

KOMAREK SCHOOL

STUDENT AND PARENT
HANDBOOK

2023-2024 SCHOOL YEAR



Komarek School District 94

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Dr. Todd Fitzgerald

Superintendent

Mrs. Diane Michelini

Principal

Dr. Diane Janka

Director of Student Services

Mrs. Stephanie Smith

Student Support Coordinator

Dear Komarek Students and Families,

We are thrilled to welcome you for the 2023-2024 school year. Our staff is looking forward to helping our students learn and grow. We encourage students to get involved in clubs, sports and/or activities in order to enrich their school experience.

Please read this handbook in its entirety to ensure you understand the policies and rules of Komarek School. School Board policies are referenced frequently in the below document and the entire Board Policy Manual can be accessed in the School Board section of the Komarek School website, linked above. If you have any questions about our policies and procedures, please feel free to reach out to a member of our staff.

We are looking forward to a great school year!

Sincerely,

Komarek Administration

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KOMAREK SCHOOL MISSION STATEMENT

The mission of Komarek School District 94 is to educate students holistically and provide them with a stimulating learning environment to achieve academic and personal excellence to become productive and respectful citizens of a diverse society.

ARRIVALS AND DEPARTURES

Because the students' safety is our utmost concern, certain guidelines will be enforced regarding the arrival and departure of students and the security of the school building. Students and parents can help by carefully reading and observing these rules.

SCHOOL YEAR CALENDAR

Please [click here](#) for the current year's [School Calendar](#). The School Calendar provides information on bi-monthly Thursday 'late starts' as well as holidays and partial attendance days.

SCHOOL HOURS

Students in grades Kindergarten through 8th grade are expected to be in attendance on school days from 8:10 AM to 3:09 PM.

Students in Kindergarten through 8th grade should not arrive on school grounds before 8:00 AM. Supervision is not available prior to this time. During inclement weather, students are allowed into the school building at 8:00 AM.

Students in Preschool attend either morning class (8:30 - 11:00 AM) or afternoon class (12:30-3:00 PM) sessions. Preschool attendance days sometimes vary from attendance for K-8th grades. Please make sure to review the Preschool Calendar, sent by teachers prior to the beginning of Preschool.

Late Arrivals and Early Departures

Students arriving late to school must be signed in by parents or must present a note signed by a parent/guardian documenting the reason for late attendance.

Students are not allowed to leave the school grounds during the school day unless signed out by a parent/guardian or other authorized contact. Students leaving school grounds during the school day must be signed out in-person, in the School Office. Students who are being dismissed early will not be called from class until the parent or guardian has signed the student out in the school office. Any student leaving school grounds during the school day *without permission* will be subject to disciplinary action.

Student Sign-Out for Off-Campus Lunch

Students leaving campus for lunch must be signed out in-person and back in in-person by a parent/guardian or other authorized contact, as documented in Powerschool. The School Office *does not accept notes or phone calls as permission for a student to leave campus during lunch*. Students are not allowed to go anywhere other than their home during off-campus lunch.

Student Lunch Drop-Off

Parents may drop off lunches on carts in the vestibule of the west building. Please label your child's lunch with their name and grade level. Komarek School is not responsible for lost or missing lunches. **Komarek school will not accept delivery of lunch (ex: DoorDash, Uber Eats) for students.**

ATTENDANCE: ABSENCES, TARDIES, AND TRUANCY

Article 26 of the School Code of Illinois requires children between the ages of 6 years and 17 years to attend school.

Students will be assigned an 'excused' absence if a parent/guardian contacts the school office when the student will not be in attendance. An 'unexcused' absence will be assigned if there is no contact between parent/guardian and the front office regarding the student's absence.

Absence Notification Procedures for Parents/Guardians

When a child is absent from school, the parent/guardian must call school before 8:45 AM on that day to report the absence. The attendance line phone number is 708-447-8030, option #2. Contact must be made by the custodial parent or guardian; this call cannot be made by the student, friend, relative, or a sibling.

Pursuant to the School Code, when a child in Kindergarten to grade 8 is absent from school without valid cause or notice from a parent or guardian, a school representative will, within 2 hours after the first class in which the child is enrolled, attempt to telephone and notify the child's parent or guardian of such absence. This procedure will be put in effect if no call is received from the parent/guardian.

If an absence due to illness or family emergency is known in advance, a note from the parent/guardian to the principal's office stating the date(s) of the absences(s) will suffice. Parents are also encouraged to notify the child's homeroom teacher in writing of any extended absence from school.

Student Absence due to Illness

Parents/Guardians must notify school by 8:45 AM if a child is going to be absent due to illness. If your child is sick with a fever or vomiting, the child must be fever free or have stopped vomiting for 24 hours before returning to school. This also applies if your child was sent home due to such illnesses. For more information, please see specific requirements listed in ['Sick Day Guidelines'](#).

If you wish to get the day's school work for your child, the request must be made to the school secretary before 9:00 AM. Requests will not be honored after that time. The work will be compiled and available in the School Office after 3:15 PM that day. For more information, please see ['Make-Up Work Policy'](#).

PLEASE NOTE: Students will not be allowed to participate in any after school activities, including attendance of sporting events, on the day of an absence.

Student Absence due to Religious Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal in advance of the student's anticipated absence(s). Students excused for religious reasons will be given the opportunity to make up any missed classwork, homework, or assessment.

Student Absence due to Mental/Behavioral Health Day

Section 26-1 of Illinois School Code was amended to permit students to take up to five mental or behavioral health days off from school per year, without providing a doctor's note and with an opportunity to make up any missed work. After the 3rd day off for a reason of mental or behavioral health, a Komarek staff member will contact the student's family and provide resources for additional support. The staff member may also check-in with the student. Additional school supports, such as staff/student/parent meetings or team problem solving, may also be put in place to support students who are struggling with mental or behavioral health.

Student Absence due to Vacation

KOMAREK SCHOOL DISTRICT 94 STRONGLY DISCOURAGES PARENTS FROM REMOVING STUDENTS FROM SCHOOL FOR A VACATION DURING THE SCHOOL YEAR.

If you must take your child(ren) out of school for a family vacation, please note the following:

1. Send a notification to your child's teachers, as well as the principal's office.
2. School work is not required to be compiled before a child leaves for vacation. Work will be compiled while the student is gone and given to the child upon his/her return. Please refer to the '[Make-Up Work Policy](#)' for more information.

Tardy Policy (Late to School)

The school day begins at 8:13 AM. Students arriving after this time are considered tardy. It is a parent's/guardian's responsibility to make sure that the child will arrive on time for school.

Students will be assigned an '*excused*' tardy if a parent/guardian provides a signed note documenting the reason for the student's late arrival to school. An '*unexcused*' tardy will be assigned if there is no contact between parent/guardian and the front office regarding the student's late arrival to school.

Truancy Policy

Per Illinois School Code (Sec. 26-2a.), a "*truant*" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days.

A "*chronic or habitual truant*" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

"*Valid cause*" for absence shall be illness, including the mental or behavioral health of the student, observance of a religious holiday, death in the immediate family, or family emergency and shall include such other situations beyond the control of the student, as determined by the

board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

When a child enrolled in public school is absent from school, the building administrator has the responsibility to determine if the child is truant. If such determination is made, the administrator shall follow the compulsory attendance guidelines developed by the Suburban Cook County Regional Office of Education and may impose discipline for truancy, which may include: referral to the truancy officer, reporting to officials under the Juvenile Court Act, referral to the State's Attorney, and appropriate school discipline. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State Law.

BEHAVIOR ON SCHOOL BUS AND/OR OTHER TRANSPORTATION

Students riding the bus or receiving other school-provided transportation are expected to follow the rules below. Students who violate the rules will have consequences and may be suspended from riding the bus. The Parent/Guardian of any student riding the bus will sign a Bus Behavior Contract on a yearly basis.

Bus Behavior Expectations

Riding the bus is a privilege. Our goal is to ensure that students are safely transported. We ask students to behave on the school bus as they would in the classroom. For the safety of drivers and passengers, the following rules must be followed.

Students will:

- Enter the bus one at a time.
- Sit in the assigned seat, with both feet on the floor in front of the seat, leaving aisles clear.
- Wear seat belts at all times.
- Remain seated for the entire bus ride.
- Use respectful, school-appropriate language with adults and other students.
- Follow the bus driver's instructions.
- Respect property and others.
- Keep hands and arms inside the bus.
- No eating or drinking on the bus.
- Keep voices at a conversational level so the bus driver can remain attentive to their job.
- Report to the bus within 5-6 minutes of dismissal.
- Follow school rules for appropriate behavior.

Misbehavior on the Bus

Misbehavior on the bus is reported to the school district by the bus driver in the form of a student conduct report. Student conduct reports are filed in a student's permanent record. Consequences for misbehavior will generally follow the below progression, however, for *repeated* or *serious* offenses, suspension from the bus and/or from school can result at any time. For all offenses, the student's parent/guardian will be sent a copy of the student conduct report, as well as a copy of the signed Bus Behavior Contract. If a student's bus riding privileges are suspended, the student's parent/guardian is responsible for transporting the student to/from school.

First offense: Consequence(s) will range from a warning to loss of bus privileges for up to five (5) school days, depending on the nature of the offense.

Second offense: Consequence(s) will result in the loss of bus privileges from one to ten (1-10) school days, depending on the nature of the offense.

Third offense: Consequence(s) will include suspension from the bus for an indefinite period of time with the possibility of additional consequences, depending on the nature of the offense.

BICYCLES

Bicycle racks are located in various areas around the school. Students who ride their bikes to school should secure them with a sturdy lock. Providing a substantial lock is important to ensuring that the bicycle is secure. As a matter of safety, students should wear a helmet when riding to and from school. Helmets can be stored in lockers or cubbies.

BULLYING POLICY, PREVENTION, AND RESPONSE PLAN

Bullying Policy for Komarek School District 94

All forms of bullying as defined under Komarek School Board Policy 7:180 and the Illinois School Code (105 ILCS 5/27-23.7) are prohibited and will be addressed in accordance with Board Policy 7:180 as set forth below. Any questions about the Board's Bullying Prevention policy or how to report allegations of bullying may be directed to the District's Non-Discrimination Coordinator or Complaint Manager (identified below), or Komarek School Principal Diane Michelini.

Prevention of and Response to Bullying, Intimidation, and Harassment (Board Policy 7:180)

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, religion, physical or mental disability, order of protection status, status of being homeless, or 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 is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology

or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Definitions from [105 ILCS 5/27-23.7](#)

Bullying includes cyberbullying and means 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and

community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Todd Fitzgerald, Superintendent
8940 W. 24th St., North Riverside, IL 60546
tfitzgerald@komarek94.org
708-447-8030

Complaint Manager:

Dr. Diane Janka
8940 W. 24th St., North Riverside, IL 60546

Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying within 24 hours after the school's administration is made aware of the students' involvement in the incident and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably calculated by the school within the 24-hour period.

4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
5. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
6. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
7. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student

discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

8. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
9. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
10. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
3. A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy reevaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.

- d. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - e. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
11. All individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, must be reported to the parents or legal guardians of those students involved under the guidelines provided in Paragraph (3) of this Policy.

[REPORT A BULLYING INCIDENT HERE](#)

CELL PHONES AND MOBILE DEVICES

Using a cell phone, video recording device, or any other electronic devices in a manner that disrupts the education environment or violates the rights of others, including using the device to take photographs, cheat, or otherwise, is prohibited. Such prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cell phone.

Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and kept in the student's locker during the school day.

COMMUNICATION AND SCHOOL NEWS

Teachers and staff utilize Parent/Guardian contact information to provide important Komarek School information and updates. We will contact you when your child is sick, when there are school closures, or with activity updates, information on school events, and more.

A weekly phone message from the Superintendent is sent on Sunday evenings. The Principal sends a Parent Newsletter on a monthly basis via email, and teachers may send home classroom newsletters and updates as well. Additional information may also be sent home via U.S. mail, e-mail, or hard copy provided to the student.

In the event we are unable to reach a student's Parent/Guardian, we will contact the Emergency Contacts listed for the student. Please check in your parent Powerschool account regularly to ensure we have correct Parent/Guardian as well as Emergency Contact information.

Change of Parent/Guardian Contact Information

It is imperative that Parents/Guardians notify the school when their contact information has changed.

- Please contact the *School Office* if your phone number or e-mail address has changed.
- Please contact the *District Office* if your home address has changed.

School Communication Platforms: Google Classroom, Classdojo, and Powerschool

Google Classroom and ClassDojo are Komarek's educational platforms for posting assignments and important information for classes. Teachers also share important school news on Google Classroom and ClassDojo. PowerSchool is Komarek's online gradebook. PowerSchool also allows students and parents to check attendance and the status of assignments.

CURRICULUM AND PROGRAM INFORMATION

Komarek School strives to provide all students with best-practice instruction across content areas. Instruction follows the [Illinois Learning Standards](#). Komarek School has adopted research-based curriculum for the following instructional areas:

Elementary (Kindergarten - 5th grades)

- English Language Arts: [Amplify](#)
- Mathematics: [Math in Focus](#)
- Science: [Mystery Science](#)
- Social Studies:
 - Kindergarten-2nd: [Into Social Studies](#)
 - 3rd-5th: [Saavas](#)
- Social/Emotional Learning: [Second Step](#)

Junior High (6th - 8th grades)

- English Language Arts: [Amplify](#)
- Mathematics: [Carnegie](#)

- Science: [OpenSciEd](#)
- Social Studies: [Saavas](#)
- Social/Emotional Learning: [Character Strong](#)

ENGLISH LEARNERS (EL)

Komarek School offers additional instructional opportunities for students with a home language other than English to be able to make progress with Speaking, Listening, Reading and Writing in English. Parents/guardians of English Learners (EL) will be given an opportunity to provide input to the program through the Bilingual Parent Advisory Committee (BPAC), and will also be provided notification regarding their child's placement and progress in the EL program.

PLEASE NOTE: Komarek School does not offer bilingual classes/classes in Spanish.

Screening and Program Placement of EL Students

Komarek School District screens students with a home language other than English with the age/grade-appropriate screening tool. The MODEL is used for Kindergarten through 1st semester of Grade 1, and the WIDA Screener is used for students in 2nd semester of Grade 1 through Grade 8. Students whose home language survey reports a home language other than English are screened and the English language proficiency of each student is identified within 30 days after the student's enrollment in the district.

After screening for new students, or no later than 30 days after the beginning of the school year or 14 days after the enrollment of any student previously enrolled in EL services, the Komarek EL teacher will notify the student's parent/guardian via mail with information on the EL program being recommended to the student. This will include whether the program offered is a traditional bilingual education (TBE) program or transitional program of instruction (TPI), as well as information on the amount of time the student will spend in the program on a weekly basis. Parents have the choice to accept or refuse EL services.

Assessment of EL Students

All students classified as English Learners (whether or not they are receiving EL instruction) take a yearly assessment called the ACCESS test. For more information on the ACCESS test, please click [here](#). For questions related to instruction and/or programming for English Learners at Komarek School, please contact the Director of Student Services.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than 5 school days after receiving the physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program (IEP). Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate a student's return to school.

KINDERGARTEN

Komarek offers a full day kindergarten for students. Any families interested in a half day option should contact the building principal. Half day kindergarten students would attend school in the AM. This is when Kindergarteners have their reading and math classes.

MAKE-UP WORK POLICY

Any school work that is requested should be completed. A student has one day to complete the work for every day absent. Work that is not completed will be given a failing grade of zero. If school work is not requested during the absence, the student is still responsible for mastering the concepts covered in class during the absence. *Assigned make-up work that is not completed will be assigned a grade of zero.*

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Komarek School District utilizes a Multi-Tiered System of Supports (MTSS) to assist teachers with instructional planning as well as to provide additional support to students with academic skills, social/emotional or behavioral skills, speech and language skills, or motor skills. As part of our MTSS system, we regularly collect data on students' skills in order to determine specific instructional needs, as well as to ensure students are making progress with the instruction they are being provided.

Data collection (called 'Benchmarking' or 'Screening') occurs throughout the school year for all students in Kindergarten through 8th grades. This data helps teachers to plan for targeted instruction and also helps specialists to identify students who may be in need of supplemental intervention. Students who have been identified as needing additional instruction (or 'intervention') are also frequently progress monitored to ensure the intervention is successful and the student is meeting their learning goals.

A multi-tiered system of supports provides layers of additional instructional support. **All** students receive 'Tier 1' instruction through their general education classroom curriculum, or core curriculum. **Some** students may need additional support to master the core curriculum, in which case teachers may provide small group re-teaching or skills practice in addition to core instruction - this is referred to as 'Tier 2'. A **few** students who have not yet mastered foundational skills may require more intensive and individualized instruction with a specialized teacher - this is referred to as 'Tier 3'.

Komarek School District strives to provide scientific and research-based interventions for students who require additional support. Our goal is to collect relevant and timely assessment data in order to make impactful instructional decisions for students. Should your student be recommended for Tier 3 support, you will be notified and provided with the details of the additional instruction that will be provided. If you do not want your student to receive additional instruction, you may decline the services. If you have questions about the assessments or intervention programs we use at Komarek School, please contact the Komarek School Principal or Director of Student Services.

PBIS QUICK REFERENCE GUIDE


Komarek School utilizes a system of Positive Behavioral Interventions and Supports to encourage students to make positive choices across school environments. Please refer to the matrix below for expectations for students in all areas of our building, including outside.

Our Wildcat Motto is 'ROAR', which means: Respectful, On task, Always safe, Responsible

Voice Level Expectations: Voice Level expectations are also posted across school settings. Voice limits range from 0-3. Posters are hung around school to remind the students what voice level should be used in a given area.

Komarek PBIS Expectations Matrix

Hear Our Wildcats ROAR "Respectful! On Task! Always Safe! Responsible!"



KOMAREK PBIS EXPECTATIONS MATRIX							
	After-School Activities/Community	Assemblies and Field Trips	Bathrooms and Locker Rooms	Classrooms	Hallways and Stairwells	Lunch Room	School Grounds/Recess
Respectful	<ul style="list-style-type: none"> Use appropriate language and voice level Be polite to others Respect property of others Represent your school in a positive manner 	<ul style="list-style-type: none"> Use appropriate language, applause, and voice level Be polite to others Respect property of others 	<ul style="list-style-type: none"> Respect the privacy of others Use appropriate language and voice level Respect property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Raise your hand to speak Respect the property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Maintain personal space Respect property of others 	<ul style="list-style-type: none"> Demonstrate good manners Use appropriate language and voice level Respect property of others 	<ul style="list-style-type: none"> Use appropriate language and voice level Keep school grounds clean Respect property of others
On Task	<ul style="list-style-type: none"> Focus on activity and surroundings 	<ul style="list-style-type: none"> Focus on activity and surroundings 	<ul style="list-style-type: none"> Return to class in a timely manner 	<ul style="list-style-type: none"> Focus and use time wisely Be prepared and on time 	<ul style="list-style-type: none"> Go directly where you need to be 	<ul style="list-style-type: none"> Stay seated in your designated area Use time appropriately 	<ul style="list-style-type: none"> Go directly where you need to be
Always Safe	<ul style="list-style-type: none"> Remain in designated area Proper use of equipment Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Stay with your group Talk to people you know Be aware of your surroundings 	<ul style="list-style-type: none"> Use facilities appropriately 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself Proper use of supplies and equipment 	<ul style="list-style-type: none"> Walk on the right side and facing forward 	<ul style="list-style-type: none"> Eat your own lunch 	<ul style="list-style-type: none"> Enter and exit through correct doors Report concerns right away to nearest adult Safely use equipment and return it to its proper place
Responsible	<ul style="list-style-type: none"> Keep North Riverside and Broadview clean Stay alert when out in the community Listen and follow directions 	<ul style="list-style-type: none"> Listen and follow directions 	<ul style="list-style-type: none"> Keep the facilities clean Wash your hands Report damages 	<ul style="list-style-type: none"> Listen and follow directions and procedures Complete all assignments on time Always do your best 	<ul style="list-style-type: none"> Keep your hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Listen and follow directions and procedures Clean your area Keep food in the lunch room. Come to the lunch room prepared 	<ul style="list-style-type: none"> Line up quickly and carefully Listen and follow directions and procedures

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Komarek PBIS Terms

- **ROAR Tickets:** Students receive ROAR tickets for following the ROAR Motto. ROAR tickets can be used at the Wildcat Den to purchase prizes.
- **Wildcat Den:** The Wildcat Den is Komarek’s PBIS store where students can trade in their ROAR tickets for prizes. Prices vary depending on the prize, and students get to visit the store monthly!
- **Code of Conduct:** The Code of Conduct lists behaviors that are not appropriate for school. There are 4 levels to the Code of Conduct with possible consequences listed in the right column.
- **ClassDojo:** ClassDojo is a behavior tracking and communication system used at Komarek.

- All School Celebrations: Each quarter, the PBIS Committee will plan an all-school celebration to support PBIS. The goal of this celebration is for students to look at behavior as a whole grade level and celebrate the positive behaviors within the quarter.
- Monthly Raffles: When students spend their ROAR tickets in the Wildcat Den, tickets will be saved in a grade group bucket and entered into a monthly raffle. One winner will be selected from each grade group (primary, intermediate, and junior high). Winners are announced at the end of the month. In addition, one ticket from each grade group will be pulled to reveal a teacher winner.
- The Komarek PBIS Matrix for remote or e-learning can be found by clicking [here](#).

PRESCHOOL AND PRESCHOOL SCREENING

Komarek School District offers an inclusive, high-quality preschool experience with research-based curriculum to resident students through the *Preschool for All* grant. This grant requires information on environmental and 'at-risk' factors be collected during the Preschool Screening process. For more information on *Preschool for All* please click [here](#). For a copy of the Komarek Preschool Parent Handbook, please email the Preschool Teacher.

Preschool Screening

For children approaching preschool age, Komarek School District provides developmental screening ("Preschool Screening") multiple times per year in the areas of communication, motor, cognitive, and social-emotional skills, in order to seek out children who may have developmental delays and may benefit from early intervention or special education services prior to Kindergarten. To sign your child up for Preschool Screening, please complete the '[Preschool Screening Interest Form](#)'. Please contact the Director of Student Services with questions about Preschool.

SEXUAL ASSAULT AND ABUSE AWARENESS CURRICULUM

'*Erin's Law*' (Public Act 097-1147) requires schools to implement an age-appropriate sexual assault and abuse awareness and prevention curriculum for grades Pre-K through 12. For more information on Erin's Law, please click [here](#). Each year parent communication about presentation schedule and curriculum will be provided ahead of the teaching of this curriculum; parents will be given the opportunity to opt students out from this instruction. If you have questions about the curriculum used to meet the requirements of *Erin's Law*, please contact the Director of Student Services.

Resources for Recognizing and Responding to Child Abuse

The District is committed to raising awareness and knowledge of issues regarding child abuse, including child sexual abuse in compliance with Erin's Law. Warning signs of child abuse, including child sexual abuse, can include physical signs - such as unexplained bruises, burns, black eyes, welts, or other injuries, pain, difficulty walking or sitting, redness or injury in the genital or anal area - as well as non-physical signs. Information on the warning signs of child abuse, including child sexual abuse, grooming behaviors, and boundary violations, is available at [Erinslaw.org](#) and [preventchildabuseillinois.org](#), including the following information:

Warning Signs of Child Abuse (*From [erinslaw.org/for-parents](#)*):

<ul style="list-style-type: none"> ● Nightmares ● Trouble sleeping ● Bed wetting ● Change in appetite ● Fear of certain people, places, activities ● Mood swings: Rage, Anger, Fear, anxiety, insecure or withdrawn ● Depression ● Aggression ● Feeling shameful or guilty ● Isolating oneself ● Withdrawal from someone ● Resisting removing clothes during appropriate times (bedtime, bathtime) 	<ul style="list-style-type: none"> ● Change in academics ● Running away from home ● Suicidal thoughts ● Acting out sexually ● Exhibits adult sexual behaviors, knowledge, and language ● Eating disorders ● Self injury ● Drug and alcohol abuse ● Promiscuous activity ● Running away ● Suicidal ● Depression and anxiety
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Possible Signs of an adult engaging in grooming behavior/boundary violations/sexual abuse (from erinslaw.org/for-parents):

- Giving a child special attention
- Trying to spend a lot of time alone with a child
- Buying child expensive gifts or giving them money
- Treating a child as a “favorite” from other children
- Physical affection towards child: kissing, hugging, holding hands, or wanting to be very close to a child

Additional information on preventing and reporting child abuse and information on how to obtain assistance, referrals and resources on child abuse, including child sexual abuse, is available from Preventing Child Abuse Illinois in the following brochures:

- [Today’s Children, Tomorrow’s Future: What Everyone Can Do to Prevent and Respond to Child Abuse](#)
- [Child Sexual Abuse: Raising Awareness and Protecting Children](#)

For questions or additional support or assistance from the District, including information on the availability of counseling or additional student supports, please contact the Director of Student Services, or one of our School Social Workers.

SOCIAL/EMOTIONAL LEARNING

Komarek School District provides all students with research-based instruction in the area of social and emotional learning (SEL) on a weekly basis. For information on social/emotional learning requirements for students in Illinois, please click [here](#).

SEL Curriculum (Preschool)

Komarek Preschool students receive weekly SEL instruction through the [PATHS](#) curriculum.

SEL Curriculum (K-5)

Komarek students receive weekly instruction through the [Second Step](#) program, with lessons designed to teach skills in the areas of communication, decision-making, and cooperation.

SEL Curriculum (6-8)

Komarek students receive weekly instruction through the [Character Strong](#) program, with sessions focused on engagement, belonging and well being.

Suicide Prevention Policy And Procedures

'AnnMarie's Law' (Public Act 99-0443) was enacted in 2015 following the death in 2013 of AnnMarie Blaha. Resources for Students/Families in Crisis:

- [National Suicide Prevention Hotline](#) (24 hours, English/Spanish): Call 800-273-8255
- [Crisis Text Line](#) (24 hour access to Crisis Counselor): Text HOME to 741741
- [Safe2Help Illinois Helpline](#): Call 844-4-SAFEIL (723345), Text SAFE2 (72332)

SPECIAL EDUCATION

Komarek School District is required to ensure that students with disabilities (as defined within the Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) are identified, evaluated, and are provided with appropriate educational services. If through the evaluation it is determined a student has a qualifying impairment or disability, an individualized Section 504 Plan and/or Individualized Education Plan (IEP) will be developed and implemented to provide the needed support(s) so the student can access their education as effectively as students without a disability.

Komarek School District offers a full continuum of special education and related services in the least restrictive environment (LRE), in accordance with the provisions of the Individuals with Disabilities Act (IDEA). The district provides free and appropriate education (FAPE) for all individuals with identified disabilities. Special education services are based on individual student needs. Parents may access a copy of their rights regarding special education services by contacting the Director of Student Services. Questions regarding Section 504, Special Education, and/or special education related services may also be directed to the Director of Student Services.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Director of Student Services or Komarek Principal if they have a disability that will require special assistance or services as well as the services required. Please provide notice as far in advance as possible to allow the District time to make any necessary arrangements.

Child Find and Preschool Screening

Komarek School District is actively responsible for locating, identifying, and evaluating all children residing within district boundaries for the purpose of determining who may be eligible to receive special education and/or related services. For children in Kindergarten through 8th grade, parents may contact the Director of Student Services regarding any developmental concerns or concerns regarding their child's progress.

For children approaching preschool age, Komarek School District provides developmental screening (“Preschool Screening”) multiple times per year in the areas of communication, motor, cognitive, and social-emotional skills, in order to seek out children who may have developmental delays and may benefit from early intervention or special education services prior to Kindergarten. To sign your child up for Preschool Screening, please complete the ‘[Preschool Screening Interest Form](#)’.

LaGrange Area Department of Special Education (LADSE)

Komarek School District is a member of the LaGrange Area Department of Special Education (LADSE). [LADSE](#) is a cooperative of local elementary and high school districts. Member districts combine resources to provide appropriate services for students who reside within the cooperative.

DISCIPLINARY MEASURES

Students encounter situations each day where they must make choices about how to conduct themselves. When a school rule is broken, a consequence must follow. Whenever possible, the consequence should serve as a learning opportunity for the child so that the inappropriate behavior does not occur again. Parental support is imperative to the success of any discipline program. The child is the true benefactor when the home and school work as a team with the goal to develop a well-rounded child.

Komarek Student Code of Conduct

Please see the [Komarek PBIS Expectations Matrix](#).

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Principal or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an

alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
10. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

DRUGS/ALCOHOL

The goal and objective of [School Board Policy 7:190](#) are to provide a drug-free learning environment for all students. School administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including and without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale drugs as outlined by the Board of Education policy [Section 7](#). Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

Disciplinary Infractions and Possible Consequences

Disciplinary infractions are categorized on a level system. Possible consequences are listed below for levels of behavior:

Level 1	Possible Consequences
<ul style="list-style-type: none"> • Inappropriate physical or verbal behaviors that are not intended to cause harm • Minor classroom disruption • Not following directions in class • Tardiness less than 3 times per quarter 	<ul style="list-style-type: none"> • Loss of technology privileges • Mediation • Re-teaching appropriate behavior • Teacher contact with parent/guardian • Teacher conference with parent(s)/ guardian(s) • Teacher conference with student • Verbal reprimand • With prior warning, withdrawal or suspension of classroom privilege
Level 2	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts (3 times or more) of Level 1 misconduct • Cheating/Plagiarism - Minor (e.g., homework) • Dishonesty - Minor • Dress code violation • Forgery • Inappropriate language/profanity (not directed at another person) • Inappropriate physical or verbal behaviors that are not intended to cause harm • Minor physical contact (that is not intended to cause harm) • Misuse of technology (e.g. not on assigned website) • PDA (public displays of affection) • Misuse of technology (e.g. inappropriate website usage, cell phones) • Theft • Unexcused absences (not at 25% of School Year) • Vandalism (no permanent damage) 	<ul style="list-style-type: none"> • Assign a peer mentor • Check-in/Check-out • In-school support service referrals • Loss of technology privileges • Re-teaching appropriate behavior • Teacher conference with parent/guardian (phone or in person) • Teacher-issued detention (lunch)

Level 3	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts (3 times or more) of level 2 misconduct • Cheating/Plagiarism - Major (e.g., tests) • Defiance • Dishonesty - Major • Insubordination • Extreme verbal and/or written threats • Verbal intimidation, inciting fear, conflict or other comparable conduct toward anyone or urging other students to engage in such conduct • Bullying behaviors • Gambling involving money • Harassment • Inappropriate language/profanity (directed at peer or adult) • Misuse of technology (e.g., recording, taking pictures, posting on social media, bullying, etc.) • Physical aggression • Possession of tobacco products on or adjacent to school property • Promotion of criminal gang activity • Setting false alarms • Sexual misconduct (major) - verbal or written statements of a sexual nature • Skipping/Leaving class 	<ul style="list-style-type: none"> • Assign a peer mentor • Check-in/Check-out • Friday Night Detention • In-school support service referrals • In-school suspension • Loss of technology privileges • Office conference with parent/ guardian • Office-issued detention • Temporary removal from class • Withdrawal or suspension of privileges/activities • Student mediation
Level 4	Possible Consequences
<ul style="list-style-type: none"> • Repeated acts (3) of level 3 misconduct • Bomb threats • Distribution, use and/or being under the influence of tobacco products on or adjacent to school property • Fighting with physical contact • Gang activity involving criminal misconduct • Mob action as defined by the law • Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff, and/or property • Pattern of Bullying behaviors • Physical assault • Possession, distribution, use and/or being under the influence of alcohol • Possession, distribution, use and/or being under the influence of controlled substances (illicit drugs) and/ or drug paraphernalia • Possession or use of explosive(s) or any other object that may be used as an explosive • Possession or use of weapon(s) or any other object that may be used as a weapon • Pornography • Setting fires • Sexual assault - Touching any person in a sexually offensive manner • Sexual harassment • Theft (possible involvement of law enforcement) 	<ul style="list-style-type: none"> • Alternative program (appropriate in-district or out-of-district alternative placement) • Expulsion • Friday night detention(s) • In-school suspension • Mediation/Transition plan upon return to school • Out of school suspension (preventative actions, when appropriate, must be documented prior to OSS): <ul style="list-style-type: none"> ◦ 1st offense of Level 4 = up to 3 days ◦ 2nd offense of Level 4 = up to 5 days ◦ 3rd offense of Level 4 = up to 7 days ◦ Additional offenses may result in alternative placement and/or OSS up to 10 days pending expulsion • Referral to law enforcement agency • Withdrawal or suspension of privileges/activities

District 94 maintains close ties with the North Riverside and Broadview Police Departments. For certain disciplinary cases, the local police will be asked to assist with the investigation. Parents will be notified when feasible. Refer to Board Policy 7:150 for additional information about police interviews.

Suspensions

Suspension will be administered in the following manner:

- Out-of-school suspensions of 3 days or less will only be used if a student's continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities as determined on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent possible.
- Out-of-school suspensions for four days or longer will only be used if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in school would either (I) pose a threat to the safety of other students, staff, or members of the school community, or (II) substantially disrupt, impede, or interfere with the operation of the school. These determinations will be made on a case-by-case basis by school administrators. School administrators will make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable.
- Students who are suspended out-of-school for longer than four days will be provided appropriate and available support services during the period of their suspension, as determined by school administrators.
- Suspended students, including those students suspended from the school bus who do not have alternate transportation to school, will be given the opportunity to make up work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify school officials that a student suspended from the school bus does not have alternate transportation to school. Upon the student's return to school, he/she must approach the teacher(s) to make arrangements for any missed work or tests. The student will have one day for every day of his/her suspension to make up the work. Any work not completed in this time frame will receive a failing grade or zero. No school work will be issued before the suspension is served.

Expulsion

Expulsion involves the removal of a student from school for more than 10 days because of major or repeated disciplinary concerns. The actual expulsion can be from 1 day to 2 years in length. Also, if a student has reached his/her 10-day suspension limit, an expulsion from school may be recommended to the School Board. Any student recommended for expulsion from school will receive a hearing before the Board of Education and may have legal counsel present. In order to expel a student, the Board must find that the student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or would substantially disrupt, impede, or interfere with the operation of the school. School officials will take reasonable steps to resolve such threats, address such disruptions, and minimize the length of any removal from school. Moreover, the Board will make the determination of other appropriate educational processes or orderly operations of a school.

DRESS CODE

Students are expected to dress appropriately for the educational environment at Komarek:

- Shirts shall cover midriff.
- Clothing must conceal all undergarments.
- Students should be dressed for the season, as they may be outdoors for PE or recess.
- Footwear is required at all times in order to comply with Health Code regulations. For safety reasons. Athletic shoes are to be worn during physical education classes.
- Roller shoes are prohibited.
- Students wearing clothing which is deemed vulgar, inappropriate, unsafe, or disruptive to the educational process (e.g. advertising/display of alcohol, drugs, sexual innuendo) will be required to change into appropriate clothing.
- Students will not be sent home to change clothing; they will receive office-issued clothing, if necessary.
- Administration shall determine if any other clothing is not conducive to the learning environment.
- Hats are not allowed.

ELIGIBILITY AND BEHAVIOR EXPECTATIONS FOR EXTRACURRICULAR ACTIVITIES

These guidelines are for all extracurricular programs. Extracurricular activities are a privilege, and students must show appropriate behavior and good grades in order to participate. The Salt Creek Valley Conference requires an academic eligibility system to be in place in each school.

Behavior Expectations

- A student serving a school detention, an out of school suspension, or an in school suspension is not allowed to participate in practice, a game, or any other extracurricular activity that day.
- Any athlete with 3 unexcused absences for the season will be removed from the team.
- Students are expected to abide by Komarek's Code of Conduct while participating in any extracurricular activity, including both on or off school grounds and on the bus. Failure to show appropriate behavior could result in loss of privileges. Administration reserves the right to deny a student access to an extracurricular activity due to previous inappropriate behavior.

Academic Eligibility

- A GPA of 2.0 or higher must be maintained to participate in any extracurricular activity.
- Students with a GPA less than 2.0 will be placed on probation. A probation period lasts from Tuesday to Tuesday. After two weeks of being on probation, a student will be deemed ineligible to participate in extracurricular activities. In order for a student to be off of probation or ineligibility, the student must have a GPA of 2.0 or above the following Tuesday.
- Students can be on probationary status to participate in an extracurricular program but may not be on ineligible status
- Parents will be informed of their child's status through a written report mailed to the home or sent via email.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

FAITH'S LAW/EMPLOYEE CODE OF PROFESSIONAL CONDUCT

Per *Faith's Law* ([IL HB1975](#)), the following Employee Code of Professional Conduct is adopted for all Komarek School District employees:

All School District personnel are expected to maintain professional, respectful, and cooperative relationships with students, parents, colleagues, and community members. Accordingly, District personnel must adhere to generally recognized professional conduct standards, including but not limited to the following:

1. Demonstrate appropriate and professional preparedness, punctuality, attendance, language, communications, and appearance.
2. Exemplify honesty and integrity.
3. Maintain professional, appropriate relationships and boundaries with all students, whether during or outside of school.
4. Refrain from being impaired and/or under the influence of alcohol, illegal or prohibited drugs, and/or prohibited substances to maintain a safe and healthy environment and quality instruction and/or performance for the District and its students.
5. Maintain an environment free from harassment, intimidation, bullying, hazing, discrimination, and violence.
6. Maintain integrity with members of the school or District community concerning donations, fundraising, business dealings, gifts, and favors.
7. Respect and maintain the confidentiality of student and personnel records, test materials, and other information covered by confidentiality agreements, or protected by State and Federal privacy laws.
8. Demonstrate conduct that is aligned with the *Code of Ethics for Illinois Educators*, incorporated by reference into this policy, and conduct that follows generally recognized professional standards.
9. Comply with all applicable State and federal laws and Board policies.

Expectations for Employee-Student Boundaries

District employees must at all times, whether during or outside of school, maintain appropriate and professional employee-student boundaries and relationships. Relationships between students and School District employees are inherently unbalanced, as District employees are uniquely positioned as individuals who care for and have authority and influence in relation to students. District employees may violate appropriate employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's physical or mental health, safety, or general welfare. Employees must recognize potential negative consequences for students and/or employees engaging in certain behaviors with students or allowing inappropriate conduct to continue.

Recognizing the age and developmental level of District students, some examples of inappropriate employee conduct that may lead to a breach of employee-student boundaries include, but are not limited to:

1. Regarding students as peers and/or engaging in peer-like behavior with students.
2. Sharing personal issues or adult relationship issues with students.
3. Favoring certain students by inviting them to meetings during non-instructional times to “hang out” or giving certain students gifts or special privileges.
4. Meeting with a student off-campus without the parent/guardian’s knowledge and/or permission.
5. Dating a student or requesting to date a student, or sexual or romantic invitations or advances toward a student.
6. Participating in or requesting participation in a meeting with a student outside the employee’s professional role.
7. Transporting a student in a District or private vehicle alone and/or without appropriate authorization.
8. Taking, possessing and/or using photos and/or videos of students for non-educational purposes, or without District administration authorization.
9. Inviting students to an employee’s home.
10. Adding or “friending” students on personal social networking sites.
11. Privately messaging students through social media, personal phone numbers, or personal email accounts.
12. Making sexually suggestive comments, engaging in sexualized or romantic dialogue, commenting on a student’s physical attributes or excessively flattering a student.
13. Massages, tickling, lingering or excessive touching, or sexual, indecent, romantic, or erotic contact with a student.

Instead, the District expects employees to abide by the following non-exhaustive standards when interacting with students:

- Conduct any one-on-one conference with students in a classroom with the door open.
- Meet with students off-campus only with parent/guardian knowledge or permission (for example, when providing pre-arranged tutoring or coaching).
- Limit communication to what is necessary for educational and/or extracurricular activities.
- Use District-approved methods for communicating with students.
- Only transport students in District or private vehicles with administrative authorization.
- Take, possess, or use photos/videos of students only for educational purposes, with eligible student or parent/guardian consent and District administration authorization.
- Abide by relevant and applicable student records laws and Board policies with respect to confidentiality of student records.

The District understands that some employees may have pre-existing relationships with students or families unrelated to the school environment. The expectations set forth above are not intended to prohibit or limit appropriate interactions with such students or families, provided that the employee is aware of and maintains appropriate employee-student boundaries during all interactions.

Violations of Professional Conduct Standards

Violations of Board Policy 5.120 or this Employee Code of Professional Conduct, or failure to report a violation of the Employee Code of Professional Conduct, may subject an employee to disciplinary action, up to and including dismissal. Employees are expected to report prohibited behaviors and/or boundary violations in accordance with Board Policies 2.260, Uniform Grievance Procedure; 2.265, Title IX Sexual Harassment Grievance Procedure; and 5.90,

Abused and Neglected Child Reporting Act. Violations of the employee professional conduct policy may include, but are not limited to, the following:

1. Failing to comply with or adhere to any of the expectations set forth in this policy.
2. Falsifying, misrepresenting, omitting, or erroneously reporting professional qualifications or information submitted in the application and/or hiring process.
3. Falsifying, misrepresenting, omitting, or erroneously reporting information during the course of an inquiry or investigation.
4. Committing any act of child abuse, neglect or cruelty to children.
5. Willfully or negligently failing to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/).
6. Engaging in harassing behavior, including sexual harassment.
7. Willfully or negligently failing to report sexual harassment as required by Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*).
8. Providing a recommendation of employment for an employee, contractor, or agent that the employee knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, as prohibited by the Elementary and Secondary Education Act (20 U.S.C. § 7926).
9. Engaging in *grooming* as defined in 720 ILCS 5/11-25.
10. Engaging in grooming behaviors, including but not limited to *sexual misconduct*, which is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee or agent of the District with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - A sexual or romantic invitation
 - Dating or soliciting a date
 - Engaging in sexualized or romantic dialog
 - Making sexually suggestive comments that are directed toward or with a student
 - Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
 - A sexual, indecent, romantic, or erotic contact with the student
11. Furnishing tobacco, alcohol, cannabis, or any other illegal/unauthorized substance, including e-cigarettes, to any student or allowing a student under his or her supervision to use tobacco, alcohol, cannabis (including medical cannabis unless the student is authorized to be administered a medical cannabis infused product by the District employee pursuant to *Ashley's Law*), or any other illegal/unauthorized substance.
12. Engaging in any of the prohibited activities listed in the District's drug- and alcohol-free workplace policy.
13. Carrying a firearm on or into any District-controlled building, real property, or parking area, or any District transportation vehicle, unless specifically permitted by law.
14. Knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement.
15. Failing to appropriately respond to a witnessed or reported incident of student-on-student bullying, harassment, hazing, or teen dating violence.
16. Misusing District-related funds.
17. Failing to account for funds collected from students or parents/guardians.
18. Submitting fraudulent requests for reimbursement of expenses or for pay.
19. Co-mingling District funds with personal funds or accounts.
20. Using District property without appropriate authorization.

21. Soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
22. Disclosing confidential information concerning student records, health and medical information, family status and/or income, or assessment/testing results, unless disclosure is required or permitted by law.
23. Disclosing confidential information restricted by State or federal law.
24. Any other violation of, or conduct inconsistent with, State or federal law or Board policy, administrative directives, or generally recognized professional conduct standards.

This list of employee conduct standards is not exhaustive; therefore, an employee may be disciplined for conduct that is not specifically listed above.

Training

District personnel are expected to participate in all required trainings on educator ethics, child abuse, grooming behaviors, and boundary violations, among other required training as directed by the District.

FIELD TRIPS

Komarek School offers many field trip opportunities to students during the course of the year. Some trips are curriculum-based, and others may be extracurricular and/or have eligibility requirements. In order to be eligible for extracurricular field trips, students must meet criteria for academics as well as behavior. Students may be removed from school sponsored field trips due to behavior.

INSTRUCTION AND GRADING

PROMOTION AND RETENTION

Per Board Policy 6:280 on Grading and Promotion, the Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Grading

Each teacher shall maintain an evaluation record for each student in the teacher's classroom. A District Administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score

- The teacher agrees to allow the student to do extra work that may impact the grade
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system

Should a grade change be made, the administrator making the change must sign the changed record.

Grading Scale

A= 100-93

B= 92-83

C= 82-75

D= 74-70

F= Below 70

Honor Roll (Grades 3-8)

Komarek School has traditionally had a strong academic curriculum and high academic standards. To reward those students who maintain an exceptional level of academic integrity and achievement, the Komarek Honor Roll system has been developed. The system is based on the student's grade point average (GPA) at the end of each quarter of the school year. All the letter grades on the report card are averaged in order to achieve a student's grade point average for Honor Roll.

A STUDENT CANNOT BE CONSIDERED FOR HONOR ROLL IF HE/SHE HAS A "D" OR LOWER IN ANY SUBJECT.

A junior high student (grades 6, 7, or 8) can qualify for the spring Honor Student Field Trip by being on the High Honor Roll for the first, second, and third quarters of the school year consecutively. Any student with 3 or more detentions or any type of suspension, will not qualify to attend the trip.

Honor Roll will be determined as follows:

- High Honor Roll : 3.50-4.00 GPA (all subject areas included)
- Honor Roll : 3.00-3.44 GPA (all subject areas included)
- Honor Roll GPAs should be rounded to the nearest tenth place (i.e., a GPA of 3.45 would be rounded to 3.50 and would qualify for Gold Honor Roll status).

Early Entrance and Grade Acceleration

Please review the [Accelerated Placement Program Procedures](#) for Komarek School for more information regarding the process for requesting early entrance to Kindergarten, grade acceleration, or subject acceleration.

SCHOOL HALLWAY PASSES

A student must have a pass from a teacher or the school secretary when they are out of class during the school day. Students must also have a written pass to be in the building before 8:10 AM and during the lunch periods. Students are not allowed to enter an empty classroom without direct permission from a teacher, school secretary, or administrator. Violations of the above will result in a detention or suspension.

SCHOOL NURSE AND STUDENT HEALTH INFORMATION

Ms. Kathy Ginder
School Nurse
708-447-8030 ext. 2107

ANAPHYLACTIC POLICY

Per Public Act 102-0413, school district Anaphylactic Response Policies must be in alignment with the policy set by ISBE. To view the ISBE Anaphylaxis Response Policy document, please click [here](#).

- Set training curriculum for ‘trained personnel’ able to administer undesignated epinephrine
- Districts must provide yearly notification to parents regarding anaphylactic policy

ASTHMA EMERGENCY MEDICATION PROGRAM

Public Act 100-0726 allows schools to maintain “undesignated” asthma rescue medication. Please click [here](#) to view the emergency response protocol. The “undesignated” asthma rescue medication is for emergency use only.

CARE OF STUDENTS WITH DIABETES

The parents/guardian of children with diabetes who require assistance managing this condition while at school and school functions, must submit a Diabetes Care Plan to the School Nurse. For more information on Diabetes Care Plans, please click [here](#). The parent/guardian is responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize a designated District representative (such as the school nurse) to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

CONCUSSIONS AND HEAD INJURIES

Per the Illinois Youth Sports Concussion Safety Act (P.A. 99-0245, P.A. 99-0486) and Section 22-80 of the School Code, any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois, a certified athletic trainer, an advanced practice nurse, or a physician assistant. Per the law, Return to Play and Return to Learn protocols will be followed for all student athletes affected with concussion/head injury. For questions on protocols, please contact the School Nurse.

FEMININE HYGIENE

Feminine hygiene products are available in the Nurse's Office bathroom as well as female restrooms throughout Komarek School.

FOOD ALLERGIES

The parent/guardian of a child with a life-threatening allergy or life-threatening chronic illness must notify the School Nurse, who will ensure all applicable paperwork and documentation is completed. Please contact the School Nurse with questions about Allergy Action Plans and/or school procedures for the management of allergies.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. Illinois school districts are required to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal or state statutes, federal regulations, and state rules.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

All forms are due in the school office **by the first day of school**. Failure to comply with these requirements on or before October 15 of the current school year will result in the child's exclusion from school until the required health forms are presented to the district. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. For more information on health requirements from the Illinois Department of Public Health, please click [here](#) and scroll to the section titled 'Back to School Immunization Requirements'.

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Preschool
2. Entering Kindergarten
3. Entering Sixth Grade
4. Enrolling in an Illinois school for the first time, regardless of the student's grade

Required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

If, for medical reasons, one or more of the required immunizations must be given after the first day of school, then the student must present by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. A physician, registered nurse or local health department responsible for administering the immunizations must sign the schedule and statement of medical reasons. Alternate schedules will be monitored by the Komarek School Nurse to ensure completion of the Immunization schedule. If a child is delinquent for a scheduled immunization appointment, the child will no longer be in compliance with the law and will be excluded from school until the required health forms are presented to the district.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Immunization/Health Exam Exemptions

A student will be exempt from the requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the Principal a signed statement explaining the objection
2. A health examination or immunizations due to medical grounds if a physician provides written verification
3. An eye examination if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provide eye examinations or a licensed optometrist
4. A dental examination if the parent/guardian shows an undue burden or a lack of access to a dentist

Dental Examination

The state of Illinois requires that all children entering kindergarten, second, and sixth grade have a dental examination. The dental examination must be completed within 18 months prior to the May 15th deadline of each year. Proof of Dental Examination is due no later than May 15.

Vision and Hearing Screenings

The Illinois Department of Public Health works to prevent the detrimental effects of hearing and vision loss in children by implementing the Illinois Child Vision and Hearing Test Act (410 ILCS 205) which mandates vision and hearing screenings are mandated at specific grade levels.

Hearing screening must be provided annually for Preschool, Kindergarten, 1st, 2nd, and 3rd grades, special education students, transfer students, or per teacher referral or parent/guardian request. The student's Parent/Guardian will be notified of failed screenings. In lieu of the required screening, a completed and signed report form indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for Preschool, Kindergarten, 2nd and 8th grades, special education students, transfer students, or per teacher referral or parent/guardian request. The student's Parent/Guardian will be notified of failed screenings. In lieu of the required screening a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, provided to the School Nurse is acceptable. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor (Section 27-8.1 of the School Code).

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the School Nurse.

MEDICATION FOR STUDENTS

School Administration of Non-Prescription Medication

A completed School Medication Authorization Form must be submitted by the student's physician and parent/guardian stating the necessity for any non-prescription medication to be administered at school. This form will be kept on file in the School Nurse's office.

Requirements for School Administration of Prescription Medications

1. A completed School Medication Authorization Form from the student's physician or licensed prescriber stating the necessity for the prescription medication, dosage, route, and time of administration.
2. A signed Parental Authorization form by the parent/guardian to administer the medication as prescribed.
3. Medication may be self-administered by a child with a physician's prescription, written parental authorization, and School Nurse approval and supervision.

The following applies to all medications:

1. All medication is to be in the original container appropriately labeled and with the child's name.
2. All medication shall be stored appropriately in a locked cabinet in the nurse's office.
3. It is the student's responsibility to report to the nurse or designated school personnel at prescribed medication times.
4. Unauthorized medication shall be confiscated and may be reclaimed only by the parent/guardian.
5. Komarek School District retains discretion to reject a request to administer medications deemed unnecessary or unsafe to be taken at school, such as vitamins, non-traditional therapies, drugs unapproved by the FDA, or medications causing extenuating side effects for the student.

The responsibility to obtain physician authorization lies with the parent/guardian, not the school. Medication Authorization forms are available via the School Nurse or the website: <https://www.komarek94.org/>. The School Nurse is available to address questions or concerns about the administration of medication at school.

PROCEDURES FOR ABSENCE/RETURN TO PHYSICAL EDUCATION (P.E.)

- A child may be excused from physical education class for one (1) day at the discretion of the PE teacher, Principal or School Nurse if the child does not feel well.
- A child may be excused from physical education class for one (1) or two (2) days with a dated note from the parent.
- To be excused from physical education class for three (3) or more days, a dated note from a doctor is required. The note should specify the duration of absence and any restrictions if applicable.
- Students with casts, splints or serious illnesses will need a doctor's note of exclusion AND a doctor's note of permission to return to physical education class.

SICK DAY GUIDELINES

A child absent more than 3 days due to illness is required to turn in a physician's note upon return to school. Parents need to update the school with any changes in student health status including any change of or addition to medications. All cell, work, and emergency contacts must be kept up to date and on file in the school office. To update Parent/Guardian contact information, please call the School Secretary.

A child should be kept home when he/she experiences:

- A fever of 100 degrees or higher (Child should remain home until fever free, without medication, for a minimum of 24 hours.)
- Nausea, Vomiting, Diarrhea: All body fluids are considered contagious. Students should not return to school for at least 24 hours after the last episode of vomiting or diarrhea.

- Has symptoms that prevent him or her from participating in school, such as:
 - Excessive tiredness or lack of appetite
 - Productive coughing, sneezing, runny nose, headache, body aches, earache
 - Sore throat (A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician as your child needs a special test to determine if it is strep throat).
- Headache, Runny Nose or Persistent Cough: All body fluids are considered contagious. Students should wash their hands frequently, especially when they are ill. Students should stay home if they have a cold with excessive drainage, coughing, and/or sneezing.
- Conjunctivitis (“Pink eye”): Students must remain out of school until they have been on antibiotics for at least 24 hours. Symptoms include: redness of the “whites” of their eyes, drainage from eye(s), itching and/or eye pain, and light sensitivity. If fever or the above symptoms appear while the child is in school, the parent/guardian is called to take the child home.

SCHOOL SAFETY DRILLS

Lockdown, fire, and tornado drills will be conducted on an annual basis in coordination with North Riverside Police and Fire Departments.

Parent Opt-Out

Komarek School follows state regulations with regard to conducting Lockdown and Fire Drills throughout the school year. Per state guidelines, all Lockdown Drills will be announced in advance, and parents are able to opt their children out from these drills. Should you want to opt your child out, your student will receive alternate instruction on what to do during a lockdown. Upon receiving notice of a lockdown drill, please contact the School Office should you wish to opt your child out.

STUDENT SERVICES NOTIFICATIONS

Dr. Diane Janka
 Director of Student Services
 708-447-8030, ext. 2104

Department of Child and Family Services (DCFS) Notices/Liaison

Beginning the 2022-23 school year, school districts are required to appoint a liaison for the purpose of facilitating the enrollment of as well as transfer records for students in the custody of DCFS. The DCFS Liaison for Komarek School District is the Director of Student Services.

Districts are also required to inform DCFS’s Office of Education and Transition Services (OETS) of the following for any student in the care of DCFS (parent written consent is not needed to disclose the records of a student in DCFS’s custody to OETS):

- Provide notices of school-initiated Parent/Teacher conferences and any other meeting concerning the student that would otherwise involve a parent, with the DCFS caseworker allowed to attend said meeting
- Provide copies of records/reports of student progress
- Provide reports of student emotional and physical health

- Provide notices of major school-sponsored events that involve student-parent interaction
- Provide the school calendar

For students with disabilities, the school must provide DCFS with copies of special education documentation, including prior written notice and written notice regarding Assistive Technology. School districts must also provide OETS with prior notice when the records of a student in the custody of DCFS are to be deleted or destroyed, as well as an opportunity to copy said records. DCFS's OETS has a right to inspect the records of a student in their legal custody, copy the records at the school district's expense, and to have the school provide a professional to interpret the information in the records.

Policy and Procedure For Use of Restraint/Time Out

Consistent with Illinois law and Komarek School District No. 94 Board Policy, the District may use isolated time out, time out, and physical restraint interventions when a student's behavior presents an imminent danger of serious physical harm to the student or others, other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there is no known medical contraindication to its use on the student, and the school staff member or members applying the intervention have been trained in its safe application consistent with the Illinois School Code.

Isolated time out, time out, or physical restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

The District adopts the Illinois State Board of Education's rules, codified at 23 Illinois Administrative Code 1.285, as its written procedure to be followed by staff for the use of isolated time out, time out, and physical restraint. Please refer to the Komarek School District Board of Education Policy Manual for more information.

Designated School Official: Dr. Diane Janka, Director of Student Services, is the designated school official who will be informed of all incidents and maintain the documentation required under the Illinois School Code and its regulations.

Special Education Notifications

Interpretation Services

Interpretation services are available at Special Education/IEP meetings for parents whose native language is other than English, or who are deaf, to assist with participation in the meeting. If you would like an interpreter at your child's Special Education/IEP meeting, please request an interpreter by contacting the Director of Student Services. You have the right to request that the interpreter serve no other role in the IEP meeting other than as an interpreter and the District will make reasonable efforts to fulfill this request. Please also contact the Director of Student Services with questions about interpretation services.

Medicaid Notification

1. With a parent's consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates and provide the child's personally identifiable information to Medicaid or other public benefits or insurance

programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs.

2. The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services.
3. The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay.
4. The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.
5. A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.
6. A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

Provision of Related Service Logs for Students receiving Special Education/Related Services

Students with disabilities may receive related services as part of their individual education programs (IEPs). Komarek SD 94 will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child's related service logs at any time.

RESIDENCY AND REGISTRATION

Parents must register students for school on a yearly basis. Parents/Guardians must also provide proof of residency on a yearly basis. For required documentation, please contact the District Office.

Returning Students are able to register each year online through PowerSchool. Parents will need the parent account login for PowerSchool to be able to complete online registration. Please contact the Technology Coordinator at 708-447-8030 x2132 if you need assistance with your parent PowerSchool login.

New Students and Incoming Kindergarten Students must make an appointment to register in-person. Please contact the District Registrar at 708-447-8030, ext. 2163 for an appointment.

Moving/Transferring Out? Please contact the School Office to request an Illinois Transfer form that must be completed in order to enroll your students in a new school district. In order to receive this form, all fees must be paid and all student materials must be either paid for or returned to school.

District Boundaries

Please [click here](#) for information on the Komarek School District boundaries.

Fraudulent Registration Notice

Only students who reside within the boundaries of Komarek School District are eligible to enroll in and attend Komarek School. It is a Class C misdemeanor to knowingly enroll, or attempt to enroll, on a tuition free basis, a student known to be a non-resident, except as otherwise provided by law. It is a Class C misdemeanor to knowingly or willfully provide false information regarding the residency of a student to enable the student to attend school on a tuition free basis.

Persons who are determined to have committed these misdemeanors may be prosecuted to the full extent of the law. The student may also be disenrolled and the person responsible for the student required to pay tuition for the time the student attended as a non-resident.

McKinney-Vento Act/Homelessness

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth. The legislation requires Komarek School and the Komarek School McKinney-Vento Liaison to assist homeless children and unaccompanied youth to easily enroll in school, attend regularly, and be successful. The following are rights of homeless children and youth:

- The right to immediate enrollment, even if lacking paperwork normally required
- Immediate enrollment in the Free and Reduced Breakfast and Lunch Program
- The right to attend school in his/her school of origin (if requested by the parent and is feasible) or in the school in the attendance area where the family or youth is currently residing
- The right to receive transportation to his/her school of origin, if requested by the parent
- The right to services comparable to those received by housed schoolmates, including transportation and supplemental educational services
- The right to attend school along with children not experiencing homelessness
- Segregation based on a student's status as homeless is strictly prohibited
- Educational organizations and schools
- Where appropriate, referrals to food bank and meal programs, local service organizations (Goodwill, Salvation Army, etc.), family shelters, medical services, and other support

To obtain additional information regarding establishing homeless status and resources available, please contact Komarek's McKinney-Vento Liaison, the Director of Student Services.

VISITING THE SCHOOL

Procedures for visiting Komarek School are as follows:

- After the children have entered the building, all outside doors are locked. Visitors are then required to check-in at the office.
- Anyone intending to walk anywhere in the school building must obtain a visitor's pass from the office. This badge must be visible the entire time the visitor is in the building.
- Parents, relatives and authorized friends who come to school to take a child out for illness, doctor's appointment, etc. must do so at the Principal's office only. The child must be signed-out before being allowed to leave. When the child arrives back at school he/she must be checked in to the principal's office by an adult. Authorized individuals must be listed in Powerschool as being able to sign in/sign out the student and must also provide an ID or Driver's license.
- Parents, relatives, and friends who drop off books, lunches, etc. for a child must do so at the Principal's office. Non-school personnel are not allowed to go into the hallways or classrooms once the school day has begun. Violation of this may result in arrest and prosecution of the offender.
- Once the school day has begun, the playground is considered an extension of the classroom. During outside P.E. or other outside classroom activities, parents/siblings are not permitted to approach students while participating in classroom activities. Parents will be asked to leave the grounds while outside activities are taking place on the playground.
- If parents/guardians would like outside providers (such as counselor, therapist, etc.) to observe their child in the school setting, please contact the Director of Student Services to coordinate an observation.

WELLNESS POLICY

"The Healthy, Hunger-Free Kids Act of 2010" (HHFKA) requires all local educational agencies participating in federal Child Nutrition programs to establish and implement, for all schools under its jurisdiction, local school wellness policies that meet minimum standards designed to promote sound nutrition, student health, reduce childhood obesity, and provide transparency to the public on the school nutrition environment."

Drinks and Water Bottles

Water bottles are allowed in classrooms but must only contain water. Juice, soda, and sports or energy drinks are not allowed in classrooms, and are discouraged during lunch.

Snacks

Students who bring an unhealthy snack will be asked to choose a snack that meets Komarek's guidelines. In addition, due to some students having nut allergies, you will be made aware if your child's classroom is a 'nut-free' zone. The following are examples of healthy snacks that can be brought to school:

- Raw vegetables (no dip)
- Fresh fruits (no canned fruit or fruit with syrup)
- Pretzels
- Cheese
- Plain popcorn
- Crackers (graham, saltines, Ritz, Goldfish only)
- Raisins, dried fruit (i.e., trail mix), dry cereal, or cereal bars

Birthday Treats

If you send birthday treats to school, please make sure that the treats are individually packaged and meet our Wellness Policy guidelines. Any treats that do not meet policy guidelines will not be distributed and will be sent home. The following are approved treats:

- Pretzels or Goldfish crackers
- Animal crackers
- 100 calorie snack packs
- Granola bars
- Sandwich crackers
- Rice krispie treats
- Fruit snacks