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APPROVED: May 2007

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INSTRUCTION

Instructional Goals

Educational Philosophy

It is the intent of the School Board to provide a warm, child centered environment that fosters a love of learning. The School Board recognizes that the interaction between the school community and the curriculum cultivates the development of the whole child. As such the School Board is committed to:

- 1) Delivering instruction that provides excellence in educational practices, relevance in curriculum, and classroom differentiation;
- 2) Establishing a safe, supportive school community that promotes respect, collaboration, and opportunities for growth and learning; and
- 3) Empowering students with the skills and knowledge to develop their individuality, citizenship, and a lifelong love of learning.

Educational Objectives

1. Develop in each student a sense of pride and accomplishment
2. Develop in each student a sense of self worth and security
3. Impart to each student the skills and concepts necessary to function effectively in a changing world
4. Develop in each student an appreciation for individual differences in peoples and cultures
5. Develop in each student an understanding of the democratic process - the rights and responsibilities of the student
6. Develop in each student the desire to live life in accordance with the ideas and ideals in a free society
7. Develop in each student a sense of self-discipline
8. Cultivate in each student an appreciation of the arts
9. Develop in each student creative self expression

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10. Develop in each student appreciation and respect for the environment
11. Develop in each student intellectual curiosity
12. Develop in each student the ability to do independent research
13. Develop in each student a positive attitude for life long learning
14. Develop in each student the ability to approach problems using the scientific method
15. Develop in each student an understanding of the past, its application to the present, and its effect on the future
16. Help each student practice responsible citizenship by developing personal ethical standards
17. Develop in each student the practice of critical thinking and analysis
18. Impart to each student the effective and responsible use of technology

INSTRUCTION

Equal Educational Opportunities

The School Board is committed to providing programs and services designed to meet the educational needs and abilities of all students. The District will not allow discrimination against any individual for reasons of race, religion, color, sex, national origin, economic status or handicap.

LEG. REF.: Section 504 of the Rehabilitation Act of 1973.
Title IX of The Educational Amendments of 1972.

APPROVED: May 2007

INSTRUCTION

Equivalent Assignment of Personnel, Curriculum and Instructional Materials

The School Board recognizes that the effectiveness of the District's educational programs is affected by the availability of materials and supplies, the assignment of personnel and the student-to-teacher ratio. The District's instructional program shall be in compliance with state and federal rules and regulations and shall provide flexibility in meeting the unique needs of the District's students.

INSTRUCTION

School Year Calendar and Day

School Calendar

The School Board, upon recommendation of the Superintendent and subject to state regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, length and dates of vacations and those days designated as legal school holidays. The school calendar shall have 181 days to insure 174 days of actual student attendance. Consideration shall be given to the calendars of New Trier Township High School and the township elementary districts.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in The School Code to study and honor the commemorated person or occasion. The School Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The length of the school day is established by the School Board with the recommendation of the Superintendent and subject to State law requirements.

LEGAL REF.: A

APPROVED: May 2007

INSTRUCTION

Organization of Instruction

The Sunset Ridge School District 29 is an elementary district consisting of grades kindergarten through eight. The grouping and housing of instructional levels in school facilities shall be according to plans developed by the Superintendent and staff and approved by the School Board.

The professional staff of the school may design, with the approval of the Superintendent, the grouping patterns which they consider most advantageous to their students. For purposes of attendance reporting and other records, each student must be identified as to grade level placement.

INSTRUCTION

Curriculum Development

The Superintendent shall recommend a comprehensive curriculum that is aligned with:

1. The District's educational philosophy and goals.
2. Student needs as identified by research, demographics, and student achievement and other data.
3. The knowledge, skills, and abilities required for students to become life-long learners.
4. The minimum requirements of state and federal law and regulations for curriculum and graduation requirements.
5. The Illinois Learning Standards and any District learning standards.
6. Any required state or federal student testing.

The School Board will adopt, upon recommendation of the Superintendent, a curriculum that meets the above criteria.

Development

The Superintendent shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

The curriculum review program shall:

1. Ensure regular evaluations of the curriculum and instructional program.
2. Ensure the curriculum continues to meet the stated adoption criteria.
3. Include input from a cross-section of teachers, administrators, parents, and students, representing all schools, grade levels, disciplines, and specialized and alternative programs.
4. Coordinate the process for evaluating the instructional program and materials.

INSTRUCTION

Research and Planning

Responsibility for curriculum development is shared by all members of the professional staff. However, recognizing that specialized training and experience, as well as sufficient time, are required to keep abreast of relevant changes and promising developments, the Superintendent and staff shall be responsible for the following:

1. Identifying and evaluating trends in curriculum, and sharing this knowledge with the professional staff;
2. Monitoring the operation of the instructional program and working with the staff in problem areas;
3. Providing leadership and/or counseling in District curriculum studies;
4. Providing a varied program of staff in-service activities related to curriculum; and
5. Maintaining collection of curriculum reference materials.

INSTRUCTION

Pilot Projects

The Superintendent may recommend and the School Board approve pilot projects which are defined as the introduction of educational experiments. These may include the preliminary study of new materials, equipment or organizational plans, in a protected environment, for a period sufficient to assess the value of that device or method for fulfilling a particular need of the District.

Proposals for pilot projects must include a statement of the goals of the study, the materials to be used, the anticipated expenses and the evaluation plan. All pilot programs must have the approval of the School Board before they can be implemented.

For pilot programs, the duration of which exceeds one year, the Superintendent shall submit periodic progress reports. Upon completion and within a reasonable period of time, the Superintendent shall submit a final evaluation including recommendations regarding the program.

INSTRUCTION

Adoption of Instructional Materials

The School Board shall review and approve proposals for significant curriculum changes which shall include the adoption of new textbooks, new courses of study, and new organizational patterns.

Following the study and review of the curriculum change the Education Committee shall consider the proposed change for recommendation to the School Board.

If the recommended changes require a expenditure of funds not included in the School District's budget, the prior recommendation of the Finance Committee shall be required.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Curriculum Committee

The School Board shall be responsible for the adoption of the District's curriculum. The Superintendent may establish a Curriculum Committee to assist the District's curriculum planning process. The Committee shall be directed to provide the Superintendent with recommendations and supportive summaries regarding revisions to the District's educational programs. The Committee shall serve in an advisory capacity only.

The purpose of the Curriculum Committee shall be to:

1. Provide for communication on matters relating to curriculum between individual teachers, across grade levels, within subject-matter areas, and among administrative staff.
2. Provide for system-wide coordination and articulation of curriculum.
3. Identify curriculum-related concerns and establish priorities for their study.
4. Conduct studies and research in the areas of curriculum, utilizing the resources available to the school system.
5. Engage in long-range planning to ensure ongoing improvement of the curriculum in the District.

The Superintendent shall identify the Committee's task and time guideline at the time the Committee is established.

LEG REF.: A

APPROVED: May 2007

INSTRUCTION

Co-curricular and Extracurricular Activities

Co-curricular and extracurricular activities may be designed and offered to support the educational objectives of the District.

INSTRUCTION

Human Relations Education

The District's curriculum shall emphasize a positive human relations attitude. Instructional materials at all grade levels shall reflect and fairly portray the history, contributions and culture of various ethnic and racial groups in our society. This goal shall be supported by the School Board's adoption of materials which promote the following:

1. Respect for one's self and others, regardless of economic status, intellectual or physical ability, sex, age, race, color, religion, creed or ethnic origin;
2. Respect for cultural differences;
3. Respect for the economic, political and social rights of others; and
4. Respect for the rights of others to seek and maintain their own identities.

The instructional process shall also support positive human relations attitudes.

INSTRUCTION

Teaching About Controversial Issues

From time to time controversial issues arise during classroom instruction. Controversial issues arising in a classroom situation should be addressed as a regular part of instruction and learning.

Teachers and students are urged to avail themselves of appropriate research materials to facilitate informed discussion of the issues. Controversial issues should provide for a free exchange of ideas to insure comprehensive study of the issues under consideration.

Discussions of controversial issues shall be appropriate to the age and developmental level of the children involved.

INSTRUCTION**Curriculum Content**

The curriculum shall contain instruction on subjects required by state statute or regulation, including the following:

1. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in bullying prevention may be included.
2. Citizenship values: Including American patriotism and the democratic principles of freedom, justice, and equality; proper use and display of the American flag; method for casting and counting votes; the Pledge of Allegiance.
3. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. Special activities shall be provided for students whose physicians have determined should not participate in regular physical education.
4. Career education: The career education program should: promote the desire to work and acquire the necessary skills for work, teach the relationship between learning and work, teach good work habits and values, and discourage occupational stereotyping.
5. United States history: Courses shall include an analysis of the principles of representative government, Constitutions of the United States and Illinois, and this country's relationship to other world-wide movements. Courses shall also include a study of the role and contributions of ethnic groups and the role of labor unions and their interaction with government.
6. The history of women in America: Including their contributions and struggles to gain the right to vote and for equality.
7. Black history, including contributions made by African-Americans and their struggles to receive fair and equal treatment.

INSTRUCTION

Curriculum Content (continued)

8. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
9. Consumer education.
10. In all schools, conversation of natural resources must be taught, including (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, health education must be stressed, including (a) proper nutrition, (b) physical fitness, (c) other components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction.
12. Violence prevention and conflict resolution: Education for grades 4 through 8, provided the program can be exclusively funded by grants from private sources.
13. The following courses shall also be included in the curriculum: (a) language arts, reading and other communication skills, (b) science, (c) mathematics, (d) social studies, (e) art, (f) music; and (g) drug and substance abuse education.
14. Students in grades 6-8 shall receive instruction for decreasing self-destructive behavior including methods for increasing life-coping skills, self-esteem, and parenting skills of adolescents and teenagers as a deterrent to their acceptance or practice of self-destructive actions.

LEGAL REF.: A

INSTRUCTION**Family Life and Sex Education**

The District shall provide for an effective program of family life and sex education. District staff members involved in the planning may call upon parents, community leaders and community organizations for constructive involvement. The final responsibility for selecting the materials to be used in the family life and sex education program rests with the School Board as recommended by the school administration.

Students shall be excused from taking or participating in any class or course in comprehensive sex education if their parent(s) or guardian(s) submit written objections to the School Board. An alternative curriculum, mutually acceptable to parent(s)/guardian(s) and the District, shall be provided to students excused from the life-sex education course.

Family life-sex education courses may not be provided separately to students on the basis of sex, but portions of classes which deal with human sexuality may be conducted separately for males and females.

Any sex education program shall be conducted under authority of permissive legislation of the Sex Education Act of 1965 and Title IX regulations of the Education Amendments of 1972.

LEG REF.: A

APPROVED: May 2007

INSTRUCTION

Kindergarten

The District's Kindergarten program shall be designed by the Superintendent and/or his/her designee with appropriate faculty members to meet the goals and objectives of the District and to fulfill the requirements for instruction set forth in The School Code.

LEG REF.: A

APPROVED: May 2007

INSTRUCTION**Avoidance of Abduction and Sexual Abuse**

The School Board is concerned about the welfare and safety of the District's students. Furthermore, the Board recognized that the possibility of child abduction and sexual abuse are ever-present dangers to school-age children. Therefore, all students in grades kindergarten through eight shall receive instruction, study and discussion of effective methods by which students may recognize the dangers of abduction and sexual abuse.

The School Board directs that instruction regarding abduction and sexual abuse be provided as a part of the District's regular curriculum. Such instruction shall be developed in cooperation with local government and law enforcement officials and appropriate private agencies. The District's Curriculum Committee shall assist with the design of the course of instruction and recommend its implementation to the Superintendent. The Superintendent shall present the Committee's recommendations to the School Board for the Board's approval.

The course of instruction regarding the dangers of abduction shall address the following goals:

1. Cooperate with local government and private agencies in the prevention of abduction and sexual abuse and the handling of an abduction and/or sexual abuse incident.
2. Create a positive climate where students may ask for and receive counseling
3. Provide information to parents/guardians regarding the instruction their children will receive.
4. Establish instruction and discussion of abduction and sexual abuse in a manner which allays children's fears and concerns.

The parent(s)/guardian(s) of students in grades kindergarten through eight shall receive notification of the District's intent to provide instruction regarding abduction and sexual abuse no later than five (5) days prior to the first class presentation. A student's parent(s)/guardian(s) may submit a written objection to the classroom teacher refusing to allow their child to participate in the class during the time of the presentation.

Lack of participation in the instruction on abduction and sexual abuse shall not cause the student to be failed, suspended or expelled.

LEG. REF.: 105 ILCS 27-13.2

APPROVED: May 2007

INSTRUCTION

Special Education

The District shall provide a free and appropriate public education and necessary related services to all children with disabilities residing within the District, required under the Individuals With Disabilities Act (“IDEA”) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need, or are believed to need, special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts which shall assist the School District in fulfilling its obligations to the District’s disabled students.

If necessary, students may also be placed in private school education facilities.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Student Social and Emotional Development

Student social and emotional development shall be incorporated in the District's educational program and shall be consistent with the social and emotional development goals contained in the Illinois Learning Standards. The educational objectives for addressing the needs of students for social and emotional development are to:

1. Enhance students' school readiness, academic success, and use of good citizenship skills.
2. Foster a safe, supportive learning environment where students feel respected and valued.
3. Teach social and emotional skills to all students.
4. Partner with families and the community to promote students' social and emotional development.
5. Help to prevent or minimize mental health problems in students.

LEGAL REF.: Children's Mental Health Act of 2003, 405ILCS 49/1 et seq.

APPROVED: May 2007

INSTRUCTION

Home and Hospital Instruction

A student, whose projected period of absence from school shall be for more than two (2) consecutive weeks because of health or physical impairment, shall be provided the services of a certified teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written parental/guardian request filed in the office of the Superintendent.

In consultation with the hospital/home bound tutor, the Superintendent or his/her designee shall provide a program of instruction based on the student's educational needs.

Instructional time must be provided for a minimum of five (5) clock hours per week on days when school is normally in session. Periodic conferences shall be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and prepare for the student's return to school.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

English Language Learners

The District shall provide, as required by law, a bilingual educational program for students whose native language is other than English. The program shall recognize the student's primary language and culture as educational assets and seek to develop the necessary proficiency in English to provide the student access to the regular educational program.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Class Size

The School Board will attempt to provide a student-teacher ratio which promotes a sound learning environment in each classroom. District finances will be considered in class size decisions. The Superintendent shall establish a reasonable teacher-student ratio in each classroom.

INSTRUCTION

Instructional Materials

All District classrooms and learning/technology centers shall be equipped with a wide variety of teaching tools, textbooks, workbooks, and technological tools selected to meet curriculum goals and individual needs of students.

Since the purpose of all instructional materials is to support quality learning experiences for students, all District instructional materials shall:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students.
2. Stimulate growth in knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide background information that will enable students to make intelligent judgments in their daily lives.
4. Develop the practice of critical analysis in the study of controversial issues.
5. Recognize the many religious, ethnic and cultural groups and their contributions to our American heritage.
6. Insure a comprehensive collection of appropriate text and supplementary materials for the students.
7. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

INSTRUCTION

Textbook Selection and Adoption

Textbook selection criteria shall include, but not be limited to, editorial quality, educational validity, and fair representation of individuals of the various groups within our society in roles which neither demean nor misrepresent them. Textbook contents should contribute to a general sense of the worth of all individuals regardless of sex, race, religion, ethnic origin or any other differences which may exist.

Textbooks shall be adopted by the School Board consistent with the provisions of The School Code.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Library/Learning Center

The School Board shall maintain a Library/Learning Center in each building that which shall provide resources to students and professional staff. The Library/Learning Center shall provide books, periodicals, reference materials, computer software, and other multi-media materials.

The Library/Learning Center program will focus on enlarging and enriching the ongoing classroom instructional program. Continuous upgrading of materials and programs will be the responsibility of each Learning Center Director in consultation with the staff.

There should be opportunities for free choice of materials based on the students' interest as well as guided selection of materials appropriate to specific planned learning experiences. In that the purpose of the Library/Learning Center is to supplement the regular classroom instructional activities, it may observe hours of operation before and after the regular school day.

SUNSET RIDGE SCHOOL DISTRICT 29 APPROPRIATE USAGE POLICY FOR TECHNOLOGY #645.08

AUTHORIZATION FOR TECHNOLOGY ACCESS

Each staff member of District 29 must sign this authorization as a condition for using District technology connections and resources. School board members are treated like staff members for purposes of this authorization. The Staff Technology Usage Policy does not attempt to state all required or proscribed behavior by users, however, some specific examples are included. The failure of any users to follow the terms of this policy may result in disciplinary action and/or appropriate legal action. The signature at the end of this document indicates the party who signed has read the terms and conditions and understands their significance. Please read this document carefully before signing.

DISTRICT 29 MISSION STATEMENT

To cultivate a learning community that engages the hearts and minds of students, one child at a time.

POLICY STATEMENT

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities and excellence by facilitating resource sharing, innovation and communication, and by providing staff and students access to a worldwide array of academic resources consistent with the educational goals of our District. These resources are being provided to enrich educational activities as well as enhance communications within the District and between the District and community.

INTRODUCTION

This policy is designed to insure proper use of Sunset Ridge School District 29 technology resources and services by its staff members wherever and whenever they are being used. This includes technology resources owned and operated by Sunset Ridge School District 29 as well as personally owned technology resources that are connected to the school network. District 29 technology resources and personal technology resources connected to the school network will be used in accordance with the mission statement, instructional goals, any and all school policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts.

The Staff Technology Usage Policy attempts to balance the benefits of technology usage against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Technology resource users have a responsibility to use them in an efficient, effective, ethical and lawful manner so as not to abuse them, interfere with or cause harm to other individuals, institutions, or companies.

This policy will be updated as best practices dictate and as case law emerges. Any updates will be considered appendices of the District 29 Board of Education Staff Technology Usage Policy.

The Director of Technology, and/or school administrators will determine when and if inappropriate use of technology has occurred. They have the right to deny, revoke, or suspend specific user accounts and eliminate access to District equipment. Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action. In the event that the Director of Technology and/or school administrators believe that a bargaining unit SREA union member is in violation of this policy, the employee and SREA union leadership will be notified prior to the imposition of discipline to allow the employee the opportunity to defend him/herself.

I. ACCESS AND USE

- A. The use of all Sunset Ridge District 29 technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use or carelessness will result in a cancellation of those privileges, pending investigation. Moreover, users of District 29's technology must be aware that the District cannot assume any liability arising out of the illegal or inappropriate use of technology resources, when used outside of the scope of employment.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the technology staff.
- C. Staff members may use only District 29 school accounts, files, software and/or other technology resources that are assigned to, provided, or approved for him/her.
- D. Staff members should refrain from using technology resources that reduce the efficiency of use for other users and impedes normal network operations.
- E. Staff members must not attempt to disrupt any computer services or data by engaging in inappropriate activities. Examples include, but are not limited to, spreading viruses, spamming, or modifying equipment or infrastructure.
- F. Staff members must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system or filtering system
- G. Vandalizing any District 29 technology resources, including, but not limited to printers, telephones, laptops, desktop computers, tablets, mp3 players, any and all handheld devices, computer systems, or computer networks is a violation of this policy.
- H. All electronic content on a personal technology device or content stored on any external storage medium that is brought to or personal off-site storage location that is accessed from the Sunset Ridge or Middlefork school network is subject to all school policies and guidelines, as well as local, state, and federal laws.
- I. Staff members should not access the District 29 local area network or wide area network resources with personal electronic devices without the explicit permission of the building principal and/or Director of Technology. Personal technology-related devices such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc. connected to the school network are subject to all items covered in this policy including filtering and other applicable published guidelines. If permission is granted, the owner of said

personal device(s) bears full responsibility for maintaining school appropriate content consistent with District filtering criteria if the device(s) are being used with students, as well as adhering to all district policies and guidelines and state/federal laws.

- J. The District and Technology Department bear no responsibility for the performance, maintenance, updating, troubleshooting and repair/replacement of personal devices.
- K. Internet access providers that bypass the District filtering system, such as but not limited to Cricket, Clear, Verizon Wireless, etc., may not be used for instructional purposes.
- L. Internet access for visitors' personal devices may be available upon approval and is subject to the conditions outlined in this policy and all other school policies and guidelines, as well as local, state, and federal laws.
- M. All District technology equipment, which may include but is not limited to laptops, cameras, camcorders, and other digital devices must be returned to the Technology Department by the last day of employment. Employees taking a leave of absence for one year or more must return the aforementioned equipment so that their replacement has access to the technology necessary to fulfill their responsibilities. Exceptions regarding laptops may be made for short-term leaves where the staff member is still responsible for students.
- N. District equipment must not be used to embarrass, harass, or bully any individual or to publicize any false or damaging information about any individual, the school system or other organizations.
- O. The use of all Sunset Ridge District 29 technology resources must not be used for private, financial, commercial gain, or gambling, except as related to the administration of the SREA contract.
- P. Sending, listening, reading, or responding to text messages or phone calls from personal cell phones and other handheld devices is not allowed by staff members during class time or other assigned duties, except in emergencies or for school-related business.

II. PRIVACY

- A. To maintain network integrity and to insure that the network is being used responsibly, the Director of Technology reserves the right to inspect any and all data, including data stored by individual users on school or personal devices connected to the school network. Users should be aware that activities may be monitored, with or without notice if there is a valid basis.
- B. Sunset Ridge School District 29 has the right, but not the duty, to monitor any and all aspects of the District technology system, including all employee email and network accounts, to ensure compliance with this policy. The computers, digital devices and accounts given to employees are to assist them in the performance of their work. No one using the system should have any expectation of privacy in any items they create, send or receive while using Sunset Ridge computers and/or digital devices. The computer, digital devices and telecommunication system belongs to Sunset Ridge School District 29 and are intended for school purposes.
- C. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and professional communications.

- D. Users should avoid storing their personal and/or private information on the District and/or schools' technology resources and hereby agree to hold the District harmless from any liability from unauthorized use or loss of their personal information.
- E. Electronic copies of student or staff personal information are prohibited from being emailed outside the District 29 Technology System or stored/saved on external storage devices or portable devices that are not owned by the District except as related to the administration of the SREA contract and subject to all relevant provisions of Illinois School Code and all other relevant state and federal laws. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of information is stored on a portable or external device and said device is lost or stolen, the Director of Technology should be notified immediately.

III. DATA SECURITY

- A. Staff members are expected to follow all local, state and federal laws and District policies regarding the protection of student and staff confidential data.
- B. Users should not have any expectation that their usage of such resources is private. Reasonable efforts will be taken to maintain security of technology resources, but District 29 cannot ensure that such security will not be penetrated or breached and cannot assume any liability arising out of any such penetration or breach of security.
- C. All staff members must take all reasonable precautions to prevent unauthorized access to accounts, passwords, data and any other unauthorized usage within and outside the Sunset Ridge District 29 schools. Any such unauthorized usage shall be reported immediately to the Director of Technology.
- D. Staff members shall be responsible for reporting suspected or actual breaches of data security whether due to inappropriate actions, carelessness, loss/theft of devices or failures of technical security measures.
- E. Staff members may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Staff members may not allow others to use his/her network account and/or password to access the network, email, District web site, Power School, Skyward or any other online school service without explicit permission. Student accounts and passwords may be accessible to staff members for academic purposes.
- F. Reasonable steps and procedures will be taken to secure student records, media center collections, health records, and accounting information, and such information shall be backed up in a routine manner, with such information being maintained in secure off site storage.
- G. The District 29 technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back up their critical files and data.

IV. COPYRIGHT

- A. All copyright laws must be followed.
- B. Any questions about copyright provisions and legal and ethical practices should be directed to the administration who may consult others in the District.
- C. Illegal copies of software may not be created or used on school equipment.
- D. Plagiarism of materials and resources is not allowed.
- E. Copyright is implied for all information (text, data, and graphics) published on the Internet. Employee web page authors will be held responsible for the contents of their pages. It is the employee's responsibility to secure proper permission before "borrowing" icons, sounds, videos or graphics from other pages. "Terms of Use" provisions must be followed at all times.
- F. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the technology staff.
- G. In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or loading the contents of one disk onto multiple computers is not allowed.
- H. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The district Director of Technology will be responsible for determining how many copies should be purchased.
- I. The Director of Technology, the Directors of Library and Information Services, and School Administrators are authorized to sign license agreements for a school within the district.
- J. The District technology staff is responsible for the installation of all software on the wide area network, local area network and/or individual workstations/laptops and hand held devices within the Sunset Ridge School District. Other designated staff may install software on local workstations/laptops with permission by the Director of Technology.
- K. Staff members should not post or publish student work without written consent from the student's parent/guardian. Copies of the Consent and Release Forms are maintained and updated at each school.

V. EMAIL

- A. Sunset Ridge District 29 provides access to email accounts for all staff members, student teachers and long-term substitutes. Email accounts may be granted for school related organizations, clubs or classes with a designated staff sponsor(s). Sunset Ridge District 29 will make a reasonable effort to maintain (backup) email for normal business operations.
- B. Technical support is solely provided for Sunset Ridge District 29 email accounts used to conduct school business.
- C. Personal use of email is permitted as long as it does not violate any Sunset Ridge District 29 policy and/or adversely affect others or the speed of the network.
- D. Use of Sunset Ridge District 29 email accounts to harass or threaten others is strictly prohibited.
- E. Sunset Ridge District 29 email accounts may not be used for political activity which is unrelated to the business/activities of professional organizations such as SREA, IEA, IASA and IASBO, etc. No political use regarding referenda or other elections is allowed.

- F. Sunset Ridge District 29 email accounts may not be used for personal gain, commercial purposes or profit.
- G. Mass or large group emails and chain letters may not be sent to staff and/or parent lists unless for school related business or permitted matters under the collective bargaining agreement.
- H. When employing email, all staff members are responsible for maintaining professionalism at all times. Staff members must be constantly mindful of the need to carefully review and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be polite and non-abusive. All emails must be free of harassment of others on the basis of race, national origin, ethnicity, religion, gender, sexual orientation, age, or disability and deemed acceptable to a general audience.
- I. Sunset Ridge District 29 accounts may not be used for attempting to send or sending anonymous messages.
- J. Sunset Ridge District 29 email accounts may not be used for posting or forwarding other user's personal communication without the author's consent.
- K. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- L. The Technology Department will notify staff when unnecessary emails need to be deleted due to limited storage capacity.
- M. Incoming and outgoing email is filtered by the District for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users may be transmitted in spite of filtering. Sunset Ridge District 29 cannot assume any liability for such breaches of the filter.
- N. Email accounts will automatically expire on the last full day of employment. Exceptions may be considered on a case by case basis. Employees on a leave of absence for one year or less will retain their email accounts.
- O. At the discretion of the Director of Technology and/or Sunset Ridge District 29 Administration, email accounts may be locked with or without notice due to inappropriate use based on but not limited to items stated in this document.

VI. INTERNET USE

- A. The intent of Sunset Ridge School District 29 is to provide access to resources available via the Internet with the understanding that staff will access and use information that is appropriate for their various curricula.
- B. All school rules and guidelines for appropriate technology use, as well as local, state, and federal laws apply to Internet use.
- C. Teachers should screen all Internet resources before projecting them in the classroom.
- D. Internet activity of staff members can and will be monitored if there is suspicion of abuse or misuse as stated in this document.
- E. Internet access for all users is filtered through one central point by URL (web address) and by IP address and may be filtered by keyword.
- F. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list only by the Director of Technology upon administrative approval.

- G. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking, must send specific URLs to the Technology Department.
- H. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy.

VII. WEB PUBLISHING

- A. Sunset Ridge School District 29 web site is limited to usage associated with activities, educational programs and the mission of Sunset Ridge District 29 and its schools. The web site cannot be used for profit, for commercial purposes, to express personal opinions, or to editorialize.
- B. All pages posted on the Sunset Ridge School District 29 web site must be designed/written using the District's web site hosting service. Custom designed web pages that are framed within the interface are also acceptable.
- C. All teachers have a primary home page housed on the Sunset Ridge School District 29 web site that at a minimum includes the name or title of the person responsible for the content, school phone number(s) and email address. Teacher web pages housed on the Sunset Ridge School District web site and links from the web pages should be for curricular activities and academic enrichment. Links to personal blogs, social networking sites, advertisements unrelated to District business, and/or personal web pages are prohibited. Exceptions for current links to personal pages may be approved by administration upon review. Approval will be based on adherence to all rules within this policy.
- D. Posting of student photographs, names, videos or academic content on the District 29 web site is allowed in accordance with the signed "Consent and Release" form and in accordance with FERPA guidelines. Individual students may only be identified by first name and at times first letter of last name. Group photographs without names are preferred.
- E. Access to information on the District web site about off campus student activities must require the student/parent to sign in.
- F. Posting of personally identifying student information of any kind on the Sunset Ridge School District 29 web site is prohibited. Personally identifying information includes but is not limited to home address, home phone numbers, full name, birthdays, and social security number.
- G. No written permission is required to list faculty/staff and their school contact information (phone extension and Sunset Ridge email address.)
- H. Permission for publishing individual and/or group employee photographs/video on the Sunset Ridge website requires a Consent and Release form signed by the employee.
- I. Infringement of copyright laws, and the posting of obscene, harassing or threatening materials on District web pages are against the law and are subject to prosecution.
- J. Posting insults or embarrassing information on District web pages is not allowed. Harassment of others on the basis of race, national origin, ethnicity, religion, gender, sexual orientation, age, or disability is strictly prohibited as is anything which is considered bullying.

**SUNSET RIDGE SCHOOL DISTRICT 29
STAFF TECHNOLOGY USAGE POLICY**

ATTESTATION

I, _____, state that I have read the SUNSET RIDGE SCHOOL DISTRICT 29 STAFF TECHNOLOGY USAGE POLICY for the Sunset Ridge School District 29 network and agree to all of its terms.

I am aware that any violation of the SUNSET RIDGE SCHOOL DISTRICT 29 STAFF TECHNOLOGY USAGE POLICY may subject me to disciplinary action.

All technology-related property that I have authored or generated through the use of District 29 technology network and/or resources must be authorized by Sunset Ridge School District 29 or it is the sole property of Sunset Ridge School District 29.

Signature of User

Date

INSTRUCTION

Field Trips/Student Travel

The School Board recognizes that field trips provide an effective and worthwhile learning experience for students. Trips designed to stimulate student interest and inquiry and to provide opportunities for educational growth and development can be appropriate extensions of the classroom.

A. Single School Day Field Trips

Teachers may request field trips for grades kindergarten through eighth grade on school days. The Superintendent or the Superintendent's designee shall review and approve/disapprove teachers' requests for student activities involving one-day travel taking place during the school day. Each trip authorization shall be based on the travel's educational value and support of the District's educational goals, the safety and welfare of the students involved, and impact on instructional time.

Guidelines for single school day field trips include:

1. All field trips shall be adequately supervised by current District 29 staff members and students' parents/guardians, as appropriate. All chaperones are required to review the handbook, "Chaperone Guidelines for School Districts." Chaperones are not allowed to bring younger siblings or other children who are not part of the class on the trip.
2. Fees for transportation and admission shall be assumed by the School Board. In addition, the District will assume the costs for a reasonable number of staff and parent chaperones. All participants (students and chaperones) will pay for or bring their own food as appropriate, with the exception of those qualified to receive subsidy from the federal Free and Reduced Lunch program.
3. Parental/legal guardian permission must be obtained in advance of the trip.
4. Teachers/chaperones should carry emergency contact information for each student in their group while on a field trip. Teachers should meet with the school nurse to discuss information pertaining to student medical needs and obtain any necessary student medication. Refer to Board Policy 720.13 "Guidelines for Managing Food Allergies" and Board Policy 720.14 "Administering Medicines to Students" for additional information.
5. Alternative in-school activities will be provided for children who are unable to participate in the field trip.

6. The principal, Superintendent or Board of Education may postpone or cancel school trips when necessary to ensure the safety of students, teachers, and chaperones and for other appropriate reasons.

B. Overnight Field Trips

Teachers and administrators may request overnight field trips for students in fifth through eighth grade. The extended field trip may include an overnight stay of one or more nights. Requests for overnight trips shall be presented to the Board of Education for approval and sponsorship. Each trip authorization shall be based on the travel's educational value and support of the District's educational goals, the safety and welfare of the students involved, and impact on instructional time. Board sponsored trips will be organized by the District administration and/or teachers, who may work with private tour companies. Student participation in overnight field trips is not required.

Guidelines for overnight field trips include:

1. All overnight trips will be adequately supervised by current District 29 staff members and students' parents/guardians, as appropriate. The administration shall approve/disapprove all trip chaperones. All chaperones are required to complete an orientation and sign off that they have reviewed the handbooks, "Chaperone Guidelines for School Districts" and "Overnight Stay Guidelines for School Districts." All chaperones must also complete a criminal background check. Chaperones are not allowed to bring younger siblings or other children who are not part of the class on the trip. Overnight trips that include male and female students shall have male and female chaperones whenever possible.
2. Fees for transportation, food, lodging, and admission shall be assumed by students' parents/guardians. Costs associated with chaperone stipends (for non-school hours only), as well as fees for transportation, food, lodging, and admission will be included in student fees. Fees imposed for overnight trips may be waived or reduced for students who demonstrate verified economic hardship. The Superintendent will be responsible for establishing procedures to review requests for fee waivers or reductions and to notify students and parents of the availability of the process for requesting a fee waiver or reduction.
3. Parental/legal guardian permission must be obtained in advance of the trip.
4. Teachers/chaperones should maintain a copy of the student emergency medical release form and emergency contact information for each student in their group. Teachers should meet with the school nurse and/or parents to discuss information pertaining to student medical needs and obtain any necessary student medication. Refer to Board Policy 720.13 "Guidelines for Managing Food Allergies" and Board Policy 720.14 "Administering Medicines to Students" for additional information.

5. Emergency procedures for issues such as theft, illness, vehicle emergency, weather delays, and student misconduct, must be established prior to the trip.
6. Students and staff remain subject to all school and District policies and rules of conduct, including disciplinary consequences, during the school trip. Student behavior prior to the trip, regardless of whether a suspension is imposed or not, may impact whether a student will attend a school trip.
7. Overnight room arrangements shall be coordinated prior to the trip. No students are allowed to stay in a room alone with a chaperone (other than their own parent or legal guardian). Shared rooms are only permitted with same gender students.
8. A system for communicating with students and performing student counts must be established prior to the trip.
9. Swimming is not allowed on overnight trips.
10. Alternative single school day field trips and/or in-school activities will be provided for children who are unable to participate or choose not to participate in the overnight trip.
11. Fundraising for overnight field trips shall be in accordance with Board Policy #730.10 Fundraising Activities.
12. The principal, Superintendent or Board of Education may postpone or cancel overnight school trips when necessary to ensure the safety of students, teachers, and chaperones and for other appropriate reasons. When the District cancels a trip, money shall be refunded to students in accordance with the refund policies of the tour company providing services for the trip.

INSTRUCTION

Community Resource Persons and Volunteers

Resource persons and volunteers can greatly enrich educational experiences. The School Board welcomes talented individuals with skills, knowledge, services and time to share with District students. Through the efforts of such resource persons, student motivation and stimulation are fostered, additional learning is provided, professional staff members are assisted, and greater community involvement is promoted.

Upon approval of the Superintendent, a persons with specialized knowledge or experiences may be utilized as a guest lecturer or resource person in the classroom under the direct supervision of a certificated teacher assigned to the classroom on a regular basis. Staff members shall be encouraged to utilize the services of the The Volunteer Center of New Trier Township. The Superintendent shall appoint a coordinator for all such requests.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Public Complaints About Curriculum Design and Instructional Materials

Curriculum design and instructional materials shall be selected for compatibility with the District's education goals and objectives.

The School Board recognizes the right of District residents to request a reconsideration of curriculum design and/or instructional materials employed by the District. The resident shall make such request in writing and include his/her name, address, and specific objections to the curriculum and/or materials.

The Building Principal, in consultation with the teaching staff, shall review the curriculum design and/or material in question and judge whether it conforms to the District's educational goals and objectives.

If the issue is not resolved at the building level, the Building Principal shall refer the District 29 resident to the Superintendent.

The Superintendent shall make an effort to resolve the matter. Should the matter remain unresolved, the Superintendent shall refer the problem, with written recommendation(s), to the School Board.

The School Board's decision on the matter shall be final.

The Superintendent may exempt individual students from specific aspects of the curriculum or the use of specific instructional materials based upon religious or other appropriate reasons.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Career Counseling

The District shall provide career counseling and guidance services to all students to supply information regarding high school courses, occupations and careers.

LEG. REF.: A

CROSS REF.: 735.02

APPROVED: May 2007

INSTRUCTION

Academic Achievement

The attainment of measurable specific skills and knowledge shall be the determinant of academic achievement. Student academic achievement is reported by means of standardized test scores, local assessment and attainment of learner outcomes, progress reports and parent/teacher conferences.

The instructional and administrative staff shall:

1. Aid each student in appraising his/her own progress and utilizing such knowledge in making decisions concerning future education programming.
2. Inform parent(s)/guardian(s) of the achievement progress of their children.
3. Report to the School Board and the public appropriate summaries of the standardized test results.

INSTRUCTION**Accreditation and School Improvement Plan**

The Superintendent shall supervise the District's participation in the Illinois Public School Accreditation Process and in completing the Annual Application for Recognition by:

1. Reporting the extent to which each of its schools meets the law's operational requirements and Illinois State Board of Education rules as identified in "The Illinois Program for Evaluation, Supervision and Recognition of Schools, Part 1";
2. Reporting the extent to which each of its school meets student performance and school improvement standards through the development of a *School Improvement Plan* which addresses these areas:
 - Analysis of existing conditions
 - Learning outcomes, standards, and expectations
 - Assessment systems
 - Analysis of student performance data
 - Evaluation of student performance and school programs
 - Reviewing expectations and implementing activities to increase student performance
 - Reporting to the public; and
3. Measuring student and school performance using data from the Illinois Standards Achievement Test.

The Superintendent shall regularly report the District's progress to the Board.

LEG. REF.: A/CROSS REF.: 6.340, 7.10

APPROVED: May 2007

INSTRUCTION

Reporting to Parents

Parent(s)/guardian(s) shall be informed of their children's progress in school at regular intervals. In the case of parents who are separated or divorced, both parents will be informed on the progress of their children in school. When the Superintendent receives a request from a student's parent(s)/guardian(s) for records, notices, or reports concerning the student, the Superintendent or his/her designee shall direct the appropriate District staff member to answer such request. In the case of parents who are separated or divorced, such requested mailings shall be sent to both parents in the absence of any court order to the contrary. The Superintendent shall establish the means through which this function is performed.

The School Board endorses the use of various avenues of communication with parents, including the following:

1. Parent-teacher conferences, which shall be conducted on a regular basis, as an effective means of reporting student progress to parent(s)/guardian(s);
2. Written student progress reports which teachers shall submit to parent(s)/guardian(s) according to a regular schedule;
3. Interim reports, through which teachers contact parent(s)/guardian(s) to impart information or to arrange a conference when teachers believe additional information should be shared shall be encouraged; and
4. Additional methods for reporting, such as open houses, portfolio nights, parent education meetings and newsletters, face-to-face meetings, and telephone conferences.

Teachers shall schedule meetings with parent(s)/guardian(s) at mutually agreed upon times.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Alternative Assessment

In addition to traditional assessment practices, a variety of alternative assessment measures will be used to enhance the instruction process and to assess student learning.

This may include, but is not limited to, student portfolios, student conferences, student self-assessment, observations, and performances.

INSTRUCTION

Homework

Teachers may give homework to students to aid in students' educational development. The type, frequency and quantity of homework should be determined by the teacher(s). Such homework should take into consideration the educational needs of students, their age and stage of development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Parent(s)/guardian(s) may wish to act as resources for their children, but should recognize that such assignments are the students' responsibility.

INSTRUCTION

Student Promotion and Retention

Placement, promotion or retention shall be made in the best interests of the student after a careful evaluation of all the facts relating to the advantages and disadvantages of alternatives. The School Board directs the administration to develop and implement procedures which do not allow promoting a student for social reasons. Included in the criteria used to determine promotion will be the requirement that the student who demonstrates a proficiency level comparable to student performance one grade or more below current placement shall be given an individual remediation program. The plan may include retention in grade.

When any alteration in a student's normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability and level of academic achievement shall be supplemented by a qualitative assessment of his/her motivation, self-image and social adjustment.

When the retention or acceleration of a student is being considered, the teacher and Building Principal shall use the expertise of other professional personnel, and the support of the parent(s)/guardian(s) shall be solicited before a decision is reached.

Every effort shall be made to identify candidates for retention and implement retention decisions in the primary grades rather than later in the student's academic program.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Articulation

The administration and staff are responsible for facilitating the ongoing communication from teacher to teacher and grade level to grade level in order to promote student progress and achievement.

In addition, the administration and staff shall make provisions for the periodic updating and reviewing of course content and sequencing and the inservicing of new staff with regard to the District's curriculum.

Any changes of a substantial nature must be recommended by the Education Committee and approved by the School Board.

INSTRUCTION

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and state-wide norms.

The student assessment program shall be developed by the Superintendent and approved by the Board. The program will:

1. Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests;
2. Be uniformly applied to all students required to be tested with the exception of those students in transitional bilingual programs or as stated in a student's IEP;
3. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested;
4. Emphasize professional testing practices.

Overall student assessment data on tests required by state law will be aggregated by the District and reported, along with other information, on the District's annual report card.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Teaching Methods and Lesson Plans

Each teacher shall be responsible for preparing detailed, written lesson plans at least five (5) days prior to the lesson's presentation. The plans, maintained in a Plan Book provided by the District, shall be available for administrative review upon request.

In preparing short and long range lesson plans the teacher should give thought to the varying levels of student achievement, use of a variety of multi-media resources, and student interest and motivation.

INSTRUCTION

Assemblies

All school assemblies shall be consistent with the educational objectives of the District and be approved by the Building Principal.

INSTRUCTION

Animals in the Classroom

Animals may be brought into the classroom for educational purposes only, and only then with the permission of the Building Principal. The teacher shall designate who shall be permitted to handle animals brought into the classroom. Animals in the classroom shall be treated in a humane manner at all times. If animals are to be kept in the classroom on days when classes are not in session, arrangements shall be made for their care.

Living animals may not be harmed or killed in an experiment or for the purpose of demonstration in the classroom. The dissection of dead animals or parts of dead animals shall be allowed in the classroom in the presence of students only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

National Heritage

The Pledge of Allegiance and the National Anthem, as well as the proper use and display of the American flag, shall be taught along with American patriotism and the principles of representative government as enunciated in the Declaration of Independence, and the Constitutions of the United States and the State of Illinois.

LEG. REF.: A

APPROVED: May 2007

INSTRUCTION

Extracurricular Activities

Student activities are defined as planned, organized and supervised activities conducted under the auspices of the District which primarily involve students outside the regular classroom. The District may schedule two categories of extracurricular activities: those which meet during a period listed on the school's daily schedule; those which meet at a time outside the regular school's hours.

The purpose of the student activities program is to:

- provide an outlet for student interest and abilities;
- contribute to the overall personal growth of the student;
- provide group activities; and
- foster leisure-time activities.

The Superintendent shall develop a detailed structure of the student activities program. The Building Principal shall be responsible for the student activities program in his/her school, operating them in accordance with School Board policies, administrative procedures and Superintendent directives.

Student activities shall be considered an important component of the District's instructional program. However, such activities shall not take precedence over the instructional program.

Recommended changes in the established extracurricular activities program shall be submitted by the Superintendent to the School Board for approval. Participation shall be available to all students currently enrolled in the District in accordance with the District's academic and behavioral standards and criteria identified in Policy 680.01, Standards for Extracurricular Activities.

INSTRUCTION

Standards for Extracurricular Activities

I. PHILOSOPHY: We at Sunset Ridge School are proud of our school. Everyone tries very hard to provide the students with excellent educational opportunities. Much time and thought are put into each learning experience because we really care whether our students are learning.

It is important that the students spend time and effort taking advantage of the educational opportunities provided by the school. This is the student's primary responsibility. If a student is having trouble succeeding in school, we should work as a team to solve this problem. The student must be free to work alone or with members of the school staff so that sufficient time can be devoted to improving that student's skills. Participating in extracurricular activities often takes a significant amount of time during and after school. Therefore, the student who is having difficulty should stop participating in extracurricular activities for a period of time, giving everyone a chance to address the problem.

Extracurricular activities are very important in a student's personal growth and development and should be viewed as a privilege. Students who are succeeding academically and are honoring the behavior guidelines in the Sunset Ridge Student Handbook have earned that privilege. We will work to help every student experience success in school because we believe that this promotes happiness and self-confidence.

II. STANDARDS: There are two types of standards for all students: academic and behavioral.

- A. All students participating in extracurricular activities must be passing all subjects.
 - 1. A grade check will be taken four times per quarter (3 wks., mid-quarter, 7 wks., at quarter's end).
 - 2. Any student receiving a failing grade will be suspended from the activity until the next grade check. Any student suspended from an activity will meet with the school counselor/advisor to devise a plan of remediation.
- B. Behavioral: Students are expected to follow the Sunset Ridge Student Handbook.
 - 1. Any student found in serious violation of the code will be suspended from the activity by the administration for a length of time deemed appropriate
 - 2. A student suspended for such violation will meet with the school counselor/advisor to develop a plan of remediation.

INSTRUCTION

Standards for Extracurricular Activities

III. ACTIVITIES: The activities included under this plan are after-school sports, student council , musical productions, and any other activity involving a lengthy time commitment.

IV. Specific considerations will be provided for any student who qualifies under the disability category.

INSTRUCTION

Scheduling of Extracurricular Activities

The Superintendent shall be responsible for approving and placing on the master calendar the most advantageous and considerate scheduling of extracurricular activities sponsored by the District.

Unless otherwise determined by the Superintendent, extracurricular activities shall not be scheduled on any holiday on which the students are not in attendance or following the regular school day on the day preceding the holiday. District holidays and days of non-attendance are approved annually by the School Board and identified on the District school calendar.

The Superintendent shall advise any organization that has requested the use of school facilities of any event on the requested date which in his view might create a conflict for any children who might otherwise participate in the particular activity.

INSTRUCTION

Consultation with Parents and Teachers - Title I

It shall be the policy of this School District to ensure that parent(s)/guardian(s) of the children being served have an adequate opportunity to participate in the design, planning and implementation of the District's Title I project.

INSTRUCTION

Instructional Equivalence - Title I

It shall be the policy of this School District to ensure equivalence among attendance centers in teachers, administrators, auxiliary personnel, curriculum materials and instructional supplies in accordance with reasonable, identifiable differences existing among academic disciplines and grade levels.