

[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.



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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)

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: (i) children living in households that meet free lunch or breakfast eligibility guidelines established by the federal government and (ii) homeless children and youth. 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. (102A)

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)

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)

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.

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.

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

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.

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.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advance, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

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.

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

School District 13 Technology Use Guidelines for Students

District 13 has made a significant commitment to technology and provides these resources to its students and staff for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful, efficient and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 13 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 13 recognizes the need to develop guidelines in relation to the use of these resources.

To this end, the following acceptable practice guidelines have been developed to protect District 13's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 13 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

Definition of District Technology Resources

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, and externally accessed databases (such as the Internet), CD-ROMs, clip art, digital images, digitized information, communications technologies which include audio and video capability and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Authorized Use

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.
- The District's Technology Resources are a part of the District 13 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board, teacher or administrative directives and all applicable local, state, federal and international laws.

No Expectation of Privacy

All technological resources, along with associated network wiring and management devices, are owned in their entirety by Bloomington School District 13. All information, correspondence and communication contained in the files that reside on District 13's technological resources, or that was sent or received using District Technology resources, are owned by District 13. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure to them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent, the Assistant Superintendent, Principals and Assistant Principals. Technical support personnel also have access to files while performing their roles.

Student Responsibilities

- Students utilizing District-provided technology resources must first have the permission of and be supervised by District 13 staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when on-line or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including, suspension from school for inappropriate use.

- All resources should be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto the District's network or Internet without prior approval. Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in disciplinary action.
- The District does not provide students with personal e-mail accounts. Thus, all student use of e-mail shall be under the supervision of a staff member and shall be consistent with the District's curriculum and educational mission. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communications unrelated to the school program. Students may be disciplined up to, and including, suspension from school for the creation of inappropriate e-mails sent via the school network and may also be disciplined up to, and including, suspension from school for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
- Students shall not use the District's computer network or District means of access to the Internet for personal, financial or commercial gain.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Students shall not attempt to gain access to others passwords, modify the passwords of other individuals, attempt to gain access to any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password or attempting to gain access to files and data of others shall be the basis for disciplinary action. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files which makes you responsible. The owner of a password shall be responsible for actions using the password.

- Students shall not attempt to access the District's network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to District resources.
- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering

- School District 13 subscribes to an Internet filtering system to filter out sites with content considered unacceptable for educational use. While using District 13 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way. It is recognized that no filtering software is completely reliable. District 13 does not represent that users will not have access to inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Software & Hardware Use & Installation

- Only authorized persons (Technology Team and administrators) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District's resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download any material or software from the Internet without the approval of appropriate building or district level administrators.

- The District Technology Team is responsible only for installing District purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 13 to abide by all software licensing agreements and the District Technology Team will be responsible for maintaining a licensing agreement file.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. District software will be reinstalled but the District Technology Team will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user's home drive. With this in mind, please keep any installation disks of specific school-purchased software in an identified location at each school. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Privately Owned Electronic Devices

- Students who choose to bring privately owned electronic devices are responsible for the safety and security of those items. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the individual.
- All use of privately owned electronic devices must be with the approval of the classroom teacher or supervising staff member.
- Any electronic device that can connect in any way to the District 13 wired or wireless network is considered a computing device under this policy. For the purposes of the guidelines in this document, privately owned computing devices that are connected to the District 13 wired and wireless network are treated as District 13 owned computing devices. In particular, note that some uses of a computing device that are considered acceptable at home or on another system may not be acceptable when utilizing the District 13 network.
- District 13 retains the right to determine where and when privately owned computing devices may be connected to the network.

- Inappropriate use on privately owned electronic devices will result in the confiscation of the device. Parents or guardians will be asked to retrieve the device from the office.

Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet. (Refer to: <http://www.adec.edu/admin/papers/fair10-17.html> for Fair Use Guidelines.)
- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web

- Users Publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, information may be published on the Internet using the District's resources only when approved by an administrator or other authorized District personnel.

Website Account Permission

As part of Bloomingdale School District 13's ongoing technology endeavors, we have been implementing many online tools for supporting instruction and learning. A variety of these online learning tools require that students have private logins in order to access site features and allow for collaboration and communication with other students, whole classes, and teachers. Due to the age of most of our students, many of these online tools require parent/guardian permission.

The online tools used in Bloomingdale School District 13 have been reviewed by our staff to ensure

that the students' privacy and anonymity are preserved. Please note that students may have to supply personal information, such as first and last name and email address. We do not choose sites that require students to give phone numbers or home addresses, nor will the full names of students ever be on display. The websites will not sell or share any personal information, nor will they contact the email address on behalf of other companies. Lastly, the posting of photographs with any students on these sites is strictly prohibited by Bloomingdale School District 13.

As with all use of technology used in Bloomingdale School District 13, students using any online tools are expected to follow the District 13's Technology Use Guidelines and to use these tools responsibly and solely for class purposes; i.e. not for sharing personal information or social networking. As previously stated, these sites are intended for educationally enriching purposes only, so if inappropriate content is posted, students will be disciplined according to the policies of the school.

Bloomingdale School District 13 believes that integrating technology in the classroom via online educational tools provides unique, safe, and worthwhile educational opportunities for students, and we hope that all students will be able to participate. By signing the Responsibility Pledge you are providing your child permission to use the various online tools utilized in Bloomingdale School District

- If you have any questions or concerns, please contact our district's Technology Coordinator, Rick McCall at rmccall@sd13.org

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to:

- Read the technology use guidelines and school/District policies as they apply to network/Internet access and agree to their son/daughter's access by signing the responsibility pledge.
- Be aware of the contents of the policy set out by the school and the District for unacceptable and inappropriate use.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices.

- Be responsible for any damage or loss of District equipment.

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.

Students and their parents should carefully review this agreement and the attached policy and procedures regarding permissible use of District 13 computers and access to the Internet using District 13 means of access. Parents and students should sign the responsibility pledge where indicated to evidence their agreement to follow the District rules and regulations set forth in District 13 policy and procedures regarding permissible computer use. Students will be allowed to use District computers and to access the Internet using District means pursuant to this policy and procedures after they have returned the responsibility pledge signed by the student and his/her parent or guardian.

Agreement Regarding Permissible Computer Use: Student

I have read and understand the School District's policy and procedures regarding acceptable use of District 13 computers and its access to the Internet using District 13 means of access. I consent to monitoring and inspection by school staff and administration of my use of District computers and District means of access including any and all electronic mail communications I make or attempt to make or I receive and all materials I download or access. I agree to follow the District rules and regulations regarding permissible computer use. I understand that failure to

follow District rules and regulations regarding permissible computer use will result in appropriate disciplinary action that may include loss of computer access privileges.

Parent/Guardian

I have read and understand the School District's policy and procedures regarding permissible use of District 13 computers and access to the Internet using District 13 means of access. I understand that the District's network and access to the Internet is for educational purposes only. I recognize it is impossible for the District to prevent access to all non-educational materials, and that the responsibility for appropriate use of District computers ultimately rests with the computer user. I agree to instruct my child accordingly. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained by using District 13 computers and/or District 13 means of access to the Internet. I accept full responsibility for supervision if and when my child's use of District 13 means of access to the Internet is not in a school setting.

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)

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)

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.

BEHAVIOR

The goals and objectives of this policy are to provide effective discipline practices that:

1. ensure the safety and dignity of students and staff
2. maintain a positive, weapons-free, and drug-free learning environment
3. keep school property and the property of others secure
4. address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution
5. teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

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

1. On 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.

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.

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.

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 Bloomingdale Park District and must reside within the Bloomingdale 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.

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 Americans With Disabilities 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.

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

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)

Angel Frattinger (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.

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.

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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.