behaviors;

- the context in which the incidents occurred;
- any other relevant circumstances.

In this regard, this policy recognizes the sound principles of remediation measures and restorative justice and encourages application of these principles in any response or discipline that may be imposed.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

- Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment
 - b. creating an intimidating, hostile or offensive educational environment
 - c. depriving a student of educational aid, benefits, services or treatment
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decision affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the building Principal, teacher, or social worker. Students may choose to report to a person of the student's same gender. Complaints will be kept confidential to the extent possible given the need to investigate.

Students who make good faith complaints will not be disciplined.
An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or Assistant Building Principal for appropriate action.

AES EMERGENCY CLOSING INFORMATION

In the event of inclement weather, the superintendent will make the decision whether or not school will be closed/remote. As soon as the decision is made each Arbor Elementary School family will receive an Alert Now message informing them of the school closing or remote learning. Families can also check the district website **www.arbor145.org** for school closing/remote learning information as well as the following media outlets:

WGN radio 720 and WBBM Newsradio78

CBS 2, NBC5, ABC7, WGN, FOX and CLTV

www.emergencyclosingcenter.com

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**Board of Education Meetings are held
on the fourth Wednesday of every month.**

DISTRICT ADMINISTRATION

Dr. Andrea Sala- Superintendent of Schools
Mr. Andrew Ziegler- Assistant Superintendent of Finance
Dr. Eliza Lopez -Assistant Superintendent of Student Support Services
Ms. Camille Hogan- Director of Teaching and Learning
Mr. Termunde- Chief Technology Officer

Arbor Park School District 145 Administrative Center

17301 Central Ave. Oak Forest, IL 60452
(708) 687-8040 FAX (708) 687-9498

ARBOR ELEMENTARY SCHOOL ADMINISTRATION

Mr. Tom Flynn, Principal

Arbor Elementary School

17303 Central Ave. Oak Forest, IL 60452-4517
(708) 560-0092 FAX (708) 535-5071

Rules established in this handbook may be asserted by students to create certain contractual or property rights. It may be in the district's interest to create contractual or other rights between the student and the school district. The handbook is intended to describe the school, its current practices, procedures, rules, and regulations. It is subject to Board Policy which may be modified.