



Student/Parent Handbook

2018 – 2019

Fairview School District #72
7040 Laramie Avenue
Skokie, IL 60077
www.fairview.k12.il.us



FAIRVIEW DISTRICT 72 MISSION

MISSION STATEMENT

Create a strong foundation for academic excellence and personal growth by setting high expectations, teaching to the needs of learners, and embracing the richness of our cultural diversity.

BELIEF STATEMENTS

We believe:

- Both success and failure create opportunities for growth.
- Our multicultural district is a valued asset that enriches the entire school community.
- Student achievement soars when instructional strategies are engaging and reflect the needs of our learners.
- A safe physical and emotional school environment advances learning, and promotes respect for all.
- The most effective decisions are made collaboratively with children as the focus.



TABLE OF CONTENTS

SCHOOL INFORMATION

SCHOOL HOURS	6
EMERGENCY SCHOOL CLOSING	6
ATTENDANCE	6
ABSENCES	6
EARLY DISMISSAL	7
TARDIES	7
<i>PRIMARY</i>	7
<i>MIDDLE</i>	7
TRUANCY	7
EXTENDED AND UNEXCUSED ABSENCES	8
TELEPHONE MESSAGES	8
WAIVER OF FEES	8
VOLUNTEERS	8

SCHOOL REQUIREMENTS

ADMISSIONS AND TRANSFERS	9
REGISTRATION AND FEE PAYING	9
HOMELESS STUDENTS	9

STUDENT RECORDS

PARENT/GUARDIAN NOTIFICATION	10
DEFINITION OF STUDENT RECORDS	10
STUDENT PERMANENT RECORD	10
STUDENT TEMPORARY RECORD	10
INSPECTION OF STUDENT RECORDS	11
RIGHT TO CONTROL ACCESS OF STUDENT RECORDS	11
ACCESS TO RECORDS WITHOUT PARENT CONSENT	12
CHALLENGE PROCEDURES	12
MAINTENANCE OF SCHOOL RECORDS	13
REPORT CARDS	13
<i>PRIMARY</i>	13
<i>MIDDLE</i>	14
STUDENT PROMOTION	14
MIDDLE SCHOOL HONOR ROLL	14



TABLE OF CONTENTS

STUDENT EXPERIENCE

SOCIAL EMOTIONAL LEARNING	15
EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY	15
CONCERNS RELATED TO INSTRUCTIONAL MATERIALS	16
STUDENT APPEARANCE	16
FOOD SERVICES	17
<i>BREAKFAST</i>	17
<i>LUNCH</i>	17
TESTING	17
SPECIAL SERVICES	17
HEALTH AND SEX EDUCATION	18
EMERGENCY DRILLS	19
FIELD TRIPS	19
CULTURAL ARTS	19
LOST AND FOUND	19
ACCEPTABLE USE POLICY (Technology)	19
<i>APPROPRIATE USE</i>	20
<i>SAFETY</i>	20
<i>ETHICAL USE</i>	20
<i>RESPONSIBLE EQUIPMENT USE</i>	20
<i>PRIVACY</i>	21

TEACHER-PARENT COMMUNICATION

PARENT-TEACHER ASSOCIATION	22
CURRICULUM NIGHT	22
CONFERENCES	22
PARENTAL VISITS	22
E-MAIL/WEBSITE/POWERSCHOOL	22
ENGLISH LEARNERS	23

PRIMARY INFORMATION

KINDERGARTEN REGISTRATION AND PRE-SCHOOL SCREENING	24
CLASS CELEBRATIONS	24
PHYSICAL EDUCATION	24
LUNCH	24
BEHAVIOR AT LUNCH	25



TABLE OF CONTENTS

MIDDLE SCHOOL INFORMATION

PASSES	26
LOCKERS	26
PHONE USAGE	26
LUNCH PROCEDURES	26
LEARNING CENTER	27
1:1 COMPUTING	27
PHYSICAL EDUCATION	27

HEALTH AND SAFETY

SCHOOL HEALTH POLICIES	28
------------------------	----

TRANSPORTATION

BUS TRANSPORTATION	31
RIDING BICYCLES/SKATEBOARDS TO SCHOOL	31
STUDENT DROP-OFF AND PICK-UP (STUDENT SAFETY)	31

SCHOOL ACTIVITIES

STUDENT COUNCIL	32
BAND PROGRAM	32
ORCHESTRA PROGRAM	32
CHORAL PROGRAM	32
YEARBOOK	33
CHEERLEADING	33
INTERSCHOLASTIC SPORTS ELIGIBILITY/ FANS/ STUDY TABLE	33
CLUBS	33
ACTIVITY BUS	33
S.P.A.C.E. PROGRAM	34
NON-DISCRIMINATION	34



SCHOOL INFORMATION

SCHOOL INFORMATION

SCHOOL HOURS

TUESDAY - FRIDAY

Primary Grades (K-4)	8:45 A.M. - 3:25 P.M.
Middle School (5-8)	7:55 A.M. - 2:55 P.M.

MONDAY (EARLY RELEASE)

Primary Grades (K-4)	8:45 A.M. - 2:25 P.M.
Middle School (5-8)	7:55 A.M. - 2:00 P.M.

Primary students should arrive at school between 8:30 – 8:40 A.M. There is no supervision prior to 8:30 A.M.; therefore students should not arrive to school before 8:30 A.M.

Middle school students should arrive between 7:40-7:50 A.M.

Primary students are admitted into to the building at 8:40 A.M., except in bad weather.

Middle school students are admitted into the building at 7:50 A.M., except in bad weather.

EMERGENCY SCHOOL CLOSING

Whenever it becomes necessary to close school, either due to weather or other reasons, an automated message will notify parents or guardians. The district will notify the Emergency Closing Network. Parents may tune in to WGN (720) radio station by 6:30 A.M., log onto www.emergencyclosingcenter.com, or the Fairview website for up to date information. An automated phone message and email will also be sent.

ATTENDANCE

Although regular attendance at school is important, we recognize that it is sometimes necessary to keep a child home due to illness. We ask that you comply with the following: if a student is to be absent, the parent is expected to call the school attendance hotline telephone number (929-1049) before 9:00 A.M. EACH DAY of the absence. Absence calls may be made to the attendance hotline the evening before the anticipated absence. (If we have not heard from you by 9:00 A.M. the office will call a parent.)

ABSENCES

In Illinois the only valid causes for absences are illness, death in immediate family, family emergency or other situations determined by the Board of Education. A doctor's note is required at specific times following absences. (See SCHOOL HEALTH POLICIES).



SCHOOL INFORMATION

If a child must be absent for any reason other than the above, a written note signed by a parent is requested by the office for any planned absence. Upon the student's return, it is the responsibility of the student and parent(s) to communicate with the teacher(s) to determine what work has been missed and when that work is to be made up. During absences of more than two (2) school days, caused by other than family vacation, homework may be made available upon request by parent. Requests should be made before noon on the day of the request.

EARLY DISMISSAL

If your child needs to leave school early, please send a note or email to your child's classroom teacher indicating the time and date of the dismissal. Please pick up your child at the school office at the appointed time. You will be asked to sign your child out of school. If your child returns to school before the end of the day, please sign your child back in before he/she returns to class.

TARDIES

Being prompt and on time to school is a very valuable lesson for children to learn. The District asks the assistance from all families in emphasizing responsibility to children of being punctual to school daily.

PRIMARY

All students are expected to be seated at their desks and ready to work at 8:50 a.m. When arriving after 9 a.m., parents are required to accompany the student to the office to check in.

MIDDLE

Students are expected to be present and on time to their 1st period class. Any student who arrives after 7:55 a.m. will be considered tardy to school and must report to the office to sign in and get a pass to class.

Each student is allowed **three tardies per quarter**. When the fourth tardy occurs, the student will be given a lunch hour detention. For those students who are chronically tardy, other disciplinary actions may be taken.

TRUANCY

A student absent without valid cause will be considered truant, resulting in disciplinary consequences and/or truancy proceedings. Failure to call the absence line will result in the absence being recorded as an "unexcused" absence. Unexcused absences will result in a truancy investigation. Families should confine travel to published days off and extended vacations.



SCHOOL INFORMATION

EXTENDED AND UNEXCUSED ABSENCES

The District strongly discourages absences for family vacations, outings, performances, etc. during the school year and school day. If your child will be absent from school for an extended period of time, please inform the school office and your child's teacher.

Teachers are not expected to provide missed work to a student in advanced prior to their absence. Students will be expected to complete work that was missed in a time frame arranged with the teachers upon return to school. **If the vacation is longer than ten days, the student will be withdrawn from school and will need to be re-enrolled.**

TELEPHONE MESSAGES

Messages for teachers will be received by the school secretary any time during the day, and/or you may call the Fairview voicemail line (929-1049). Teachers will be glad to return calls at their earliest convenience. It is the District's expectation that phone calls will be returned within twenty-four hours. Messages for students should be limited to emergencies.

WAIVER OF FEES

Students whose parents are unable to afford student fees may request a waiver of the fees. However, these students are not exempt from charges for extra-curricular field trips/activities, lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the school or district office.

VOLUNTEERS

The District is always in need of parent volunteers to help out within the school during the school day. If you are interested in volunteering, please call the school principal. In order to insure the safety of the children, all volunteers must allow the District to complete a criminal background check on them before working in the school.



SCHOOL REQUIREMENTS

SCHOOL REQUIREMENTS

ADMISSIONS AND TRANSFERS

All students new to Fairview should have a transfer issued from their previous school and a current report card indicating grade placement. Admission to Fairview is based upon receipt and review of proper documentation. This includes a registration form, proof of district residency, as well as a copy of the sales contract for the house or notarized statement from a leaser. Also, a certified copy of the child's birth certificate must be presented at the time of registration. Verification of residence is essential for final registration.

To qualify for entrance into kindergarten children must be five (5) years of age on or before September 1. Additional kindergarten information will be available at the time of registration.

Parents should notify the school if they are planning to move. A transfer form for each student will be prepared to facilitate enrollment in the receiving school. Student records will be released to the new school upon request.

REGISTRATION AND FEE PAYING

Families must register each year and provide electronic signatures for various permissions. Classroom assignments are posted in August. Each year residency must be approved with accepted documents and, at times, the District may confirm residency through home visits or private investigations. Fees can be paid during the window of registration defined each year.

HOMELESS STUDENTS

In accordance with the McKinney-Vento Act, students who are homeless, living in emergency or temporary housing/ shelters, sharing the housing of other persons due to loss of housing, economic hardship or similar reason, or living in substandard conditions are entitled entry into the District's schools or transportation to their previous district. Homeless students may enter without records, physicals or required immunizations. All efforts will be made to place the student in the appropriate educational setting and to obtain necessary records. If any parent has these circumstances, he/she should contact the building principal as soon as possible. Families with questions about eligibility for supports under the McKinney-Vento Act may also contact the District's McKinney-Vento Liaison, at 847-929-1048.



STUDENT RECORDS

STUDENT RECORDS

PARENT/GUARDIAN NOTIFICATION

Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975. In compliance with these laws, Fairview School District #72 keeps a Permanent Record File and a Temporary Record File for each student. Procedures outlined in the Rules and Regulations to Govern School Student Records are as follows:

DEFINITION OF STUDENT RECORDS

Student Records refer to any written or recorded information, maintained by the District, by which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the Student Record. The Student Records consist of a Permanent Record and a Temporary Record, which are described below.

STUDENT PERMANENT RECORD

The Student Permanent Record shall consist of:

- Basic identifying information, including student's and parents' names and addresses, and birth date and place.
- Academic transcript, including grades, graduation date, grade level achieved;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information.

The Student Permanent Record may also consist of:

- Honors and awards received;
- Information concerning participation in school sponsored activities, athletics, offices held in school-sponsored organizations.

No other information shall be placed in the student permanent record.

STUDENT TEMPORARY RECORD

The Student Temporary Record consists of all information not required to be in the Student Permanent Record and may include:

- Family background information;
- Intelligence test scores, both group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observations, or interviews;



STUDENT RECORDS

- Standardized test results;
- Participation in extracurricular activities, including any offices held in school sponsored clubs or organizations;
- Disciplinary information;
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
- Any verified reports or information from non-educational persons, agencies, organizations;
- Other verified information of clear relevance to the education of the student;
- Record of release of Temporary Record information.

INSPECTION OF STUDENT RECORDS

- Parents have the right to inspect, challenge, and copy their child's records until one of the following events occurs: a) the student attains 21 years of age or b) the student attains 18 years of age and declares financial independence.
- All students have the right to inspect, copy, and release their Permanent Records. Students will not have access to their Temporary Records without parental permission until they: a) attain 18 years of age or b) graduate high school or c) assume financial independence.
- Student Records will be made available to parents or eligible students within fifteen (15) school days from the time a written request is received.
- When parents or students inspect the Records, a qualified staff member will be present to interpret the information contained in these Records.
- Copies of Student Records will be provided to eligible parents and students upon request. The school may charge a cost not to exceed \$.35 per page.
- Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order.
- No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a Student Temporary Record that such individual may obtain through the exercise of any right secured under the School Student Record Act.

RIGHT TO CONTROL ACCESS OF STUDENT RECORDS

District 72 will release Student Records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to



STUDENT RECORDS

release the Records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy, and challenge such information. If parents do not respond, within ten (10) days, the notice of their right to inspect, copy, and challenge information to be transferred to another school, the records will be forwarded to the requesting school.

ACCESS TO RECORDS WITHOUT PARENT CONSENT

- District 72 staff members who have a current and legitimate educational interest in the Student Records will have access to Student Permanent and Temporary Records.
- School officials will release Student Records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials. However, school officials will notify parents in writing regarding the judicial order and the information so provided.
- Student Records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent will be personally identified from the information released.
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.
- Student Records may be released to the appropriate Special Education Cooperatives. This could include psychological, social, and medical information of a highly confidential nature.
- Records of eighth grade students entering High School District 219 will be sent from School District 72 to the respective high school attendance center. This transfer of records will be completed by July 1, following the completion of grade eight.
- School "directory information" may be released at the District's discretion unless a parent chooses on the PowerSchool registration form that any or all such information should not be released. Directory information includes:
 - Student's name, address, gender, grade level, birth date and place, and parents' names and addresses.
 - Academic awards or honors.
 - Information in relation to school-sponsored activities, organizations, and athletics.
 - Period of attendance in the school.

CHALLENGE PROCEDURES

- Parents have the right to challenge the accuracy, relevance, or propriety of any entry in their child's Records, exclusive of grades.
- A request to challenge the contents of a Student Record must be made in writing to the school's official records custodian, the Superintendent, and must state in specific terms what



entries in the child's Record are being challenged.

- The record custodian will conduct an informal conference with the parents within fifteen (15) school days of the receipt of the written challenge.
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Section 9.03 and 9.04.

MAINTENANCE OF SCHOOL RECORDS

- Student Permanent Records will be maintained for a period of sixty (60) years after the student has transferred or permanently withdrawn from school.
- Student Temporary Records will be maintained for three (3) years from the year the student transfers or permanently withdraws from school.
- The records custodian is responsible for maintaining and updating all Student Records.
- Upon transfer or permanent withdrawal of a student from a school, the school shall notify the parents and the student of the destruction schedule for the student Permanent Record and the student Temporary Record and of the right to request a copy of such records at any time prior to their destruction.
- Upon permanent withdrawal of a handicapped student (as defined in Ill. Rev. Stat. 1975, Ch. 122, Article 14 and the Rules and Regulations to Govern the Administration and Operation of Special Education), psychological evaluations, special education files, and other information contained in the Student Temporary Record that may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school personnel shall explain to the student and the parent the future usefulness of these records.

REPORT CARDS

It is the District's approach that teachers should share concerns with parents when the issue(s) arises. Then, the purpose of the report card is to communicate the child's progress towards solving the problem(s) already known by the parent and student. Parents should review the report card with their child.

PRIMARY

Report Cards are issued at the end of each trimester (November; February; June). Parents will receive their child's report card at parent teacher conference in November and again in February. Report cards will be handed to students on the last day of school in June.



STUDENT RECORDS

MIDDLE

Report Cards are issued at the end of each quarter (October, January, April, June). Parents are encouraged to regularly check progress through the PowerSchool Parent Portal.

STUDENT PROMOTION

It is the policy of the Board of Education that students will be promoted to the next grade because they progress in the curriculum. If a student has difficulties with the curriculum, teachers will make plans with parents to assist children to learn the curriculum. If a student continues to have difficulty with the curriculum, teachers and the principals will work with parents on further ways to help children including testing for special education services, extended day programs, and, possibly, summer school classes.

MIDDLE SCHOOL HONOR ROLL

An honor roll will be announced for each marking period in order to recognize students in grades 7 and 8 who demonstrated scholastic achievement. Criteria (4 point scale):

- Green honor roll: grade point average of 3.0 to 3.49
- Gold honor roll: grade point average of 3.50 to 4.0

All grades from all subject areas will be used to calculate honor roll points. A gold stole will be issued at graduation to 8th graders who are on the Gold Honor Roll at least three of the four quarters during the 8th grade year.



STUDENT EXPERIENCE

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SOCIAL EMOTIONAL LEARNING

The goal of Fairview is to provide students with a safe and caring school environment. Students and staff have the right to be treated with compassion and respect. In turn, all must respect the rights and individuality of others. This provides the basis for excellent academic learning and the peaceful resolution of conflict.

The RAD Program

- ▶ **Respect everyone**
- ▶ **Accept responsibility for your words and actions**
- ▶ **Demonstrate a positive attitude**

The RAD Program is Fairview's new SEL (social-emotional learning) program that defines the core concepts of students' responsible citizenship. These core concepts provide us with a code of conduct. Students are explicitly taught the skills to have empathy for others, identify and manage emotions, develop and maintain healthy relationships and make responsible decisions.

The Board of Education, administration, faculty, staff and parents are deeply committed to helping children grow intellectually, socially and emotionally. The school fosters an environment that encourages respect and empathy for each individual. It is important to treat our school environment and property with care. Fairview is strongly opposed to and will respond strongly to verbal (unkind teasing, taunting, or ridiculing) or physical intimidation between students.

The District's discipline philosophy, policy and procedures can be found in two documents, the Fairview District 72 Discipline Handbook and Board of Education Policy 7:190.

Safety and a feeling of security are primary areas of concern in District 72. Parents and students should be aware that weapons and weapon look-alikes (toy guns or knives) are not allowed on school property. There is a severe consequence for any student who does not abide by this policy.

Finally, it is an expectation that parents will exemplify appropriate and respectful behavior during school hours and at after-school events. Children learn from role models and we want them to understand that high standards for character are expected by society for both school-age children and adults. Parents of athletes will receive audience expectations for behavior during games or matches.

EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. A student, parent or guardian may initiate a discrimination grievance per Board of Education Policy 7:10 with the school principal, who serves as the district's coordinator for non-discrimination.



STUDENT EXPERIENCE

CONCERNS RELATED TO INSTRUCTIONAL MATERIALS

The School Board recognizes the student's right of free access to many different types of books and instructional materials. The District's instructional materials shall be selected for compatibility with the District's educational goals and objectives.

The School Board recognizes the right of an individual parent/guardian to request that his or her child be exempt from using a particular book or other instructional materials. The parent/guardian shall make such request in writing to the school principal for a child to be exempted from a particular topic or set of materials.

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

STUDENT APPEARANCE

Appropriate dress is required. Students should avoid clothing that is distracting to the educational environment and atmosphere of the school.

- If tops with straps less than 2 fingers wide are worn, a shirt must be worn over or under them.
- Tops need to be long enough to be tucked in, even though the shirt does not have to be tucked, and cover the abdomen.
- Tops and pants should be worn so that undergarments are not visible.
- Shorts or skirts should not be shorter than mid thigh or fingertip level when a student is standing with arms to the side.
- Hats may not be worn in school.
- Roller Shoes are not considered appropriate footwear for school. Flip-flops are strongly discouraged for outdoor activities.
- Any clothing displaying drug or alcohol symbols, and/or clothing that is determined to be sexually suggestive or promote inappropriate adolescent behaviors is not allowed.

All students should maintain a state of general cleanliness and dress in a manner appropriate to the academic environment. The administration does reserve the right to make determinations of appropriate dress for school. When a student's appearance disrupts the educational process, he or she will be subject to disciplinary measures. It is assumed that parents wish to and will cooperate in disallowing extremes of any type. If there is a school concern, students will tactfully be asked to change into a gym uniform or be provided the option to call home for an alternative. If there are persistent concerns with a student's dress, parents will be notified.



FOOD SERVICES

BREAKFAST

Fairview offers a breakfast and hot lunch program to all students at a minimal cost. Middle school students can purchase a school breakfast before school starting at 7:30AM. Primary students are offered a breakfast as they enter school.

LUNCH

All students remain at school during their scheduled lunch period. Students are NOT permitted to leave the building for lunch. A monthly lunch menu is available on the district website. We encourage families to review the menu choice with their children to ensure that dietary restrictions are met. Students who bring their lunch may purchase milk or juice. Rates are determined annually. Parents must deposit money into an account against which the school's computerized lunch program will deduct the amount for each lunch consumed by the student. Payments must be made in advance. Any credit remaining at the close of the school year will be carried over to the next year except when the school is notified of a transfer or graduation of the student.

The District participates in the federal/state free and reduced lunch program for students who qualify. For more information, please contact the District Office.

TESTING

A full range of testing is available at Fairview, contingent upon the recommendations of the child study team. Students in grades 2-8 are administered the NWEA MAP Assessment in the fall, winter, and spring.

In the spring, those in grades 3-8 take the state required PARCC test. Students are periodically assessed for their reading fluency through the Fast Bridge program. Students in select grades are administered the CogAT cognitive ability test. Parents are provided with a comprehensive standardized testing report on their child in early November after PARCC scores are made public by the State.

SPECIAL SERVICES

SOCIAL WORKER/SCHOOL COUNSELOR - The role of the social worker and school counselor is varied but focuses primarily on helping pupils interpret their individual problems, helping parents and teachers better understand the child, and helping the individual successfully relate to the society and world in which he lives.

The counselor is available to all students to provide assistance in coping with normal developmental problems and issues. School counseling services are provided on a short-term



STUDENT EXPERIENCE

basis. When ongoing therapy is needed, the school will work with the parents/guardians for referrals to private social workers/counselors and/or community agencies.

SPEECH AND LANGUAGE PATHOLOGIST – The role of the speech and language pathologist is to identify, diagnose and treat speech and language difficulties.

FAPE/SPECIAL EDUCATION – Fairview guarantees a free and appropriate public education for all students. Students identified as in need of special education receive academic and social assistance from specially trained teachers. Parents/Students Rights information is available in the school office. A parent has the right to refer their child to be considered for a case study. Contact the Special Education Coordinator for more information.

"SPINOUT" - Special Program in Nurturing Our Untapped Talent is available to those students identified as academically talented. Both objective and subjective criteria are used to assess the identification of students. Three different sets of data are looked at: the cognitive ability score, standard achievement score, and teacher recommendation. Scores from all three sources are put into an identification matrix. Teachers and administrators intently discuss and consider the best possible placement for all students. This is a program geared for approximately the top five to ten percent of the school. Students are considered two times a year: in November for January placement and May for August placement (in the next school year).

ENGLISH LEARNERS - Students are screened upon entry into school to determine if they are in need of additional English language instruction.

HEALTH AND SEX EDUCATION

Fairview has developed a comprehensive health education curriculum for all students beginning in kindergarten and continuing through eighth grade. Some mandated areas of instruction that receive special attention are:

- Information about the hazards of drugs and alcohol.
- Instruction about sexually transmitted diseases including AIDS.
- Information and strategies for students to use in avoiding abduction.
- Sexual abstinence before marriage as an alternative to birth control.
- Information on recognizing and avoiding sexual abuse. (Information from Board Policy 6:20.)

Fairview offers instructional programs in family life and sex education as a means for the District's students to acquire knowledge about human sexuality and to help them make responsible decisions about their lives.

Sex education classes shall be age appropriate. A written notice shall be given to the student's parents/guardians at least two (2) weeks prior to the student's participation in a comprehensive sex education class. Students shall be excused from taking or participating in any class or course in



STUDENT EXPERIENCE

comprehensive sex education if their parents/guardians submit written objections to the school administrator or designee. Class sessions which deal exclusively with human sexuality may be conducted separately for males and females.

Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for sex education courses.

EMERGENCY DRILLS

The school has a well-developed emergency plan to respond to many situations, including fire, tornado, lockdown and more. Skokie's Fire and Police Departments have reviewed these procedures and have offered helpful suggestions which have been incorporated into the plans.

FIELD TRIPS

Field trips are selected by the school staff to enrich the educational program. In addition, the field trip gives the student an opportunity to practice self-discipline and self-control, as well as to display appropriate behavior in a variety of situations. Parents are notified of all field trips as to location, time, method of transportation, etc. Written approval of parent or guardian is required for participation of pupils in field trips which extend beyond the boundaries of the school district. Chaperone guidelines have been developed and will be shared with participating parents prior to a field trip. Chaperones will be limited to parents and guardians only.

CULTURAL ARTS

In cooperation with the district PTA, a variety of enriching assembly programs is offered to all students.

LOST AND FOUND

If you lose any article, please check the "Lost but not Found" area in the school cafeteria. It is advisable to have all books, clothing, equipment, etc. clearly marked with your name and grade.

ACCEPTABLE USE POLICY (Technology)

The District requires each parent/guardian to acknowledge the acceptable use of technology policy each year. Steps are taken to ensure students are blocked from inappropriate internet content. Appropriate disciplinary steps will be taken in cases where students have violated the Acceptable Use Policy.

It is the policy of Fairview District 72 to encourage the use of technology, including student use of the school's electronic communication network, district-issued email accounts, and district-issued devices. All use of electronic networks shall be consistent with The District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. Additional detailed information can be found in Board Policy 6:235 (Access to Electronic Networks). However, some



STUDENT EXPERIENCE

specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

APPROPRIATE USE

Students are responsible for following these general guidelines for appropriate use of online resources:

- Students will use online resources in pursuit of knowledge related to the approved Fairview District 72 curriculum and instructional program. All other uses are prohibited.
- There will be a purposeful inquiry behind any search for information. Students will not use district assigned accounts to connect with or create personal accounts.
- Students will not use methods such as proxy servers or VPN to bypass or avoid district content filter.
- Students will engage in positive interactions online and not engage in cyber-bullying or other threatening behavior, provide false information, impersonate other users, deliberately access or share inappropriate materials, or invade the privacy of other users.

SAFETY

Students Should:

- not give out personal information while online;
- not give out personal information about other people;
- not agree to meet anyone they encounter online;
- tell a teacher, parent, or trusted adult if they come upon any information online that is mean, offensive, or makes them feel uncomfortable.

ETHICAL USE

Students Should:

- respect and follow copyright laws;
- respect the privacy of others. Students will not try to learn or use the passwords of others and will not read, copy, or change the files, or accounts of others;
- download or send only material that is accurate, inoffensive, non-threatening, and legal.

RESPONSIBLE EQUIPMENT USE

Students Should:

- handle equipment with care;
- report any damage to a staff member;
- not play games or use computer resources for non academic activities;
- not use for non-educational usage.



STUDENT EXPERIENCE

PRIVACY

Any electronic communications or files created on, stored on, or sent to, from, or via the electronic network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the electronic network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the electronic network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of electronic network access authorized by the Superintendent, Principals, and/or their designees; and to further all other educational, safety and instructional concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the electronic network at any time, with or without user notice. Use of the District's electronic network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.



TEACHER - PARENT COMMUNICATION

TEACHER-PARENT COMMUNICATION

PARENT-TEACHER ASSOCIATION

The Fairview PTA plays an important role in school-community relations. The major concern of PTA is the welfare of children and youth.

CURRICULUM NIGHT

Within the first few weeks of school, Fairview South School will sponsor Curriculum Nights for parents. The purpose of this program is to review grade level and subject area curriculum goals and content. Individual pupil progress will be discussed at scheduled conferences, not on Curriculum Night.

CONFERENCES

Formal parent-teacher conferences are held twice a year in November and February. These conferences are the single most important aspect of our grading system. If you feel a conference is necessary before or after a regularly scheduled date, call your child's teacher for an appointment. Please be advised that employers are legally required to provide you with time off to attend your child's conference.

PARENTAL VISITS

Parents are permitted to visit the school during the year in accordance with Board Policy 8:30 and relevant administrative procedures. Visits are limited in scope and frequency. Please call the principal to schedule visits. All visitors must register in the office. Visitor passes should be worn by all non-school personnel. Upon entrance to the school, a state issued photo ID must be submitted or presented to gain entrance into the school building.

E-MAIL/WEBSITE/POWERSCHOOL

E-mail is an important tool used by teachers and the administration to relay reminders or information about numerous Fairview events and to advertise popular programs offered by organizations such as the Skokie Park District. To receive these important reminders, it is vital that you supply the District with a valid e-mail address and set your account to receive e-mails from Fairview to avoid it being recognized as spam. The Fairview website, www.fairview.k12.il.us, is a dynamic tool to learn information about upcoming events and school happenings. Many teachers will have curricular information posted on their individual site. Check these often to learn more about your child's studies. Finally, each family is provided with a username and password for the PowerSchool parent portal. This access can be used by families of middle school students to track academic performance in all classes whenever desired.



TEACHER - PARENT COMMUNICATION

ENGLISH LEARNERS

There are a wide range of services that may prove helpful and useful to ELL parents at the Niles Township ELL Parent Center, 9440 Kenton Ave., Skokie, 847-568-7611.



PRIMARY INFORMATION

PRIMARY INFORMATION

KINDERGARTEN REGISTRATION AND PRE-SCHOOL SCREENING

Kindergarten registration will be scheduled in February; screening will be in late May, early June. Screening of children ages 3 and 4 will be administered on a monthly basis for the township at the Molloy Center. Please contact Jackie Thommen at 847-965-9040 x1104 to make an appointment.

Any request for prolonged indoor recess MUST come from the child's physician.

CLASS CELEBRATIONS

At the beginning of the year in the primary grades, the Room Parents collect money from each parent to defray the cost of special events.

Birthday parties are celebrated according to the individual classroom teacher's discretion. Please check with each teacher about birthday party celebrations. Food treats for special events are not permitted. Families are encouraged to donate to the school or classroom library to mark a special occasion.

Out of courtesy to others, please do not send party invitations for distribution at school. Children who do not receive invitations naturally feel hurt.

Parents are not permitted to distribute anything (food, party favors, literature) to students without prior approval of the principal.

PHYSICAL EDUCATION

A separate pair of athletic shoes must be kept at school for gym classes. Athletic shoes worn outdoors may not be worn in gym classes.

LUNCH

Lunch is a time for students to eat and be social with their peers. Students spend approximately half of their lunch period eating and the other half supervised at recess. Students are expected to sit at their assigned table while eating. After students finish eating, they are to return their dirty dishes and trays to the counter and dispose of their waste in designated containers before moving to recess or their classroom.

Staff members supervise the lunch room and recess time daily.



PRIMARY INFORMATION

BEHAVIOR AT LUNCH

The RAD behavior expectations are the same at lunch and recess as they are during the school day. Students are expected to follow the directions in the lunchroom and at recess at all times. Chromebooks and any other electronic device is not permitted during lunch or recess.

Below are the expectations during lunch:

- Use good manners, positive and appropriate language and indoor voices
- Keep their eating area and table clean
- No sharing of food.
- Below are the expectations during recess:
- Share and include others in games and activities
- Use appropriate equipment and return the equipment to the appropriate place
- Use the playground equipment as it's intended to be use
- Use positive and appropriate language

Winter Guidelines:

- Appropriate winter clothing is required to play in the snow (coat, boots, snow pants, hat, gloves/mittens)
- No throwing of snow or ice
- Share and the outdoor space with others



MIDDLE SCHOOL INFORMATION

MIDDLE SCHOOL INFORMATION

PASSES

A student must request a written pass from a teacher any time he/she needs to leave the classroom. Students also need a pass if they are going to arrive late to their next class. Passes are issued at the teacher's discretion. The pass is to include the student's name, destination, time, date and a teacher's signature. A Health Center pass is to be completed if a student wishes to see the nurse.

LOCKERS

School lockers are School District property maintained for student use. Each student is assigned a locker and combination number (grades 4-8) at the beginning of each year. Lockers are to be kept locked, and combinations are not to be shared with other students. Proper care is to be taken of each locker. Students will be held responsible for damage to their lockers from kicking or scratching. School officials are permitted access to lockers in instances of reasonable suspicion.

PHONE USAGE

Students cell phones are to be kept in the locker for the duration of the school day. During school hours, students are not permitted to frequent their locker to text message or use social media.

However, in emergency situations children will be allowed to use an office phone after school. All arrangements for staying after school, visiting, etc. should be made in advance.

LUNCH PROCEDURES

Milk, juice, breakfast, and hot lunches are available daily. Please do not provide lunches from outside sources such as fast food restaurants. Students are to sit in their assigned seats during the lunch period. Conversation at a reasonable noise level is permitted. Good table manners are expected of our students at all times, including the wiping of the lunch table, and sweeping the surrounding area. Jackets, when necessary, should be brought directly to the cafeteria. Students who are not going out to the playground must have a signed pass with them when they first enter the cafeteria. All directions and procedures explained by the cafeteria supervisor must be followed.

On the playground students must stay in school-designated areas. Food, contact sports, and snow throwing are not allowed. Middle school students are allowed to bring their own recess equipment. Supervisors will use their discretion in the types of equipment permitted. All directions and entry procedures outlined by the supervisor must be followed.

Limited numbers of students are allowed in the Learning Center during recess. Students are expected to have academic work to complete during this time. If students are not meeting the Learning Center expectations, they will be asked to leave and an administrator will be notified if further consequences should be served.



MIDDLE SCHOOL INFORMATION

LEARNING CENTER

The Learning Center is for use by students, teachers, and staff to supplement and enhance their curriculum needs and to provide a variety of materials for recreational enjoyment. The Learning Center is open for use by all middle school students at Fairview from 7:15 A.M. to 4:00 P.M. Tuesday through Friday.

Students are encouraged to come to the Learning Center if they have work to do. The Learning Center is a place to use resource materials and to do homework and recreational reading.

Students must have a pass to come into the Learning Center at any time, including lunch periods. The sign-out period for general circulation books is two weeks. Books may be renewed once. Reference books and magazines are checked out overnight only. If a book is lost or damaged, the student is responsible for paying for its replacement.

1:1 COMPUTING

Middle school students have access to a district provided device. The device will be used throughout the school day, and students will be able to take the device home each night. Each year, a parent/guardian and student are required to read and sign the Chromebook Agreement form.

PHYSICAL EDUCATION

For reasons of health and safety, all students (grades 5-8) will be required to have their physical education clothing in class every day. Allowance for clothing due to cultural or religious observance should be processed through the P.E. teacher or middle school principal. If, for some reason, a student's equipment is lost or unusable, substitute clothing should be brought from home (i.e. gym shoes, T-shirt, shorts, socks and underwear).

For health and safety reasons all physical education clothing must be separate from what is worn during the school day. Physical education clothing must be purchased and replaced through the Physical Education department. Prices will be determined annually.



HEALTH AND SAFETY

SCHOOL HEALTH POLICIES

All accidents of a serious nature should be reported to the Health Center, especially head injuries.

Following absences, a doctor's note is required to re-enter school following: a) chicken pox, b) scarlet fever, c) strep throat, d) impetigo, e) conjunctivitis, or any communicable illness. These will be verified and recorded by the school nurse. To safeguard the health of your child, a gym exclusion is permitted for two (2) days ONLY without a written excuse from a medical doctor. The doctor's P.E. excuse must have exclusion dates written on it and specific activities prohibited.

Children will be sent home when they register a temperature of 99.4 or more degrees. They must remain home at least 24 hours after the temperature returns to normal. Children will also be sent home from school in case of conjunctivitis, impetigo, ringworm, rash of a suspicious nature, stomachache, vomiting, acute abdominal distress, or colds, when the nurse deems it advisable for the safety and well-being of the child. If a student is sent home due to illness or is absent on a given day, he or she will not be allowed to return for special after-school activities, including concerts and sporting events.

To prevent the spread of germs, careful hand washing is the most important precaution against the spread of disease. Hand washing should occur before eating and after going to the bathroom. To decrease the spread of food-borne infections, food treats are not allowed to celebrate special events.

HEAD LICE - Lice infestation may occur in any age category but is most frequent among grade school children. It can occur in any social strata. It is not a disease but is considered a nuisance problem. After any break of four or more days, all students will be examined by the school nurse.

Students identified to have head lice are to be excluded from school until they are free of any signs of infestation through an examination by the school nurse or other person designated by the principal. When students are sent home, a letter or pamphlet containing recommendations for treatment is sent with the students. Before students can be re-admitted to school, they will be re-examined by the school nurse or other person designated by the principal and found to be free of lice and nits.

PHYSICAL EXAMINATIONS - A physical examination is required by law for all children entering kindergarten, sixth grade, and transfer students who do not show evidence of these completed records within the past year. Should these forms not be on record in the school at the designated time, the child will be excluded from school. Dental cards will be distributed to the students every spring.

MEDICATION - Administering Medicines to Students - Board Policy

Parents have the primary responsibility for the administration of medication to their children. The School Board recognizes that when parents cannot administer such medication to students during



HEALTH AND SAFETY

the school day, or when it is medically necessary to address the health needs of a student during normal school hours, school personnel will address such problems. The School Board further recognizes that it has a duty to treat or obtain medical assistance to treat student medical emergencies which occur during the school day or during school-sponsored activities. The School Board hereby states its intention to comply with the laws of Illinois concerning the administration of student medication and treatment of student medical emergencies.

Medication required by a student will be administered at school by a certified school nurse or administrator. This policy includes even common and widely used preparations such as, but not limited to, aspirin, cough syrup, cough drops, eye or ear drops, etc. However, students recovering from temporary illness or students on permanent medication who require medication during the school day may have their parents bring the medication to school following established procedures. In all cases, the school retains the right to reject a request for administering medication. The parent may appeal a decision to reject the administration of medication by the school personnel to the Superintendent.

The Superintendent or his/her designee shall establish administrative procedures consistent with this policy to facilitate its implementation. The Superintendent shall also ensure that:

- 1) copies of the district guidelines for administering medications to students is provided to all parents or guardians within fifteen (15) days of the start of each school year (or within fifteen [15] days of enrollment of a new student),
- 2) students are informed of the medication guidelines.

Summary of Procedures for the Administration of Medication

A detailed list of procedures to be followed for the administration of medication to students is available in the nurse's office. **Parents are required to file a completed School Medication Authorization Form prior to dispensation of any medication to a student.** Authorization forms can be picked up from the school nurse or obtained on the Fairview website.

This policy includes commonly used over the counter medications, such as, but not limited to Tylenol, aspirins, etc.

It is recommended that parents consult with their doctor to see if midday medication could be adjusted and given at a time other than during the school day. If this is impossible, the parent will need the following information in order to complete the authorization form:

- Name of medication
- Prescription number
- Dosage
- Time for administration of medication
- Type of illness
- Side effects
- Physician's name, address and telephone number



HEALTH AND SAFETY

Medication should be provided to the school in the original prescription container. It is the parent's responsibility to provide the school with updated information as appropriate. Authorization forms must be completed per incident unless there is an ongoing condition and then no less than annually. The same form must be completed by a parent even for medications that are to be self-administered by a student.

All medications, even the over-the-counter variety, will be kept in the health office. No student is permitted to be in possession of over-the-counter drugs while at school. Over-the-counter medications will be administered only upon written order of a physician. This includes aspirin, cough preparations, etc. Over-the-counter medications shall be brought to school with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

Students have a responsibility to remember to report to the health office at the designated time to receive medications. In all cases, the school retains the right to reject requests for administration of medication. The parent may appeal this decision to the Superintendent.



TRANSPORTATION

TRANSPORTATION

BUS TRANSPORTATION

Fairview offers free transportation to students who either live 1.5 miles or more from school or students who live in a hazardous transportation area. Families pay a \$25 registration fee annually. Fairview transports all Kindergarten students by District practice.

Almost all Fairview students live within 1.5 miles of school. Yet, due to traffic hazards approved by the Illinois Department of Transportation, many students qualify for free transportation. If a child lived more than 1.5 miles from school or lived in a hazardous area and was not provided free transportation, the State of Illinois offers parents some level of reimbursement. In Fairview, all such children are offered free transportation. If you have further questions about transportation, please contact the District Office.

Children are expected to ride their assigned bus at all times. If a child wishes to walk, his parents must send a note indicating the date or giving blanket permission to walk at any time. Students in grades 4-8 can walk home alone. Because of bus overcrowding, children are NOT ALLOWED to ride a bus other than their own unless an emergency situation arises. We suggest that arrangements be made with neighbors or friends nearby to avoid bus switches. Requests to switch buses should not be made for social engagements. Students are required to present their bus pass each time they ride on the bus.

RIDING BICYCLES/SKATEBOARDS TO SCHOOL

Parents should ensure proper safety precautions for students riding their bikes to school. BICYCLE HELMETS ARE REQUIRED BY SKOKIE LAW. Bicycles are allowed only in designated bicycle parking areas, and it is required they be locked to the bike rack. The school is not responsible for any stolen property that is not locked appropriately. Only students who usually walk to school may ride a bicycle to school. Primary students may not ride bicycles to school. Skateboarding is strictly prohibited on school grounds.

STUDENT DROP-OFF AND PICK-UP (STUDENT SAFETY)

Parents dropping off or picking up students with automobiles are asked to proceed with extreme caution. Student safety is our number one concern and priority! Please follow all posted traffic signs in the front of the building. Please do not make U-turns on Laramie Avenue. To pick up students by car, parents are to wait in line, pull up to the plaza area, remain in their car and continue to pull up to permit others to follow. Patience is asked of all parents. The Skokie Police Department will have a regular presence and be looking for proper car restraints, cell phone usage, and adherence to posted traffic laws.



SCHOOL ACTIVITIES

SCHOOL ACTIVITIES

STUDENT COUNCIL

Student Council at Fairview is a spirit-raising group which promotes leadership, scholarship, citizenship, community service, and school service. Most members devote much time before, during, and after school to work on Council projects. Executive Board members are elected amongst 8th grade candidates.

BAND PROGRAM

Fairview has a very active band program. All students in 4th through 8th grade are eligible and encouraged to participate. Students must buy or rent their own instruments. In some cases, there are school-owned instruments available to be rented on a year-to-year basis.

BEGINNING BAND is offered to 4th grade students and new students in 5th through 8th grades with no instrumental experience. **CADET BAND** is offered to 5th and 6th grade students. **CONCERT BAND** is offered to 7th and 8th grade students. However, advanced students in any grade may be invited to join by the Director. **JAZZ BAND** is an extra-curricular activity for advanced students who must be invited to join by the Director. Students must play appropriate jazz instruments and be available for rehearsals once a week after school. It is recommended that advanced band students also study with a private teacher. Students in grades 5-8 meet with the Director four times a week in various settings.

ORCHESTRA PROGRAM

The Orchestra Program at Fairview is open to any interested student in 4th-8th grade. Students are encouraged to rent an instrument until they are ready to play a full size instrument as this avoids families purchasing multiple instruments over time, and allows for students to utilize all rental credit accrued over multiple years in the program towards the purchase of an instrument. Beginning strings rehearse once a week in a full group setting, and also receive one sectional lesson per week. The Symphonic orchestra is comprised of 5th and 6th grade students, and the Philharmonic orchestra is composed of 7th and 8th grade string players. Both middle school ensembles meet in a full group setting twice per week in addition to one sectional and one grade level rehearsal. The study of music is linked to many beneficial student outcomes such as academic achievement, social and emotional development, critical thinking, and verbal skills. We hope that all of our students make the decision to participate in the many musical opportunities offered at Fairview which we as a district and community value as an integral part of the curriculum at Fairview South School.

CHORAL PROGRAM

CHORUS is an extra-curricular activity offered to students in grades 5 through 8. Rehearsals are after school for one hour.



SCHOOL ACTIVITIES

YEARBOOK

Orders for the Fairview Yearbook are taken at advertised points in the year. The yearbook tells the story of the school year and has pictures of all students and staff.

CHEERLEADING

Cheerleading is an activity that is offered to all interested 8th grade students. Cheerleading clinics are held prior to tryouts enabling all students to learn the necessary requirements.

INTERSCHOLASTIC SPORTS ELIGIBILITY/ FANS/ STUDY TABLE

Fairview competes in the Niles Township Athletic Association in the following sports: soccer, basketball, and volleyball. All boys and girls in 7th and 8th grade are welcome to try out for the Varsity or Junior Varsity teams. Please note that priority is given to 8th graders for Varsity teams and 7th graders for Junior Varsity teams. Sixth graders will only have an opportunity if their participation becomes necessary to field a complete Junior Varsity roster should not enough 7th graders try-out. There are specific teams for 6th graders in basketball and volleyball. Cuts will only be necessitated based upon the number of boys and girls trying out for each team.

Before participating in interscholastic sports, an athletic permit form must be signed and returned. This includes the athlete's, parent's, and doctor's signatures as well as insurance information.

Athletes must meet certain academic and behavioral expectations, including maintaining a C grade in all classes. Eligibility is checked each week. On Mondays, when a game or practice is scheduled, athletes are required to attend a supervised study table from 2-4 P.M.

Students in grades 5-8 may attend home events by obtaining an Activity Pass. Students in grades K-4 must be accompanied by a parent/guardian during the entire game in order to attend. Do not bring pets to sporting events for public health reasons and the safety of spectators. Students may not attend away sporting events unless a responsible adult remains with them for the entire match or game. Fans are expected to model good sportsmanship. Any person (student or adult) exhibiting unruly or disrespectful behavior will be asked to leave the event.

CLUBS

Students may participate in a wide range of after school clubs. Information regarding clubs will be shared with families in September and January.

ACTIVITY BUS

A limited bus run is provided for middle school students at 6:50 A.M. on Band and Orchestra rehearsal days and every Tuesday through Friday at 4:05 P.M. Morning music rehearsals begin at 7:15 A.M.; the computer lab opens at 7:15 A.M. Students will need a pass from the teacher who supervised them after school in order to ride the Activity Bus.



SCHOOL ACTIVITIES

S.P.A.C.E. PROGRAM

A before and after school child care program (Skokie Place for All Children in Extended Care) is offered to Fairview parents of primary age students (K-5) through the Skokie Park District. Parents interested in these services should contact the park district directly at 847-933-4566. Fairview is one of several park district sites for the after school program.

NON-DISCRIMINATION

Fairview District 72 does not discriminate on the basis of race, color, religion, national origin, ancestry, age, sex, marital status or physical or mental handicaps, sexual orientation, immigration status, gender identity, orders of protection status, military status, status of being homeless, or unfavorable discharge from military service.