



# Student Services

May 8, 2018 - 7:00 p.m.  
Administration Center



## AGENDA

<p>Type of meeting:</p>	<p><b>Successful Schools/Successful Students</b></p>	
<p><b>Melissa Gracias</b> Chair</p> <p><b>Denis Ryan</b> Vice-Chair</p> <p><b>Board Representatives:</b> <b>Tony Serratore</b> <b>Sue Dalton</b></p> <p><b>Richard Nogal</b> Ex Officio Member, Board President</p> <p><b>Dr. Jim Gay</b> Ex Officio Member, Superintendent</p> <p><b>Dr. Kim Dryler</b> Asst. Supt. of Instrn</p> <p><b>Lisa Shulman</b> Dir. of Student Services</p> <p><b>Edgar Palacios</b> Special Programs Coordinator</p> <p><b>Principals:</b> <b>Eric Olsen - AAS</b> <b>Deb Baker - CS</b> <b>Robert Nolting - VJA</b></p> <p><b>Teachers' Association:</b> <b>Michelle Etchason</b> <b>Shell Thoss</b></p> <p><b>ESP Association:</b> <b>Jennifer Karalis</b></p> <p><b>VJA Community Members:</b> <b>Robin Murphy</b> <b>Kevin Purcell</b> <b>Aseal Tineh</b></p> <p><b>CS Community Members</b> <b>Elizabeth Gierach</b> <b>Donald Vacha</b> <b>Megan Krueger</b></p> <p><b>AAS Community Members:</b> <b>Nareman Taha</b> <b>Nadine Scordo</b></p>	<ol style="list-style-type: none"> <li>1. <b>Call to Order</b></li> <li>2. <b>Public Comments</b></li> <li>3. <b>Review of committee minutes</b></li> <li>4. <b>School Improvement</b> Goal(s): <ul style="list-style-type: none"> <li>• To review informal feedback from Institute Day</li> <li>• To review summer professional development</li> <li>• To review Building School Improvement Plans</li> </ul> </li> <li>5. <b>Student Services</b> <ul style="list-style-type: none"> <li>• To provide update on ESY</li> <li>• To review summer options for EL</li> <li>• To review Special Education Plan for 2018-2019</li> <li>• To review Code of Conduct</li> </ul> </li> <li>6.. <b>Policies</b> Goal(s): To review policy updates <b>Policies</b> <b>Second Reading</b> <ul style="list-style-type: none"> <li>• 6:290 Instruction - Homework</li> <li>• 7:70 Students - Attendance and Truancy</li> </ul>   <b>Administrative Procedures and Exhibits</b> <ul style="list-style-type: none"> <li>• 6:290 AP1 Instruction - Make-up work</li> <li>• 7:60 AP2 Students - Residence</li> </ul> </li> <li>7. <b>Other</b> <ul style="list-style-type: none"> <li>• To review student handbook pages 70-85</li> </ul> </li> </ol>	<p><b>Page 1-2</b></p> <p><b>Informational Informational Handouts</b></p> <p><b>Informational Informational Presentation Handout</b></p> <p><b>Page 3</b></p> <p><b>Page 4 Page 5-6</b></p> <p><b>Page 7 Page 8-10</b></p> <p><b>Activity</b></p>
	<p><b>Next Meeting – June 12, 2018 Administration Center</b></p>	





## Minutes

## Student Services Committee April 10, 2018

### Administration Center

Mrs. Gracias called the meeting to order at 7:00 PM. Committee members in attendance included: Melissa Gracias, Dr. James Gay, Dr. Kim Dryier, Lisa Shulman, Edgar Palacios, Eric Olsen, Deb Baker, Robert Nolting, Jennifer Karalis, Robin Murphy, and Megan Krueger. Board members present included Tony Serratore, Sue Dalton, and Board President Rick Nogal. Also in attendance were Jennifer Tyrrell, AAS Assistant Principal, Carla Erdey, Director of Communications and Lisa Andrews representing the Teachers' Association.

**Review of committee meeting minutes** - No comments or corrections were offered.

### SCHOOL IMPROVEMENT

**D230 Website** - Carla Erdey shared that after receiving input from parents, students, staff and community members regarding the functionality, aesthetics and content of the district websites, the Communication and Technology Departments began a comprehensive website redesign process. She continued stating that, after evaluating three website design companies, a committee of 20 staff members from the three schools and district office recommend the vendor *Blackboard*. The recommendation was based on aesthetics, mobile functionality, overall system integration, ADA compliance, content management system, cost/pricing, service, and professional qualifications. Three examples of school websites using *Blackboard* were shared. The recommendation will be presented for approval to the School Board in April.

### SCHOOL SAFETY

Robert Nolting shared the Honor Code of Conduct Review highlighting the changes which included language updates and reorganization of the Activity Board. These changes will be noted in the Student Handbook. It was noted that the Deans conduct the investigations for the Honor Code of Conduct. Some other noted updates included:

- Chemical Awareness Information
- Reporting of Offenses
- The intent of the Honor Code of Conduct
- Anonymous tips will not be accepted as a form of reporting

It was suggested that our attorneys review this document. Additional considerations will be brought back to this committee next month and be included the student handbook as appropriate.

**Policies for review** - Dr. Dryier shared policy updates. She stated that policy changes shared this month most are district recommendations that reflect and are aligned with District 230 philosophy, current language, and residency. She commented that D230 Teachers Association also provided feedback to the policies.

- Policy 6:209 Instruction - Homework
- Policy 7:70 Student - Attendance and Truancy

The policies will be presented for the 1st reading at the April School Board Meeting.

**OTHER**

**Student Handbook activity** - Pages 55-69 - Suggestions, corrections, and changes were noted.

**Student Handbook review** - Pages 70-78 were assigned for the May meeting.

**The meeting was adjourned at 8:45 p.m.**

***Next meeting: May 8, 2018***



# CONSOLIDATED HIGH SCHOOL DISTRICT 230

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Dr. James M. Gay

# MEMO

**To:** Dr. James Gay  
**Fr:** Dr. Kim Dryier  
**Date:** May 8, 2018  
**Re:** Policy Updates

Policy #	Policy Name	Required Language or Change to Legal Reference	Recommended Changes	Rationale for Update	✓ 1 <sup>st</sup> Reading	✓ 2 <sup>nd</sup> Reading
6:209	Instruction – Homework		✓	Language Update		✓
7:70	Students – Attendance and Truancy		✓	Language Update		✓
6:290 AP1	Instruction – Make-up-work		✓	Language Update		✓
7:60 AP2	Students – Establishing Student Residency		✓	Language Update		✓

## 6:290 - Instruction

### Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. ~~Homework is to be assigned to complement instruction rather than for disciplinary purposes.~~ The Superintendent shall provide guidance to ensure that homework:

#### Homework:

1. is used to preview, reinforce, and ~~or~~ apply previously covered concepts, principles, and skills;
- ~~1-2~~ is not assigned for disciplinary purposes;
- ~~2-3~~ reinforces communication between the school and parents/guardians; serves as a communication link between the school and parents/guardians;
- ~~3-4~~ encourages independent thought, self-direction, and self-discipline; and
- ~~4-5~~ is of appropriate frequency and length and does not become excessive according to the teacher's best professional judgment.

ADOPTED: October 4, 1999

REVISED: April 26, 2007; November 29, 2012, May 2018

## 7:70 – Students

### Attendance and Truancy

#### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

#### Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in Grades 9 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day (s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
- 3-4 A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
54. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in *The School Code*, Section 26-2a.

- 65.** A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
- 76.** The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students at Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
- 87.** A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
- 98.** A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
- 109.** An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
- 1140.** The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
- 1244.** A process for a 17-year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers to and from Non-District Schools*.
- 1342.** A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.

705 ILCS 405/3-33.5.

23 Ill. Admin. Code §§ 1.242 and 1.290.

CROSS REF.: 6:110, 6:150, 7:10, 7:50, 7:60, 7:80, 7:190, 7:340

ADOPTED: October 4, 1999

REVISED: February 19, 2001; January 27 2005; August 30, 2007; January 31, 2008;  
September 24, 2009; December 17, 2010; July 31, 2014; December 22, 2016

May 2018

## **6:290-AP1 - Instruction**

### **Make-Up Work**

The responsibility for obtaining and completing make-up work after an absence rests ~~solely~~ with the student. Make-up work refers to the work missed during an absence. ~~-. A minimum of tTwo~~ days for each day of absence are allowed for the completion of make-up work. Failure to complete ~~such make-up work in a satisfactory manner within the time limit~~ may result in a loss of credit for each assignment missed. ~~-. will result in a 0 for each assignment missed. Students who receive unexcused absences will be required to do make-up work but will receive no grade credit for it. Failure to turn in the work will result in an "incomplete" for the grading period.~~

DATED: January 1, 2001

REVISED: May 2018



**7:60-AP2 –Students-Residence**

**Establishing Student Residency**

<b>Actor</b>	<b>Requirements and Actions that Must Be Completed</b>
<p>Anyone Seeking to Enroll a Student</p>	<p>Must present a certified or registered birth certificate for the student.</p> <p>Must present proof of residency within the District by providing the required number of documents from each of the following categories:</p> <p><u>Category I</u> (One document required)</p> <p>Most recent property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners)  <u>Current mortgage statement or closing documents from home purchased within past two months</u>  <del>Mortgage papers (homeowners)</del>                      Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters) <u>Lease must be valid on the first day of the new school year</u>                      Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents)                      Letter of residence from landlord in lieu of lease (7:60-AP2, E1)                      Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2)</p> <p><u>Category II</u> (Three documents showing proper address are required)</p> <p>Driver's license                      Vehicle registration                      Voter registration                      Most recent cable television and/or credit card bill                      Current public aid card                      Current homeowners/renters insurance policy and premium payment receipt                      Most recent gas, electric, and/or water bill                      Current library card <u>(with name and address)</u>                      Receipt for moving van rental  <del>Mail received at new residences</del></p> <p><u>Military Personnel Enrolling a Student for the First Time in the District.</u></p> <p>Must provide one of the following within 60 days after the date of</p>

	<p>student's initial enrollment)</p> <p>Postmarked mail addressed to military personnel Lease agreement for occupancy Proof of ownership of residence</p> <p><u>Military Personnel Wanting to Keep Child/Ward Enrolled in the District Despite Having Changed Residence Due to a Military Service Obligation.</u></p> <p>Upon submitting a written request, the student's residence will be deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school.</p> <p><u>Military Personnel Placing Nonresident Child/Ward with Non-Custodial Parent While on Active Military Duty.</u></p> <p>A student will not be charged tuition while he or she is placed with a <i>non-custodial parent</i> (a person who has temporary custody of a child of active duty military personnel and who is responsible for making decisions for the child). Must provide any "special power of attorney" created by the student's parent/guardian for the District to follow. A special power of attorney authorizes: (1) the student to enroll in a district of the non-custodial parent, and (2) the non-custodial parent to make decisions for the student. Any special power of attorney will be filed in the student's temporary record.</p>
Anyone with a Custody Order Seeking to Enroll a Student	Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).
Non-Parent Seeking to Enroll a Student	Must complete and sign <i>Evidence of Non-Parent's Custody, Control, and Responsibility of a Student</i> form, School Board exhibit 7:60-AP2, E3.

**IMPORTANT:**

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission. Should the District determine that a child is not a resident of the district, 7:60 – E5 Notice of Non-Residency Student Not Enrolled will be completed and mailed to the parent/guardian attempting to enroll the child.

**WARNING:**

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for non-resident tuition from the date the student

began attending a District school as a non-resident.

A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e)).

A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f)).

DATED: January 2005

REVISED: April 2006; March 2009; January 2011, March 2015; December 2016, March 2018