



BLOOMINGDALE
SCHOOL DISTRICT 13

DuJardin School

**DUJARDIN
SCHOOL**

**LIFELONG
LEARNING,
TEACHING,
SUCCESS!**



166 Euclid Ave.
Bloomington, Illinois 60108
(630)894-9200
www.sd13.org

School Hours: 8:40am - 3:30pm
Lunch Hour: 11:55am - 12:45pm

This handbook belongs to:

Forward

Welcome to DuJardin School where CHARACTER COUNTS! This is a booklet of general information about school procedures. The information that is supplied in this handbook is for both student and parent use. Please keep this booklet so that it can be used as a reference throughout the year. Our Thursday newsletter, the Jaguar Journal, will provide information about what is happening in the school on a weekly basis. Each Thursday the Jaguar Journal is sent home via email. Please make sure the school office has your most updated email address. The Journal will help both you and your family keep up to date on school activities. The Journal can also be read online at www.sd13.org by clicking on the DuJardin School website.

I ask that all concerned family members take the time to read and discuss this handbook material together. When you have done this, **please sign the *Responsibility Pledge Sheet* with your child and return to his/her teacher.** If I may be of assistance at any time during the school year, please call (630) 894-9200.

DuJardin School Song

Mr. Mark Dwyer
Principal

We're proud to be from DuJardin,
where learning can be lots of fun.
Sing it loud, sing it clear, sing it far,
sing it near.

We're proud to come here each and
every day, because we love to be at
DuJardin.

Every morning we're greeted with a
smile.

The teachers are just great and the
students are first rate so let's give a
cheer for old DJ!

Sing it loud, sing it clear, sing it far,
sing it near.

D-U-J-A-R-D-I-N

DuJardin!



Table of Contents

Arrival at School-1

Attendance-1

Truancy-2

Student Attire-3

DuJardin Spirit-3

DuJardin Activities-4

Communication-4

Buildings & Grounds-4

Jaguar Birthdays/Unbirthdays-5

Health Information-6, 7

School Dismissal-8



Character Counts!-9

Discipline-9-13

Lunch Procedures-13

Behavior Reports- 14

Bullying- 15-18

Playground- 19

Food at School- 20

PTO- 21

General Info.- 21

Homework- 22

Student Records- 23

Responsibility Pledge

24-25



Arrival at School

Morning line-up supervision begins at 8:25 a.m.; the first bell rings at 8:40 a.m. as a signal for students to begin entry into the building. If you ride a bus, you will arrive at school between 8:30 – 8:40 a.m. If you walk or are brought to school in a car, you should plan on arriving between 8:30 – 8:40 a.m. If you come in a car, you should remind the driver that cars are not allowed in the bus lot due to buses unloading. There are several spots to drop off students in the morning. Students can be dropped off at the corner of Tee and Euclid, on Euclid north of the school parking lot, at the corner of Kingston and Freeport south of the school, or at the curb along the building in the visitor parking lot. You are expected to cooperate with safety patrols during arrival time. When you get to school you will line up with your homeroom to come into the building at 8:40.

Upon entering the building, hats should be taken off. Gum is not allowed. Morning announcements will begin at 8:45am. Students arriving after 8:45am are tardy and will need to report to the office for a tardy slip. Class work will start after the morning announcements. On days of inclement weather, students will be allowed to enter the building at 8:25am, when supervision will be provided.



Attendance



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 that 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.

Please call the school office answering machine before 8:00am to report all absences, no matter how long they may be. If you do not do so, you will receive a call from the school office after 9:00am inquiring about your child's absence. Absences of more than six consecutive school days due to illness require a doctor's certificate on the first day the student returns to classes.

On the third consecutive day of absence due to illness, a parent may call the school after 8:00am and request that work be available in the office by 3:30pm. If you cannot pick up the work, please arrange to have a DuJardin School sibling, or designate a neighborhood classmate who may bring the work to his/her house.

Upon returning to school, your child will have an amount of time equal to the absence to turn in all make-up work and receive full credit. Work requested should be attempted prior to returning to school.

Students are considered tardy if they are not in their classrooms when morning announcements are read. There are excused and unexcused tardies. Excessive tardiness will result in consequences.

Prearranged Absences

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 will be "dropped" from the school 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.

Truancy

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. Valid cause for absences from school may be because of 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.

A student who is "chronically truant" or "habitually truant" is absent without valid cause for 5% or more of the previous 180 regular attendance days.

Bloomington SD 13 will refer chronic truants to the DuPage Regional Office of Education in accordance with current procedures established by the DuPage County Truant officer.

Defining Absences

Excused Absence

Each time a student is absent, state law requires that the school principal decide whether the absence is excused or unexcused. Absences will be considered excused for reasons of 1) personal illness, 2) quarantine, 3) bereavement, 4) family emergencies, 5) observance of religious holidays, and 6) requests in writing, approved in advance by the school principal.

In the case of excused absences, students are allowed at least one school day for each day absent to make up class assignments. The day the student returns should not be counted and should be considered a day of "grace." In the case of prearranged absences, parents and/or students assume the responsibility for requesting class assignments.



Unexcused Absence

Unexcused absences will be addressed by a series of parent contacts by teachers, counselors/social workers, and school administrators. Our aim is to firmly establish solid attendance habits for all students. Unexcused absences are the responsibility of parents, and parents are subject to penalties under state and local truancy laws.

An unexcused absence is one for which there has not been prior approval or which is not considered valid. The school administration is authorized to make decisions and grant exceptions to this policy.

Student Attire

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. Footwear must be worn at all times. Heelies are not allowed in school or on the playground. Hats are not allowed to be worn in school. All clothing must cover the midriff. Narrow strapped shirts should not be worn without an undershirt or an outer garment covering the shirt.

The staff and administration may ask students to phone home for a change in clothing if concerns arise. Please do not hesitate to phone the principals at 630-894-9200 to ask about school dress..



DuJardin Spirit

DuJardin School is just like a small village. We want everyone to feel like a member of our community and strive to make good choices. Our student council and CHARACTER COUNTS! Kids for Character Club are programs that help to give us ideals to live up to.

- Our slogan is **“We’re Proud.”**
- Our school motto is **“People, Responsible, Open, Unique, DuJardin.”**
- Our school mascot is the jaguar.
- Our school colors are yellow and black.
- Each week, students from each grade will be recognized as **“Jaguar of the Week”** for living up to our slogan and motto. Students will be recognized in morning announcements and will receive certificates.
- We have a school song. All students learn the song in music class. We sing our school song at many different times throughout the year.
- Peer Mediation is a program developed to assist students at DuJardin to solve any conflict that may arise. Students are specially trained to help other students solve their own conflicts.

DuJardin Activities

In addition to the subjects you will study in your class each day, you will be able to participate in many special activities at DuJardin.

- **Clubs:** At various times of the year, you will have opportunities to join school clubs that interest you. Examples of clubs are: Chorus, Student Council, Tech Club, Art Club, Yearbook Club, and more. Be alert for announcements and join in!
- **Assemblies:** Our Parent Teacher Organization (PTO) serves us in many ways. One way is providing us with quality programs on interesting topics. These will be held at various times throughout the year during the school day.
- **Hot Lunch:** Our PTO also provides interested students with an opportunity to eat a special hot lunch during the week. Hot lunch order links can be found in our weekly Jaguar Journal.
- **Special Events:** We will have many special events during the year such as Curriculum Night, Portfolio Celebration, Field Day, and others. Be alert to the dates for each of these special events and help to make each a success by taking part in them!



Jaguar Journal

Each Thursday, the Jaguar Journal is sent home via email. Please make sure the school office has your most updated email address so that you will receive the Journal electronically. The Jaguar Journal will help both you and your family keep up to date on school activities. The Journal can also be read online at www.sd13.org by clicking on the DuJardin School website. Hard copies of the journal may be picked up in the office if needed.



Building & Grounds

State law requires that public schools notify parents/guardians and school employees at least two business days prior to any pesticide applications on school grounds. The term "pesticide" includes insecticides, herbicides, rodenticides, and fungicides. The District has established a registry of people who wish to be notified. Notification can be included in newsletters, bulletins, calendars, or other correspondence currently published by the school and district. To be included in the registry, please contact your student's school/program for more information.

Jaguar Birthdays & Unbirthdays

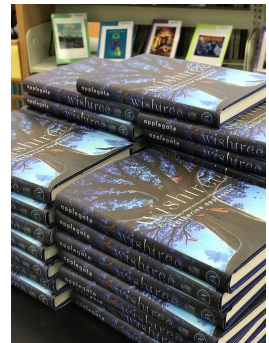
Each morning during announcements, the names of all those celebrating a birthday on that day will be read. Anyone whose birthday is on the weekend will have his/her name read on Friday. Those students with summer birthdays will be assigned a date during the school year (beginning in March) when your “unbirthday” will be announced. On your birthday/unbirthday, depending on your grade level, you will receive one of the following:

1. Kindergarten and 1st Grade - Ribbon
2. 2nd Grade - Button
3. 3rd Grade - Eraser
4. 4th Grade - Pencil
5. 5th Grade - Notepad

As a result of food allergies, and other food related issues, birthday treats are **NOT** to be sent to school. Invitations to private parties are **NOT** to be sent to school to be passed out. We have had too many hurt feelings! Please send invitations by mail only. The school office is unable to provide addresses or phone numbers to parents. Those joining the PTO will be given a class information sheet.

Birthday Books

Continuing the effort to promote reading, we are implementing a program called “Birthday Books.” This program encourages each child to donate a book to their class in honor of their birthday. The donated book can be in lieu of treats that are currently brought to school for birthdays. Students are encouraged to bring their donated book to the office after their birthday has been announced during the morning announcements. The book that is donated will be shared with the class that day and sent to the IMC. A special sticker with the child’s name, birthdate, and homeroom will be placed inside the front cover of the book.



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 has a full-time nurse to either administer or remind students to come to the office to take medication. However, 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 medication.

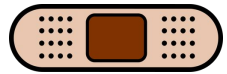
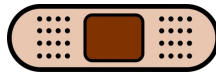
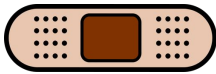
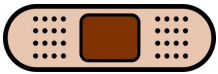
It is important that parents work with their physician and the school to see that their children are properly medicated when needed. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication 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.

Health Exclusion Policy

When a child has a temperature of 100 degrees or more, he/she must be excluded from school. A child sent home from school with a temperature should remain home for 24 hours.

Reminder from the School Nurse

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 not in attendance. This practice is utilized to protect your students as well as the health of all the other students and staff at school. Your cooperation is greatly appreciated. If you have any questions, please contact the health office at 630-894-9200 extension 5254.



Lice

District 13's policy is available in the school office for any parent who is interested in obtaining a copy. The County Health Department has also provided a suggestion sheet for dealing with head lice.



Nurses have the biggest



Dear Mrs. Johnson,

HAPPY NURSE APPRECIATION DAY. Thank you for caring about our class this year. You walk us back to our class and you help us get our stuff. You are very caring. Thank you for helping us feel better when we are sick and when we are hurt. I remember when my throat was hurting and you made me feel better by checking my throat and calling my house. Thank you so much!

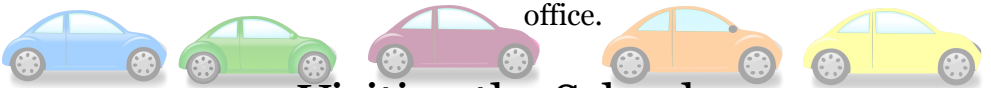
Sincerely,
Jossalyn Jarosz

Parent Pick-up

The parent is requested to inform the school of any changes in the pick-up procedure for a child. A note should be sent to your child's teacher indicating the change.

When picking up your child, please observe the parking procedures for the parking lot. No cars for student drop-off or pick-up are allowed in the bus lot. **Pick-up and drop-off are to be done at areas located within the visitor/staff parking lot. The pick-up and drop-off lane is the lane closest to the school. The drive thru lane, which is the lane nearest the parked cars, should not have parked cars at any time.** While visiting the school, parents are requested to park in the visitor/staff parking lot and not along the curb nearest the school.

These parking lot procedures are for everyone's safety. Please use good judgement entering and leaving the parking lot. Your support of these guidelines is appreciated.



Visiting the School

All visitors to the school must register in the office upon arrival and wear a DuJardin School red visitor lanyard and nametag. 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 school routine. A driver's license is required to be scanned for your first visit.

If you decide to come to the school at the close of the school day to pick up your child, please do not wait for your child in any of the school corridors or outside your child's classroom. To eliminate disruptions of our routine, we prefer that you wait in the school front lobby or outside the main entrance.

Leaving School

You will be dismissed from school at 3:30pm. Your teacher will bring your class to the front door. If you walk home, you are to go directly home. If you ride a bus, you are to go directly to your bus and board it **properly**. If someone will be picking you up in a car, remind the driver that cars are not allowed in the bus lot. **If there is to be a change in your normal routine, your parent should send a note for your teacher explaining the change. This change cannot take place without office notification and approval.**

LEAVING SCHOOL EARLY

If for any reason during the school year you need to leave early, you will need to bring a note from your parents that tell the time you will have to leave school. Give this note to your homeroom teacher and it will be forwarded to the office. The office will call you down when the authorized person comes into the office to sign you out. All students must be signed out when leaving early. Students should never leave school without reporting to the office.

CHARACTER COUNTS!

In District 13 and at DuJardin, we encourage our students to practice and model the six pillars of CHARACTER COUNTS! each day whether it's walking to school, riding on the bus, working in the classroom, walking in the hallway, playing on the playground or eating in the lunchroom.

Trustworthiness (blue) - Be honest. Be reliable; do what you say you'll do. Be loyal; stand by your family, friends, and country.

Respect (yellow) - Treat others the way you expect to be treated. Be tolerant of differences. Use good manners.

Responsibility (green) - Think before you act. Do what you are supposed to do. Be accountable for your choices.

Fairness (orange) - Play by the rules. Be open-minded. Make decisions without favoritism or prejudice.

Caring (red) - Be kind. Forgive others. Help people in need.

Citizenship (purple) - Be a good neighbor. Stay informed; vote. Protect the environment, recycle.

Discipline

Students who misbehave at school, on a school bus or at a school-sponsored activity, will be corrected by the adult supervisor in charge. Discipline is most effective when done immediately and when it addresses the specific action to teach students self-control and consideration for other people. Careful consideration is given as to which type of disciplinary measure will be most helpful to the student.

The ultimate goal of discipline is to have students develop inner controls that will result in self-disciplined behavior. Our CHARACTER COUNTS! Program supports and encourages the development of these positive behaviors. Because of this we will make every attempt to use positive techniques when possible. There may be times a positive approach is not working and a negative consequence may be the proper alternative. Negative consequences may occur during or after school hours, but we will never keep students after school without parental permission. Parents will be notified the day before of any intention on our part to require a child to remain after school. Parents are asked to realize that when a child is kept after school both the teacher (who remains on his/her own time) and the child are working toward a positive solution. This means that the teacher is willing to do something extra to help clear up a negative situation. We ask for your parental understanding and support in these situations.

Bully Free Behavior

DuJardin School strives to be a bully-free school.

Physical Bullying which involves harm to another's body or property.

Emotional Bullying which involves harm to another's body, property, or feelings.

Social Bullying which involves harm to another's group acceptance.

These behaviors can include actions and/or words and are taken very seriously. Encourage your son/daughter to report all suspected bullying to their teacher, Assistant Principal, or Principal as soon as possible. **Please refer to the end of the Handbook to review the entire bullying policy as well as Board Policy 7:180 for further information.**

Playground Behavior

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, and make choices showing good character. Students must be properly dressed for inclement weather.

- You are responsible for returning all playground equipment to the school equipment cart.
- You are to share equipment fairly with your fellow students, including equipment brought from home. Be sure to have your name on your items. Everyone wants to have a good time on the playground.
- For your safety while outside on the black top, soccer balls, footballs, running games, and tag are NOT permitted. Tackling games of any type (touch football on the grass is acceptable) are not permitted. Fighting or other types of rough behavior will not be tolerated.
- You are to stay only on school grounds.
- You must line up promptly when signaled to do so by your paraprofessional or teacher to return to the building. You need to enter the building with your class. Continued tardiness when lining up is unacceptable and will result in a loss of recess privileges.
- During winter months, students may play in the snow if they are dressed properly including snow pants, a hat, gloves, and boots.
- Snowballs, throwing of snow, or throwing of wood chips is not allowed on school property.
- Skateboards, scooters, heelies, and go-peds may not be used on the parking lot, black top, or sidewalks at school.
- Bicycles must be walked on the parking lot, black top or sidewalks at school.

Bus Behavior

If you ride a bus to school there are several rules you must be aware of that will ensure you of a safe and enjoyable trip to school. **Riding a bus is a privilege-not a right,** and as such, you must cooperate in the following ways:

1. The driver is in full charge of the bus and all of its riders. You must obey the driver promptly.
2. Regular bus students will be allowed to ride **only** their designated bus. Special requests to ride a different bus must be in writing and forwarded to the school office. First Student Transportation is not able to give special permission to non-bus students to ride a bus.
3. You are to be at your assigned bus stop on time. Maintaining time schedules is very important.
4. You are to stay off the road at all times while waiting for the bus and behave in a safe manner at the bus stop. You are to stay **off** private property.
5. **Do not accept rides from strangers!**
6. You are to board the bus in a single file line.
7. You are to use the handrail when stepping into the bus.
8. You are to move quickly to a seat. No one has a reserved seat unless assigned one for disciplinary reasons.
9. You are to remain in your seat at all times while the bus is in motion.
10. You are not allowed to extend your hands, arms, or anything else out the bus windows.
11. You may talk in a normal tone of voice, but fighting, loud talking or unnecessary confusion are prohibited since they distract the driver's attention.
12. No paper or trash is to be thrown on the floor. You may not eat on the bus.
13. You will be held responsible for any damage you do to the bus.
14. You may not transport animals.
15. Keep feet and other objects (boxes, books, band instruments, and the like) out of the aisles. Place objects under the seat or hold them in your lap. Be sure to take your belongings with you when you leave. If you leave something on the bus, notify the office immediately.
16. Inappropriate language may not be used at any time.
17. In case of emergency, you are to stay on the bus and follow the driver's instructions.
18. You are to get off the bus at your assigned stop quickly and quietly. Do not crowd, shove, or push. Do not linger around the bus loading and unloading zones.
19. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under the bus.

Bus Behavior Cont'd.

If you do not follow the rules for riding the bus, you may expect the following:

- If an offense is of a serious enough nature, it may result in an immediate loss of bus privileges for a length of time determined by the administration after consulting your parents.
- For breaking rules of a less serious nature, you may expect:
 - **1st offense** - You will be given a complete explanation of what you have done wrong and will be warned that you will lose your bus privileges for another offense. Your parents will be notified of this offense.
 - **2nd offense**- You will be assigned a seat on the bus for one day to two weeks, depending on the seriousness of the problem, after a building administrator talks with your parents.
 - **3rd offense** - You will lose your bus privileges for an extended period of time to be determined by the building administrator, based on the seriousness of past offenses. Your parents will be contacted.

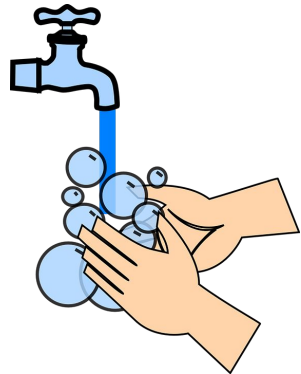
HALLWAY BEHAVIOR

At all times, students are to follow the

DuJardin Hallway Expectations.

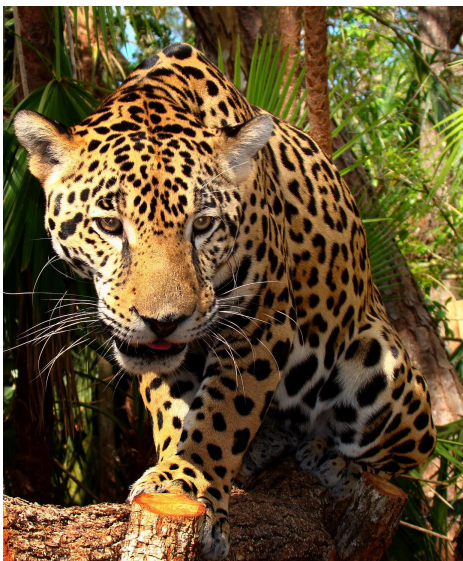
1. Line up quietly.
2. Face forward.
3. Voices off while traveling and
4. Stay in line.

These expectations are posted throughout the building and reinforced daily with DuJardin staff.



WASHROOM BEHAVIOR

Your teacher will tell you the different times during the day when your class will have bathroom breaks. You should try to use these times, whenever possible, to use the bathroom. If you need to go to the bathroom at some other time, you must ask your teacher and take a pass. While in the bathroom students are not to bother other students. Talking is to be kept to a minimum and writing on or defacing the washrooms is strictly forbidden.



CLASSROOM BEHAVIOR

Your teacher will be discussing classroom expectations with you that will make your room a good place to learn and an enjoyable place for all students to spend the day. By observing class expectations and cooperating with your teacher and classmates at all times, you earn the right to participate in special activities and to stay in your room with your classmates. Failure to follow class expectations may result in not being able to participate in special activities, or having to spend time studying by yourself in a designated area.

SPECIAL ACTIVITY BEHAVIOR

During the year you will have the opportunity to participate in many special activities such as hot lunch, field trips, assemblies, field day, etc. During a special activity, you must cooperate with your teacher by listening carefully and following directions so you will get the most enjoyment possible out of the activity. Continued misbehavior at a special activity will result in being removed from the activity and being placed in a designated area for individual study and possibly the loss of attendance at future special activities.

LUNCH

Your lunch hour will be from 11:55-12:45 p.m. For half of this time you will be in the gym eating your lunch. For the other half, you will be at recess.

LUNCHROOM BEHAVIOR

One-half of the time during your lunch hour you will be eating your lunch in the gymnasium. Lunch is a time to relax and refresh yourself for the remainder of the school day. In order for lunch to be held in the proper manner, you will be expected to observe the following rules:

1. Students are expected to walk quietly in the halls and to enter the lunchroom in an orderly manner.
2. Classes sit at designated tables.
3. Students are expected to use a conversational voice level and sit properly on the benches.
4. Students should recycle throughout the lunch period, in accordance with established grade level procedures. Students will raise their hands for permission to recycle or are called on table by table.
5. Students may not exchange food with other students. This protects students from exposure to foods which they may have an allergic reaction and ensures that children are eating what parents have prepared for them.
6. Approximately 5 minutes before the end of the lunch period, the first bell will ring to advise children to quiet down, finish eating, and begin cleaning up. Three minutes later a second bell will ring signaling that the lunch period is concluded. Students will be called to line up in an orderly fashion to exit the lunchroom.
7. If a student is being picked up for lunch, you must report to the office before you leave and return to class.
8. Students are encouraged to bring their lunches with them in the morning. If a student lunch has been forgotten parents will need to deliver student lunches to the designated cart outside the office. Students are not allowed to leave the playground or school building to pick up a lunch from a parent in the parking lot.

■ ■ ■
If you experience difficulties following these lunchroom rules, you will be given a warning. If there is not an improvement in your behavior, you may be asked to complete problem solving activities at the quiet table.

BEHAVIOR REPORT

School personnel may complete a behavior report on a child when an infraction of a school rule occurs. A building administrator will determine the consequences for such behavior, which may include time spent at the quiet table.

QUIET TABLE

The quiet table is a designated table used at lunch and/or recess supervised by appropriate staff where students may be assigned to work on problem solving strategies when behavior issues arise.

STUDENT SUSPENSION FROM SCHOOL

Suspension, whether in-school or out-of-school may be appropriate when less restrictive measures have not worked or the student has put himself or others in physical danger. Parents/guardians will be immediately notified in writing of the reason for and duration of the suspension, whether such suspension will be served in-school or out of school.

For In-School Suspension, the charges will be explained to the student and the student will be given an opportunity to respond. Students will be supervised by licensed school personnel. Students will be given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

In the case of an Out-of-School Suspension a conference will be held with the student and the student's parents/guardians. As with in school suspensions, students will be provided the opportunity to make up missed work for full academic credit. The charges will be explained and the student will be given an opportunity to respond. For a suspension of five or more school days, the District will also discuss any appropriate and available support services that will be provided to the student during the length of his or her suspension. The parents/guardians may request a review of the suspension by the School Board. See Board Policy 7:200 for the Board's complete policy on student suspension.

STUDENT EXPULSION FROM SCHOOL

If a student engages in gross disobedience that interferes with the safety or the learning opportunities of others, the District may expel that student from attending classes. The Board has the final decision regarding expulsion. Before a student may be expelled, the student and the student's parents/guardians shall be provided a written request to appear at a hearing to discuss whether the student should be expelled. Upon expulsion, the District may refer the student to appropriate and available services and may transfer the student to an alternative program. See Board Policy 7:210 for the Board's complete policy on student expulsion.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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, 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 nonschool-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 nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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 student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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, and (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.

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 guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
7. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

8. A reprisal or retaliation against any person who reports an act of bullying is **prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
10. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
11. The Superintendent or designee shall post this policy on the District's website, distributed it annually to parents/guardians, students, and school personnel (including new employees when hired), and provide it periodically throughout the school year to students and faculty.
12. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

13. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - f. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - g. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - h. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - i. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - j. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - k. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - l. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - m. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

See Board Policy 7:180 for further information.

Proper use of Playground Equipment

Slides

- Go up the steps of the slide. Don't climb up the sliding surface.
- Hold on with both hands going up the steps of the slide. Take one step at a time.
- Keep at least one arm's length between children.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient, wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turn.



Swings

- Sit in the center of the swing. Never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off.
- Walk around a moving swing-not too close to the front or the back.
- Never push anyone else in the swing or allow others to push you.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.



Climbing Equipment

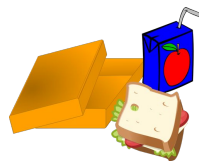
- Use the "lock grip" for climbing and holding. Grasp bars tightly with fingers and thumbs.
- Watch carefully when climbing down; avoid other children climbing up.
- On horizontal ladders and bars, all children should start at the same end of the equipment and, using the lock grip, move in the same direction.
- Children should stay well behind the person in front of them and avoid swinging their feet.
- Use dry equipment ONLY.
- Drop from the bars with knees slightly bent and land on both feet.

If you break a rule you should expect:

You will be given an explanation of what you have done wrong. If a problem is serious enough, you may lose playground privileges immediately for a time to be determined by the administration and your parents will be contacted.

GUM

No gum chewing is allowed in school unless special permission is given by a teacher. If a teacher gives you permission to chew gum, you may do so in the classroom only. Gum is never allowed on the playground.



NUTRITIONAL SNACK

Sometime between 10:00 and 10:30 a.m., without interrupting the flow of normal class work, students in grades 1-5 have a nutritional food break. Our emphasis is on nutritional foods, which restore energy to the body by replacing lost protein. Kindergarten students will be encouraged to bring a fruit snack on a daily basis. Even though many times items are labeled as natural, often there is much sugar or added chemicals in them, which are not good for you.

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:

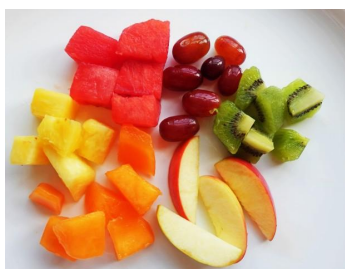
- Cheese & crackers
- Crackers
- String cheese
- Fresh fruit
- Fresh vegetables
- Unflavored popcorn

Some of the items that are NOT permitted include:

- Fruit roll ups
- Pudding cups
- Packaged fruit cups
- Chips or cookies

LUNCHES

Lunch deliveries from vendors or services is not permitted on campus for security reasons. If a student forgets their lunch, you may receive a call requesting parent delivery OR the school may provide an extra lunch if available.



DUJARDIN PARENT & TEACHER ORGANIZATION (PTO)

ASSEMBLIES

Our Parent/Teacher Organization and other District Committees provide us with quality programs on interesting topics. These will be held at various times throughout the year during the school day. Courteous behavior on the part of each student is expected during each assembly.

MEMBERSHIP

Included in your online registration payment process is a checkbox in which to process your yearly membership dues. This is only one option. Cash and checks are also utilized for membership payment.

GENERAL INFORMATION

SCHOOL DOOR ALARMS

Panic Bar Alarms on the doors leading out to the playground area at the back of the building have been installed. 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. This type of alarm is very common in restaurants, stores, and other public places where security is a concern. 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.

CO-TEACHING

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.

HOMWORK

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. Homework assignments that we do give are for the purpose of reinforcing certain skill development, and/or fostering habits of independent study.

Homework consists of daily assignments not completed in class, long-range assignments, studying for tests, practicing math facts and spelling words, and doing required independent reading.

The average amount of homework time is given below. Homework may be given 3-5 nights per week. On “light” homework days this time should be used for studying for upcoming tests, math facts, required independent reading, and long-term projects. Modifications may be made for students with special needs. Intermediate and middle school students may need to occasionally spend additional time if they have a long-term project and they have not budgeted their time.

Grade	Time per Night
K	5 minutes
1	10 minutes
2	20 minutes
3	30 minutes
4	40 minutes
5	50 minutes

HOMWORK GUIDELINES FOR PARENTS

1. Make it clear that you think homework is important.
2. Provide a quiet, well-lighted location conducive to study.
3. Provide resource materials, such as magazines, newspapers, dictionaries, reference books, and working tools, such as paper, pencils and, if possible, a computer.
4. Do not do your child’s homework, but be available to informally go over directions and check the work.
5. Look over the homework to see if the assignment is completed and done neatly.
6. Ask your child to explain the homework to you.
7. Praise your child’s efforts when the homework is well done.
8. Inform the teacher if difficulties are experienced during the completion of assigned homework, as further instruction may be warranted. Also notify the teacher if your child frequently spends more time than the average homework time for the grade level.
9. Notify the teacher when family emergencies, such as serious illness or death, prevent completion of homework assignments.
10. Make arrangements to secure assignments when your child is absent for at least three consecutive days by calling the school office after 8:00 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.

CHEATING

Cheating of any kind is not permitted at DuJardin. If you are found to be cheating on a test or classroom assignment, 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.

STUDENT RECORDS

The District recognizes the legal requirement to maintain the confidentiality of student records. Access to student records shall be consistent with federal and state statutes, including the Family Educational Rights and Privacy Act of 1974 (FERPA), the Illinois School Student Records Act, and their implementing regulations. All school records, including permanent and temporary records, are available for inspection and duplication by students and their parents/guardians.

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

FEES/WAIVERS/FINES AND OBLIGATIONS

The Superintendent will recommend to the Board of Education a schedule of fees to be charged for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. A student is eligible for a fee waiver when the student lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. Additional consideration will also be given to the following factors: illness in the family; unusual expenses such as fire, flood, storm damage, etc.; unemployment; emergency situations; when one or more parents are involved in a work stoppage. Applications for fee waivers are available by contacting the District Office.

Students who have outstanding fees, encumbered fines, missing or damaged books (including rebinding fees) or other obligations (e.g. incomplete registration forms/ unsubmitted required documentation), will be ineligible to participate in events, dances, activities, ceremonies, and field trips that occur during the year, celebrations and year-end activities. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

We recognize that children learn from adults and that caring, encouragement, positive support, and a wholesome, nurturing environment are critical to the healthy development of every child.

The goal of DuJardin School is to provide a quality education for all students by implementing a curriculum that will address students' needs. With this in mind, the following contract is a mutual pledge between home and school to best prepare our students for their roles as responsible citizens and learners within our community. As a team, parents, teachers, and administrators must demonstrate an understanding of their responsibilities to children.

This agreement is a promise to work together. We believe that this agreement can be fulfilled by our team effort. Together we can improve teaching and learning.

STUDENT PLEDGE:

I understand my education is important to me and that my parents and teachers will help me do my best. I realize I am responsible for school work and for my success in school. Therefore, I will make every effort to carry out the following responsibilities:

- I will arrive at school on time and be prepared to work.
- I will produce top quality work that my teacher assigns and will turn it in on time.
- I will respect my parents, teachers, school staff, classmates, and their property at all times and follow the school rules.
- I will demonstrate a positive attitude toward myself, others, school, and learning.

PARENT PLEDGE:

I understand my child's school experience is very important and I realize my participation in my child's education is imperative to her/his success. Therefore, I will make every effort to carry out the following responsibilities:

- I will provide a regular time and a quiet place at home for completing homework and study assignments.
- I will spend time daily with my child on school work; either reading or discussing assignments.
- I will return all communications promptly and contact the school with any questions or concerns.
- I will support the school conduct policy so my child will become a responsible individual/learner.
- I will encourage my child's reading by limiting TV viewing and reading to/with my child.

TEACHER PLEDGE:

I understand the importance of the school experience for every student and my responsibility as a teacher and a role model. Therefore, I will make every effort to carry out the following responsibilities:

- I will provide a safe and pleasant atmosphere for learning.
- I will teach all the necessary concepts and skills to your child and encourage completion of all assignments.
- I will encourage good citizenship by teaching your child to be respectful of all people and property.
- I will communicate with you regarding your child's progress and all other essential school information, including my expectations, instructional goals, and grading system.

ADMINISTRATOR PLEDGE:

I understand the importance of my role in the school experience for students, staff, and parents. Therefore, I will make every effort to carry out the following responsibilities:

- I will create a welcoming environment for students, staff, and parents.
- I will communicate to students, staff, and parents the school's mission and goals.
- I will ensure a safe and orderly environment.
- I will reinforce the partnership between parent, student, and staff.
- I will act as the instructional leader by supporting teachers in their classrooms.

MOST IMPORTANTLY, WE PROMISE TO HELP EACH OTHER CARRY OUT THIS AGREEMENT.

WE'VE READ AND UNDERSTAND

We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect students to be responsible for their actions. However, it is not fair nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

District 13 schools are drug-free environments and students should not be in possession of any alcohol, tobacco, drugs, guns, weapons, or look-alike weapons. It is the policy of the Board of Education not to discriminate on the basis of race, color, creed, national origin, religion, age, ethnicity, disability, or sex in its educational programs or employment policies and practices.

We encourage all members of District 13 to practice and model the six pillars of CHARACTER COUNTS!

Please indicate that you have read and discussed the information within this handbook with your child by completing and returning the *Responsibility Pledge Sheet* that was sent home with your child by the end of September. If I can be of any help in clarifying any section of the handbook or answer any questions you may have, please do not hesitate to call the school office, (630)894-9200.

Mr. Mark J. Dwyer, Principal
Mrs. Angel Frattinger, Asst. Principal