

CHRISTA McAULIFFE SCHOOL



PARENT/STUDENT INFORMATION GUIDE

**CHALLENGERS
2023-2024**

Message From the Principals:

Dear Parents,

This Parent-Student Information Guide contains information concerning our school. It is important that you discuss this guide, as well as the District 140 Parent/Student Handbook contained in the District Calendar, with your child and use them as a reference during the school year.

Our goal, as educators at Christa McAuliffe School, is to continue to provide the highest quality education possible to ensure a bright future for your children and our nation. As parents, your continued support is needed throughout the year. By working together, we can continue to uphold the fine educational tradition at Christa McAuliffe School.

Sincerely,

Annette L. Szczasny, Ed.D.Principal

Kelly E. Folliard, Assistant Principal

CHRISTA McAULIFFE SCHOOL HOURS FOR THE 2021-2022 SCHOOL YEAR

**OFFICE HOURS
TEACHING STAFF**

**7:30 A.M. –3:30 P.M.
7:40 A.M. –2:40 P.M.**

STUDENT HOURS:

***Full Day Kindergarten and
Grades 1 through 5***

**7:45 A.M. – Student Arrival
7:55 A.M. – Classes Begin
2:17 P.M. – Bus Riders Begin Loading
2:25 P.M. – Walkers Dismissed**

***Early Childhood AM
Early Childhood PM***

**7:55 A.M. – 10:30 A.M.
11:50 A.M. – 2:25 P.M.**

LUNCH SCHEDULE

10:40-11:00	Grade 1
11:00-11:20	Kindergarten
11:25-11:45	Grade 2
11:45-12:05	Grade 3
12:10-12:30	Grade 4
12:30-12:50	Grade 5

IMPORTANT PHONE NUMBERS

McAULIFFE SCHOOL	429-4565
DISTRICT OFFICE	532-6462
TRANSPORTATION	532-8539
SPECIAL SERVICES	532-8540

ATTENDANCE

Unless validly excused from attendance, students are required to attend school on all days when school is in session. Such attendance is required by Illinois law. Class attendance and participation are integral to the education offered by the school and are significant contributors to success in school.

For children at McAuliffe, if there is no record of a valid cause for a student's absence within two hours after the first class in which the student is enrolled, the school will make a reasonable effort to promptly telephone and notify the parent, legal guardian, or other person having legal custody of the child, of the child's absence from school.

ABSENCES

When your child is going to be absent, please call the school before 8:00 A.M. The number is 429-4565. McAuliffe School is equipped with voicemail so that you may leave a message between 3:30 p.m. and 7:30 a.m. If you fail to contact the school, we will need to contact you to verify your child's absence. If a rash or extended illness (**more than 3 consecutive school days**) has occurred, a note from the doctor may be necessary to explain the condition.

The following are examples of excused absences:

- Personal illness
- Mental or behavioral health
- Death in immediate family
- Observance of a religious holiday
- Family emergency

Students are allowed to take up to five mental or behavioral health days per year. A student is not required to provide a medical note and will be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, the school may act to refer a student to the appropriate school personnel for consultation or support.

Other absences may be excused if there are other situations that are beyond the control of the student or when circumstances exist which cause a parent to have reasonable concern for the health or safety of the student.

A student will be required to make up work missed due to excused or unexcused absence and is responsible for taking the necessary steps to complete the work.

Parent/legal guardians are encouraged to schedule professional appointments for students outside of school hours. The district does not support or condone removal of a child from school for the purpose of taking a vacation during the school term.

CONSEQUENCES FOR REPEATED/EXCESSIVE ABSENCES

Repeated unexcused absences can lead to consequences, loss of privileges, detention, or other discipline, as provided by district practice and policy. For any extended absences, the district reserves the ability to examine the possible causes of the absences, request additional information and determine what, if any, measures may be appropriate to assist in addressing the issues.

TARDINESS

Students are expected to arrive at school **ON TIME**. If your child is tardy, he/she is missing a very important part of their school day. Our school day begins at 7:55 a.m. and ends at 2:25 p.m. Your child needs to be in the classroom and ready to work by 7:55 a.m. If students are not in their classrooms by 7:55 a.m., they are considered tardy. **A parent or guardian must come into the office to sign them in.** If your child is going to be late, please call the school office **and be sure to bring them into the office to sign our “check-in sheet”**.

EMERGENCY PLANS AND DRILLS

Each classroom has posted evacuation procedures for students pertaining to fire and disaster drills. Students are expected to follow procedures and obey instructions from their teachers in the event of a drill. McAuliffe School will conduct fire/and other drills so that the students become aware and familiar with the routine. Please refer to the District Handbook/Calendar for further information regarding emergency plans. If building evacuation is required, students will be transported to Prairie View Middle School, or to the Tinley Park Fire Station on 171st Street.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Because of the hardship which can be caused, school is not usually cancelled unless a significant safety risk has been created by unusual circumstances. **You will be notified of emergency closings through Parent Square, which has an electronic messaging system for Kirby School District 140.** Please be sure your contact information is up to date in your Infinite Campus account.

EMERGENCY INFORMATION

In the event of an emergency, we will make every effort to contact parents. If we are unable to do so, the school will contact the person listed as an alternate in case of emergency. **It is extremely important for your child’s safety that we have up-to-date emergency information on file.** Without written consent, students will only be released to adults who are listed in the Emergency Information section of Infinite Campus. **We are requesting**

that you list at least two (2) additional contacts to be used only in the event that we cannot contact the parents.

HEALTH

For the protection of your child and others, please do not send your child to school with any of the following:

- | | |
|-------------------------------|---------------------------------|
| 1. Vomiting | 5. Rash |
| 2. Runny nose/color discharge | 6. Diarrhea |
| 3. Sore throat | 7. Earache and/or eye discharge |
| 4. Fever (100° or higher) | 8. Persistent cough |

If a teacher suspects a child is ill while in class, he/she will send that child to the nurse's office. The nurse follows district policy regarding infectious disease, head lice, temperatures, etc. When an outbreak of an illness or condition occurs in a classroom, an informative note is sent home. If a child is absent three days or more, parents are encouraged to provide the school nurse with a note from their physician. **Students must be fever and vomit free for 24 hours, without medication, before returning to school.** Students with fevers of 100° or more are sent home. Additionally, if your child has vomited within a 24 hour period, they should remain home.

Each child has a permanent Health Record. Pertinent information is recorded on this card. Please keep the school notified of any health problems. All information is held confidential. Please feel free to contact the school to discuss any health problems or attendance concerns.

STUDENT HEALTH AND EMERGENCIES

HEALTH NEEDS

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the principal.

A student

INJURY AND ILLNESS

If a student suffers an injury or accident at school, s/he should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school should ask for permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

EMERGENCY MEDICAL AUTHORIZATION

All students must have an Emergency Medical Authorization Form completed and signed by his/her parent. Such form is also required in order to participate in any field trip or school related activity off school grounds.

Failure to return the completed form to the school may jeopardize a student's educational program. More information regarding student health and emergencies can be accessed at the following link:

<https://www.isbe.net/Pages/School-Health-Issues.aspx>

BLOOD-BORNE PATHOGENS

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be found at Board policies:

A summary of the federal requirements under the Act can be found at:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

MEDICINE

School Board Policy prohibits any student from carrying any form of medication with them while in school. The administration of medication to students during regular school hours and during school-related activities is discouraged and is limited to only those medications which are necessary for the child to attend school, and which must be given during school hours. Such medication must be absolutely necessary for the critical health and well-being of the student. The school district has a policy and guidelines for the self-administration of certain medication by students, which can include asthma medication, insulin, opioid antagonist, and epi-pens. The proper medication request and authorization form(s) must be filled with the respective building principal before the student will be

allowed to either bring to school, or to begin taking any medication, prescription or non-prescription, during school hours. All medications must be registered with the principal's office. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A proper supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release. A copy of the district policy(ies) and procedures in this regard will be made available upon request. *Please refer to the District Parent/Student Information Handbook for further clarification regarding the self-administration of asthma medication.*

HEALTH EXAMINATIONS

All children are required to have a health examination and present proof of having been examined in accordance with the Illinois School Code (105 ILCS 5/27-8.1) and the rules and regulations pursuant thereto.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. Unless given a waiver students must have received those immunizations against preventable communicable diseases as required by the rules and regulations of the Illinois Department of Public Health. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the office of the school principal.

DENTAL EXAMINATIONS

All students in kindergarten and grades 2, 6, and 9 are required to have an oral health examination. Each student is required to present proof of examination by a dentist prior to May 15 of the school year. The examination must have been completed within the 18 months prior to the May 15th deadline. The Proof of School Dental Examination Form and the Dental Examination Waiver form, and related information about these requirements, can be obtained at the following IDPH or ISBE links:

<http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof10.pdf>

<http://www.idph.state.il.us/forms/ohpm/Dental%20Exam%20Waiver.pdf> 530141_18

EYE EXAMINATIONS

Students enrolling in kindergarten or for the first time in an Illinois school are required by Illinois law to have any eye examination performed by an optometrist or ophthalmologist by October 15 of the school year. The required eye examination must be completed within 1 year prior to the first day of the school year in which the child enters kindergarten, or enters the Illinois school system for the first time. The school Eye Examination Report Form, Eye Examination Waiver Form and related information about these requirements, can be obtained at the following IDPH or ISBE links:
<http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf>
<https://dph.illinois.gov/content/dam/soi/en/web/idph/files/forms/eye-examinationwaiver-050216.pdf> https://www.isbe.net/Documents/eye_examinations.pdf

COMMUNICABLE/INFECTIOUS DISEASE AND PESTS

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Public Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Department of Health.

BEHAVIOR POLICY

The District has adopted behavioral intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. Please refer to the District Handbook/Calendar.

BULLYING

No district employee or student shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender; gender identity (whether or not traditionally associated with the student's sex assigned at birth); gender-related identity

or expression; ancestry; age; religion; physical or mental disability; order or protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District does not tolerate harassing, intimidating conduct or bullying whether verbal, physical, sexual or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. The School District policy prohibiting bullying can be found on the District website. Any student who may experience any bullying should contact the School Principal at 708-429-4565.

COMMUNITY NOTIFICATION ACT (Sex Offender Information)

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State Police link: <https://isp.illinois.gov/Sor>

EMPLOYEE CODE OF ETHICS

School District staff are required to maintain a professional relationship with students at all times. Our staff are required to comply with the Illinois State Board of Education Code of Ethics for Illinois Educators. The Code is publicly available at 23 Illinois Administrative Code Section 22.20, at the following link:

<https://www.ilga.gov/commission/jcar/admincode/023/023000220000200R.html>

EQUAL EDUCATION OPPORTUNITY/NON-DISCRIMINATION/HARASSMENT

It is the policy of this district to ensure equal education opportunity for all students. This district does not discriminate on the basis of race, color, creed, age, disability, gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression, marital status, religion, religious affiliation, gender, sexual orientation, ancestry, national origin or any other legally protected characteristic in its programs or activities. Further, no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance. Title IX prohibits sexual harassment in all school programs and activities in school facilities or other school sponsored activities. Students shall be supported in a manner consistent with their gender identity. This will include but not be limited to use of restrooms, locker rooms, and other facilities that correspond to the student's gender identity.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, age, creed, disability, religion, gender, sexual orientation, ancestry, national origin, or other protected characteristics as well as place of

residence within district boundaries, or social or economic background, has the right to file a complaint. It is district policy to maintain an atmosphere free of harassment, including sexual harassment and no student shall be subject to such harassment. Sexual harassment may include, but is not limited to, oral or written harassment or abuse, pressure for sexual activity, unwelcome sexual advances or behavior, demeaning sexual or gender-based comments, and other unwanted actions based on one's gender identity, or gender expression.

A student or parent should contact the school principal immediately with any complaint regarding any of the above, or a formal complaint can be made in writing to the officials designated in district policy. Further information, including the process for filing and resolving a complaint involving unlawful discrimination, including any Title VI, Title IX, Section 504, the Age Discrimination Act and the Boy Scouts Act Equal Access Act violation, is available by reviewing the following district policies: [List applicable School District policies]

Reports under these policies will be processed and reviewed according to the appropriate grievance procedure as determined by the Board's Uniform Grievance Policy and/or Title IX Sexual Harassment Grievance Procedure.

The following person has been designated to handle inquiries regarding the nondiscrimination policies: Mary Dwyer, Assistant Superintendent of Special Services, mdwyer@ksd140.org

For further information on notice of nondiscrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the OCR office that serves your area, or call 1-800- 421-3481.

ERIN'S LAW

Erin's Law requires public schools to implement a child sexual abuse prevention program, including age-appropriate student instruction to help students recognize unsafe situations, keep themselves safe, and understand how to respond to unsafe situations. The School District implements safeguards to assist licensed staff, student and parents in recognizing and preventing child sexual abuse. Parents with questions or concerns regarding the student instruction in this area should contact their school principal.

Warning signs that a student is being abused can include, but are not limited to:

- Saying or doing sexual things that seem inappropriate for their age
- Changes in hygiene (bathing, brushing teeth, etc.) or clothing preferences (e.g. not wanting to bathe, or wanting to wear very baggy clothes)
- Intense fears
- Post-traumatic stress symptoms (anxiety, irritability, can't concentrate)
- Changes at school (aggressive or timid behavior, skipping school, frequently feeling too sick to go to school or grades begin to drop)
- Running away from home
- Self-harm (cutting, burning)
- Shame about menstruation or puberty

- Anxiety, depression or suicidal thoughts, especially in adolescents
- Night terrors or nightmares

If you need assistance, referral, or resource information about this issue, the Illinois State Board of Education has developed a Resource Guide to provide guidance for students, parents and teachers about available community sexual abuse response and prevention resources, including advocacy support, medical evaluations, mental health services and legal assistance. The Resource Guide should be available from the Illinois State Board of Education by July 1, 2023.

STUDENT CRISIS LINE

Seek HELP BEFORE HARM.

For students experiencing significant distress or anxiety at school, students are encouraged to reach out to any school counselor or other adult school staff who can direct you to appropriate help and assistance at school.

For students in crisis and in need of urgent support at any time, the following resources can also be accessed and are designed to provide assistance:

The National Suicide and Crisis Lifeline number is “988”. This is not a School District service, but the Lifeline provides 24/7, free and confidential support, prevention and crisis resources for those in distress. The Crisis Text Line (“CTL”) is not a School District service, but the CTL indicates it can be accessed by texting “HOME” to 741741 anytime. The Crisis Text Line is available for any crisis. A Crisis Counselor receives the text and responds from a secure online platform. The Safe2Help Illinois helpline is not a School District service. The helpline is available to deal with students in crisis and can be contacted by:

Phone: 844-472-3345

Text: SAFE2 (72332)

Email: HELP@Safe2HelpIL.com

Website: <https://www.safe2helpil.com/>

STUDENT RECORDS

CONFIDENTIAL

Each student's records will be properly maintained by the school as confidential, subject to access as provided by law. The information in a student's record file will be available for review by the parents of a student or adult student.

RECORDS

Permanent (maintained by District at least 60 years. These records are those containing basic identifying information, including student’s name/address, birthdate, gender, names/addresses of student’s parents, academic information, attendance, medical, standardized State high school test scores. Temporary (maintained by District for no less

than 5 years) These records consist of all other recorded information, by which a student can be personally identified, that are not part of the permanent record. Examples include disciplinary information, special education records, test scores, psychological evaluations, honors, awards and family background.

RIGHTS

A parent /adult student has the following rights:

1. To inspect, copy and review their student's education records within 15 school days of the request, to copy any record proposed to be deleted or destroyed, and prior to the transfer of the record to another school district. The district has a form for such a request and will notify the parent/adult student when and where the records can be reviewed.
2. Temporary student records are maintained for 5 years after a student has transferred, graduated or otherwise withdrawn from school, and may then be destroyed by the district. The parent/student (as applicable) has the right to request a copy of any record prior to such destruction. The district destruction schedule for student records is that schedule currently approved by the Local Records Commission.
3. Upon graduation or withdrawal of a special education student, special education and student temporary records which may be of continued assistance to the student may be transferred to the parent or student (if applicable), after five years.
4. To request amendments of inaccurate, misleading or irrelevant information in the records. There is a right to a hearing over such amendments, if the district and parent do not agree.
5. To control access to records and consent to disclosures of student education record information (except to those disclosures already allowed by law). The district policy and procedures and Illinois law describe those exceptions and are available upon request.
6. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record that the individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.
7. To file a complaint with the U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

DIRECTORY INFORMATION

This is also to notify parents and students that the district will make certain general information about students available, for release without parent consent, absent parent objection. This limited information is known as "directory information." The release of directory information is generally not considered harmful or an invasion of the student's or family's privacy. If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the

district in writing by September 15 of the school year, or within 15 days of receipt of this Handbook by a transferring student. The district has designated the following information as directory information:

- Student's name
- Student/Parent address
- Telephone listing
- Electronic mail address
- Photograph, video or digital images
 - For informational or news-related purposes (whether by media or school) of student(s) participating in school sponsored activities, organizations and athletics that have appeared in school publications or pamphlets.
 - No individual photo/image can be used for commercial purposes (solicitation, advertising, promotion or fund-raising) with the prior, dated, written consent of the parent.
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. A student's SSN, in whole or in part, cannot be used for this purpose.

The U.S. Department of Education has also created a model notification relative to the designation of directory information which can be accessed at the following link:
<https://studentprivacy.ed.gov/resources/model-notice-directory-information>

HOMELESS STUDENTS

The residency, enrollment and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of housing, financial hardship or similar causes, or those who lack a regular, fixed and adequate nighttime residence. A homeless student is generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which student was last enrolled or the school in the attendance area where the homeless student currently lives. A homeless student cannot be required to attend a separate school for the homeless. The district may be responsible for comparable services, including transportation, education and meals for the student, based on the student's circumstances. For any questions or issues related to the enrollment of a homeless student, the parent should contact the homeless liaison official for the district.

That official can be reached by contacting the principal's office, or by reviewing the following district policy on residency and homeless student.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review the instructional and curriculum materials used by instructors at school in the classroom. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school and such requests shall be handled pursuant to district policy.

SEARCH AND SEIZURE

Search of a student and his/her possessions, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and is subject to search at any time. Locks are to prevent theft, not to prevent searches. The School District may inspect and search places and areas such as lockers, desks, parking 530141_1 12 lots, and other school property owned or controlled by the school as well as personal effects left in those places and areas by students. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. The school may request the assistance of law enforcement officials to conduct reasonable searches of students and property for illegal substances, including searches using trained search dogs.

SECTION 504/AMERICANS WITH DISABILITIES ACT

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming. Parents who believe their child may have a disability that substantially limits their child's ability to function properly in school should contact the School Principal.

SPECIAL EDUCATION

All children with disabilities have the right to a free appropriate public education as provided under Illinois and federal law. It is the obligation of the school district to properly identify, evaluate and place such disabled children. For children aged 3-21, a child with a disability could include a condition resulting in some kind of developmental delay, or identification one or more of the following: autism, deaf-blindness, visual impairment, other health impairment, specific learning disability, serious emotional disturbance, hearing impairment, speech or language impairment or traumatic brain injury. Parents of disabled students are also entitled to a copy of procedural safeguards once a year, as well as with the initial referral of a student, or request by a parent, for an

evaluation or request for a due process hearing. Any questions regarding the proper identification, evaluation or placement of any such children may be directed to mdwyer@ksd140.org. A copy of a notice of procedural safeguards and parent rights is available to parents at the following links:
https://www.isbe.net/documents/nc_proc_sfgrds_34-57j.pdf

COMMUNICATION WITH HOME

The McAuliffe monthly calendar and newsletter will be posted on our website, ksd140.org. Click on the link to McAuliffe School.

DISCIPLINARY ACTION

It is the school staff's responsibility to provide a safe and orderly learning environment for all students. In furtherance of that responsibility, the Board of Education has adopted the following Student Discipline Policy and Code. The Code includes the types of misconduct that will subject a student to disciplinary action. Parents and students are expected to review, understand and comply with all provisions of the School District Student Discipline Policy and Code. The School District Student Discipline Policy is designed to limit and reduce the number and duration of expulsions and suspensions to the greatest extent practicable with use of discipline interventions and consequences.

Discipline remains within the sound discretion of the district staff and administration, based upon a review of the particular circumstances involved.

The District policy and Code is an attempt to generally identify expected or prohibited behaviors and possible consequences. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. The district cannot describe or list every possible behavior that may be engaged in by a student. Discipline may be appropriate for any gross misconduct or disobedience.

More information regarding student discipline can be accessed at the following link at the Illinois State Board of Education: <https://www.isbe.net/Pages/School-Discipline.aspx>

Please refer to the District Handbook/Calendar.

VIDEO SURVEILLANCE ON BUSES AND IN SCHOOL

To promote the health, safety and well-being of students and staff, routine video and audio recordings are made on the school buses. The district also reserves the right to video record public access and areas in and about the school buildings for these same purposes, as may be determined necessary by the district. Electronic recordings (video, digital, audio) made on school buses are not routinely maintained by the School District nor considered to be part of, nor treated as a student record. The School District authorizes audio-recordings on its school buses.

STUDENT FEES/WAIVER OF FEES

The district charges fees for certain noncurricular activities and programs. Fees may be waived pursuant to the district fee waiver policy and procedures, in situations where there is qualifying financial hardship. The district policy and procedures are regarding fee waivers are available upon request.

STUDENT HEALTH AND EMERGENCIES

HEALTH NEEDS

Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the principal. A student who is breastfeeding shall be provided reasonable accommodations on school campus to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding. Reasonable accommodations are to include access to a private and secure room, other than a restroom, to express breast milk or breastfeed an infant child; permission to bring onto school campus a breast pump and any other equipment used to express breast milk; access to a power source for a breast pump or any other equipment used to express breast milk; and access to a place to store expressed breast milk safely. There shall be no academic penalty for time spent breastfeeding and student shall be provided the opportunity to make up any work missed due to reasonable accommodation.

INJURY AND ILLNESS

If a student suffers an injury or accident at school, s/he should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures. A student who becomes sick during the day at school should ask for permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

EMERGENCY MEDICAL AUTHORIZATION

All students must have an Emergency Medical Authorization Form completed and signed by his/her parent. Such form is also required in order to participate in any field trip or school related activity off school grounds. Failure to return the completed form to the school may jeopardize a student's educational program. More information regarding student health and emergencies can be accessed at the following link: 530141_1 16 <https://www.isbe.net/Pages/School-Health-Issues.aspx>

DISMISSAL PROCEDURES

Bus riders and students attending Ivy League begin dismissal at 2:15 p.m. Please remember that any change in your child's **regular** transportation requires a note to the teacher and a phone call to the office. Please notify the office of any changes to transportation **prior to 1:45 p.m. Notifications must come through the office.** Please

refrain from notifying individual teachers during the school day. We will do our best to accommodate requests received after 1:45 p.m.

Please see pages 12-17 regarding dismissal for walkers and car riders.

DRESS CODE

School Board Policy 7:160: Student Appearance: A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, Equal Educational Opportunities, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the Student Handbook(s).

LOST AND FOUND

During the school year, many articles of clothing – and other items such as jewelry, lunch boxes, glasses, and other personal belongings – end up in the “lost and found”. The “lost and found” will be open for inspection during office hours. The articles will be prominently displayed at a school function twice a year. Unclaimed “lost and found” articles may be donated to a not-for-profit organization after the end of the school year.

PARENT-TEACHER ORGANIZATION (PTO)

The McAuliffe PTO is a very active organization. They work cooperatively with the teachers, administration, parents, and students in providing quality programs and educational supplies while enhancing the beauty of our school. Please check our website for more details.

PARENT-TEACHER CONFERENCES

Formal parent conferences are conducted following the end of the first quarter using the electronic PTC Fast system. Both parents and teachers are free to request a conference at any other time.

Parents are asked to contact the teacher if they have questions and/or concerns regarding their child's progress. Teachers will contact parents when they feel additional support is necessary. Appointments with staff members need to be scheduled in advance as staff availability is affected by required District meetings and other assigned duties before and after school.

PATROL

Some of our older students will be selected to be part of our school patrol. These students are trained and take their responsibility very seriously. They make sure during arrival and

dismissal times that the students stay on the sidewalks surrounding the school. They also alert the supervisor to any problems before or after school in which our students may be involved. **We appreciate the support of the parents who model courteous and safe practices during our arrivals and dismissals. Please remind your child to follow the directions of our patrol people and crossing guards.**

STUDENT LUNCH/RECESS

The students have a 40-minute lunch/recess period each day. Students have 20 minutes to eat lunch and approximately 15 minutes of outdoor recess, weather permitting. We will have outdoor recess unless extreme weather conditions exist or the safety of our students would be jeopardized. Indoor recess will be held in the event of extreme weather conditions. Please have your child dress accordingly.

Temperature or Wind Chill	
25° and above	Students go outside
20° - 25°	Students can go outside for a shortened period
Below 20°	Students stay inside

LUNCHES

Children need to come to school with their lunch. Occasionally, parents bring lunches for special occasions. **Please do not bring fountain drinks from fast food restaurants due to spills.** There are grade level bins located in the foyer. Simply use the marker available to label the room number, along with your child's name, and leave the lunch in the appropriate grade level bin.

SCHOOL MEALS

The district participates in the federal National School Lunch Program and Breakfast Program. Students may also be eligible for certain meal benefits at reduced or no cost. Applications for such benefits are available from the district by contacting Tiffany Mullarkey at tmullarkey@ksd140.org. Additional information is available at district board policies.

A summary of the program requirements, eligibility criteria and benefits can be accessed at the following U.S. Department of Agriculture link:

<https://www.isbe.net/Pages/Nutrition-and-Wellness.aspx>

PERSONAL TECHNOLOGY DEVICES

Kirby School District 140 allows students access to use their personal technology devices (i.e. Kindles, Nooks, iPads, etc.) as a means to enhance learning opportunities. **Students who choose to bring such devices to school are responsible for their personal equipment and are expected to comply with District standards. Tech support will not be provided on any student owned equipment. Personal devices brought to school**

will NOT have access to KSD 140's network which is filtered and protected by multiple firewalls. Therefore, it is important that you realize that any mobile broadband Internet access by a student's personal technology device will NOT be filtered.

The use of the school's iPads is limited to educational purposes. Students are to use the system iPads for educationally appropriate purposes, speech and expression. Any attempts to bypass the security system installed on computers available for student use or other acts of vandalism may result in withdrawal from the particular class, suspension or more severe discipline, restitution for the costs of the damaged equipment/software or a possible fine or arrest pursuant to the Illinois criminal statute regarding computer tampering. The Illinois criminal statute provides that a person commits computer tampering when he accesses a computer and obtains data, causes damage, inserts a program into the computer or falsifies or forges electronic mail in excess of authority given to the person by the computer's owner. 720 ILCS 5/16D.

The school computer system is district property, and the students do not have any expectation of privacy relative to the information stored thereon, or uses made of the district resources and equipment. Examples of prohibited behaviors include, but are not limited to:

- using the Internet or school district e-mail for non-educational purposes, including, but not limited to accessing, transmitting, downloading or distributing educationally inappropriate Internet materials;
- tampering with computer operating systems;
- "hacking" into district programs;
- violating the integrity of district servers;
- accessing, vandalizing or altering another person's files;
- violating local, state or federal statute;
- plagiarizing;
- sending or forwarding inappropriate, vulgar, indecent, or harassing email;
- gambling;
- sending or forwarding chain letters; and
- using the school's computer system to harass or discriminate.

Students shall not generate, access, view, create or distribute educationally inappropriate internet materials on the school system. "Educationally inappropriate" Internet materials, include, but are not limited to, the following:

- material which promotes violence or destruction of property;
- material which is pornographic or sexually oriented; and
- material which promotes violence or hatred against a particular individual or group(s) based on race, ethnicity or other characteristics.

Before any use of the school's computer resources, a student must sign an Internet Use policy which explains the school's rules and regulations for internet use and indicates that

the student agrees to abide by the rules and regulations. The use of the district computer systems is a privilege, not a right. If the person abuses his/her privilege, it may be revoked. The student will also be subject to discipline in accordance with the district's general discipline policy or code.

The district is not responsible for any information that is lost, damaged or unavailable due to technical difficulties. The district is also not responsible for the accuracy of any information retrieved through technology or breaches of confidentiality. There is no assurance of confidentiality in regards to transmissions of files by persons inside or outside the school district. The school reserves the right to monitor use of technology and to examine user's files as necessary. Violations of the internet/computer policy may result in revocation of the student's internet/computer privileges, discipline imposed by the school according to the school's code of conduct/discipline policy or civil or criminal damages in the event of a violation of any applicable statutes. The district's general discipline policy will apply to and govern any such misconduct.

***This does not allow the use of cell phones on school property during school hours which is prohibited by Board of Education Policy 500.36 in compliance with Illinois School Code.** Student cell phones need to be turned off and kept in backpacks during school hours.

DRUG-FREE SCHOOLS

Consistent with federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds or at any Schoolrelated event. Drugs include any alcoholic beverage, anabolic steroid, any unlawful controlled substance as defined by Illinois law, and any substance that could be considered a "look-a-like" controlled substance. Any student who violates this policy is subject to discipline, up to and including expulsion. When appropriate the district will refer the student to resources that can assist the student in addressing drug or alcohol related abuse problems.

REPORT CARD GRADING SCALE

Grades K-2

B (Beginning) – Children cannot complete the task independently. They show little understanding of the concept.

D (Developing) – Children show some understanding. However, errors or misunderstanding still occur. Reminders, hints and suggestions are needed to promote children's understanding.

S (Secure) – Children can apply the skill or concept correctly and independently.

Grades 3-5

Grading Scale					
A+	100-98	A	97-93	A-	92-90
B+	89-88	B	87-83	B-	82-80
C+	79-78	C	77-73	C-	72-70
D+	69-68	D	67-63	D-	62-60
F	59-0				

STUDENT RECOGNITION

Christa McAuliffe School has student recognition programs that are developmentally appropriate for children, intrinsically rewarding as possible, and motivating to the students. The following is a list of some of our building's student recognition programs.

Birthday Books – throughout the school year, students may purchase and donate a book to the Learning Center in honor of their birthday. The student's picture and birth date will be displayed on the inside cover.

D.A.R.E. (Drug Abuse Resistance Education) – at the conclusion of the D.A.R.E. program, fifth graders will have a lunch celebration for satisfactorily completing the program.

Intermediate Service Center (ISC) IV – sponsors the Math Bowl. Criteria have been established through the ISC with our GATE personnel serving as facilitators for this event.

Physical Education Program – McAuliffe's Physical Education Program is striving to assist each student in improving their "personal best". Each month, students will chart their progress in a variety of activities that will help strengthen their upper body (rope climb); improve leg strength and cardiovascular fitness (timed jog); core strength and proper body alignment (balance); leg/arm strength, agility and plyometrics (10 second fitness jumps); and hand-eye coordination and brain development (juggling, strings and cup stacking). Sports and games will be played daily to teach teamwork, discipline, cooperation, organizational skills and more. A folder will be kept by each student and shared with their parent(s) at the end of the year, demonstrating their progress and achievements in each activity. Personal achievement is intrinsically rewarding.

Tinley Park Fire Prevention Poster Contest- entered by children throughout the district. The Tinley Park Fire Department establishes criteria in conjunction with Fire Prevention Week. Awards are given to all participants. Outstanding posters, as judged by the fire department, receive an additional award.

TELEPHONE MESSAGES

Only in extreme emergencies is it possible to deliver telephone messages to individual students. It is very disruptive to the students when classrooms are interrupted during a lesson

TRAFFIC FLOW

It is imperative that you follow the arrival and dismissal procedures. This traffic flow procedure was developed in conjunction with the Tinley Park Police Department and they will patrol periodically to enforce all traffic laws to help ensure student safety.

VACATIONS

AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least **ONE WEEK** prior to the trip. Student absences will be marked as unexcused during this time. Work missed during this time is neither eligible to be graded nor factored into the student's final grade. A letter explaining the Vacation Policy is included in your Open House packet.

STUDENT PROPERTY AT SCHOOL

Students should not bring items of value to school or leave items of any value unattended or unsecured at school. The school is not able to ensure the safety or security of student property at school, and is not liable for any damage or loss of student property. The school administrator and staff cannot be responsible for valuables which students bring to school. Students should leave all valuables at home. Any item that has personal or monetary value should not be brought to school.

ACCESS TO EXTRA-CURRICULAR ACTIVITIES

Parents and students are expected to show good sportsmanship and conduct themselves in an appropriate, respectful fashion at all activities related to the school. Attendance at and participation in activities, whether as an athlete or fan is a privilege. The exercise of such privilege is subject to proper behavior. The school board's rules pertaining to rules of conduct and sportsmanship for athletic and extracurricular school events apply broadly to all spectators, students, and participants in the athletic and extracurricular event. Any person who violates the rules may be denied admission to school events for up to one year, provided that ten days' notice of the violation is given to the person and a hearing is held by the board pursuant to its rules and regulations.

The following rules apply to the school-related conduct of all students involved in extracurricular activities and athletics both on and off campus. That means that the rules apply in school, on school property, at any school-sponsored event or activity, at any activity or event reasonably related to the school, and while students are traveling to and

from school or any school-related activity or event. Additionally, these rules apply when any field trips or off-campus trips are taken as part of a course taken at the school. In order to be allowed to participate in extracurricular activities and athletics, a student must meet the district's no-pass/no-play policy.

STUDENT RESPONSIBILITY FOR USE OR OR DAMAGE TO DISTRICT PROPERTY

Students using school property and equipment can be responsible for damage to or misuse of such property and equipment and/or fines for unauthorized use of equipment, or failure to timely return school property or equipment.

VISION SCREENING

McAuliffe School conducts a Vision Screening for Kindergarten and 2nd Grade. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an evaluation has been done within the last 12 months.

VOLUNTEERS

Volunteers may be needed during the school year for various activities. Please contact a PTO Board member and/or your child's teacher if you would like to volunteer for a specific program. Volunteers will be asked to sign a confidentiality agreement. **When entering the building, you are required to sign in at the office on the iPad, present a photo ID, and receive a visitor's sticker which must be worn in clear view. Additionally, you must report to and remain in your assigned area. We ask that you refrain from any disruption to the educational process. Cell phone use while volunteering is not allowed.**

BUILDING VISITATION

Visits to the building and observation in the classroom are subject to the reasonable regulation and policies of the district. For disabled students, visitation shall be managed pursuant to program observation policies for those purposes. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering any building to check in and obtain a pass. Any visitor found in the building without permission shall be reported to the main office. Requests to visit the school or a class shall be directed to the office of the principal. Students may not bring visitors or guests to school without first contacting the office of the principal and obtaining permission.

HOME/HOSPITAL PROGRAMMING

Home Hospital Services

Disabled or non-disabled students may be entitled to receive educational services at home or in a hospital if it is anticipated that s/he will be unable to attend school for two or more consecutive weeks, or on an ongoing intermittent basis, due to a medical condition. The

goal of home/hospital instruction is to reasonably support and continue a child's education during an extended absence, to enable the student to return to the classroom. The district has developed guidelines/practices to implement its policy in this area.

TEACHER QUALIFICATIONS

Under the No Child Left Behind Act, and Illinois law, teachers are required to be highly qualified. You can request information about the professional qualifications of your child's classroom teacher, including:

- If the teacher has met state certification standards for this grade level and for the subject matter taught.
- If the teacher is functioning under special certification standards or approval.
- College major, certification of graduation status, and area of competence.
- If student is served by paraprofessional, the qualifications of that individual.

INFORMATION REGARDING ASBESTOS PLAN

The Asbestos Hazard Emergency Response Act requires certain actions by school districts regarding the presence of asbestos in school buildings, including air samples and planning as may be required. The district has conducted testing and inspection and all buildings are in compliance with AHERA. You can access additional information about AHERA and the federal requirements related to asbestos and schools at the following link: <https://www.epa.gov/asbestos/asbestos-and-school-buildings>

PESTICIDE EXPOSURE

In conformance with the Structural Pest Control Act the district follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides. Issues or questions regarding the district integrated pest management program should be directed to the school principal. Students or parents can submit a written request to the school principal if they would like to be notified 2 days prior to the application or use of any non-bait pesticide application. Reliable contact information must be provided by the parent or student. The district will make several good faith efforts to provide actual notice to the parent. If the notice is not provided prior to application, the district will provide the notice as soon as it is possible to reach the parent. For further information regarding the Pest Control Act and its requirements, you can access the following Illinois Department of Public Health link: 530141_1 11 <https://dph.illinois.gov/topics-services/environmental-health-protection/structuralpest-control.html>



Suggested Walking Route For:



**Christa McAuliffe
Elementary School**

**8944 W. 174th Street
Tinley Park, IL**

Please refer to the McAuliffe School Handbook for Arrival and Dismissal Procedures

RAINTREE

All students east of 88th Avenue should travel on Carriage Lane or Raintree Road to 88th Avenue. Students must cross with the crossing guard at 175th Street and 88th Avenue.

TIMBERS EDGE (NORTH OF 175TH STREET)

Students west of 88th Avenue should travel on 172nd Street to Locust Avenue to 174th Street into school.

TIMBERS EDGE (SOUTH OF 175TH STREET)

Students south of 175th Street should travel to Mulberry Street or Oakwood Drive. At the intersection of 175th Street and Mulberry Street, students must cross with the crossing guard.

TIMBERS ESTATES

Students west of school and north of 175th Street should travel to 174th Street and walk directly to the school.

CALEDONIA MEADOWS

All students should travel north on Upland Avenue to 179th Street and cross 179th Street at Upland Drive. Walk east to Elmwood Drive and follow Elmwood Drive to 178th Street. Travel east on 178th Street to Mulberry Street and go north on Mulberry Street to 175th Street. Cross with the crossing guard at 175th Street and Mulberry Street.



Christa McAuliffe
Elementary School



Crossing Guard

Suggested Walking Path
↓



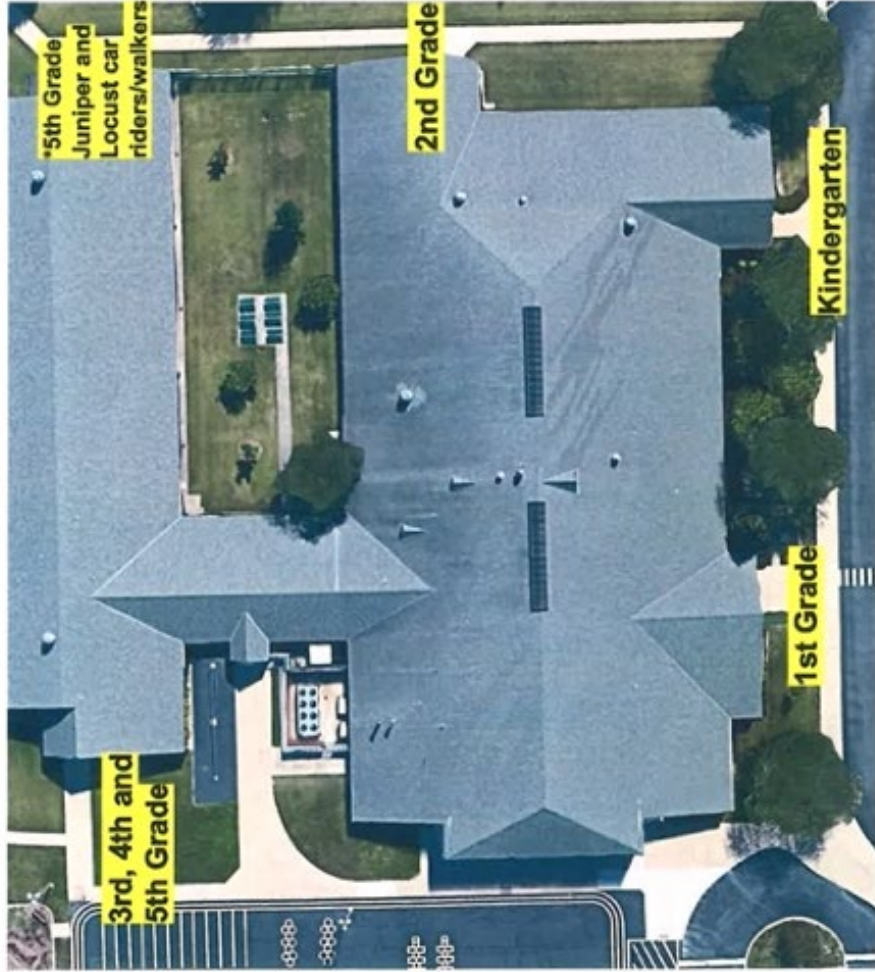


ENTRANCE DOORS



ALL BUS RIDERS, CAR RIDERS
AND WALKERS WILL ENTER AND
EXIT THROUGH THE
FOLLOWING DOORS:

- KINDERGARTEN and
1st GRADE = DOOR 1
(OFFICE FRONT DOOR)
- 2nd GRADE = DOOR 2
(EAST FRONT DOOR)
- 3rd GRADE = DOOR 6
(MUSIC ROOM DOOR)
- 4th and 5th GRADE = DOOR 5
(ART ROOM DOOR)



Dismissal Doors

Kindergarten= Door 2
(front east doors)

Grade 1= Front Door

Grade 2= East Door Near Courtyard
(Door 3)

Grades 3, 4 and 5= Door 5
(art room doors)

*5th Grade car riders and walkers who
use Juniper Ct and Locust can exit door
4 (Northeast side of building)

