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# Elementary School Handbook

2018-19 School Year

- Elm School, Burr Ridge
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- Madison School, Hinsdale
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- Monroe School, Hinsdale
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- Oak School, Hinsdale
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- Prospect School, Clarendon Hills
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- The Lane School, Hinsdale
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- Walker School, Clarendon Hills

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## **I. Attendance**

Regular attendance and promptness are expected and essential for good performance. The principal will monitor absences. In the case of excessive absences, legal guardians will be notified in accordance with our school attendance procedure.

### **Absences**

In the event of any absence, the student's parent/guardian is required to call their child's school before 8:30 a.m. (12:15 pm for afternoon absences) to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. (1:45 pm for afternoon absences) on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent cannot be contacted, the student will be required to submit a signed note from the parent explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for an absence will be kept confidential.

Only calls from parents or legal guardians will be accepted. The school will check on any student for whom it has not received a call.

When calling school to report your child's absence, please communicate the following information:

1. If your child has influenza-like illness (ILI), defined as fever (100°F or greater) and a cough and/or sore throat in the absence of a *known* cause other than influenza.
2. If your child does not have influenza-like symptoms, the symptoms your child experiencing. This communication helps us to track clusters of illness.

To minimize the transmission of illness, students should not return to school until they are free of fever (100°F or greater) for 24 hours without the use of fever-reducing medication (ibuprofen or acetaminophen). If it becomes necessary for a student to go home from school, the nurse or school secretary will contact parents first. If parents are not available, individuals listed as emergency contacts will be called in the order specified by parents during registration. It is important to have emergency numbers on file listing current home phone numbers as well as other numbers at which a parent or a listed contact person can be reached. Students may not make their own arrangements to go home.

### **Doctor or Dentist Appointments**

Please make every effort to schedule doctor and dental appointments outside of the school day to minimize disruptions to the educational process. Students who have a doctor or dentist appointment during the school day must report to the office to be signed out by a parent or legal guardian. The parent or legal guardian must sign-in the student at the office upon return.

### **Missed Work**

Classroom learning is very important to the academic success of students. Classroom learning experiences cannot be replicated. It is the student's responsibility to make up any missed work as determined by the teacher. Parents may call the school to request homework in the case of a student illness or family emergency. In order for the teacher to be able to gather the materials, requests should be made when the attendance call is placed. The work may be picked up at the school office after school.

### **Pre-Planned Absences**

The school calendar is established in advance. While we realize the value of family time, the planning of vacations while school is in session is strongly discouraged. If students will be absent from school due to vacation, parents must complete a special absence notification form and return it to school before the absence. Assignments and completion dates will be given after the absence as determined by the teacher. Teachers will not be required to re-teach material missed by students.

### **Tardiness**

To maximize educational opportunities, classes need to begin promptly. Students should be in their classrooms when the bell rings, which is 8:40 a.m. in the morning and 12:20 p.m. in the afternoon. Students not in their classrooms will be marked tardy. An adult must sign in students arriving late to school. In the case of chronic tardiness (5% or more of the previous 180 regular attendance days) legal guardians will be notified in accordance with our school attendance procedure.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **II. General School Information**

### **Birthdays**

Birthday celebrations vary from classroom to classroom. Please make arrangements with your child's teacher. Birthday treats may not include food items. Non-food treats may be distributed for the entire class. Party invitations may only be distributed at school if the *entire* class is invited. Locker and cubby decorations are prohibited.

### **Cell Phones and Similar Electronic Devices**

All cell phones, smartphones, and similar electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, or (b) use of the device is provided in a student's individualized education program (IEP). Smart watches or other similar devices must be limited to watch-specific use (time keeping) during the school day. All such items should be secured while at school. Devices not stored or used appropriately will be confiscated by school personnel and returned to the parent/guardian. The school does not claim any responsibility or liability for these personal items while at school.

### **Drop-Off of School Materials or Lunches**

It is the student's responsibility to come to school prepared. We discourage the daily drop-off of materials and lunches. If on occasion school materials or lunches need to be dropped off during the day, they are to be delivered to the school office in order to minimize disruptions. Students will be directed to pick up materials outside of the office. As a reminder, the lunch hour is from 11:25 a.m. to 12:15 p.m.

### **District Budget and Fees**

The District Budget is approved by the Board of Education on an annual basis, following a public hearing. Financial reports are available for download on the District website at [www.d181.org](http://www.d181.org). The District may receive federal and state funds to support programs such as English Language Learners, pupil services, technology, staff professional development, operating expenditures, and libraries. Upon registering your child in District 181, you will be notified of the date that District fees are due and the form of payment taken to pay the fees. Students may be responsible for replacement costs of District-provided or school-provided materials. A list of school supplies to be furnished by the student and his/her family is made available prior to the start of each school year. Students may be asked to provide additional materials throughout the school year (i.e. for special projects).

### **District Fee Waivers**

Families unable to afford school fees may apply for a fee waiver. Waiver forms are available on the District website at [www.d181.org](http://www.d181.org) and are subject to approval by the superintendent or designee. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

### **Extracurricular Activities**

School-sponsored extracurricular activities and clubs are a privilege, not a right. They are offered based upon staff availability and funding. Families who cannot afford extracurricular activities fees are asked to contact the building principal or social worker.

### **Family Educational Rights and Privacy Act - Privacy and Student Records**

Both the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) protect the privacy of student education records and provide parents with the right to inspect, copy and challenge material contained within their children's education records. Specifically, FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, and affords parents the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

Complete copies of the Board policy and procedures regarding student records and confidentiality can be obtained by contacting the Superintendent's office.

### **Gifts and Contributions**

Gifts and contributions from both public and private sources are welcomed. Gifts and contributions will be accepted by the Board of Education after it is determined that such gifts and/or contributions are consistent with the District's philosophy, purpose, and ethics policies. All offers of gifts and/or contributions should be made in writing to the Superintendent.

### **Media Recognition**

Students are occasionally photographed or videotaped while in school and while participating in school-sponsored activities, organizations, and athletics for District publicity purposes and news media reporting. The District's "directory information" designations selected by a student's parent/guardian as part of the opt-in process during registration are used to identify a parent's approval to use of his/her child's name or image for such purposes. Questions regarding media recognition should be directed to the District's Director of Communications.

### **Non-Custodial Parents**

According to State law, a non-custodial parent has the same rights to student records as a custodial parent, and has the right to notices, calendars, conferences, report cards, and other communications unless a court-issued order limits those rights. A non-custodial parent must annually request such communications in writing and include an address and telephone number.

### **Parent-Teacher Organization**

The PTO is a liaison between students, staff, and parents. The PTO publishes information that provides valuable school and event news, as well as opportunities to volunteer and be involved in the schools. The PTO additionally offers fundraisers, special projects, and other services throughout the year designed to support and supplement students' educational experiences. One can participate by joining the PTO and/or volunteering to help on a committee. Additional information about the school PTO can be found on the PTO website, accessible from the school's webpage at [www.d181.org](http://www.d181.org).

### **Pets**

Due to safety and health concerns, pets may not be brought into school or on school grounds before, during, or after school. Recognizing that some children fear animals, please avoid bringing pets on school walking routes.

### **Safety Drills and Emergencies Extending Beyond the School Day**

In accordance with the DuPage County Regional Office of Education, all schools are required to conduct a variety of safety drills. Regularly conducted drills include severe weather, shelter-in-place, fire, lockdown, and tornado drills.

When a fire alarm is sounded, the teacher will lead students out of the building. During a tornado drill, students sit on the floor in the area designated for their class. If a student has any reason to suspect a fire or other potentially dangerous situation, he or she should contact a teacher immediately. A bus evacuation drill is conducted on-site once a year for all students in Grades K-8. Bus safety and emergency evacuation procedures are reviewed with the students. Lockdown drills are conducted so that students are familiar with safety procedures developed in cooperation with local police departments.

If an emergency warning situation extends beyond the school day, students may be kept in school until the proper authority has canceled the warning and/or permitted student release. Parents who wish to pick up their children will need to sign them out. If a situation arises that could potentially jeopardize the safety of students if they left the classroom or the building, students may be kept in the building until the police and/or administration decide that student safety is no longer compromised. The school staff is aware of such procedures and will implement the appropriate safeguards should a situation occur. Questions regarding this procedure should be directed to the building principal.

### **Safety Announcements and Emergency Closings**

The District utilizes an automated notification system for emergency and safety-related announcements (among other announcements). Messages (phone call, text, and/or email) may be sent to emergency contact phone numbers that parents have provided when it is safe and reasonable to do so. To ensure that the District's contact list is current, parents should notify the school office immediately if there is any change in contact information for the parent/guardian and/or any emergency contacts who have been designated. If it is necessary to close school because of severe weather or another emergency condition, information also will be posted on the District website at [www.d181.org](http://www.d181.org) and other appropriate channels (i.e. @CCSD181 on Twitter). Parents may also access [www.EmergencyClosingCenter.com](http://www.EmergencyClosingCenter.com), which in turn sends District closing information to radio and television stations. If schools close after students have arrived, parents/guardians will be contacted through the automated notification system. Students will be released to those individuals whom parents/guardians have designated.

### **School Telephone**

Students may use the school telephone only when approved by a staff member. Arrangements for after-school activities should be completed at home.

### **Student and Family Privacy Rights**

*(Please see Board Policy 7:015 "Student and Family Privacy Rights" for the most current language on this topic.)*

#### *Surveys*

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education Policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### *Surveys Created by a Third Party*

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### *Survey Requesting Personal Information*

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items (*continued on next page*):

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### *Physical Exams or Screenings*

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
- Is otherwise authorized by Board policy.

### *Selling or Marketing Students' Personal Information Is Prohibited*

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (a) if the student's parent(s)/guardian(s) have consented; or (b) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

- College or other postsecondary education recruitment, or military recruitment.
- Book clubs, magazines, and programs providing access to low-cost literary products.
- Curriculum and instructional materials used by elementary schools and secondary schools.
- Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- The sale by students of products or services to raise funds for school-related or education-related activities.
- Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

### **Student Directory Information**

*(See Board Policy 7:340 Student Records for the most current "directory information" language.)*

To the extent permitted by law, the School District may designate certain information regarding students as directory information. Images on a school security video, or student social security numbers or student identification or unique student identifiers shall not be designated as directory information.

The School District may not release certain directory information regarding students to the general public, except that a student's parent(s)/guardian(s) may *opt-in* to the release of the specific student directory information as part of the registration process. The notification to parents/guardians and students concerning school student records will inform them of their

right to object to the release of directory information and that they may *opt-in* to the release of student directory information as part of the registration process.

### **Student Messages**

Only emergency messages will be delivered to students during the school day.

### **Visitors**

For student safety, school doors are locked during the school day. Visitors must use only designated entrances, which are equipped with buzzers and cameras. Visitors / volunteers must follow the school's established procedures for signing in at the office (either digitally or on paper, as required), wear a visitor's badge, and sign out when leaving the building (either digitally or on paper, as required). Bringing friends or relatives to classes for a day is not allowed. Middle school or high school students may visit outside of the regular school day. No loitering is allowed on school grounds.

Parents and other interested adults are welcome in the school. If requesting a classroom observation, please notify the building principal in writing of the proposed visit by completing and submitting an *Observation Request Form*, a copy of which may be retrieved from the office of the building principal. The completed *Observation Request Form* must be returned to the principal at least three (3) school days prior to the requested date of the proposed visit. Visits are scheduled at the principal's discretion with consideration of student confidentiality and maintaining an appropriate learning environment. For the safety of students and maintenance of an uninterrupted academic program, principals limit the number and length of visits and may schedule some visits at times when classes are not in session. School administrators will follow the *Procedures for Classroom Observations by Parent/Guardian* in scheduling and conducting such visits.

### **Volunteers / Community Involvement**

There are a number of volunteer opportunities available for community members, such as senior readers, special committees, and membership in the D181 Foundation, in addition to parent volunteer opportunities through the PTO. Anyone interested in volunteering in District 181 must agree to follow District volunteer guidelines and procedures.

### **III. Code of Conduct**

*(See related Board Policies for the most current policy language.)*

We expect our students to:

- Know the difference between right and wrong.
- Make good decisions regarding behavior at school and school-sponsored events.
- Attend school in a safe, secure environment.
- Respect the staff and fellow students.

#### **Dress / Attire**

Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin (i.e. spaghetti straps) and/or undergarments may not be worn at school.
- The length of shorts or skirts must at least reach the end of the student's thumb.
- Appropriate footwear must be worn at all times.

Student dress should not interfere with or be disruptive to the educational process. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject discipline. Continuous disregard of these rules may result in further disciplinary action. Students will be asked to change any clothing deemed inappropriate for school. If there is any doubt about dress and appearance, the building principal will make the final decision. Field trips require appropriate school day attire. Some field trips, however, may require more formal dress.

#### **Policy 7:190 "Student Behavior" (Through "###")**

*See Policy 7:190 (and related policies) for the most current policy language.*

#### **Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral

skills to become independent, self-disciplined citizens in the school community and society.

### **When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing

intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.  
Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  - 5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.
  - 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  - 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  - 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  - 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-

sponsored event.

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

### **Disciplinary Measures**

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons**

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial

arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

### **Re-Engagement of Returning Students**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **Delegation of Authority**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of

10 school days for safety reasons.

###

### **Suspension Procedures**

*(See Board Policy 7:200 "Suspension Procedures" (and related policies) for the most current policy language.)*

#### *In-School Suspension*

The Superintendent or designee is authorized to maintain an in-school suspension program.

The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

#### *Out-of-School Suspension*

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      1. A threat to school safety, or

2. A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
  1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
  2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
  3. That the student's continuing presence in school would either:
    - a. Pose a threat to the safety of other students, staff, or members of the school community, or
    - b. Substantially disrupt, impede, or interfere with the operation of the school.
- iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

### **Expulsion Procedures**

*(See Board Policy 7:210 "Expulsion Procedures" (and related policies) for the most current policy language.)*

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.

- c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
  3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
  4. If the Board acts to expel the student, its written expulsion decision shall:
    - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
    - b. Provide a rationale for the specific duration of the recommended expulsion.
    - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  5. Upon expulsion, the District may refer the student to appropriate and available support services.

### **Harassment and Bullying**

*(See Board Policy 7:020 "Harassment of Students Prohibited" (and related policies) for the most current policy language.)*

### *Bullying, Intimidation, and Harassment Prohibited*

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include, but are not limited to, harassment, intimidation, name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### *Sexual Harassment Prohibited*

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### *Making a Complaint; Enforcement*

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building

Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

**Nondiscrimination Coordinator:**

Mr. John Munch, Asst. Superintendent of HR  
115 W. 55th St., Clarendon Hills, IL 60514  
630-861-4901

**Complaint Managers:**

Mr. John Munch, Asst. Superintendent of HR  
115 W. 55th St., Clarendon Hills, IL 60514  
630-861-4901

Ms. Dana Bergthold, Executive Director of Special Education  
115 W. 55th St., Clarendon Hills, IL 60514  
630-861-4945

**Prohibited from School Grounds**

The following items and behaviors are not allowed at school. These items may not be brought to school unless they serve a specific function in a class. Permission to bring them must be granted by a staff member.

1. Electronic devices, including but not limited to: iPod/MP3 players, radios, and laser pointers.
2. Heelies, games, personal play equipment (i.e. basketballs), and trading cards.
3. Items considered by staff or administration to present clear hazards to staff or students, including but not limited to: weapons, weapon components, look-alike weapons, fireworks, stink bombs, spiked bands, heavy gauge chains, matches, or lighters.
4. Tobacco, alcohol, drugs, placebos, drug paraphernalia, inhalants, or look-alikes. (Possession or use of illegal substances will be referred to local police authorities.)
5. Clothing with references to drugs, alcohol, sex, obscenities, violence, ethnic slurs or gangs.
6. Profanity or verbal abuse of any kind.
7. Gambling.

8. No item should be brought to school to be sold for personal profit or trade.
9. Hats or other head coverings may not be worn in the building. Exceptions to these provisions shall be made by the administration on a case-by-case basis.
10. Gum is only allowed with permission of a staff member.
11. Any item, that would interrupt, distract from, or interfere with the educational process.

### **Search and Seizure**

To maintain order and security, school authorities are authorized to conduct reasonable searches of school property and equipment, such as lockers and desks, as well as of students and their personal effects. If a search produces evidence that the student has violated or is violating either the law or the school or District's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **IV. Lunch**

### **Free and Reduced Lunches**

Free and reduced lunches are provided for students who qualify according to Federal and State guidelines. Application forms are available on the District website at [www.d181.org](http://www.d181.org). Please see the "Mandated Notifications" section of this handbook for further information.

### **Lunchroom Program**

During the lunch period, students eat lunch and participate in supervised recess activities. During inclement weather, students remain indoors. Students must provide their own lunch. Milk may be purchased.

Students in Grades 1-5 may go home for lunch; bus service is not provided. Kindergarten students do not stay for lunch. Pupils remaining at school during the lunch period shall remain on school grounds under adult supervision. Students who do not stay for lunch should not return until the start of the afternoon session at 12:15 p.m.

The principal may suspend the lunchtime privilege of any pupil who abuses it after providing notice to the parents.

### **Lunch Rules**

In order to maintain an orderly lunchroom, the following student expectations have been established. Students will:

- Follow the District's Code of Conduct
- Behave in an orderly fashion
- Respect one another and the lunchroom supervisors
- Remain quiet when announcements are made
- Wait to be dismissed to get milk or to go to the bathroom
- Behave appropriately in line
- Refrain from borrowing money
- Remain seated while eating
- Clean up after themselves (tabletop and floor)
- Recycle and place all other garbage in the proper receptacle
- NOT toss or throw anything in the lunchroom at anytime
- NOT share food

## **V. Playground**

### **Outdoor Play**

Children must dress appropriately for the weather. They will be outside for play periods except in very cold or inclement weather. During winter, students must wear boots, gloves and snow pants if they wish to play in the snow outside of the blacktop area. Students are supervised by staff during outdoor play periods.

Students who are wearing a cast, boot, or a protective medical appliance may not participate in outdoor recess due to the risk for re-injury to that child, and the safety consideration of all students. During recess time, students will be given an alternate activity and location determined in collaboration with the teacher/coach, building principal and building nurse.

### **Personal Play Equipment**

Students may not bring their own play equipment unless adult permission has been provided in advance.

### **Playground Rules**

Students must:

- Follow the District's Code of Conduct.
- Play safely.
- Not exclude other students from participating in activities.
- Stay within the defined play area on school grounds.
- Request permission to enter the building.
- Speak appropriately to supervisors and to other students.

## **VI. Academics**

### **Curriculum**

A comprehensive core curriculum is offered to all students. This core curriculum is developed by teachers and administrators and endorsed by the Board of Education. Basic curricular areas include mathematics, reading/language arts, science, social studies, art, music, physical education and world language. Classroom teachers enhance the core curriculum to provide optimum learning experiences for all students.

Each grade level uses a daily schedule as a guideline for classroom structure. This schedule may vary due to teachers' needs, presentations and field trips. Copies of the schedule will be distributed in the fall.

Parents/guardians are entitled to inspect, upon request, instructional material used as part of the educational curriculum.

- Mathematics instruction emphasizes estimation, number sense, computation, algebraic patterns, algebraic relationships, geometric concepts, geometric relationships, measurement, data organization and analysis, and probability.
- Reading/Language Arts, using the balance literacy framework for instruction, encompasses all components of – reading, writing, speaking and listening. Lessons are taught through a workshop model.
- Science instruction is activity-based. District-developed units of study form the basis of our science program.
- Social Studies instruction focuses on government, economics, geography, history and global perspectives.
- Art, Music, and Physical Education (P.E.) are taught by content area specialists. Students receive art instruction once per week and music instruction twice per week. Physical Education is taught daily in Grades 1-5 and twice per week in kindergarten.
- Spanish instruction is offered to fifth grade students three times per week by a foreign language teacher.
- Instrumental Music is offered in addition to the general music program. Students have an opportunity to join the orchestra in Grade 4 and the band in Grade 5. Parents are responsible for providing the musical instruments.
- Social Emotional Learning is addressed through the District's SELAS (Social Emotional learning for Academic Success) curriculum and learning activities provided in Grades K-8.

### **Field Trips**

Field trips allow students the opportunity to take part in experiences not available to them in the school setting. Field trip days are school days, and students should dress and behave accordingly. Additional expectations may be distributed to parents/guardians and students before certain field trips. Upon agreement between a teacher and the parent/guardian, a

student may be excused from participating in special activities. A principal may exclude a student from participation in field trips due to behavior issues.

Parents/guardians will be notified in advance and will be given the details of scheduling and transportation. Permission slips, signed by a parent/guardian, are required for a child to attend. Field trips may require a fee. In cases of financial hardship, scholarships or fee waivers are available by contacting the principal or school social worker. Teachers will inform parents/guardians of any necessary adjustments to class hours in order to accommodate a field trip. If medication needs to be administered during a field trip, the school nurse should be notified and District procedures for medication administration will be followed. A student's siblings may not accompany the student's class on his/her field trip.

### **Homework**

Homework should be meaningful and purposeful. Assignments should reinforce previously learned concepts or practice newly learned concepts. Homework may or may not be formally evaluated and will be used as a part of ongoing student assessment. The following guidelines include long-term assignments and assigned independent reading. Modifications may be made for students with special needs.

K-2	10 - 20 minutes per day
3-5	30 - 50 minutes per day
6-8	60 - 90 minutes per day

Parents should create a homework environment that facilitates student self-study, set aside a time for doing homework, and monitor their child's assignments. They may be asked to participate in homework, but students should be responsible for homework completion. In addition to assigned homework, children should read each night. Each grade level team or individual teacher may determine consequences for incomplete homework.

### **Internet Access/Technology Use**

As part of the District's implementation of the approved Digital Learning Environment plan, new materials have been provided (or are being provided) to parents and students related to Acceptable Use of digital devices and technology. Please see those documents and/or Board policies as posted on BoardDocs for the most current information on rules, restrictions, regulations, and student safety related to technology, Internet access, and District-provided materials. The failure of any student to follow the terms outlined in those materials can result in loss of privileges, disciplinary action, and/or appropriate legal action, as noted.

### **Media Resource Center (MRC)**

The MRC functions as the information center of the school, a place for individual, grade level and school-wide learning activities, and a library to check out books. Its program is integrated into the school's curriculum and is coordinated by a director. K-5 students check out books. Books may be checked out when the previously borrowed books are returned. Fines are not

charged for overdue books; however, a child may not check out new books until overdue books are returned. Students are responsible for books and instructional materials. If a book or instructional material is lost or damaged, the cash value for replacement will be required.

### **Response to Intervention (Rtl) Model**

Response to Intervention (Rtl) is a process designed to focus on and provide high-quality instruction and interventions to students who may require additional supports beyond the general education curriculum. Rtl is an educational process that matches instructional need with instructional strategies or interventions.

The core features of Rtl are:

1. High quality, research-based instruction in the general education setting.
2. Universal screening and benchmarking in order to determine which students need additional supports beyond the core curriculum and systematic monitoring of progress.
3. Multiple tiers of scientific, research-based instruction and interventions that are matched to student need and increase in intensity across the tiers.
4. Use of a collaborative team for development, implementation, and monitoring of the intervention system at each tier.
5. Continuous monitoring of student progress during instruction and interventions, using formative progress monitoring data to determine if students are meeting goals.

The Rtl model is designed to improve instruction for all students, and at times the information may be used to determine special education eligibility. However, a request for special education may be made at any time prior to, during or after the Rtl process.

For additional information regarding the Rtl process, contact your building Pupil Services Administrator or principal.

### **Standardized Testing**

The emphasis in District 181 with State and standardized assessments is the use of data to guide instructional decisions and monitor student growth. The overall goals of the comprehensive assessment plan are to: provide the District with information regarding student performance over time, provide classroom teachers with readily-available and accessible data that will be used to differentiate instruction and monitor student progress, and create an assessment system that will provide the most meaningful data to plan appropriate instructional programs for students in our District.

Assessments will be used for benchmarking and progress monitoring. Benchmarking assessments will occur 2-3 times per year for all students to obtain information regarding overall student performance in reading and mathematics. Progress monitoring will occur for all students who receive services.

The Partnership for Assessment of Readiness for College & Careers (PARCC) assessment will be administered as required by the State Board of Education to all students in Grades 3-8 in reading and mathematics during the year.

Information about the District-level assessments administered to all students can be found in the District Assessment Plan on the District website: [www.d181.org](http://www.d181.org) > Learning > Assessments.

### **Student Placement**

The process of class placement begins in the spring and continues into the summer. Parents/guardians are invited to share their thoughts on their child's learning needs related to learning environments, friendships and any other related issues. This does not include requests for specific teachers.

In addition to teacher selection, relevant issues related to social dynamics that support or inhibit learning are also considered in placement decisions. It is important that you let the school know if there are any things we should be aware of that could impact your child's school success. You should not, however, feel obligated to write a letter. Each child's placement is carefully considered regardless of whether or not a parent has written a letter. Because this is a complex process, if you would like your input considered, you must provide this information in writing to the principal by May 1.

Families will be notified of class assignments in August. Class lists will not be posted for public display.

### **Textbooks**

Textbooks are the property of District 181 and must be returned at the end of the school year. If books are lost or damaged beyond ordinary wear, students will be assessed the cost of the book. Replacement costs for books must be paid promptly. Checks should be made out to "CCSD #181."

## **VII. Health and Medical**

### **School Nurse**

There is a registered nurse on duty at each school to address the medical needs of students. All students must have current health information on file. Please notify the school of any changes in health-related issues, parents' daytime phone numbers, cell phone numbers, or emergency numbers/contacts.

### **When your Child is Sick...**

Please notify the school with reason for absence. For your child to return to school they need to:

- Be free of fever (less than 100 degrees F) for at least 24 hours without use of medication.
- Have no vomiting for 24 hours after last occurrence, without use of medication, and the child is able to hold down fluids and food.
- Have no diarrhea for 24 hours after last occurrence, without use of medication.
- If diagnosed with pink eye or strep throat, the child must remain at home for 24 hours after treatment begins.
- Unidentified rashes should be seen by a doctor and determined to be non- contagious before returning to school.

### **Administering Medicines to Students**

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, or on overnight trips they must:

- Submit a completed School Medication Authorization Form to the school nurse along with the medication in its original pharmacy container clearly marked with the student's name, doctor's name, contents and dosage. The authorization forms are available in the nurse's office or on the District website ([www.d181.org](http://www.d181.org)>Parents>Health Information>Forms). The School Medication Authorization Form must be signed by the student's parents/guardians and licensed health care provider for all prescription and over-the-counter medication.
- Take medication in the presence of the school nurse or a designated school official. However, a student may possess medication prescribed for asthma or an Epi-Pen prescribed to control an allergic reaction for immediate use at the student's discretion, provided there is a School Medication Authorization Form on file at school. A prescription label for rescue asthma medication is acceptable if the student's parent has provided written permission (page two of the School Medication Authorization Form) for the student to carry and self-administer an inhaler prescribed for asthma. School Medication Authorization Forms expire at the end of the school year; if medication is needed at school during the next school year, a new School Medication Authorization Form is required.

The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Illinois Emergency Epinephrine Act**

Because of the Illinois Emergency Epinephrine Act, the school nurse may administer an epinephrine auto-injector to a student who in the school nurse's professional opinion is experiencing a first-time life-threatening allergic reaction. If the school nurse administers an epinephrine auto-injector to a student that in her opinion is exhibiting symptoms of an initial life-threatening allergic reaction, EMS will be called and the student will be transported via ambulance to the hospital. If you do not want the above-mentioned procedure followed if your child experiences a first-time life-threatening allergic reaction while at school, please provide written notification to your child's school. The supply of emergency epinephrine allowed under the Illinois Emergency Epinephrine Act is not intended to replace epinephrine prescribed to students with known allergies. Your child's medical provider should continue to prescribe an epinephrine auto-injector (EpiPen) to be kept at school and complete a Food Allergy Action Plan and a School Medication Authorization Form if your child has a known life-threatening allergy that may require epinephrine. The undesignated emergency epinephrine will not be sent on field trips or to any school-related events that occur off school property.

### **Food Allergy Management Plan**

The D181 Food Allergy Management Plan was adopted by the District 181 Board of Education on May 21, 2018. For a copy of the Plan in full, please see [d181>Parents>Health Information>Food Allergy Management Plan](#).

The Plan is aligned with Board policy 7.285, and provides a comprehensive, district-wide plan to prevent or reduce allergen exposure, educate staff, and respond to food allergy emergencies.

The Plan is communicated to all staff, students and parents prior to the first day of student attendance and includes information on: allergies and anaphylaxis, federal non-discrimination & disability law, classroom food guidelines and resources for parents and staff. The plan will be reviewed annually by a Food Allergy Committee organized by the Superintendent.

More information on the Food Allergy Management Plan is included in the required parent sign off page as part of this handbook.

### **Physical Exam**

All students entering kindergarten or first grade for the first time, 6th grade students (current, transfer in or out of state/country), and any student who enters an Illinois school for the first

time, must turn in a valid physical examination immediately prior to the 1st day of student attendance. If the student has not turned in a valid physical examination on or before October 15th of the current school year, or have enrolled after the October 15th deadline without a valid physical examination, he/she will be subject to exclusion from school.

### **Immunizations**

All Illinois students must submit proof of up-to-date, accurate and complete immunization records immediately prior to 1st day of student attendance. Illinois students without immunization records after October 15th of the current school year are subject to exclusion from classes.

All students must provide evidence of being protected for diseases and at intervals listed per Illinois State Board of Education's [2018-2019 Clarification of the Immunization Status of Students'](#) to be considered in compliance with state law.

### **Dental Examination**

All children in kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year in accordance with rules adopted by the Illinois Department of Public Health. Dental examinations completed 18 months prior to the May 15th deadline are acceptable.

### **Eye Examinations**

All children enrolling in an Illinois school for the first time shall have an eye examination. Each such child is to present proof of having been examined by a physician to practice medicine in all its branches or a licensed optometrist within the previous year on or before October 15th of the school year. The eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation. Please note that a vision screening is not a substitute for a complete eye examination.

### **Hearing and Vision Screening**

Vision and hearing screenings are performed by trained and certified Vision & Hearing staff in accordance with the Illinois Child Vision and Hearing Test Act [410 ILCS 205]. Vision screening is performed annually on all children in special education, children new to the district, and teacher/parent referrals. Vision screening is also performed beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is performed in grades K, 2 and 8. Children wearing glasses or contact lenses are included in the screening program, however the vision screening assessment is not administered. At the time of the screening, the examiner checks the frames for breaks, and the lenses for scratches.

Please remember vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has

been administered within the previous twelve months. Hearing screening is performed annually on preschool children 3 years of age or older, and for all school age children in grades kindergarten, first, second and third, in a special education program, and/or have been referred by a teacher or parent; or are transfer students.

Please contact the school nurse if you have any questions or would like further information regarding vision/hearing screenings.

### **Exemptions**

While it is not recommended, it is possible for students to have vaccinations (not the physical exam) waived due to parental religious objection. In order for a student to qualify under "religious objection" the [Illinois Certificate of Religious Exemption Form](#) must be completed for each child. This form can be accessed on the ISBE website: ISBE.net: School Health Issues: Immunization: Request to waive immunizations or physical examinations due to religious beliefs (Public Act 99-0249).

Please note, if your child qualifies under "religious exemption" they will be placed on susceptible lists at their school and are subject to exclusion from classes in the event of a vaccine-preventable disease outbreak.

Students who have a medical contraindication to receiving a vaccination, should submit a medical provider's letter, dated before October 15th of the school year, or after October 15th of the school year, upon enrollment which includes: (1) Reason for medical contraindication, (2) Date of next scheduled dose (if applicable) and (3) Is signed and dated by the medical provider.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

### **Physical Education Excuses**

To be excused from PE, a student must have a note from a parent, MD, DO, (Doctor of Osteopathy), APN, or DC (Doctor of Chiropractic), if the PE/sports excusal is **unrelated to concussion**.

A note from parents will excuse a student for up to three (3) days. After that, a medical provider's note will be necessary in order to be excused from physical education. The provider's note must either state the period of time the student is to be excused from physical education or a second note from the provider stating the student may return to physical education is required.

If the PE excusal is **related to a concussion and has been formally diagnosed by a licensed medical provider**, the student will not be allowed to re-enter physical education, or before/after

school interscholastic sports until they receive a note from a MD, DO, (Doctor of Osteopathy), APN, or DC (Doctor of Chiropractic) clearing them for physical activity and specifying any restrictions or limitations the student has. In addition, parent and student are required to sign a return to play post concussion form (on file with the school nurse).

Students that are excused from physical education as a result of a concussion will be given an alternative activity/location during the physical education period to minimize the risk of sustaining a secondary concussion. For all other medical excusals, the physical education teacher will determine if an alternate location is needed to ensure the student's safety during the physical education period. Students that are excused from physical education by a medical provider will not be permitted to participate in before/after school activities that require physical activity congruent with physical education or interscholastic sports, until medically cleared by medical provider, and consent to return to play post concussion is obtained from parent.

### **Accidents**

In case of a minor accident, students will be given first aid by the school nurse. In the event of a more serious accident, parents will be notified immediately. If parents cannot be reached and the child requires immediate care, the emergency number will be called. When a student emergency requires immediate medical attention and/or hospitalization, it will be the decision of the local EMS to determine the appropriate and available hospital to be used.

### **Head Injuries**

If a child sustains a head injury while attending school, the school nurse will be contacted to assess the student. Depending on the nurse's assessment, EMS may be initiated, and parent will be contacted. The nurse will assess all students who have sustained a head injury for a concussion.

### **D181 Concussion Protocol**

Board Policy 7:305: Student Athlete Concussions and Head Injuries was amended to fully comply with the Youth Sports Concussion Safety Act. The Act is a requirement for all elementary and high schools in the state of Illinois and includes Return-to-Learn and Return-to-Play protocols following a medical provider diagnosed concussion.

Return to Play: If your child sustained a concussion in or outside of school, he or she will require A medical provider note medically clearing him/her for participation in PE class and interscholastic sports.

A parent consent form completed to return your child to physical activity participation.

Return to Learn: If your child requires academic accommodations post-concussion, a medical provider note confirming concussion diagnosis and recommendations for academic accommodations should be turned in to the school nurse.

If your child is formally diagnosed with, or suspected of having sustained a concussion, the school nurse will follow up with you regarding these protocols and all necessary documentation.

For more information about d181's implementation of this Act visit: [d181.org](http://d181.org): Parents: Health Information: D181 Return to Play and Return to Learn Protocols.

### **Lice**

Parents should regularly check their children for evidence of head lice and provide immediate treatment if head lice are detected. If a child has evidence of head lice the school should be informed. Contact the school if you are not sure your child has head lice and you need an opinion. Active head lice should be treated with a pediculicide shampoo and combing. Following treatment or manual removal of head lice, the school nurse may check the child for live lice only with parental consent.

### **Accidents**

In case of a minor accident, the nurse or principal will give students first aid. In the event of a more serious accident, parents/guardians will be notified immediately. If parents/guardians cannot be reached and the child requires immediate care, an emergency number/contact will be called. When a student emergency requires immediate medical attention and / or hospitalization occurs, it will be the decision of the responding Fire Department paramedics to determine the appropriate and available hospital to be used.

### **Student Accident Coverage**

This Student Accident Coverage is provided at no cost to you, as a benefit of your local school district's membership in the Workers' Compensation Self-Insurance Trust (WCSIT). This Coverage protects your K-8 child while attending academic classes during the regular school session against excess medical expenses for an accidental injury. This protection extends to your child's travel time directly to and from your residence to attend academic school sessions, up to one hour before and one hour after regular classes. This Coverage is subject to the terms, conditions, limitations and exclusions in the School Time Plan of Coverage including the limit of \$5,000,000 per Eligible Person as shown on the Certificate of Coverage issued to your school or the expiration of the ten (10) year benefit period, whichever occurs first. This Coverage also protects your K-8 child while participating in school activity.

Complete and submit the Claim Form to Gerber Claims Management no later than 90 days after the date of the accidental injury. See School Nurse for Student Accident Coverage form.

### **Hospital Emergency Forms**

Hospital emergency forms are available at the school office, giving authorization for emergency care at Hinsdale Hospital, in the event parents cannot be reached. The form should be sent to

the hospital, not to the school. The form expires one year from the date it was signed and must be renewed annually.

**Registration Health Requirements (Grades PreK-5)**

All requirements are due on or before the first day of school. If proper documentation is not turned in by October 15th of the current year, your child is subject to exclusion from school.

<b>Grade</b>	<b>New to District</b>	<b>New to Illinois</b>	<b>Returning Student</b>
<b>Pre-K</b>	Physical exam, immunization records	Physical exam, immunization records	Immunization records
<b>Kindergarten</b>	New physical exam, immunization records including K shots, eye exam, dental exam	New physical exam, immunization records including K shots, eye exam, dental exam	New physical exam, immunization records including K shots, eye exam, dental exam
<b>1st Grade</b>	Physical exam, Immunization records	Physical exam, eye exam, immunization records	n/a
<b>2nd Grade</b>	Physical exam, immunization records, dental exam	Physical exam, immunization records, eye exam, dental exam	Dental exam
<b>3rd Grade</b>	Physical exam, immunization records	Physical exam, immunization records, eye exam	n/a
<b>4th Grade</b>	Physical exam, immunization records	Physical exam, immunization records, eye exam	n/a
<b>5th Grade</b>	Physical exam, immunization records	Physical exam, immunization records, eye exam	n/a

## **VIII. Personal/School Property**

### **Lost and Found**

Personal items left at school are placed in the "lost and found." Unclaimed items are given to charitable organizations periodically throughout the year.

### **Personal Items**

All personal items should be labeled with the student's name. Each student has a locker, cubby, or hooks to store jackets, boots and other items that he/she brings to school.

### **School Supplies**

Every student will be expected to bring school supplies. Parents are provided with a list of required supplies.

### **Student Storage/Lockers**

Student storage areas, desks and lockers are the property of the District. Inspections may occur periodically without notice throughout the school year to ensure student safety. Locker and cubby decorations are prohibited.

## **IX. Communication and Reporting Student Progress**

### **Channels of Communication**

Should concerns or questions arise, please address them with the first line of contact as indicated below. If it is necessary, pursue the matter through the line of other contacts (indicated by an arrow) until the matter is resolved. The Board of Education is always the final level of appeal and, as such, is not the first contact on most issues.

On matters concerning:

➤ *Individual students and classrooms*

Contact: Teacher > Principal > Superintendent > Board of Education

➤ *Individual schools and neighborhoods*

Contact: Principal > Superintendent > Board of Education

➤ *Curriculum and District instructional practices*

Contact: Principal > Assistant Superintendent of Learning > Superintendent > Board of Education

➤ *Identification or support of students who may require special education and related services, additional accommodations and/or other supports, or interventions*

Contact: Pupil Services Administrators assigned to your child's school > Principal > Assistant Superintendent of Learning > Superintendent > Board of Education

➤ *District budget, safety, environmental issues*

Contact: Chief Financial Officer and Treasurer > Superintendent > Board of Education

➤ *District policy issues*

Contact: Superintendent > Board of Education

### **Curriculum Nights**

At the beginning of the school year, each classroom teacher meets with parents in the evening to discuss curriculum and grade level expectations. Parents are urged to attend these important fall meetings, which are intended for parents only.

### **Grading and Promotion**

It is the policy of the Board of Education that a student who finishes a grade in any District school and has shown satisfactory progress for the year shall be promoted to the next higher grade. The decision to promote a student to the next grade level shall include but may not be limited to successful completion of the curriculum, attendance and academic performance. A

student shall not be promoted based upon age or any other social reason unrelated to academic performance. The administration shall determine appropriate remedial assistance for a student who is not promoted. Where exceptional progress exists, the parents/guardians will be called for a conference prior to a decision about promotion.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences are scheduled in November to discuss student progress. The dates are indicated on the school calendar. Additional conferences may be arranged at the request of the individual teacher or parent.

### **Report Cards**

Each trimester, parents can expect their child's report card approximately two weeks after the grading period ends. Report cards will be available through the Skyward parent portal. Parents are welcome to initiate communication with their child's teacher about grading and student progress at parent/teacher conferences or by appointment.

## **X. Student Services**

### **Admission of New Students**

All new students must register at the District's Administration Center located at 115 West 55th Street, Clarendon Hills. Please visit the District website for a list of required items to be presented, including documents to prove residency as needed. The District does not enroll non-resident students on a tuition basis. Knowingly or willfully presenting a school district false information regarding the residency of a student for the purpose of enabling that student to attend school in the district without the payment of a nonresident tuition charge is a Class C misdemeanor and may result in the child being excluded from school, exposure to monetary liability under Illinois law for payment of tuition for such time as the child was illegally enrolled in the District, and/or criminal charges. Complete copies of the Board policy and procedures regarding residency can be obtained by contacting the Administration Center.

### **Open Enrollment**

District policy governs student assignment to designated neighborhood schools. The policy allows families to apply for enrollment at another school. Open enrollment requests must be submitted to the superintendent and are decided on a space-available basis. Admission is subject to administrative discretion as outlined in Administrative Procedures (Board Policy 7:30). Parents/Guardians whose children attend a school other than the designated neighborhood school are responsible for transportation to and from school.

### **Homeless Students**

Homeless students shall be enrolled and referred to the District's Homeless Liaison consistent with the District's policies and State and Federal law. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

### **Special Education**

District 181 provides a free, appropriate public education in the least restrictive environment to all eligible children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA), Article 14 of the School Code, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations. The term "children with disabilities" for purposes of IDEA and School Code means children between the ages of 3 and 21 who have a disability that adversely affects educational performance and require special education and related services according to the criteria set forth in IDEA and State special education regulations.

The District offers a continuum of services and accommodations for students with disabilities. Access to early intervention for children from birth to age 3 is provided according to federal guidelines. If you have any questions or want more information about services for children with

disabilities or how to request an evaluation of your child, please contact your child's case manager, your building Pupil Services Administrator, or your building principal.

If you would like to request an evaluation for special education services please provide a letter stating your request to Pupil Services Administrator assigned to your building.

### **Preschool Program**

Any preschool-aged child with or without disabilities may be considered for enrollment in the District's Preschool / Early Childhood Education (ECE) program at Oak School. Students are instructed by a certified teacher and supported by related services staff (e.g. Speech / Language Pathologist, Occupational Therapist, Social Worker). Children without disabilities benefit from the individualized and small group instruction at their own ability level, while the children with disabilities benefit from their interactions with typical peer models. Parents may apply by contacting the program administrator at Oak School. In addition to mixed ability preschool, a specialized preschool for more intensive needs (i.e. Early Childhood Specialized Education (ECSE) services) is also available.

### **Preschool Screening**

Preschool screening for three, four and five year-olds is conducted on a monthly basis at Oak School. The purpose of the screening is to identify children who may be eligible for special education and related services. During the screening, parents are given the opportunity to meet and consult with District 181 personnel. If parents have questions about their child's readiness for kindergarten, they are encouraged to have their child participate in the screening. Screening for children ages 0-2 who may have a disability is available by calling the Department of Learning at 630-861-4900.

### **Gross Motor Screenings**

Each fall gross motor screenings are conducted for all kindergarten and new first grade students. The school contacts parents of children identified by the screening who may benefit from gross motor supports. Parent consent is required prior to a child's participation in gross motor classes.

### **Continuum of Placement Options and Services for Students with Disabilities**

District 181 provides a continuum of placement options and services for students with disabilities. A student's placement options and support services are determined by the student's IEP. A student may spend all or part of his/her day in settings such as: general education classrooms with accommodations and/or other supports, resource classrooms, and instructional classrooms. The student's IEP team may also consider special schools and services outside the District. The IEP team will determine the most appropriate and least restrictive environment that meets the individual needs of the child. In addition to general education classes, related services (e.g. OT/PT, Social Work), and resource classrooms, District 181 provides self-contained classrooms at Oak School.

## **Section 504**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of an individual's disability in any educational program or activity receiving federal funds. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. A student is protected from discrimination under Section 504, if the student has a mental or physical impairment that substantially limits one or more major life activities. For additional information regarding Section 504 plans, contact your building Pupil Services Administrator or principal.

## **English Learners (EL)**

Students with limited English language proficiency may receive support through the District's EL services so that they may develop high levels of academic attainment in English and meet the same academic content and achievement standards that all children are expected to attain. Parents will be notified should their child qualify for EL services. Such notification includes:

1. The reasons for the placement
2. The student's level of English proficiency
3. The method of instruction used
4. A statement of how the services will meet the student's needs
5. The exit requirements from EL services
6. A statement regarding parents' right to remove their student(s) from EL services

## **XI. Transportation**

### **Bicycles**

Students in Grades 3-5 may ride their bikes to school. Bikes must pass a safety check in September for students to continue riding throughout the year. After participating in the bike safety check students in Grades 3-5 may ride their bike to school. Bikes must be walked on school grounds. Students are expected to wear properly-fitted bike helmets. Please follow all bicycle rules of the road when going to and from school. It is recommended that students lock their bikes. The District is not responsible for bikes brought onto school grounds.

### **Motorized Scooters, Motorized Bikes, Rollerblades, Skateboards, Scooters, Skates, etc.**

The following are prohibited on school property: skateboards, rollerblades, wearing shoes with wheels (heelies), the use of non-motorized or motorized scooters\*, and motorized bicycles\*. Use of these items poses a safety hazard and may cause a potential disruption to the educational environment and damage school property. Therefore, they are not permitted on school grounds at any time. If brought on school grounds, these items will be confiscated by administration and only returned to parents/guardians.

*\*A motorized scooter is defined as a two-wheeled device that has handlebars, a floorboard designed to be stood upon when riding, and is powered by a motor, either gas or electric. A motorized bicycle is defined as a two or three-wheeled device that is capable of no more than 30 mph on level ground, and equipped with a motor, either electric or gas, with or without pedals for human propulsion.*

### **Bus Transportation**

Bus transportation is provided to K-5 students who live one mile or more from school and to students whose walking route to school has been evaluated and determined to be a serious safety hazard. Students are expected to follow the District's School Bus Safety Guidelines. Failure to do so may result in suspension from riding the school bus. Adherence with the following rules is mandatory. These rules have been developed for the students' safety in cooperation with the bus company. Any violation can result in suspension of bus privileges.

Student rules at the bus stop:

- Arrive no more than five minutes before the bus is due.
- Wait on the sidewalk. (Where there are no sidewalks, stand the width of a sidewalk away from the curb.)
- Do not run in, play on, or go into the street.
- In winter, do not throw snow or ice; never walk or play on snow banks.
- Respect nearby property.

Conduct that jeopardizes the health, safety, welfare or rights of other people riding the bus will not be tolerated and may result in suspension of bus privileges.

## Student Rules on the Bus:

### Do:

- Follow directions given by the driver
- Talk quietly
- Enter and leave the bus in an orderly manner
- Remain seated while the bus is in motion
- Quickly exit after the bus has come to a complete stop
- Abide by the District's general Code of Conduct.

### Do Not:

- Use electronic devices, such as but not limited to radio, iPod, CD player, etc.
- Eat or drink
- Bring pets or other animals
- Make noise at railroad tracks
- Distract the bus driver
- Place or throw anything outside of the windows
- Open the emergency exit without permission.

If there is a medical emergency on the bus, the bus driver will access local emergency services for help, however will not administer medication or first aid.

## Cell Phone Use in School Zones

According to state law, drivers may not talk on a cell phone while driving through school speed zones unless they are using a hands-free device. Your cooperation is appreciated in helping to maintain a safe school environment.

## Student Drop Off/Pick-Up and Crossing Guards

Many students are dropped off and picked up from school. For specific details about the pick-up and drop-off procedures at your child's school, please check with your principal. It is important for the safety of all that drivers follow the guidelines stated below:

1. Do not leave your car for any reason in a pick-up lane.
2. Cell phones should not be used on school property.
3. Cross only at the cross walks.
4. Be alert, patient and cautious.
5. Please inform all caregivers of the safety procedures.

Many students walk to school each day. Students must cross at the crosswalks with the crossing guard and should not cross in the middle of the street for any reason. A crossing guard is provided to assist students in crossing the street before and after school as well as during the lunch hour if required. All students should wait for the crossing guard's direction before entering a crosswalk.

## **XII. Mandated Notifications**

### **Asbestos Management and Pest Management**

All District 181 schools are in compliance with the United States Environmental Protection Agency (USEPA) and the Illinois Department of Public Health (IDPH). Asbestos management plans are available for public review. The District uses Integrated Pest Management procedures to control building and outdoor pest problems with the least possible hazard to people, property and the environment. For more information, please contact the District 181 Buildings and Grounds Office, 115 West 55th Street, Clarendon Hills, IL 60514.

### **Free and Reduced Lunch Program Policy**

Free and reduced lunches are provided for students who qualify according to state and federal guidelines. The Superintendent is responsible for implementing the District's free and reduced price food services policy. A student's eligibility shall be determined by the income eligibility requirements, family size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Each school year, the Superintendent shall notify parents/guardians in writing of: (1) the eligibility requirements of the free and reduced price food service; (2) the process for applying for the program; and (3) any other information required by federal law. The Superintendent shall provide the same information to all other people/entities as required by law.

Parents/guardian enrolling a child in the District for the first time, any time during the school year, shall receive eligibility information. The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

A family may appeal the District's decision to deny an application for free and reduced price food services or to terminate such services as outlined by the US Department of Agriculture guidelines, Determining Eligibility For Free and Reduced Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced price food service. These records shall be maintained for three years.

Inquiries regarding the free and reduced price food services may be directed to the building principal or the Assistant Superintendent for Business.

### **Erin's Law / Sexual Abuse Awareness and Prevention Curriculum**

Illinois House Bill 6193, known as Erin's Law, requires public schools to implement an age-appropriate sexual abuse awareness and prevention curriculum for all students in grades Pre-K-12. To meet this mandate, District 181 social workers have taught lessons at every grade level using the Child Lures Prevention Curriculum. The age-appropriate presentations emphasize healthy and safe relationships through interactive activities and discussions. Prevention programs are also backed up in our District by the teaching of fundamental social and emotional skills that help children develop their abilities to know and express themselves, have positive relationships, and make good choices. Please contact the Department of Learning with any concerns or questions.

### **Sex Offenders and Violent Offenders**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **Student Accounts or Profiles on Social Networking Websites**

The school may conduct an investigation that may require the student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Uniform Grievance Procedure**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/.
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
- Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager, as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

#### Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

- *Nondiscrimination Coordinator:*
  - Assistant Superintendent of Human Resources John Munch, (630) 861-4901, 115 W 55th Street, Clarendon Hills, IL.
- *Complaint Managers:*
  - Assistant Superintendent of Human Resources John Munch (630) 861-4901, 115 W 55th Street, Clarendon Hills, IL.
  - Assistant Superintendent of Learning (Pupil Services) Dr. Christina Sepiol (630) 861-4901, 115 W. 55th Street, Clarendon Hills, IL.

#### *Complaints Concerning Students with Disabilities*

Complaints or concerns regarding students with disabilities should be directed the Pupil Services Administrator assigned to your child's school and/or the principal. If concerns require further resolution, the Assistant Superintendent of Learning may be contacted at the Administrative Center. District 181 may consider other measures beyond school-based interventions, such as mediation or other non-judicial resolution alternatives to resolve disputes. A formal due process complaint may be filed at any time relative to the: identification, evaluation, or placement of your child, or the provision of FAPE ("free and appropriate public education") to your child. An "*Explanation of Procedural Safeguards*," which describes the required procedures, may be secured from the Pupil Services Administrator. District 181's Department of Learning is committed to resolving complaints in a timely and reasonable manner.

#### **Website**

Additional notifications, the link to online Board policies, financial documents (i.e. District Budget), special alerts (i.e. pesticide use), and other key information is available on the District website at [www.d181.org](http://www.d181.org).