

[D13 Elementary School Family Handbook](#)

Welcome to Bloomingdale School District 13!

Dujardin and Erickson look forward to the school year and are excited to learn and grow together. The information supplied in this family handbook is for student and parent use. The family handbook is written to and for our students, and they should use it as a basis for moving through a typical school day in a responsible manner. We ask that family members take the time to read and discuss the family handbook together. After reviewing the handbook, please sign and return the Responsibility Pledge Form to your child's teacher. Click on the link below the school image to the right to access routines and information personal to each school. Please do not hesitate to reach out to us at any time during the school year.

Mrs. Stacy Johnston,
Erickson Elementary School Principal

Mr. Patrick Haugens,
Dujardin Elementary School Principal

*Images will not work for this PDF, please go to the "Dujardin Elementary" and "Erickson Elementary" links below.



DISCLAIMER

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change during the school year.

BLOOMINGDALE SCHOOL DISTRICT 13 IS COMMITTED TO:
Ensuring every child will learn;
Treating everyone with
honor and respect;
Working together to achieve.

Erickson Elementary		
Preschool	Start Time	End Time
AM Session	8:50 AM	11:20 AM
PM Session	12:50 PM	3:20 PM
Kindergarten		
AM Session	8:40 AM	11:30 AM
PM Session	12:40 PM	3:30 PM
1st and 2nd Grade		
Morning	8:40 AM	12:00 PM
Lunch	12:00 PM	12:25 PM
Recess	12:25 PM	12:50 PM
Afternoon	12:50 PM	3:30 PM
3rd, 4th and 5th Grade		
Morning	8:40 AM	12:00 PM
Recess	12:00 PM	12:25 PM
Lunch	12:25 PM	12:50 PM
Afternoon	12:50 PM	3:30 PM

DuJardin Elementary		
Kindergarten		
AM Session	8:40 AM	11:30 AM
PM Session	12:40 PM	3:30 PM
1st and 2nd Grade		
Morning	8:40 AM	12:00 PM
Lunch	12:00 PM	12:25 PM
Recess	12:25 PM	12:50 PM
Afternoon	12:50 PM	3:30 PM
3rd, 4th and 5th Grade		
Morning	8:40 AM	12:00 PM
Recess	12:00 PM	12:25 PM
Lunch	12:25 PM	12:50 PM
Afternoon	12:50 PM	3:30 PM

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ERICKSON ELEMENTARY

DUJARDIN ELEMENTARY SCHOOL

REGISTRATION

Free and Reduced Lunch

Free and reduced lunch eligibility criteria changes yearly. If you would like to apply, please call your school's front office to receive your application. (4:130)

Registration Fees and Waivers

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. (4:140) [Applications for fee waivers are available by contacting the District Office. \(See Bard Policy 6:140 for more information\)](#)

The district has adopted a written policy for the administration of school fee and fine waivers and waives school fees and any fines for the loss of school property assessed by the district on children whose parents are unable to afford them, including but not limited to:

1. [The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;](#)
2. [The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;](#)
3. [The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act. Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. 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. (See Board Policy 4:140 for more information)

The policy/procedures include: standards for the determination of eligibility; procedures for notification of parents or guardians, with such notice of waiver eligibility given with every bill for fees or fines; and the procedures for resolving disputes regarding the waiver of school fees. (105)

The school district cannot withhold a student transfer form, report card, or transcript due to the failure to pay fees.

Registration Documentation

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days the parent/guardian must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate within 30 days of enrollment, the Superintendent or designee shall (1) immediately notify the local law enforcement agency and (2) notify the person enrolling the student in writing that the person has 10 additional days to comply with the birth certificate requirement, but if the person fails to comply, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the

Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any affidavit received during registration or enrollment that appears inaccurate or suspicious in form or content.

1. Proof of residence, as required by Board policy 7:60.
2. Proof of disease immunization or detection and the required physical examination, as required by state law and Board Policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

Eligibility

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness to attend school, the District may permit the student to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of the student's readiness if the student attended a non-public preschool, continued their education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available.

Schools of the district do not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously. (114D)

The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation. (7:60)

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district

within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months. (102C)

STUDENT RECORDS

The District recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal and state statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), the Illinois School Student Records Act, and their implementing regulations. All school records, including permanent and temporary records, are available for inspection and duplication by students and their parents/guardians. Written notification regarding the destruction schedule for permanent and temporary records and the right to request a copy of such records prior to their destruction is provided to parents/students when pupils graduate, transfer or withdraw from school. The district will not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

Student directory information, which includes the student's name, address, parents' telephone listing, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, awards and honors received, photographs and videos of students participating in school or school sponsored activities that have appeared in school publications, and dates of attendance, may be disclosed publicly. Parents can object to the release of directory information regarding their scholar. Please contact the school office if you do not wish for your scholar's directory information to be released. Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. See Board Policy 7:340 for the full policy.

HEALTH

Illness Policy

Please remember that any student that has had a fever of 100.0 degrees or higher, diarrhea or vomiting must be symptom free without the aid of medication for a minimum of 24 hours before returning to school. If your student is sent home from school with any of these symptoms, they may not return to school the next day. A phone call to the school is still required for every day that your child is home sick.

Medical Issue

If a student has a medical issue (cast, recent surgery, stitches, brace, sling, etc.) a medical plan needs to be developed with the nurse.

1. Please notify the Nurse if a student has a medical issue.
2. The nurse will contact the parents to develop a medical plan.
3. The medical plan will be shared with appropriate staff.

Medication Policy

Medications, either non-prescriptive or prescriptive, may be administered at school, but there are limitations that we place on procedures and practices.

Students may not carry any medication, with the exception of inhalers or epinephrine injectors with the proper forms on file, including cough drops or lozenges, nor keep medication in their lockers or backpacks. Medications (prescriptive or non-prescriptive) must be sent to the school office for safekeeping. We require:

1. An order from a physician must accompany each prescription and non-prescription medication indicating dosage, time to be given, and possible side effects.
2. Prescription medication must come to school in a pharmacy issued container with a pharmacy label.
3. Non-prescription medication must come in the original container with an intact label and must have the student's first and last name.

4. A parent authorization form must be submitted for each medication.

The Authorization and Permission for Administration of Medication form can be found on the District website. The school does have a full-time nurse to either administer or remind students to come to the office to take medication. But we ask that parents:

1. Train their students on the proper procedures for taking medicine.
2. Instruct their students concerning the time of the day that they should take their medicine.

It is important that parents work with their physician and the school to see that their children are properly medicated when needed. The School 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 or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The school will not keep medications over the summer months. In June, all medications that have not been picked up by parents are destroyed. If you have any questions or concerns, please call the school nurse.

The medication policy is distributed to parents or guardians of each pupil within 15 days of student enrollment. (104B)

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Care of Students with Diabetes

We are committed to the safety and health of students with diabetes. In accordance with state law, the District works closely with families to ensure students can manage their condition effectively during the school day.

The Diabetes Care Plan: For every student with diabetes, a **Diabetes Care Plan** must be submitted to the school. This plan, developed by the student's healthcare provider, outlines:

- Blood glucose monitoring procedures.
- Insulin and medication dosages.
- Signs of "highs" or "lows" and how to treat them.
- Emergency contact information.

Support at School: A "Delegated Care Aide" (a staff member trained to assist with diabetes care) or the school nurse will be available to assist your child. Students with the appropriate medical authorization are permitted to carry their supplies and self-manage their care (such as checking blood sugar or administering insulin) in the classroom or any area of the school.

1.130-E1 Authorization to Provide Diabetic Care

Before the school can provide assistance or allow a student to self-manage their diabetes, parents must complete the Authorization Form (1.130-E1). This form must be:

1. Signed by the parent/guardian.
2. Signed by the student's healthcare provider.
3. Updated at the beginning of every school year or whenever there is a change in the student's treatment plan.

Anaphylaxis Prevention and Response - recommended

The District is committed to providing a safe environment for students with life-threatening allergies. In accordance with State law, the school maintains a comprehensive program to manage the risk of anaphylaxis.

Individualized Care Plans For any student at risk for anaphylaxis, parents must provide an Allergy Action Plan signed by a physician. This plan must be updated annually and outlines:

- Specific triggers (food, insects, etc.) and warning signs of a reaction.
- Step-by-step instructions for emergency treatment.

Emergency Epinephrine

- **Prescribed Medication:** Parents are responsible for providing the school with up-to-date, unexpired epinephrine auto-injectors (EpiPens) as prescribed by their doctor.
- **Undesignated Epinephrine:** The District maintains a supply of "undesignated" epinephrine auto-injectors for emergency use. Per State law, the District and its employees incur no liability, except for willful and wanton conduct, for any injury resulting from the use of an undesignated epinephrine auto-injector.

A Community Effort

- Allergy-Aware Zones: To protect our students, specific classrooms or cafeteria tables may be designated as "Peanut-Free" or "Allergy-Aware." We appreciate your cooperation in keeping these areas safe.
- Staff Training: All school personnel are trained annually to recognize the signs of anaphylaxis and to administer emergency medication.

Health Examination

A student's parents/guardians shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof:

- (1) of a completed eye examination, or
- (2) that an eye examination will take place within 60 days after October 15.

The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof:

- (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease, and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from their parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, to the student's school principal or designee, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. The student (a) is in grades 3-8, (b) the student's IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. The student (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

The district excuses pupils in grades 3-8 from engaging in physical education courses if those pupils must utilize the time set aside for physical education to receive special education support and services.

A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/Plan (IEP).

The superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

Concussions/Head Injuries

The superintendent shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall"

1. Fully implementation of the Youth Sports Concussion Safety Act (YSCSA), that provides, without limitation, each of the following:
 - a. The board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Center for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity. (7:305)

CURRICULUM

Instructional Information

Students in grades K-2 will remain with their homeroom teacher throughout the day for academic instruction. Students in grades 3-5 may have a different grade level math, science and/or social studies teacher. Information regarding students' math, science and/or social studies teachers will be discussed at Curriculum Night and through teacher correspondence.

Teacher Qualifications

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Bloomingdale School District 13 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by a paraprofessional and, if so, their qualifications.

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office. (see Board Policy 5:120 for more information)

General Instruction

English Language Arts

Amplify CKLA is the curriculum for PreK-5 ELA. It is rooted in the science of reading and incorporates various content knowledge in history, science, literature, and the arts combined with research-based foundational skills instruction.

Math

Eureka EnVision® is the K-5 math curriculum. Lessons build deep conceptual understanding through visual models, personalized learning, and real-world problems. Mathematical standards are addressed and woven throughout all grade levels to develop well rounded mathematicians.

Science

STEMscopes is a standards-aligned science curriculum. Students experience learning through exploratory hands-on lessons that promote inquiry and excitement as students engage in real-world scientific connections using the 5E lesson model and aligned to NGSS standards.

Social Studies

Studies Weekly utilizes the strands of civics and government, geography, economics, and history. It is made up of student-friendly periodical formats and robust online learning platforms. All students engage in hands-on and interactive activities that are backed by research and spiral in our ELA standards.

Health Education

Health education includes units on all aspects of healthy living, fitness, nutrition, and sex education.

Erin's Law requires that School District #13 provide age-appropriate sexual abuse and assault awareness and prevention education to all students in grades pre-kindergarten through 8th. The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between District employees and students based upon State law, and (6) how to prevent child sexual abuse. To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. (see Board Policy 4:165 for more information)

English Language Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. The school district will maintain a program for English Learners in accordance with Board of Education policy 6:160.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

Parental Rights and Curriculum Exemptions In accordance with district policy, parents or guardians may elect to exempt their students from specific instructional programs, including comprehensive sex education, family life instruction, HIV/AIDS and disease prevention, sexual abuse awareness, and lessons regarding organ or tissue donation. To exercise this option, a written objection must be submitted to the school administration; please be assured that no student will be subject to disciplinary action, suspension, or expulsion for opting out of these topics. This exemption does not extend to standard instruction in sanitation, hygiene, or traditional biology courses. Parents and guardians are encouraged to be active participants in their child's education and maintain the right to examine all instructional materials used within these courses upon request. (rephrased WF's section here)

Fine Arts Instruction

Instructional Materials Center (Library)

The program of the Instructional Materials Center (IMC) is designed to provide students with a variety of experiences in the appreciation of books, literature, and no print materials; to help develop their research skills; and to expose them to the rapidly growing world of information and presentation technology.

The program includes direct exposure to books through storytelling and book talks; research centered on the use of the electronic card catalog and basic reference tools (almanacs, atlases, encyclopedias, and the like); and introduction to more sophisticated technologies in the form of video, specific computer software, and the Internet. Students are encouraged to understand and respect the information network, and recognize the way in which information and the ability to locate and use it eventually becomes knowledge.

Kindergarten students spend 30 minutes in the Library each week. Students in grades 1-5 spend 35 minutes in the IMC each week. In addition to this time, students go to the IMC to check out and return books and use its resources as needed.

Art

Students strive to achieve mastery of basic art skills and concepts unique to the subject of art. The children gain perceptual awareness, express themselves creatively and develop an appreciation of art.

The elements and principles of design are emphasized. The elements include line, shape, form, color, texture and space. The principles of design are unity, emphasis, balance, variety, and pattern. These elements and principles are used in various methods of drawing, painting, printmaking, crafts, ceramics and sculpture. Mediums used range from pencils, crayons, and markers to yarn, linoleum and clay.

Students also have exposure to artists and art styles with some art history and art criticism/appreciation.

Kindergarten children have art for 30 minutes per week; grades 1-5 students receive 70 minutes of art instruction per week.

Physical Education

The Physical Education program emphasizes the importance of physical activity. Students are involved in a wide range of activities, which are organized in such a manner as to provide a number of experiences in a variety of ways. The PE program attempts to impress upon the students that there are basic skills necessary to be able to be successful in all the areas covered in class, and that being able to do the basics well will lead to more success.

Sportsmanship, cooperation, collaboration, and respect for each other are all emphasized in the PE program. Activities, such as gymnastics, dance, bowling, and game play, whether in primary-type games, or sports-related games, emphasize the importance of cooperation, collaboration, and sharing.

Another highlight of the PE program is the annual Field Day. Time is spent during PE classes preparing for this big event. Field Day is a culmination event held at the end of the school year with each class participating in various activities that involve collaboration and cooperation.

Kindergarten children have physical education for 30 minutes each week; grades 1-5 students receive 70 minutes of physical education instruction per week. On the days that students do not have physical education they participate in physical activities under the direction of their classroom teachers.

A note from the parent is required for a student to be excused from P.E. class for 1-3 days. Beyond that time, it is necessary to have a written request from the healthcare provider detailing the health concern, the extent of the restriction, and the date that full physical activity may be resumed.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is accordance with the requirements of his or her religion or

his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification. (101J)

Music

At all grade levels, the students are exposed to the concepts of melody, rhythm, harmony, tone color, form, and expressive qualities. Students are also introduced to several composers from a wide variety of eras and instruments of the orchestra.

In the kindergarten, first, and second grades, music classes focus on simple songs that incorporate high/low and up/down melodic movement. Students increase their tonal accuracy by attempting to sing on pitch from middle C on the piano to the G above. Students also play short melodies on the Orff instrument (xylophones, glockenspiels, etc.). Clapping, stamping, and patting different beats incorporated with an introduction to the musical staff, and drawing and identifying notes and note values are emphasized.

In third grade we continue the same concepts mentioned above but add intensive note reading, which is enhanced by the student's ability to play the recorder.

At the intermediate level (fourth and fifth grade) we review the same concepts but concentrate on refining their abilities. For example, singing in a duet, choreographing dance steps, reading bass and treble clefs, and using music creatively to reflect expressive qualities.

The above represents only a portion of what students do in music. Each class may vary due to students' abilities and musical experience they are exposed to outside of music class.

Kindergarten children receive 30 minutes of music per week and grades 1-5 receive 70 minutes of instruction per week.

Beginning Band

Students in Grade 5: In early September, the band director presents an instrument demonstration assembly to the students. Later in the week there is a try-out date where fifth grade students are allowed to play the instruments. A letter is then sent home to the parents telling them about this process and the date and time of the parent meeting. This meeting is in

the evening and the music store representative uses this time to explain the instrument rental/purchase process and answer any questions. The instruments are then ordered and are delivered to the school in about 10 days. The following week group lessons, of the same instruments, are set up and band begins.

Students use the same music books for each instrument. Assignments are given to the students at 30 minute, weekly, group lessons. These lessons rotate through the day and change every week so that students are not missing the same class each week. The students learn how to play notes on their instruments and read music. A short evening concert is given in May. Students are always encouraged to take private lessons.

Equal Education

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. 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.

Sex Equity & Title IX: Our Commitment to Students

Every student deserves a learning environment free from discrimination. In compliance with state and federal law, the District ensures that no student is denied access to programs, activities, or services based on sex, sexual orientation, or gender identity. This commitment to equity applies to all academic courses, extracurricular activities, and athletic programs (Board

Policies 2:260 and 2:265). Additional information and resources can be found in the [Sexual Abuse Response and Prevention Resource Guide](#) provided by the Illinois State Board of Education.

Immediate Support: "Supportive Measures" (2:265-AP1)

If a student experiences any form of sex-based harassment or discrimination, the District can provide Supportive Measures. These are free, temporary services designed to restore a student's sense of safety and ensure they can keep learning. Under Administrative Procedure 2:265-AP1, these measures can be put in place with or without a formal complaint. Examples include:

- Moving a student's seat or changing a class schedule.
- Implementing a "No-Contact" agreement between students.
- Providing access to counseling or academic assistance.
- Arranging for increased adult supervision in common areas.

How to Resolve a Concern

If a student or parent believes there has been a violation of this policy—including sex bias, sexual harassment, or intimidation—the following procedures are in place to ensure a fair resolution:

1. **Seek Support:** Students may ask a trusted teacher, counselor, or principal for help in preparing a written complaint.
2. **File a Formal Complaint:** Submit a written statement to the Title IX Coordinator (contact info below). This statement should include facts, dates, and names. Depending on the report, the District will utilize either the Title IX Grievance Procedure (2:265) or the Uniform Grievance Procedure (2:260).
3. **Investigation & Meeting:** The Coordinator will promptly investigate the matter and meet with you to discuss the results. For formal Title IX cases, a neutral decision-maker—different from the investigator—will issue a written finding.
4. **Right to Appeal:** If you are not satisfied with the District's decision, you have the right to appeal to the Board of Education, the Regional Superintendent, and finally the State Superintendent of Education.

If the alleged perpetrator of the discriminatory act is the School District's Title IX Coordinator, the student may omit the steps set forth in Paragraphs 1-3 (as to Title IX Coordinator) herein and proceed immediately to the next step of the grievance process.

The District shall maintain records documenting each grievance and its disposition. Such records shall be made available to State Board enforcement authorities upon request.

Should either party to the grievance procedure wish to employ counsel or a court reporter, it shall be done at the party's own expense.

All complaints regarding the School District's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

District Title IX Coordinator

For questions, reports, or to initiate a grievance, please contact:

Dr. Vicki King *Superintendent* Bloomingdale School District 13 164 S. Euclid Avenue Bloomingdale, IL 60108 630-893-9590 | vickiking@sd13.org

HEARING

In the event the complaint cannot be resolved informally, the Title IX Coordinator will advise the student of his/her right to a hearing and the following additional procedures: The student's request for a hearing must be in writing. The student may seek assistance in preparing the hearing request from a teacher, counselor, or the building principal. A copy of the original complaint shall be attached to the hearing request.

Within ten (10) business days (defined as days when the School District's Administrative Office is open) of the Coordinator's receipt of the written request for a hearing, the Coordinator will convene an informal hearing, at which time both the student and the person(s) responsible for the dispute action may present testimony and documents relevant to the complaint.

A record of the hearing shall be made and kept. The Coordinator shall be responsible for making the record of the hearing available to the parties upon request. Within twenty (20) business days of the hearing, the Coordinator shall provide the student and the Superintendent with written findings on the allegations of the complaint and, if necessary, recommendations for any corrective action.

TRANSPORTATION

Transportation

The District shall provide free transportation for any student in the District who resides:

- (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available.
- (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting erratic driving reports.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

BUS REGULATIONS (see Board Policy 4:110 and 7:220 for more information)

Riding a school bus is a privilege, not a right. Students who are unable to follow the bus rider code of conduct may lose the privilege to ride the school bus for an extended period of time.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

Students are considered to be on “school grounds” when riding the school bus and students are under the authority of the bus driver while in transit to and from school. Bullying, harassment, threats, or physical contact with another student or the driver while at the bus stop or while on the bus will not be tolerated and will lead to the loss of bus privileges and further school disciplinary action for the offending student. The bus drivers are instructed to report any violations to the administration. Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Bus Rider Code of Conduct

- All school Code of Conduct expectations apply to riding a school bus.
- Students must not cause an intentional disruption or distraction for the driver at any time.
- Students are only allowed to ride on their assigned bus, unless granted permission by the school.
- Students may not leave the bus on the way to school or home without the driver’s permission.
- Students who must cross the road after disembarking should pass in front of the bus, not behind it.

- The driver, chaperone, or school administration has the right to assign seats to any and all students.
- Students must sit on the seat and face the front of the bus at all times.
- Students are not permitted to stand, change seats, or otherwise move about the bus without direct permission from the driver or chaperone.
- Students may not sit in the aisle, on any materials, or on their knees or feet.
- Students must not throw any objects or pass objects around the bus without permission.
- Students must keep their voices and conversations to a normal level. Yelling, singing loudly, or other loud noises are not permitted on the school bus.
- Students must keep their hands, heads, and feet inside the bus windows at all times.
- Students must not eat or drink on the bus, unless permitted by the driver or chaperone.
- Students must not damage the bus in any way.
- Students are not allowed to self-carry medication unless approved by the school nurse.
- Students should dress properly for the weather and are required to be out at their bus stops approximately five minutes before their regular pickup times in the morning.

School Bus Suspension

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board Policy, 7:190, *Student Behavior*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10

days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

TECHNOLOGY

DISTRICT 13 STUDENT TECHNOLOGY & INTERNET USE GUIDELINES

District 13 provides technology to ensure every child has the individualized tools needed to learn, share resources, and work together to achieve more. While these digital platforms offer vital opportunities for growth, they require students to exercise the same honor, respect, and responsibility in the digital world as they do in our classrooms.

OWNERSHIP AND PRIVACY

- **District Property:** All devices (tablets, Chromebooks, laptops), network wiring, and management devices are owned entirely by Bloomingdale School District 13. Students are strictly prohibited from connecting to or attempting to connect personal devices to the District 13 Network.
- **No Expectation of Privacy:** Users waive their right to privacy. The District reserves the right to monitor all activity and owns all files, emails, and data sent or received on District 13 resources, no matter where the student is using the device or account.
- **Authorized Access:** School leadership (Principals, Superintendent or designee) and technical staff may access any user files at any time.

RESPONSIBLE USE AND BEHAVIOR

- **Supervision Required:** Students must have permission and be supervised by staff when using District technology at school.
- **Digital Citizenship:** Students must use the same "classroom behavior" online as they do in person.
- **Consequences:** Inappropriate use can lead to disciplinary action, including expulsion, and/or appropriate legal action
- **Communication Rules:**
 - **Email Access by Grade:** The District provides school email accounts only to students in grades 6, 7, and 8.
 - **Internal-Only Network:** These student email accounts are restricted to an Internal-Only network, meaning they can only send to or receive messages from other accounts within the District 13 organization.
 - **Educational Purpose:** All messaging must be for educational purposes and consistent with the curriculum; personal or anonymous messages are strictly prohibited.
 - **Privacy of Others:** Students must respect others' privacy and are prohibited from attempting to access email or files not intended for them.

SAFETY AND SECURITY

- **Password Integrity:** Passwords must never be shared. If a student believes someone is using their password they should report this to a staff member immediately.
- **Reporting:** Students must immediately tell a teacher if they see unauthorized software, receive inappropriate messages, or notice a security issue.
- **Filtering:** The District uses a filtering system to block unacceptable content. ***Students are strictly prohibited from attempting to bypass these filters.***

CONTENT, HARDWARE, AND COPYRIGHT

- **Installation:** Only the Technology Department may install software or hardware. Students may not load anything onto District 13 devices or networks.
- **Data Backups:** The Technology Team may reformat hard drives at any time, which erases all data. Students should keep all files in their Google Drive.
- **Intellectual Property:** Students must abide by copyright laws and the "Fair Use" doctrine. Plagiarism (presenting others' work as your own) is strictly prohibited.

DEVICE CARE

To ensure that technology remains safe and functional for all students, the following rules apply to the physical and internal state of all District 13 devices:

- **No Physical Modifications:** Students are prohibited from altering the physical casing of any device. This includes, but is not limited to, removing keys, opening the hardware chassis, "modding," or defacing the equipment with stickers, ink, or carvings.
- **System Settings:** Users may not modify system-level settings, configurations, or operating system files. Unauthorized attempts to bypass administrative security controls are strictly prohibited.
- **Peripheral Care:** All provided accessories—including chargers, protective cases, mice, and headphones—must be treated with the same care as the primary device. Protective cases must remain on the devices at all times.
- **Abuse and Misuse:** Any intentional damage, such as spilling liquids, dropping devices due to horseplay, or using objects other than approved styluses on touchscreens, will be considered a violation of this agreement.
- **Reporting Damage:** If a device is damaged or begins to malfunction, the student must report it to a teacher or the Media Center immediately. Students should never attempt to "self-repair" or take the device to an outside repair shop.

PARENT/GUARDIAN ACKNOWLEDGEMENT

By allowing your student to use District 13 technology, you agree to:

- Read and discuss these guidelines with your child.
- Understand the inherent risks of internet access despite filtering efforts.
- Accept financial responsibility for any damage to or loss of District equipment caused by your child.

Artificial Intelligence

The Board recognizes that AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, School District Philosophy, and 7:345, Use of Educational Technologies; Student Data Privacy and Security. (see Board Policy 6:235 for more information)

Social Media

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may, however, conduct an investigation or require a 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. In the course of an investigation, the student may be required to share the content that is reported so that the school may make a factual determination.

Student Data

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. (see Board Policy 7:345 for more information)

VIDEO SURVEILLANCE

In an effort to improve safety, security and supervision, D13 has installed video surveillance cameras throughout the school building. The cameras will be used in common areas of the school for the primary purpose of promoting a safe and secure environment for students and staff. Video recordings will only be viewed by students, parents and/or staff with an

administrator present. Disciplinary action may be taken with students based on video documentation.

Access to Video Recordings:

1. Live feeds from the District's surveillance cameras may be displayed publicly for security purposes and deterrence.
2. The District's video recordings shall at all times be stored in a secure location.
3. The Superintendent, or any other individual specifically designated by the Superintendent, shall have access to the District's video recordings and related equipment.
4. The Superintendent or his/her designee shall be responsible for managing and auditing the use and security of the District's video cameras, video recordings and related equipment.
5. The Superintendent or his/her designee, which may include one or more building Principals, shall be responsible for reviewing the District's video recordings. From time to time, District personnel approved by the Superintendent, or law enforcement officers, may view camera feeds in real time.
6. The District's video recordings ordinarily shall only be reviewed subsequent to the Superintendent or his/her designee receiving a report of an incident or a complaint relative to student, staff or visitor misconduct on or about the District's property.
7. Any request by a member of the public, student, staff member or parent to review the District's video recordings must be in writing and received by the Superintendent or his/her designee within 14 days of the date of the incident giving rise to such request.
8. The Superintendent or his/her designee shall determine whether the individual requesting to review the District's video recordings will be granted access to the recordings. Access to the recordings shall be the exception, and shall not be granted unrelated to an allegation of misconduct. Requests by law enforcement authorities shall be complied with to the extent permitted or required by law.

ASSESSMENTS & SURVEYS

Student and Family Privacy Rights

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 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. (7:15)

Third Party Surveys: 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. (7:15)

Student Privacy and Parent Rights

Our school values the partnership between home and school, especially regarding your child's privacy. In accordance with the Protection of Pupil Rights Amendment (PPRA), Policy 11.10, and the Illinois Right to Privacy in the School Setting Act, we are committed to transparency regarding any information collected from our students.

Our Commitment to Purposeful Surveys

We only ask students for personal information if it directly relates to our educational objectives (Policy 6:10) or assists with career choices. This applies to all surveys, whether created by our staff or an outside group, even if the student's identity remains anonymous.

Your Right to Inspect and Review

You have the right to see what your child is being asked. You may request to review any instructional materials or surveys before they are given to students.

- **Third-Party Surveys:** If a survey is created by an outside entity, you may inspect it within a reasonable time of your request, regardless of the subject matter.
- **How to Review:** Submit a written request to the Building Principal.

Prior Consent for Sensitive Topics

We will obtain your prior written consent before your child participates in any survey funded by the U.S. Department of Education that asks about these eight protected areas:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships.
6. Legally recognized privileged relationships (such as with lawyers, doctors, or ministers).
7. Religious practices, affiliations, or beliefs of the student or the student's parent.
8. Income (other than as required by law to determine program eligibility).

Notification and Opt-Out Rights

The school will provide parents with reasonable notification (at least annually at the start of the school year) of any scheduled surveys or activities involving the collection of personal information. You have the right to opt your child out of:

- Activities involving the collection/disclosure of personal information for marketing.
- The administration of any survey involving the eight protected areas listed above.
- Non-emergency, invasive physical exams or screenings (excluding hearing, vision, or scoliosis).

Transfer of Rights and Complaints

These rights transfer from the parents/guardians to the student when they reach age 18 or become an emancipated minor. If you believe the school has not complied with these requirements, you may contact the Main Office or file a complaint with the Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

SAFETY

Safety Drills

We will practice safety drills throughout the school year, at times involving the Bloomingdale Police Department and/or the Bloomingdale Fire Department. Safety drills include: fire drills, tornado or inclement weather drills, bus drills, evacuation drills, and lockdown drills. It very important that you listen closely and learn what to do during these practices.

Schools must provide sufficient information and notification to parents and guardians in advance of any walk-through lockdown drill that involves the participation of students. Schools

must also provide to parents and guardians an opportunity to exempt their child for any reason from participating in the walk-through lockdown drill. (105 ILCS 128/20)

School districts consider whether students eligible for IEPs or Section 504 plans require extra accommodations during emergencies, such as natural disasters and active shooter situations. If the student's IEP or Section 504 plan team determines extra accommodation is necessary, the accommodation should be added to the student's plan and implemented when appropriate. This act also requires school districts to include a student's IEP or Section 504 plan team in deciding whether to exempt that student from participating in a lockdown drill. (P.A. 103-0197)

Targeted School Violence Prevention Program - recommendation

While drills help us react, our Prevention Program helps us intervene early. The District maintains a multidisciplinary Threat Assessment Team (including administrators, mental health professionals, and law enforcement) trained to identify and manage potential risks to our school community.

Violence Prevention Education - recommendation

The District provides age-appropriate guidance to help students:

- Recognize Warning Signs: Identify behaviors that suggest a peer may be in distress.
- "See Something, Say Something": We foster a culture where students feel safe reporting concerns to a trusted adult.
- Access Support: We connect students with the resources they need before a situation escalates.

School Door Alarms

Panic Bar Alarms on the doorways leading to the outside are active during the school day. These alarms have been installed on doorways that are not directly monitored by staff. The door alarms will alert staff to unauthorized exiting of the building by students and/or adults. If anyone who is not authorized to exit through these doors does so, an alarm will sound and attract the attention of nearby staff who will respond to the situation. Please be assured, however, that these alarms do not affect the doors in any way during an emergency evacuation situation. When visiting the school it will be very important for you to only use the main entrance to leave or enter the school building.

Recess Supervision

Students are supervised during outdoor recess. Students should stay within school boundaries. Visitors are not allowed on school property while students are at recess. Visitors should go directly to the school office.

Household Pets

For the safety of students, staff, families, and pets, animals are not permitted on school grounds when students are present unless an authorized service animal has been approved.

Child Abduction

We have worked hard to create an awareness in both schools for students of the potential danger involved in talking to strangers and being alone in public places. Children are often in public places: parks, shopping malls, bus stops, coming to and going from school, and playing in the neighborhood. Please take the time to review the dangers associated with talking to strangers and what your child should do if he/she is approached by someone with whom he/she is not familiar.

CODE OF CONDUCT

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
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

Conduct	Interventions
<p>Academic Dishonesty</p> <p>Academic dishonesty means cheating or plagiarizing.</p> <p>Cheating: Using, submitting, attempting or allowing another student to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher.</p> <p>Plagiarism: The intentional or unintentional use of ideas or work from another person without giving proper credit.</p> <p><i>(refer to BOE Policy Manual 7:190.8)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility or Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Recommendation for Expulsion
<p>Alcohol</p> <p>Use or possession of alcohol on school property, at school sponsored activities, or appearing on school property or at school events while under the influence of alcohol.</p> <p><i>(refer to BOE Policy Manual 7:190.2)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility or Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Bomb Threat</p> <p>Reporting to another the presence of or intention to, place a bomb, explosive or incendiary device.</p> <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Conference ● Loss of Eligibility or Privileges ● Out-of-School Suspension ● Police Referral ● Recommendation for Expulsion
<p>Bullying</p> <p>Bullying is defined as repeatedly harming others via verbal or written comments, through electronic communications or through physical contact.</p> <p>Bullying behavior includes, but is not limited to verbal taunting or behavior that is demeaning, degrading, tormenting, or contrary to accepted standards of common decency and/or is based upon affiliation with any group, race, gender, religion, sexual orientation, or economic status.</p> <p>Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility or Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Dress Code</p> <p>Student dress must not disrupt the educational process, interfere with the maintenance of a positive learning climate, or compromise reasonable standards of health, safety, modesty, and decency. Student dress will conform to the minimum guidelines listed in the operational procedures and policies.</p> <p><i>(refer to BOE Policy Manual 7:160)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension
<p>Drugs</p> <p>Being under the influence of, use, possession, sale, conspiracy to sell, or distribution of illegal drugs or look-alike drugs, including but not limited to, non-prescribed marijuana, anabolic steroids, other controlled substances, inhalants or prescription drugs when not prescribed for the student, is strictly prohibited. Possession, distribution or use of any drug paraphernalia is strictly prohibited.</p> <p><i>(refer to BOE Policy Manual 7:190.3)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● In-School Suspension ● Out-of-School Suspension ● Counselor Referral ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Electronic Devices</p> <p>The inappropriate usage of electronic devices includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Accessing or posting on social media ● Making phone calls ● Playing music or sounds ● Playing games ● Recording Audio or Video ● Taking photos ● Texting <p><i>(refer to BOE Policy Manual 7:190.5, 6)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Confiscation (May require parent pickup) ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>False Alarm</p> <p>False alarm includes fire alarm, unfounded 911 calls, and other situations that may occur with regards to tampering or activating alarms for intended purposes.</p> <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Fighting or Physical Assault</p> <p>Any action a student takes to inflict physical contact may be considered fighting or a physical assault.</p> <p>This includes, but is not limited to, hitting, punching, kicking, and/or actions believed by the student to be in self-defense.</p> <p>Self-defense is defined as protecting, blocking and removing yourself from harm's way.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Gambling</p> <p>Participating in games of chance for the purpose of exchanging money or something of value is not allowed.</p> <p><i>(refer to BOE Policy Manual 7:190.14)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Gang Activities</p> <p>Involvement in gang or gang-related activities includes but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti.</p> <p>Involvement with any public school fraternity, sorority, or secret society, by: being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or to be pledged to become a member.</p> <p><i>(refer to BOE Policy Manual 7:190.12, 13)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Harassment/Threat</p> <p>Harassment, including in the form of sexual harassment, refers to aggressive pressure or intimidation which may be in the form of bullying, intimidation, teasing, or threats.</p> <p>Communication or contact directed toward another student that is intended to annoy, embarrass, harass, humiliate, insult, intimidate, offend, taunt, torment, or otherwise cause discomfort to a student or staff member.</p> <p>The determination of whether the conduct of a student is considered harassment is made by the school administration.</p> <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Inappropriate Behavior</p> <p>Inappropriate Behavior is behavior that is determined to be disrespectful or disruptive to the school environment, either during the school day or at school related functions.</p> <p>Inappropriate behavior includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Yelling, screaming, shouting, causing a disruption ● Using foul language ● Ignoring staff directives ● Running, climbing or jumping on or off of items ● Embarrassing or offensive actions displayed to other students or adults ● Public display of affection between any students- kissing, hugging, patting, holding hands, etc. <p><i>(refer to BOE Policy Manual 7:190.9)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Insubordination</p> <p>Insubordination is a display of disobedient or defiant behavior. This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● Disregarding school rules ● Disrespect of a person in charge ● Disruptive behavior on campus ● Disruption of normal school procedures ● Failure to follow a directive ● Ignoring instructions of school staff ● Lying to a person in charge ● Refusing to follow classroom rules <p><i>(refer to BOE Policy Manual 7:190.7)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Profanity</p> <p>Profanity is language, objects, or gestures (written, drawn, and/or spoken) that are obscene, abusive, inappropriate, discriminatory, and/or that can be found to be offensive to the commonly accepted standards of decency.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Safety Violation</p> <p>Safety Violation is defined as conduct that endangers the safety of self or others. This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● horseplay, pushing, or shoving ● launching projectiles, throwing objects ● running, tripping, climbing, or jumping on or off objects <p><i>(refer to BOE Policy Manual 7:190.15)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Tardy</p> <p>Students who arrive at school or to class after the bell rings are considered tardy. Refer to information listed in the operational procedures and policies for more explanation.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Truancy Officer Referral
<p>Technological/ Telecommunications/ Computer Violation</p> <p>Unacceptable use as defined by the Bloomingdale School District 13 Technology Use agreement.</p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Full restitution to all parties affected ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

<p>Theft</p> <p>Taking, accessing, or being in possession of property belonging to another person or the school, without permission is a violation of school policy.</p> <p>Any articles that are found by a student, which do not belong to them should be turned in to the nearest staff member or to the office immediately.</p> <p><i>(refer to BOE Policy Manual 7:190.10)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Full restitution to all parties affected ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Threat - See Harassment section</p>	
<p>Tobacco Products</p> <p>Possession of tobacco and tobacco related products, including matches and lighters, are strictly prohibited on school property at all times.</p> <p><i>(refer to BOE Policy Manual 7:190.1)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Truancy</p> <p>Students are required to attend school and be present in all periods, unless excused by a parent/guardian and/or school administrator. Refer to information listed in the operational procedures and policies for more explanation.</p> <p><i>(refer to BOE Policy Manual 7:190.11, 7:70)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Truancy Officer Referral

<p>Vandalism</p> <p>The malicious or careless damage done to the building, its contents, or deliberate damage done to personal property.</p> <p><i>(refer to BOE Policy Manual 7:170)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Full restitution to all parties affected ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion
<p>Weapons</p> <p>Possessing, selling, distributing, making, receiving, transferring, seeking the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon is strictly prohibited.</p> <p>A firearm is defined as any device that will, or is designed to, or can be converted to, shoot a bullet, shell, pellet or similar projectile. This also includes, but is not limited to, such devices as look-alike weapons or fireworks.</p> <p><i>(refer to BOE Policy Manual 7:190.4)</i></p>	<p>One or more of the following:</p> <ul style="list-style-type: none"> ● Parent Notification ● Parent Conference ● Loss of Eligibility ● Loss of Privileges ● Detention (AM, PM, Lunch, or All Day) ● Counselor Referral ● Contract with Student ● In-School Suspension ● Out-of-School Suspension ● Police Referral ● Expulsion Warning ● Recommendation for Expulsion

Search and Seizure

To maintain order, safety, and security at our school, authorities are authorized to conduct reasonable searches of school property, equipment, and student personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment School property and equipment (such as desks, cubbies, and lockers) are owned and controlled by the school. These areas, along with any personal effects left inside them, may be inspected or searched **without notice or consent**. Students should have no expectation of privacy in these school-owned areas.

Student Searches School authorities may search a student or their personal effects (purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the student has violated the law or school policies.

- **Age Appropriateness:** Any search will be conducted in a manner that is respectful and not excessively intrusive in light of the student's age, sex, and the nature of the infraction.
- **Social Networking:** If a social media issue violates school disciplinary rules, a student may be required to cooperate in an investigation by sharing reported content. Note: School officials will never require a student or parent to provide a password or account access.

Seizure of Property If a search produces evidence of a violation, the items may be seized and impounded. When appropriate, evidence may be transferred to law enforcement authorities, and disciplinary action may follow.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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 school grounds during school hours or immediately before or after school
2. En route to or from school on days where school is in session
3. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
4. Traveling to or from school or a school activity, function, or event
5. 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
 - (b) endanger the health or safety of students, staff, or school property.

Definition

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
- d. at any location on school property or at a school-sponsored event

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
2. Using, possessing, distributing, purchasing, or selling nicotine materials including but not limited to electronic cigarettes and/or vapor devices.
3. 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.
4. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law). (7:190)
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioners prescription.
 - c. 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 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 unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system;

ii. 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.

e. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:

i. that a student believes to be, or represents to be, an illegal drug or controlled substance that is not prohibited by this policy, or

ii. 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, or controlled substance, or other substance that is prohibited by this policy.

f. Drug paraphernalia, including devices that are or can be used to:

i. ingest, inhale, or inject cannabis or controlled substances into the body;

ii. 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.

g. 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 but not limited to pure caffeine in tablet or powdered form.

5. 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.
6. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, but is not limited to creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or

by the Building Principal, all electronic devices must be kept powered-off during the regular school day unless:

- a. the supervising teacher, or principal grants permission (7:190)
 - b. 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
 - c. use of the device is provided in a student's individualized education program (IEP).
 - d. it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 8. 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.
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and or progress reports, and wrongfully obtaining test copies or scores.
 10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, stalking, 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. Prohibited conduct specifically includes, but is not limited to engaging in any sexual activity, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive expression of gender or sexual orientation or preference.
 11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 12. Entering secured school property or a school facility without authorization.
 13. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
 14. 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;
 - d. soliciting any other person to join, promise to join, or be pledged to become a member.
15. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 17. Making an explicit threat on an Internet website that is accessible during or after school hours against a student, school employee, or other 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, and the threat is reasonably interpreted as threatening to and/or harmful to the safety and security of the threatened individual(s) because of his or her duties or employment status or status as a student inside the school. Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in (7:190)
 18. 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;
 - b. endanger the health or safety of students, staff, or school property.
 19. Calling emergency responders (such as 911) including but not limited to setting off alarms/signals indicating the presence of an emergency when no emergency exists, or indicating the presence of a bomb/explosive device on school grounds, on a school bus, or at any school activity.
 20. Operating an unmanned aircraft system or drone for any purpose on school grounds or at any school event unless grant permission by the Superintendent or designee. Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological 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. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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;
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;
 - b. endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Notification of parents/guardians
2. Temporary removal from the classroom
3. Disciplinary conference
4. Withholding of privileges
5. Return of property or restitution for lost, stolen, or damaged property.
6. After-school study or Saturday study, provided student's parent(s)/guardian(s) has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. If this plan is used, the student must be supervised by detaining teacher, building principal, or designee. (7:190.)
7. In-school suspension for a period not to exceed 5 school days. The building principal or designee shall ensure that the student is properly supervised.
8. Suspension of bus riding privileges, providing that appropriate procedures are followed.
9. Out of School Suspension from school and all school activities in accordance with Board Policy 7:20, Suspension Procedures and with Board policy 7:220, Bus Conduct. A student who has been suspended will be restricted from being on school grounds unless granted permission by the principal of the school.

10. Expulsion from school and all school activities for a definite time period not exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled will be restricted from being on school grounds and at school activities for the duration of the expulsion.
11. Transfer to an alternative program (i.e. Safe Schools 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.
12. Community service with local public and nonprofit agencies that enhance efforts to meet human, educational, environmental, or public safety needs.
 - a. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
 - b. The district will not provide transportation for community service.
13. Seizure of contraband which may lead to confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules
14. Notification of juvenile authorities or other law enforcement whenever conduct involves criminal activity including but not limited to illegal drugs (controlled substances), "look-alikes" alcohol, or weapons, or in circumstances as otherwise authorized by the reciprocal reporting agreement between the District and local law enforcement agencies, the Courts, or juvenile authorities.

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.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. Corporal punishment shall not be used.

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.

Due Process & Rights (it looks like we need this, can move it)

Before any suspension is finalized, students are entitled to "due process" to ensure fairness. This includes:

- The Right to be Heard: The Principal will meet with the student to explain the charges and allow the student to share their side of the story.
- Immediate Notification: Parents will be notified by phone immediately, followed by a written notice outlining the reason for the suspension and the dates it will occur.
- The Right to Review: Parents may request a meeting with the Principal to review the decision if they believe the policy was applied incorrectly.
- Academic Protection: Students have the right to complete all missed assignments for full credit. It is the family's responsibility to coordinate the pickup of schoolwork.

Note: In cases where a student poses an immediate safety risk, they may be removed from school before the formal hearing takes place.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code§§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought to school or to any school sponsored activity or event, or any event that bears a reasonable relationship to school, uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years.

The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of:

1. a firearm, meaning any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1);

2. any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs;
3. “look-alikes” of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. 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.

The expulsion requirement under either paragraph one or two 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,
2. The Board permits visitors, who are licensed to carry a concealed firearm, to store a 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,
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 (ISP), 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 may temporarily remove students from a classroom for disruptive behavior when students are under his or her supervision.

Reasonable force may be used to maintain safety for self-defense, safety of students, school personnel or other persons.

Teachers, educational paraprofessionals, or other certificated employees may use reasonable force to help curtail disruptive behavior.

The Superintendent, building principal, or assistant principal is authorized to impose the same disciplinary measures as teachers.

Provided that appropriate procedures are followed, the Superintendent, building principal, or assistant principal above

may suspend students guilty of gross disobedience or misconduct by:

1. Removing student from all school functions
2. Revoking bus riding privileges up to 10 days Suspension of a student from riding the bus in excess of 10 school days because of safety concerns must be approved by the Superintendent or designee.

Student Handbook

The Superintendent or designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Misconduct by Students With Disabilities

The District shall comply with the provisions of the *Individuals with Disabilities Education Act* of 2004 and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of the student's disability. (7:230)

Gum Chewing

Gum chewing is not permitted in school, including the lunch period, unless approved by the classroom teacher, at which time it should be discarded prior to exiting the classroom.

Cheating

Cheating of any kind is not permitted at school. If you are found to be cheating on a test or classroom assignment, you will meet with the administration. Your parents will be notified and you will receive no credit for the test or assignment. If any further incidence of cheating occurs, the above procedure will be followed with the addition of a conference including your parents, your teacher and the administration.

Personal Electronic Devices

Students are allowed to bring a cell phone to school. The cell phone must be turned off and remain in the child's backpack. Smart Watches should not be used during the school day for texting or calling home. There are phones in each classroom and in the office. If a student needs to call home they can do so by using the classroom or office telephones.

Behavior and Bullying

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

(7:180)

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;

2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident

of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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

The school is required to inform parents or guardians of any alleged incidents of bullying that their student may be involved in, or instances of self-harm determined to be the result of bullying, within 24 hours after the school administration is made aware of the students' involvement in the bullying incident or self-harm. The school must make diligent efforts to notify parents or guardians, including by utilizing all contact information the school has available or that can be reasonably obtained by the school within 24-hours. (P.A. 103-0047)

Furthermore, schools are required to collect all bullying and submit non-identifiable data regarding all verified allegations of bullying and whether the bullying was based on actual or perceived characteristics in an annual report to the State Board of Education by August 15 of each year starting with the 2024-2025 school year.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Superintendent or designee shall investigate whether a reported incident of bullying is within the

permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

7. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
8. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
10. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
11. The Superintendent or designee shall post this policy on the District's website, distribute it annually to parents/guardians, students, and school personnel (including new employees when hired), and provide it periodically throughout the school year to students and faculty.
12. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.
13. The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
14. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

- e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, Student Behavior. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, Restrictions on Publications; Elementary Schools. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Sexual Harassment

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national 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 name calling, using derogatory slurs, staking, 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. (7:20) (See also Board Policy 2:265)

DRESS CODE

Students are expected to dress appropriately for school. Inappropriate clothing includes, but is not restricted to...

- Clothing that has unkind messages, is gang related, or advertises alcohol, tobacco, or drug use.
- Hats are not allowed to be worn in school. Hoodies can be worn at school, but must remain off of the head indoors.
- All clothing must cover the midriff. Narrow strapped shirts should not be worn without an undershirt or an outer garment covering the shirt.
- Footwear must be worn at all times.
- The staff and administration may ask a student to phone home for a change in clothing if concerns arise. Please do not hesitate to phone the principal to ask about school dress.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hair styles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10 *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks and twists.

ATTENDANCE

Please call the school office before 8:30 a.m. to report an absence or email the individual school attendance line and the teacher. Please do this each day a child is absent. If we are not notified, you will receive a call from the school office after 9:00 a.m. inquiring about your child's absence.

Absences

A "truant" is a child who is subject to compulsory school attendance but is absent without valid cause for more than 1% but less than 5% of the past 180 days. When a student is at an excess of 9 or more absences (excused) only absences with a doctor's note or a nurse visit will be excused. All other absences will be considered unexcused.

Valid causes for absence from school include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the mental, emotional or physical health or safety of the student. Long-term, non-medical, leave requests should be placed in writing to the principal.

It is expected that parents or guardians will make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. It is expected Bloomingdale SD 13 will monitor each student's attendance and inform parents or guardians of any attendance problems, and that provision (Section 26-1) applying to local school districts will be observed.

Vacations

The District strongly discourages family vacations during periods when school is in session. Vacations can disrupt a student's schooling and may create instructional problems. **Students absent for more than 15 consecutive days may be dropped from the school's attendance roll.**

Those students must then register again to return to the District. Parents planning extended absences should contact the school administration in advance of scheduling a vacation during school months. Assignments will be given to the child upon his/her return.

Tardies

Students are considered tardy if they are not in their classrooms when morning announcements are read. There are excused tardies and unexcused tardies. School principals will make these judgments in accordance with the policy on attendance/absences. Excessive tardiness will result in consequences.

Responsibility of the Parent

Make reasonable efforts to ensure the regular attendance of their children and to *inform the school of any absences and their causes.*

DJ Attendance Email: DJAttendance@sd13.org

Erickson Attendance Email: erattendance@sd13.org

Responsibility of the School

Monitor each student's attendance and inform parents or guardians of any attendance problems.

Chronic Truancy

A student who is absent without valid cause for 5% or more of the previous 180 regular attendance days is defined as a chronic or habitual truant, per Section 26a of the School Code of Illinois.

Bloomington SD13 will refer chronic truants to the DuPage Regional Office Of Education in accordance with current procedures established by the DuPage County Truant officer.

Absences and Homework

Make arrangements to secure assignments when your child is absent for at least three consecutive days by calling the school office before 10:00 a.m. on the third day of absence. Assignments will be ready to pick-up in the school office by 3:30 p.m. the day they are requested. Please make sure you give your teacher enough time to gather all necessary material. Students have the same number of days to complete the assignments as they were absent.

Notify the teacher and school office when a family vacation occurs during the school year. While it is recognized that family vacations may be a valuable educational and social experience, we strongly recommend that such vacations not take place during regular school attendance days. Assignments will be given to the child upon his/her return. Students have the same number of days to complete the assignments as they were absent for the vacation.

Homework will be provided on the third day a student is absent from school. Homework will not be provided to students in advance of long-term leaves.

Home and Hospital Instruction (recommended)

The District provides instructional services to students who, for medical reasons, are unable to attend school for an extended period. This program ensures that your child continues to receive an education while recovering at home or in a healthcare facility.

Eligibility: A student is eligible for these services if it is anticipated that they will be absent from school for at least 10 consecutive school days, or on an ongoing intermittent basis, due to a medical condition. This condition must be certified by a physician, physician assistant, or advanced practice registered nurse.

How to Request Services:

1. **Medical Certification:** Parents must provide a written statement from a healthcare provider. This statement must include the diagnosis, the reason the student cannot attend school, and the estimated length of the absence.
2. **Contact the School:** Please notify the Building Principal as soon as it becomes clear that your child will need home or hospital instruction.
3. **Coordination:** Once approved, the District will coordinate with the family to provide a

qualified teacher. Instruction may take place in person (at the home or hospital) or via remote learning technology, depending on the student's needs and health status.

Instructional Time: The District generally provides a **minimum of five (5) hours of instruction** per week. The goal is to maintain the student's progress in their current curriculum so they can transition back to the classroom smoothly when they are medically cleared to return.

Return to School: When the student is ready to return, the school team will work with the family to create a "return-to-school" plan, which may include temporary accommodations to ensure a successful transition. Board Policy 6:150.

PARTICIPATION IN SCHOOL ACTIVITIES & ATHLETICS

Any student absent from school for a half day or more may not participate in any school/extracurricular related activity for that day. The school administration is authorized to make decisions and grant exceptions to this policy.

HOMEWORK POLICY

Grade	Time Per Night
Kindergarten	5 minutes
First Grade	10 minutes
Second Grade	20 minutes
Third Grade	30 minutes
Fourth Grade	40 minutes
Fifth Grade	50 minutes

Homework Guidelines for Parents

1. Make it clear that you think homework is important.
2. Provide a quiet, well-lighted location conducive to study.
3. Students are successful when a daily routine is established and consistently followed.
4. Provide resource materials, such as magazines, newspapers, dictionaries, reference books, and working tools such as paper, pencils, and if needed a computer
5. Do not do your child's homework, but be available to informally go over directions and check the work.
6. Ask your child to explain the homework to you.
7. Praise your child's efforts.
8. Inform the teacher if difficulties are experienced during the completion of assigned homework as further instruction may be warranted.
9. Notify the teacher if your child frequently spends more time than the average for his/her grade as indicated by the Homework Time Chart.
10. Notify the teacher when family emergencies, such as a serious illness or death prevent completion of homework assignments.

Homework Information

Homework is not assigned with the idea of keeping a student busy. We believe that there is a time for school, a time for play, and a time for family living. Students who put in a good solid day of work at school should not be burdened with a large amount of homework. If a student has a lot of homework it could be the result of not using class time wisely. Homework assignments are for the purpose of reinforcing skill development, helping to develop independent study habits,

and fostering a lifelong love of reading. In the upper grades, homework might be assigned on the Chromebook through Google Classroom.

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. (6:290)

The Superintendent shall provide guidance to ensure that homework:

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

Work Completion

During the course of a school day students are given time to independently practice a lesson that has been taught. Students have adequate opportunity to ask questions and clarify misunderstandings about assignments. If the student doesn't complete the practice work, it is assigned as homework to be finished at home and returned the next day.

Long Range Projects

These assignments require research, additional books and/or materials and are designed to extend and deepen understanding of concepts presented in class. These assignments also help students to learn how to budget time, and to work on a long range project step by step. These study skills are crucial in middle school and beyond. Some class time is given for work time and for teacher support when a student has a long range project assignment.

Studying for Tests

Tests or assessments are one way to measure student mastery of concepts. Tests are announced in advance and students should review vocabulary and concepts prior to the testing.

Independent Reading

Research has shown that students who read independently for 20-30 minutes each day are successful students and become lifelong readers. We encourage students to spend time outside of school reading each day because we know how beneficial it is for them academically.

Average Homework Times

The average amount of homework is listed below. Homework may be given 3-5 nights per week. Modifications may be made for students with special needs

BUILDING & GROUNDS

Pesticide Applications

This act created the Pesticide Application at Schools Act. Specifically, beginning July 1, 2024, P.A. 103-0496 prohibits schools serving students grades kindergarten through 8th grade from scheduling pesticide applications on school grounds during the school day, including during a partial day, when students are in attendance at school for instructional purposes. Areas where children are not typically present are exempt from the prohibition on pesticide application. These areas include, but are not limited to, flower beds and lawns surrounding the school not used as playing fields. (P.A. 103-0496)

SUPPORT SERVICES

Blended Preschool Classroom

The blended classroom serves both tuition paying typically developing students and students who are placed in the program in order to receive their special education services. Students can register for the tuition paying spaces through the **Bloomington Park District** and must reside within the Bloomington Park District boundaries. The blended classroom meets for 2 1/2 hours a day with a morning and afternoon session. The class is in attendance on all school days with the exception of one day a month when parent outreach activities are offered.

Resource Program

Within the regular school setting there are some students who need extra support to be successful. These students may be learning disabled, behavior disordered, have attention deficit disorder, or have any combination of these disabilities. The resource program is the place where these students can receive the academic support they need.

Testing procedures are necessary for students to qualify for the program. Individualized goals and objectives are written and provided for each student who qualifies.

Inclusion/Instructional Support

District 13 provides inclusion services for students who meet the criteria. Inclusion is the practice of placing children with disabilities in the general education classroom with appropriate support and curriculum adaptations. The inclusion facilitator is responsible for the majority of these adaptations. For a student to receive inclusion services, they must qualify to receive special education services for more than 50% of the school day.

District 13 also provides instructional support services for students who meet the criteria. Instructional support provides direct instruction at the student's instructional level for selected subjects for more than 50% of the school day.

Speech-Language Program

The speech and language skills of all children, like their reading or writing ability, follow different patterns of development. When a child's speech deviates from what is considered average and calls attention to itself, speech and/or language therapy may be necessary.

During the school year, a speech-language screening is given to kindergartners, new students, preschoolers and those referred by classroom teachers or parents. If a communication disorder is identified through an evaluation and affects the student's performance in the classroom, he/she is eligible to receive speech-language therapy. A speech or language disorder includes the following:

1. Articulation – a student may omit or distort sounds or substitute easier sounds for more difficult ones.
2. Language - a student may have difficulty understanding and using language to express his/her ideas. Vocabulary and sentence structure may be inappropriate for his/her age or grade level.
3. Voice – a student's voice may be too high or too low in pitch, be too loud or too soft in volume, or have a harsh, hoarse or nasal quality.
4. Fluency – a student may have difficulty maintaining a smooth flow of speech while speaking. His/her speech may contain repetitions of words or sounds, a prolonging of the first sound in a word or strained silent vocal blocks.

Students generally receive speech-language therapy on an individual basis or in a small group anywhere from 30 to 90 minutes a week, depending on the severity of the problem.

Itinerant Special Education Services

The following special education services are available through the North DuPage Special Education Cooperative: vision, hearing, occupational therapy, physical therapy, behavioral, and educational testing by a school psychologist. If students need these services, then appropriate personnel from NDSEC are scheduled to work with students.

English Language Learners

Bloomington District 13 offers a transitional program of instruction to support our learners who are acquiring English as a second language. Included in the registration process is a language survey which determines the eligibility process. Parents will be notified of the eligibility determination and provided information related to potential refusal of services. (6:160)

English Language Learners (ELL) are for students who are in kindergarten through eighth grade whose first language is not English or who come from a home where a language other than English is spoken.

The purpose of ELL is to help the student acquire English in a nonthreatening, nurturing environment so that he/she can work to his/her potential in school.

Potential students are screened upon entry to the district. If he/she scores below the established minimum of English proficiency, the child is placed in the ELL program.

Using a variety of materials and methods, the ELL teacher meets with small groups of students two to four times a week for sessions ranging from 30-45 minutes. At the end of the school year (or earlier if appropriate) the students are retested for possible ELL graduation. Students may be in the program for as little as 6 months or as long as 4 years.

Social Work Services

The social worker is responsible for several integral functions:

1. Providing individual social work services for regular and special education students (both long-term and short-term).
2. Providing group social work services for regular and special education students (both long-term and short-term).
3. Coordinating and running staffing meetings.
4. Obtaining consent for case study evaluations and completing social developmental study component for case study evaluations.
5. Providing whole class instruction on topics, such as social skills and decision-making.

Individual social work services are provided for students when there is a need to address an emotional or social concern, which is impacting the student's ability to learn and achieve in the education setting. Topics addressed include recent trauma i.e., divorce, loss, illness, relocation, excessive emotional stress, limited social skills, and more severe emotional dysfunction diagnosed by a psychologist or psychiatrist. Referrals are generated by a variety of sources, i.e., teacher, parent, administrative staff members, or pupil support staff members. Social work services can be short-term i.e., once weekly for 3-10 weeks or an ongoing support i.e., weekly sessions for 1 or more years. If the agenda involves ongoing support, there are often times when a small (2-4 students) group is used to enhance social skills and social supports. Students view social work sessions as a place to work on their problem(s), problem solve, receive support and gain skills and clarity, and to help them deal with their stressors.

Small groups are offered at each grade level to address topics that students deal with, such as friendship skills, conflict resolution skills, stress management skills and skills for making adequate social and behavioral choices.

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The emotional well-being of our students is our top priority. We recognize that life can be challenging, and we are committed to providing a supportive environment for our families. If your child or family is experiencing a mental health crisis, please know that help is available 24/7 through the following confidential resources:

988 Suicide & Crisis Lifeline: Call or text 988 (Available 24/7, English & Spanish)
Crisis Text Line: Text HOME to 741741 to connect with a Volunteer Crisis Counselor.

If you have concerns about your child's emotional health, we encourage you to reach out to our school social worker or counselor. We can provide school-based support, help monitor your child during the school day, and connect your family with local community resources.

"Nothing is more important than the safety and heart of our students. You are not alone—reach out if you need us."

Co-Teaching Information

In District 13 we use a wide variety of instructional delivery models to meet the needs of our students. Some of those include whole group instruction, small group instruction, cooperative learning, and individual instruction. One relatively new instructional model that is incorporated in our schools is the co-teaching model. In this structure two certified staff members work with the same group of students to provide all aspects of instruction in a curriculum content area. These aspects include the planning and delivery of instruction, the assessment of student learning and parent communication. Typically co-teaching pairs include a general education teacher and a specialist.

Those specialists could be a reading specialist, English Language Learner teacher, special education teacher or acceleration teacher. Expectations for student learning remain high as well as the commitment to meet the needs of each student.

The Accelerated Program

The Accelerated Program provides services for students who have been identified using the following criteria: data, learner characteristics, and classroom performance. Data is based on local population and is used to create a learner profile that consists of five pieces of data from MAP and OLSAT. Based on this data, Z-scores are calculated and are used in the identification process.

In grades 3-5, services are provided for identified students in the areas of reading and mathematics in the regular classroom through cluster grouping. Along with differentiated instruction that occurs in the classroom, pull-out sessions may be scheduled by a member of the Accelerated team. Differentiated instruction occurs in the areas of reading and mathematics that parallels and extends grade level standards and is based on student readiness levels determined through pre-assessments, classroom observations, and MAP data.

For more information about the District's Accelerated Placement Program, see Board Policy 6:135.

McKinney-Vento

Students who are homeless are provided equal access to the district's educational programs in accordance with the McKinney-Vento Act and state law. District procedures are intended to remove barriers to enrollment that those students face. In addition, the district has designated a liaison for students who are homeless. The liaison coordinates services to facilitate the enrollment of children that are homeless and the provision of opportunities for academic success. The current liaison is: Samia Hefferan, Special Education Coordinator. She can be reached at 630-561-5036 or via email at shefferan@sd13.org.

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the [Individuals With Disabilities Education Act](#). The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed. Children with disabilities who turn 22 years old during the school year are eligible for such services through the end of the school year. Contact the District Office for additional information about the identification, evaluation, placement, and services for students with disabilities. See Board Policy 6:120 for more information.

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

evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure. Students with disabilities or a medical condition that require a service animal shall not be prohibited from having their animals in the classroom. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

If necessary, students may also be placed in nonpublic special education programs or education facilities. (6:120)

Contact the District Office for additional information about the identification, evaluation, placement, and services for students with disabilities.

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services. IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The

PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs. Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services. For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>. You may also contact the Director of Student Service for more information.

FAQs

WHAT IF...

...I WANT TO STORE SOMETHING AT SCHOOL?

You will be assigned a locker to store your coat, books, etc. It is your responsibility to keep them clean. Stickers and decals may NOT be put on or in lockers.

...I RIDE MY BICYCLE TO SCHOOL?

Bike racks are located by the intermediate playground. Make sure you lock your bike. Bikes are to be walked on school grounds at all times. Students who use district transportation are NOT allowed to ride bikes to school.

...I LOSE SOMETHING?

Tell your teacher or paraprofessional IMMEDIATELY. The school "lost and found" is located in the main hall, by the office. You may look in it before or after school, or during the school day with your teacher's permission.

...I WANT TO BRING A PET TO SCHOOL?

Pets are not allowed to be brought to school. PETS ARE NOT ALLOWED DURING DROP-OFF AND PICK-UP TIMES.

...I DON'T FEEL WELL?

Tell your teacher or paraprofessional. He/she may want you to go to the nurse's office to have your temperature taken.

...I NEED TO MAKE A PHONE CALL?

There is a phone for student use located in each classroom and the office. It may be used with proper permission.

...I HAVE A QUESTION OR SOMETHING IS BOTHERING ME?

Tell your teacher or paraprofessional. If he/she can't help you or give you an answer, he/she will let you see the principal or social worker. Don't ever be afraid to ask for help.

...I CAME TO SCHOOL LATE:

You need to report to the office to tell us you have arrived at school and the reason you are late. You will receive a late arrival slip, which must be given to your teacher. You may then go down to your classroom.

...I NEED TO LEAVE SCHOOL EARLY?

You will need to bring a note from your parents that tells the time you will have to leave school. Give this note to your teacher and he/she will send you to the office at the proper time with the note. NEVER leave school without reporting to the office. One of your parents or your guardian must come into the office to sign you out.

...WE HAVE AN EMERGENCY AT SCHOOL?

Your teacher will be in complete control if there is any type of emergency at school. We will practice safety drills throughout the school year, at times involving the Bloomingdale Police Department and/or the Bloomingdale Fire Department. Safety drills include: fire drills, tornado or inclement weather drills, evacuation drills, and lockdown drills. It is very important that you listen closely and learn what to do during these practices.

...I NEED TO TAKE MEDICINE AT SCHOOL?

No child may have medicine of any kind, including cough drops, in the classroom or give himself/herself medicine in school without following state policies. If any medication (prescriptive or non prescriptive) is needed you must have a written doctor's order.

...I LOSE A LIBRARY BOOK OR FORGET TO RETURN A BOOK ON TIME?

You are responsible for all books you check out from the library. You will be assigned a weekly library check-out time. You will need to return or renew your books on this day, or before the due date.

Further checkout privileges will be denied until all overdue books have been returned. If you continually have overdue books, you may not be allowed to check books out for a time to be determined by the librarian. If you lose a book, tell the librarian. Arrangements for payment will be worked out between your parents and the librarian.

...I NEED TO RIDE A DIFFERENT BUS HOME?

You cannot ride a different bus home unless it is an emergency situation. Your parents must phone the school to explain the special reason for the one day bus change. This change will need principal approval. Only regular bus riders can ride the school bus. Walkers cannot ride the daily buses.

...I WANT TO GO HOME/OUT FOR LUNCH?

Parents may check-out students at lunch time through the office. Students who are walkers are permitted to go home for lunch. They must bring a note from home and sign out and back in with the office.

...I FORGOT TO BRING MY LUNCH?

Let your teacher know you forgot your lunch and then call home from your classroom or the office. It is against the school rules to have a restaurant delivery service deliver food to the school. This causes a disruption in the office. The school will provide a lunch if your child has forgotten his/her lunch.

...I WANT TO BRING MY CELL PHONE TO SCHOOL?

If you bring your cellular phone to school, it must be powered off and kept in your backpack/stored in your locker for the entire school day. This includes lunchtime.

...I WANT TO BRING OTHER ELECTRONIC DEVICES TO SCHOOL?

Electronic devices include, but are not limited to, cameras, cell phones, electronic games, iPods, iPads, laser pointers, mp3 players, radios, smart watches, etc. Electronic devices may not be used during the entire school day.

ERICKSON ELEMENTARY

School Hours

Grades 1-5: 8:40 am - 3:30 pm Monday through Friday
Kindergarten AM: 8:40 am - 11:30 am Monday through Friday
Kindergarten PM: 12:40 am - 3:30 pm Monday through Friday
Preschool AM: 8:50 am - 11:20 am Monday through Friday
Preschool PM: 12:50 am - 3:20 pm Monday through Friday

Lunch/Recess Hour

Grades 1, 2 and 3: Lunch: 12:00-12:25, Recess: 12:25-12:50
Grade 4 and 5: Recess: 12:00-12:25, Lunch: 12:25-12:50

Your lunch time will be for 50 minutes. For half of this time, you will be in the gym eating your lunch. For the other half, you will be at recess. Erickson does not have a hot lunch program. Students should bring a lunch to school. The PTO does offer special hot lunch days throughout the school year. Food delivery services are not permitted.

Office Hours/Phone

8:00 am - 4:00 pm
630-529-2223

Office Staff

Stacy Johnston (Principal)
Meagan Darland (Assistant Principal)
Jill Mastrodomenico (Secretary)
Cheryl Kiple (Secretary)

LeAnn Hartnett & Kassandra Lethert (Nurses)

Arrival Procedures

Car Riders:

Cars enter the north parking lot from Springfield Drive.

Utilize the loop.

- Please stay in your car.
- Students must exit the car on the passenger side only.
- Please pull all the way forward when possible.



Dismissal Procedures

Car Riders:

Cars enter the north parking lot from Springfield Drive. Utilize the loop.

- Please stay in your car.
- Students must enter the car on the passenger side only.
- Please pull all the way forward when possible.
- Parent parking is only permissible on the north side of the building. Please do not park in the bus lot.

Dismissal Pick-Up Changes

The parent is requested to inform the school of any changes in the pick-up procedure for a child. A note (email or handwritten) should be sent to the school a day before or the morning of by 9:00 am indicating the anticipated change. Please do not send time sensitive emails to staff regarding dismissal changes. If making a last minute change regarding the dismissal of your child, please call the office by 2:00pm.

Playground Behavior Expectations

The school playground is a place to enjoy yourself, participate in physical activities, and take a break from classroom work. In order for the playground to be a safe, enjoyable place for ALL students, you must obey the following rules:

1. You are responsible for returning all playground equipment to the proper area when you are finished with it.
2. You are to share equipment fairly with your fellow students. EVERYONE wants to have a good time on the playground.
3. For your safety, tackling games of any kind are not allowed. Fighting or other types of rough behavior will not be tolerated.
4. You are to stay only on school grounds.
5. You must line up promptly when signaled to do so by your paraprofessional or teacher to return to the building, and enter the building with your group.
6. Use all the playground equipment as instructed.
7. Never throw snow or ice.
8. Stay seated on the swing until it has totally stopped.

If you do not follow the given rules, you should expect:

1. You will be given an explanation of what you have done wrong.
2. If a problem is serious enough you may lose playground privileges immediately for a time to be determined by the principal.
3. If you break a rule of a less serious nature:

1st Time: A staff member will communicate a complete explanation of what you have done wrong. Parents may or may not be notified.

2nd Time: A staff member will communicate a complete explanation of what you have done wrong. You may lose playground privileges (ie- loss of swing usage) for a specified period of time, depending on the severity of the problem. Parents will be notified.

3rd Time: An administrator will communicate a complete explanation of what you have done wrong. You may lose playground privileges (ie- loss of recess) for an extended period of time to be determined by the principal. Parents will be notified.

Other Things You Should Know...

School Colors & Mascot

The Erickson School colors are blue and yellow. The second Friday of each month is SPIRIT DAY. Students are encouraged to wear blue and yellow or Erickson spirit wear. The PTO will sell spirit wear throughout the school year. Please refer to the Erickson Express for information regarding ordering Spirit Wear online.

Our school symbol is the Eagle. An eagle is one of the largest and most powerful birds in the world. It is regarded as courageous and symbolizing freedom and power. As such, it makes a great mascot for all students at Erickson Elementary.

School Website

The Erickson School Website is located at www.sd13.org. The website features an up-to-date calendar of events, classroom website pages, curriculum information, links to the Erickson Express Newsletter, and other important information about school happenings.

School Newsletter

Each Thursday, the Erickson Express is e-mailed to all families. Parents may also access the Express on the school website at www.sd13.org. Important information and dates are provided in the Express.

X

Erickson Elementary has a twitter account [@D13Eagles](https://twitter.com/D13Eagles) to keep parents informed of upcoming events & post pictures throughout the week. Parents can follow Erickson and receive information on their smartphones like texts.

Visitors to School

Adult visitors are welcome at school. Visitors should park in the parent parking lot. All individuals wishing to enter the building will need to ring the doorbell at the entrance of the school. A staff member will ask your name and the purpose of your visit. Once it is determined that you are able to enter, you must report to the office, sign in, and present a driver's license or state identification which will be scanned through the sex offender database to receive a visitor's pass before proceeding any further into the school. If a parent wishes to confer with a teacher, an appointment must be made prior to the visit.

Teachers have been directed to send visitors without authorization to the office. This includes all school areas, both in and out of the building, and refers to all parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and cause few disruptions of the school routine. If a parent decides to come to the school at the close of the day to pick up a child, they are to not wait in the school corridor or outside the classroom. Parents should wait by the main entrance.

Student visitors are not permitted during regular school hours. An adult must supervise all children in the building after school hours.

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren): 1. To attend a conference at the school with school personnel to discuss the progress of their child. 2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services. 3. To attend conferences to discuss issues concerning their child, such as retention or promotion. In

all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. (see Board Policy 4:175 for more information) - Copied from WF

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Birthdays

During morning announcements the names of all those celebrating a birthday will be read. Anyone whose birthday is on the weekend will have his/her name read on Friday. Those students with summer birthdays will be assigned a date during the school year when their birthday will be announced.

Decorating lockers, desks and sending flowers or gifts to school is not permissible. Maintaining a stable learning environment for all students is a daily responsibility.

As a result of food allergies, and other food related issues, birthday treats are NOT to be sent to school. Students will not be allowed to pass out any items. The school will give each student a birthday token.

Birthday Invitations are of a personal nature and are NOT to be sent to school to be passed out. This practice has caused hurt feelings for those students not invited. Please send invitations by mail only. The school office is unable to provide emails, addresses or phone numbers to parents. Those joining the PTO will be given a student address booklet.

Attendance

Please email erattendance@sd13.org to report your child's absence or tardy. It is also important to notify the teacher as well.

Forgotten Lunch

It is against the school rules to have a restaurant delivery service deliver food to the school. This causes a disruption in the office. The school will provide a lunch if your child has forgotten his/her lunch.

DUJARDIN ELEMENTARY SCHOOL

School Hours

Grades 1-5: 8:40 am - 3:30 pm Monday through Friday

Kindergarten AM: 8:40 am - 11:30 am Monday through Friday

Kindergarten PM: 12:40 am - 3:30 pm Monday through Friday

Lunch/Recess Hour

Grades 1, 2 and 3: Lunch: 11:55 -12:20, Recess: 12:20-12:45

Grade 4 and 5: Recess: 11:55 -12:20, Lunch: 12:20 -12:45

Your lunch time will be for 50 minutes. For half of this time, you will be in the gym eating your lunch. For the other half, you will be at recess. Erickson does not have a hot lunch program. Students should bring a lunch to school . The PTO does offer special hot lunch days throughout the school year. Food delivery services are not permitted.

Office Hours/Phone

8:00 am - 4:00 pm

630-894-9200

Office Staff

Patrick Haugens (Principal)

Kat Lents (Instructional Services Facilitator)

Marisol Strejc (Administrative Assistant)

Karen Hosty (Administrative Assistant)

Jessica Rosero (Nurse)

Arrival Procedures

Cars enter the east parking lot from Euclid Ave. Utilize the loop.

- Please stay in your car.
- Students must exit the car on the passenger side only.
- Please pull all the way forward when possible.



Busses will enter the east blacktop.

Students can arrive to school starting at 8:25. The bell rings at 8:35 for students to enter the building. All students are expected to be in their classroom by 8:40. Students arriving after 8:40 are considered tardy.

Dismissal Procedures

Do not make a left hand turn out of the parking lot between 8:30-8:40 am and 3:30-3:40 pm.

Do not park along the curb in the morning while dropping off your child. If you need to park please pull into a parking slot and walk your child into the building.

Drop off can be done all along the curb versus just at the front doors, this will speed up the pick-up & drop-off procedures.

At dismissal time cars are required to pull all the way over to the right in the parking lot so that cars pulling out and leaving the lot can drive in the left hand lane.

Playground Behavior Expectations

The school playground is a place to enjoy yourself, participate in physical activities, and take a break from classroom work. In order for the playground to be a safe, enjoyable place for ALL students, you must obey the following rules:

1. You are responsible for returning all playground equipment to the proper area when you are finished with it.
2. You are to share equipment fairly with your fellow students. EVERYONE wants to have a good time on the playground.
3. For your safety, tackling games of any kind are not allowed. Fighting or other types of rough behavior will not be tolerated.
4. You are to stay only on school grounds.
5. You must line up promptly when signaled to do so by your paraprofessional or teacher to return to the building, and enter the building with your group.
6. Use all the playground equipment as instructed.
7. Never throw snow or ice.
8. Stay seated on the swing until it has totally stopped.

If you do not follow the given rules, you should expect:

1. You will be given an explanation of what you have done wrong.

2. If a problem is serious enough you may lose playground privileges immediately for a time to be determined by the principal.
3. If you break a rule of a less serious nature:

1stTime: A staff member will communicate a complete explanation of what you have done wrong. Parents may or may not be notified.

2ndTime: A staff member will communicate a complete explanation of what you have done wrong. You may lose playground privileges (ie- loss of swing usage) for a specified period of time, depending on the severity of the problem. Parents will be notified.

3rdTime: An administrator will communicate a complete explanation of what you have done wrong. You may lose playground privileges (ie- loss of recess) for an extended period of time to be determined by the principal. Parents will be notified.

Other Things You Should Know...

School Colors & Mascot

The Dujardin School colors are black and yellow/gold. The first Friday of each month is SPIRIT DAY. Students are encouraged to wear black or yellow/gold or Dujardin spirit wear. The PTO will sell spirit wear throughout the school year. Please refer to the Jaguar Journal for information regarding ordering Spirit Wear online.

Our school symbol is the Jaguar. A jaguar is the fastest cat in North America and is known for their strong bite. A jaguar's roar is used to bring packs together.

School Website

The Dujardin School Website is located at www.sd13.org. The website features an up-to-date calendar of events, classroom website pages, curriculum information, links to the Jaguar Journal Newsletter, and other important information about school happenings.

School Newsletter

Each Thursday, the Jaguar Journal is emailed to all families. Parents may also access the Journal on the school website at www.sd13.org. Important information and dates are provided in the Journal.

X

Dujardin Elementary has a twitter account @D13Jaguars to keep parents informed of upcoming events & post pictures throughout the week. Parents can follow Dujardin and receive information on their smartphones like texts.

Visitors to School

Adult visitors are welcome at school. Visitors should park in the parent parking lot. All individuals wishing to enter the building will need to ring the doorbell at the entrance of the school. A staff member will ask your name and the purpose of your visit. Once it is determined that you are able to enter, you must report to the office, sign in, and present a driver's license or state identification which will be scanned through the sex offender database to receive a visitor's pass before proceeding any further into the school. If a parent wishes to confer with a teacher, an appointment must be made prior to the visit.

Teachers have been directed to send visitors without authorization to the office. This includes all school areas, both in and out of the building, and refers to all parents and visitors. Your cooperation in this matter will help us ensure the safety of the children and cause few disruptions of the school routine. If a parent decides to come to the school at the close of the

day to pick up a child, they are to not wait in the school corridor or outside the classroom. Parents should wait by the main entrance.

Student visitors are not permitted during regular school hours. An adult must supervise all children in the building after school hours.

Birthdays

During morning announcements the names of all those celebrating a birthday will be read. Anyone whose birthday is on the weekend will have his/her name read on Friday. Those students with summer birthdays will be assigned a date during the school year when their birthday will be announced.

Decorating lockers, desks and sending flowers or gifts to school is not permissible. Maintaining a stable learning environment for all students is a daily responsibility.

As a result of food allergies, and other food related issues, birthday treats are NOT to be sent to school. Students are allowed to pass out

Birthday Invitations are of a personal nature and are NOT to be sent to school to be passed out. This practice has caused hurt feelings for those students not invited. Please send invitations by mail only. The school office is unable to provide emails, addresses or phone numbers to parents. Those joining the PTO will be given a student address booklet.

Snacks

Students will have a snack break in the morning hours. This break will not interrupt the normal flow of classwork. Emphasis is on nutritional foods, which restore energy to the body by

replacing lost protein. Even though many times items are labeled as natural, often there is much sugar or added chemicals in them, which are not good for children.

In order to make your home preparations for this break as easy as possible, here is a list of the most preferred items for this break: Cheese and Crackers, Crackers, String Cheese, Fresh Fruit, Fresh Vegetables, Granola Bars, Unflavored Popcorn

Items that are discouraged include:

Fruit Roll-Ups, Pudding Cups, Packaged Fruit Cups, Chips or Cookies

Hot Lunch

The PTO also provides interested students with an opportunity to eat a special hot lunch during the course of the school year. The hot lunch dates are located on our website calendar as well as in the weekly communication. Hot lunch online order forms are located in our weekly parent communication newsletter. PTO hot lunch serves as a school fundraiser and the proceeds will go right back into the school (ie- Teacher Wish Lists are funded through PTO Fundraisers).

Attendance

Please email Djattendance@sd13.org to report your child's absence or tardy. It is also important to notify the teacher as well.

Forgotten Lunch

It is against the school rules to have a restaurant delivery service deliver food to the school. This causes a disruption in the office. The school will provide a lunch if your child has forgotten his/her lunch.

