



# **Parent/Student Handbook**

## **~~2025-2026~~2026-2027**

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# Chapter 1 - Introductory Information & General Notices

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. This handbook may be amended during the school year without notice. A digital copy of the handbook is also available on our district website. The Board of Education's comprehensive policy manual is available for public inspection through the District's website at [www.d107.org](http://www.d107.org) or at the Board office, located at 7450 S. Wolf Road in Burr Ridge.

## 1.30 - General School Information

### *Board of Education (alphabetically)*

*Email: [governanceteam@d107.org](mailto:governanceteam@d107.org)*

#### **Bill Brockob**

708-753-3923

11044 84th Place, Willow Springs, 60480

#### **Mary Lenzen**

630-201-0702

8241 School Street, LaGrange, 60525

#### **Tarryne Marchione, President**

815-403-3737

9000 Orchard Road, Willow Springs, 60480

#### **Sean Mason**

773-412-7582

11438 Ridgewood Lane, Burr Ridge, 60527

#### **Jason Nash**

707-927-0555

8039 Creekwood Drive, Burr Ridge, 60527

#### **Becky Walters**

773-704-8713

11408 Nueport Drive West, Willow Springs, 60380

#### **Charles Zona**

708-701-3708

11317 Tecumseh Lane, Indian Head Park, 60525

The Board of Education of District 107 consists of seven members elected on a staggered basis. Board elections are held in April in odd numbered years.

The members serve without compensation, elect officers each year, and set meeting dates. The public is encouraged to attend these meetings, usually held on the third Wednesday of the month in the District Administration Building.

In addition to the regularly scheduled Board meetings, the Board of Education also holds special meetings as needed. Board meeting minutes are posted on the district website. All meetings are open to the public and a special portion of each meeting is set aside for comments from visitors.

### *Schools and Staff*

#### **District Administrative Building**

7450 S. Wolf Road

Burr Ridge, Illinois 60527

Telephone: (708) 784-2013

Superintendent:

Dr. Dave Palzet

Assistant Superintendent of Teaching and Learning:

Dr. Jennifer Ban

Assistant Superintendent of Finance and Operations:

Mr. Griffin Sonntag

Director of Student Services:

Mrs. Sara Poplawski

Technology Director:

Mr. James Mukite

Superintendent's Secretary:

Mrs. Jenni Weiler

Bookkeepers:

Ms. Kathy Scarmella, Ms. Mary Zwolinski

**Pleasantdale Elementary School (PreK-4)**

8100 School Street

LaGrange, Illinois 60525

Telephone: (708) 246-4700

To report an absence: Login to PickUp Patrol

7450 S. Wolf Road

Burr Ridge, Illinois 60527

Telephone: (708) 246-3210

To report an absence: Call school office or mark your child's absence in Skyward attendance.

Principal: Ms. Katheen Tomei

Secretary: Mrs. Halah Salah

Clerical Aide: Mrs. Dawn Blackmore

Mascot: Eddie the Eagle

Colors: Blue, Yellow, and White

Principal: Dr. Jeanine Arundel

Assistant Principal: Mrs. Maura Raleigh

Secretary: Mrs. Stacey Tantillo

Clerical Aide: Mrs. Diana Faught

Mascot: Tiger

Colors: Navy Blue, Carolina Blue, and White

**Pleasantdale Middle School (5-8)*****Administrators***

Administrators are hired by the School Board to implement policies through management and supervision.

***Teachers***

District 107 provides students with excellent professional and paraprofessional instructional services. In addition to experienced classroom teachers, the district employs art teachers, instrumental music teachers, vocal music teachers, resource teachers, librarians, registered nurses, social workers, speech and language therapists, computer instructors, and gifted/enrichment teachers.

***Support Staff***

Instructional aides, secretaries, bus drivers, lunchroom helpers and supervisors, and maintenance/custodial personnel assist the educational program of District 107 in a variety of ways.

***Facilities***

District 107's facilities are handicap accessible.

***Who do I call when I have a particular concern or question?***

Pleasantdale School District is committed to timely and accurate communication with stakeholders. The following chart lists contacts to get questions answered most efficiently.

| Topic                       | First Contact              | Second Contact                            | Third Contact                |
|-----------------------------|----------------------------|---|------------------------------|
| Student Academics           | Classroom Teacher          | Principal                                 | Superintendent               |
| Student Discipline          | Classroom Teacher          | Principal/Assistant Principal             | Superintendent               |
| Co-Curricular Activities    | Coach/Sponsor              | Office Staff                              | Principal/Asst. Principal    |
| Bus Transportation          | School Office              | Assistant Supt. of Finance and Operations |                              |
| Lunch Program               | School Lunch Supervisor    | Assistant Supt. of Finance and Operations |                              |
| Special Education           | Classroom Teacher          | Special Education Case Manager            | Director of Student Services |
| Medical Issues              | Nurse                      | Principal                                 |                              |
| Technology                  | School Tech                | Principal                                 |                              |
| Board Policy                | Superintendent             | Board of Education                        |                              |
| Friday Packet Communication | Superintendent's Secretary | Superintendent                            |                              |

See [www.d107.org](http://www.d107.org) for a complete list of phone numbers and email addresses.

## 1.35 – School Hours, Arrival/Departure Procedures

### **School Hours**

Below are the normal school hours.

#### *Pleasantdale Elementary*

|                                      |  |
|--------------------------------------|--|
| Preschool                            | 8:30 a.m. - 11:00 a.m. morning session<br>12:15 - 2:45 p.m. afternoon session  |
| Full-day Kindergarten, 1st-4th grade | 8:45 a.m. - student arrival begins<br>8:55 a.m. - students enter building<br>9:00 a.m. - school starts<br>3:20 p.m. - dismissal  |
| Half-day Kindergarten                | 8:45 a.m. - student arrival begins<br>8:55 a.m. - students enter building<br>9:00 a.m. - school starts<br>12:00 p.m. - dismissal |

**At the Elementary School, parents must make necessary arrangements so that their children do not arrive prior to 8:45 a.m. Supervision is not available prior to this time.**

#### *Pleasantdale Middle*

|               |   |
|---------------|---|
| 5th-8th grade | 8:00 a.m. - student arrival begins<br>8:15 a.m. - students enter building<br>8:22 a.m. - classes begin<br>3:22 p.m. - dismissal |
|---------------|---|

### **Arrival / Departure Procedures**

#### *Pleasantdale Elementary*

##### *Prior to arrival*

- Any child not feeling well must not come to school. Parents should not give their child fever lowering medication for the sole purpose of having their child at school as this may spread infection to others. If you are not sure if your child should come to school, please contact our school nurse, Lisa Penrod.

##### *Arrival at School*

- Students are to arrive at PES between **8:45-8:55 AM**.
- As buses arrive, students will line up by classroom outside their designated door. (See below).
- As cars arrive, students will line up by classroom outside their designated door.
- Cars will be directed to pull up as far as possible in the drop off lane for drop offs. Students will walk to their assigned door. Do not stop at the door closest to your child's assigned door as this will slow our arrival process for everyone.
- To accommodate the number of cars dropping off students, cars will be routed through the back parking lot (see chart below). Please drive slowly and follow the traffic route.
- Upon dropping off your child, please exit onto School Street. Remember to yield to school buses as they exit our parking lot.

##### *K-4 Dismissal*

- Bus riders will be dismissed first. This is to accommodate the number of cars picking up students at the end of the day.
- Parents/Guardians are asked not to arrive prior to **3:10 PM** to allow for buses to enter the parking lot and the bus lane.
- Cars will be routed through the back parking lot as is done during arrival.
- Parents are to remain in their car at all times. Students will be dismissed from the front of school.
- Each family will be provided two (2) pick-up placards which hang from the rearview mirror. Additional placards may be obtained by contacting the front office or Arrival/Dismissal/Bus Supervisor.
- The placard must be displayed in order to pick-up your student(s). These placards are unique to each family and have the color zone and family ID displayed.
- If the parent/guardian does not have the placard, he/she will be directed to park and obtain a temporary pick-up pass from the Front Office.

- Cars will be directed to pull up as far as possible in the pick up lane to collect their child(ren). Students will walk from their assigned door to their parent/guardian. Do not stop at the door closest to your child's assigned door as this will slow our dismissal process for everyone.
- The school must be notified via PickUp Patrol by 2:50pm of alternative transportation arrangements or attendance at after school activities. When a child does not have permission via PickUp Patrol regarding a change in pick-up, the child will be dismissed according to his/her default PickUp Patrol schedule.
- During school hours District staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours students are not permitted to leave school grounds without permission and adult supervision. Parents picking up students during school hours must come to the elementary school office to sign out their child.
- All preschool drop off and pick up will be at the preschool doors. Parents are to walk preschool students to/from the preschool doors for drop off and pick up.

#### *Pleasantdale Middle*

- Early Arrival - Students arriving before 8:00 a.m. to partake in an activity or receive morning academic help must sign in using their iPad in the main lobby. Students should make pre-arrangements with their teacher.
- Morning Arrival - When students arrive, 5<sup>th</sup> grade students must wait for the bell in the front of the school by the North gym and 6<sup>th</sup> grade students must wait for the bell in the front of the school. 7<sup>th</sup> and 8<sup>th</sup> grade students will wait for the bell in the outside commons area. During inclement weather, 5<sup>th</sup> grade students will wait in the hallway by the North gym and 6<sup>th</sup> grade students will wait for the bell in the main hallway. 7<sup>th</sup> and 8<sup>th</sup> grade students will wait for the bell in the cafeteria.
- Tardy- Students who are late to school must stop in the main office to sign in and get a pass to class.
- Departure During School Hours -School district staff will not release a child to anyone unless the adult has legal custody, or the parent/guardian has notified the school office in writing in advance. During school hours, no student is to leave the grounds without permission and adult supervision. Parents picking up students during school hours must come to the middle school main office to pick up their child.
- After School Departure – Parents may pick students up in the front of the building. The fire lane in the front of the building must remain open.

### 1.36 - Returning to School After Hours

#### *Pleasantdale Elementary*

Organizing homework is part of the end-of-the-day classroom procedure designed to foster independence and responsibility. If a student forgets assignments at school, they may return to school to retrieve them by 4:30 p.m. The secretary or principal may escort students to get materials. An organizational plan may be put into place for students who habitually forget assignments at school.

#### *Pleasantdale Middle*

Students are urged to return to school for forgotten homework whenever necessary. However, the return trip needs to be made by 4:30 p.m. After that time, all school doors are locked and the office staff may be unavailable. For security reasons, cleaning crew members will not allow entrance to the building after school hours.

### 1.40 – Visitors/Volunteers

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, ~~identifying their name~~ **show proper identification**, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.



Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

### **1.50 - Equal Educational Opportunities and Sex Equity**

#### ***Rights and Responsibilities***

Policies of the District 107 Board of Education protect the rights of all students, in compliance with state and federal laws. The policies are available for inspection in school offices.

~~According to District 107 Board of Education Policy, all District 107 students have equal access to programs, activities, services and benefits. Students are not limited in the exercise of any right, privilege, advantage, or opportunity because of gender. Any students or parents who allege gender discrimination may file a complaint with the Superintendent or designee. A description of this procedure may be obtained from the District Office.~~

Equal educational and extracurricular opportunities are available to all students without regard to race, color, ~~nationality~~ **national origin**, sex, sexual orientation, gender identity, ancestry, age, ~~religious beliefs~~ **religion**, physical or mental disability, status as homeless, **immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions** or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex ~~or sexual orientation~~, **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, advantage, or denied equal access to educational and extracurricular programs and activities.

**Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Dave Palzet or Dr. Jennifer Ban.**

**Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.**

**Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.**

### **1.55 - Student, Parent, Teacher Rights and Responsibilities**

#### ***Student Responsibilities***

##### **Academics**

1. Do your best to achieve excellence in personal conduct and academics.
2. Improve your performance upon notice of unsatisfactory progress.
3. Contribute to a good learning climate.
4. Be punctual and attend every class.

##### **Citizenship**

- Have pride in your school.
- Speak and act respectfully towards peers and staff members.
- Be honest and courteous.

- Know and follow school rules and procedures.
- Seek assistance from school personnel to prevent or resolve conflicts.
- Report incidents or activities that may threaten or disrupt the school environment.
- Respect the property of other students, school personnel or Pleasantdale School District 107.

#### **Extra Curricular Activities**

- Follow school rules at all school sponsored events.
- Show good sportsmanship. Students or teams violating the ethics of competition or principles of good sportsmanship during a sporting event may be subject to appropriate disciplinary action that can include being barred from future participation as spectators or participants or both.

#### ***Student Rights***

- An Appropriate Public School Education
- To learn in an environment in which all students can excel academically and socially.
- To be graded on their academic performance.
- To be allowed to make up class work after an excused absence according to school/team policies.
- To be respected by staff and peers in a caring school community.

#### ***Parent Responsibilities***

- Support the efforts of their children to achieve excellence in academics and personal conduct.
- Plan a time and place for homework assignments and provide necessary supervision.
- Assume responsibility for the student's prompt and regular compliance with attendance, rules, and procedures.
- Reinforce respect for school personnel.
- Instill respect for the law, including the rights of others.
- Communicate expected behavior at school.
- Work with the school in the best interests of the student on disciplinary matters.
- Attend all requested conferences.
- Present their case/cause to school officials in a calm, respectful manner.

#### ***Parent Rights***

- To receive information concerning the complete program offered at school.
- To receive regular official reports of their children's academic progress.
- To be notified promptly of significant academic and/or behavioral problems.
- To receive an explanation of the basis for any grade given by the teacher.
- To be given time for a conference with teachers and/or administration.
- To exercise the right to appeal, when appropriate.
- To experience respectful relationships with teachers and other school personnel.

#### ***Teacher Responsibilities***

- Demonstrate by attitude and actions genuine concern and respect for each student, parent, and fellow staff member.
- Know and enforce school rules courteously and fairly.
- Handle misconduct quickly and impartially.
- Inform parents about the academic progress and conduct of their student using established district criteria.
- Attend conferences when requested.

#### ***Teacher Rights***

- Have guarantees as cited in the agreement between the Pleasantdale School District Board of Education and the Teacher's Association of Pleasantdale.
- Be present at any disciplinary conference concerning serious disruptions in the teacher's classroom.
- Be treated respectfully by fellow staff, administration, parents, and students.

#### **1.60 - Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building

principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **1.80 - Gifts**

All district employees are subject to Board Policy 2:105 Ethics and Gift Ban which can be viewed at the District web site at [www.d107.org](http://www.d107.org).

### **1.84 - Birthdays**

#### ***Birthdays – Pleasantdale Elementary***

Birthdays are special occasions for children. Birthdays and half-birthdays are recognized at school. They receive a small gift from the office. Sending birthday treats or gifts to school is not allowed. Children have the option of donating toward a birthday book in the library. Parents will receive more information about birthday books from the PTO. Class contact information can be found in Skyward or through the app Directory Spot, the online directory available to all PTO members.

The distribution of party invitations can often create a disturbance to the school environment. At times, school may not be an appropriate place to communicate (birthday) party information. Parents must take care of birthday party invitations outside of school for grades 2 through 4.

However, we also recognize that our youngest students (Preschool through first grade) may need to distribute invitations at school. Therefore, the below rules must be adhered to.

1. Distribution can only occur during non-instructional hours (before the start of class or at the end of the day) and to your child's classroom only.
2. To the greatest extent possible the child will be responsible for distribution, but staff will make sure that all students in the class receive an invitation.
3. ALL children in the class must receive an invitation.
4. The invitations must be nondescript and not addressed to specific children but simply indicating the time, location, date, etc.

#### ***Birthdays – Pleasantdale Middle***

Student birthdays and half-birthdays are highlighted during morning announcements. Parents are not to send edible treats to either lunch periods or classrooms. Parents must communicate individual birthday party information outside of school. Students are not allowed to decorate lockers in celebration of birthdays. The middle school Spirit Squad may decorate student lockers on the students' birthdays or half-birthdays.

### **1.85 - Treats & Snacks**

Students are not allowed to share food. Teachers are not allowed to give food to students outside of approved School Board policy. Parents are not allowed to send food for any student other than their own.

### **1.86 - Student Recognition**

There are many opportunities at both schools for students to be recognized throughout the school year. Positive student recognition is an important part of both schools' child-centered philosophies.

### **1.87 - Parent Organizations**

#### ***Parent Teacher Organization (PTO)***

The PTO actively strives to help parents and teachers cooperate in the education of children. PTO programs and fundraising activities support many District 107 projects including classroom parties, special events, assemblies, etc. Every family is strongly encouraged to join annually. A link to the PTO is located on the District web page.

#### ***Holiday Parties – Pleasantdale Elementary***

PTO Room Reps will organize classroom parties for certain holidays during the school year. We ask that no goodie bags other than what the PTO may distribute be sent to school with your child. No food or candy will be served at holiday parties. Valentine cards cannot include anything edible. Classroom parties will focus on holiday-related games and activities. Photos taken during parties will be shared in a school album and should not be posted on personal social media pages.

### 1.88 - Building Usage

Although educational programs and school-sponsored activities have priority, District 107 school buildings are for community use as well. Applications for building use may be obtained from the School or District Offices. School-sponsored events may preempt groups that have scheduled school building use, provided adequate notice is given. Organizations that sponsor activities in school facilities outside of regular school hours should be aware of Board of Education policies (e.g. no smoking, no alcohol, or other drug use). Failure to observe these policies will result in cancellation of school-use privileges.

### 1.89 - Lost and Found

A lost and found area is located near the office in the elementary school and ~~near the gymnasium~~ **in the APR** in the middle school. If an article is lost, a child should first check with the classroom teacher, then the lost and found area. If an item is believed to have been left on a school bus, the student should report this as soon as possible to the main office. **Unclaimed items left in the Lost and Found will be donated regularly.**

### 1.90 - Emergency School Closings

The District uses an automated home messaging system to notify parents, students, and staff of a school closing. In addition, when possible, emergency closing information will be posted on the district website, social media, and communicated through local media channels.

### 1.91 - Textbook/Library Book Procedures

Students are expected to return textbooks and library books in the condition they were issued. Loss of book or excessive wear and tear may result in reimbursement for the cost of the book. Families will be notified prior to the end of the year with replacement costs. Students with outstanding library and textbook fees may not be permitted to participate in end of year activities, including Field Day.

### 1.92 - Telephone Use

Students may use the office phone or classroom phone when it is extremely important. Permission from a teacher, the secretary, or principal is required. Personal cell phones and other communication devices possessed by students should be off and out of sight during the school day **in accordance with District procedures outlined in Section 6.30 of this handbook.**

### 1.93 - Collection of Money

Money may not be collected from fellow students for any reason without first receiving approval from the principal.

### 1.95 - Communications

Parent/teacher communication is a priority. Parents are encouraged to contact staff members often. Every staff member has a direct phone line and email address. Parents are encouraged to leave messages during the day. In most instances, teachers will respond within 24 hours. The teacher is always the first point of contact for issues concerning students. Please do not contact the principal or superintendent prior to contacting the teacher.

#### *Teachers are First Point of Contact*

Should problems involving students occur, parents must first discuss the matter with the classroom teacher. The next person to contact is the principal if the problem is not resolved.

#### *Email/Voicemail/Website*

Teachers and administration have email and voicemail capabilities to communicate with parents. Email addresses are located on the school website at [www.d107.org](http://www.d107.org). Middle school students have access to Gmail and Schoology Messaging to communicate within the D107 domain, and are expected to follow the Acceptable Use Policy (AUP) while sending emails or messages.

#### *Parent Square*

All families have access to Parent Square as our communication tool in District 107. Newsletters and other important communications from the District, schools, and teachers are shared through this platform. There will be opportunities for parents to receive instruction on how to access Parent Square at the beginning of each year.

### ***PickUp Patrol***

Elementary School parents/guardians report student dismissal plans and absences via PickUp Patrol. Information on how to access PickUp Patrol is available at the start of the school year and through our Front Office. To ensure students are correctly dismissed, PickUp Patrol must have a default plan assigned to each student. Parents/Guardians must update PickUp Patrol when there are changes to this default plan (eg. getting picked up versus taking the bus home, attending an after school club, attending Extra Innings, etc.)

### ***Skyward Family Access***

All families have access to our Student Management System (SMS) called Skyward. It is the responsibility of parents to update contact information on an on-going basis (ie. Phone number changes, email updates, family living arrangements, etc.) Parents may contact the main office with questions about Skyward access at any point during the year. Elementary parents have the ability of checking on their child's current grade status in each subject by checking Skyward. There will be opportunities for parents to receive instruction on how to access Skyward at the beginning of each year.

### ***Schoology Access***

Our middle school uses a Learning Management System (LMS) called Schoology for middle students and parents to access information about class learning and assignments, including directions, resources, and due dates, as well as student-teacher communication. Grades are also posted within Schoology. Schoology can be accessed at <http://pleasantdale.schoology.com>. There will be opportunities for parents to receive instruction on how to access Schoology at the beginning of each year. Parents may contact the main office with questions about Schoology access at any point during the year.

### ***Seesaw Access***

Our district uses a Learning Management System (LMS) called Seesaw for elementary students and parents to access information about class learning and assignments, including directions, resources, and due dates. Information about how to access this will come from the classroom teacher.

### ***Curriculum Night***

Pleasantdale Elementary and Middle schools host this important event on separate nights at the beginning of the school year. Parents will receive information regarding communication, homework, curriculum, classroom management, and volunteering. Due to the nature of the evening, parents are encouraged to find alternative plans for their children.

### ***Parent/Teacher Conferences***

Parent involvement is highly valued and strongly encouraged in District 107. Conferences are scheduled in the fall. Middle school students are strongly encouraged to attend conferences with their parent(s). The middle school schedules additional conferences during the 2nd trimester, as needed.

### **1.100 - Video and Audio Monitoring System**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **1.120 - Students with Food Allergies**

#### ***Food Allergy Management Program***

While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations including proper treatment for allergic reactions. Board Policy 7:285 states that:

- No food or candy will be served at elementary classroom holiday parties. Classroom parties will focus on holiday-related games and activities.
- No food or candy will be sold directly to students during the school day outside of the lunch program.
- Ingredients of food used as part of extracurricular activity (cooking club) will be identified and communicated to parents in advance.

- Food sold as concessions outside of the school day at school or PTO sponsored events must be prepackaged with the ingredients listed unless parents are notified in advance that other foods besides prepackaged items will be sold.
- Food consumption is limited to identified areas of the building.

### **1.130 - Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse.

### **1.140 - Suicide and Depression Awareness and Prevention**

#### ***Suicide and Depression Awareness and Prevention***

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. School Social Workers maintain resources and information that can be shared with families.

### **1.150 – Pandemic Preparedness, Management, and Recovery**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.

7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **1.170 – Student Appearance**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

#### ***Warning Signs of Child Sexual Abuse***

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness



- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### *Warning Signs of Grooming Behaviors*

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### *Warning Signs of Boundary Violations*

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student



- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

- National Sexual Assault Hotline at 800.656.HOPE (4673)
- National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)
- Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

### **1.185 - Employee Conduct Standards/Faith's Law Notifications**

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website at this [link](#) or requested from the Superintendent's office.

### **1.190 - Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

### **1.200 - Sexual Abuse Response and Prevention Resource Guide**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

### **1.210 - Free and Reduced-Price Food Services; Meal Charge Notification**

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture, and distributed by the Illinois State Board of Education.

#### ***Free and Reduced-Price Food Services Eligibility***

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education.

#### ***Meal Charges for Meals Provided by the District***

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, Insufficient Fund Checks and Debt Recovery and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parent(s)/guardian(s) apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, Free and Reduced-Price Food Services. The District will provide a federally reimbursable meal or snack to a student who requests one, regardless of the student's ability to pay or negative account balance.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year.

# Chapter 2 - Attendance, Instruction, Promotion & Graduation

## 2.10 - Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### *Elementary*

To ensure students are dismissed from school according to parent's/guardian's plans, all changes to a child's default dismissal plan must be entered into Pickup Patrol by 2:50 p.m.

## 2.20 - Student Absences

~~Daily student attendance is vital for our schools to best educate our students.~~ Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant parents or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility addressing circumstances resulting from domestic or sexual violence.

### *Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students*

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, and out of school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the students, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: Parent conferences, student counseling, and information about existing community services.

### *Elementary Attendance Procedures*

Parents or guardians must log their child's absence into Pickup Patrol before 9 a.m. for elementary student absences. If a parent does not log the absence by the designated time, the school office/nurse will make every effort to contact the home to verify the absence. Illinois law requires that the school knows the whereabouts of every child within the first two hours of school. If school personnel are

unable to reach a parent or guardian, the police may be asked to check the residence to ensure the child's safety. Parents must notify the school office in writing for a planned absence. When a student has been absent three or more days due to illness, a doctor's statement may be required before the child will be readmitted to school. A doctor's statement may be required when a child returns following a contagious disease. A student must be present at school by 12:00 p.m. to participate in after school/evening activities.

A student may be considered absent if he/she misses 20 minutes or more in the morning or afternoon.

### ***Middle School Attendance Procedures***

Parents or guardians must notify the school of an absence by calling or ~~emailing the office ([middleattendance@d107.org](mailto:middleattendance@d107.org))~~ **submitting to Skyward** prior to 8:00 a.m. The parent should convey the reason for the absence. If a parent does not report the absence by the designated time, the school office/nurse will make every effort to contact the home to verify the absence. Illinois law requires that the school knows the whereabouts of every child within the first two hours of school. If school personnel are unable to reach a parent or guardian, the police may be asked to check the residence to ensure the child's safety. Parents must notify the school office in writing for a planned absence. When a student has been absent three or more days due to illness, a doctor's statement may be required before the child will be readmitted to school. A doctor's statement may be required when a child returns following a contagious disease. A student must be present at school by 12:00 p.m. to participate in after school/evening activities.

~~Pursuant to Public Act 102-981 (effective 1-1-23), middle school students are permitted one day long excused absence per school year for the purpose of attending a civic event.~~

### ***Reasons for Absence***

District 107, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid/excused and invalid/unexcused causes for a student's absence:

#### ***Valid/excused reasons for absence:***

- Illness, including mental or behavioral health of the student and doctor's appointments
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Attending a military honors funeral to sound TAPS
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as approved by the Superintendent or Principal

#### ***Invalid/unexcused reasons for absence:***

- |                   |                                   |
|-------------------|-----------------------------------|
| ● Oversleeping    | ● Completing work for a class     |
| ● Missing the bus | ● Non-school sponsored activities |
| ● Babysitting     | ● Vacation                        |

A phone call from a parent or guardian will not excuse a student in these circumstances. The school district will initiate preventive and supportive measures for students who are absent from school excessively, especially invalid/unexcused absences.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

### ***Student Mental Health Days***

A 2021 law was passed that allows students to use up to 5 mental health days as excused absences. Our district works closely with families and if students are absent due to mental health reasons, we mark them excused and work to support the family. While not required, it is strongly recommended by our legal counsel that supports be put in place for students that use these mental health days. As such, we will follow the below practice when mental health days are used.

- 1st absence: No intervention.
- 2nd absence: The student will meet with the school social worker.
- 3rd absence: A meeting will be held with the student, parent, principal, and social worker.
- 4th absence: The students will undergo an emotional health screening and when appropriate be offered a referral to outside services.
- 5th absence: The team will develop a formal plan to support the student's emotional health.

### *Tardy*

A student is considered tardy if he/she arrives after 8:22 a.m. for the middle school and 9:00 a.m. for the elementary school. Late arrival of school provided transportation does not constitute a tardy referral. Students who are habitually late to school are a concern. Not only do they miss important information starting the school day, they are a disruption to the class. At the Middle School, students who are late to school/class more than 3 times in a trimester are subject to school discipline procedures. The principal or assistant principal will contact parents when tardiness becomes chronic.

### *Extended Absence Procedures*

Regular attendance is vital to success in school. Parents or guardians are expected to maintain a regular attendance pattern for their children and to inform the school of any absence and its cause. Family vacations planned on school attendance days are discouraged. It is the parent's responsibility to ensure that their children make up what needs to be made up.

An extended planned absence constitutes five or more missed school days. Parents are requested to notify their child's teacher and the school office in writing five days prior to an extended planned absence, stating the specific dates and reason the student will not be in attendance.

There are many different learning activities and opportunities going on in classrooms each day. Not all can be done independently as most require some level of prior instruction from the classroom teacher. Therefore, teachers may not be able to provide work ahead of time. Other assignments will be saved for the child to do after the extended absence. Any work that is given at the beginning of an extended absence should be done by the time the child returns to school.

These procedures are intended to help parents and students understand the academic responsibilities relative to extended absences. Questions should be directed to teachers or the school office.

### 2.40 - Make-Up Work

Students are responsible for their schoolwork when they are absent. Parents and students can use Schoology or Seesaw, our online Learning Management Systems, or email teachers directly to check for assignments. After two consecutive days of absence, arrangements may be made for someone to pick up the assignments from the school office between 3:20 and 4:00 p.m.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

~~Teachers will assist and determine a deadline for making up the missed work.~~ **Students who are excused from school will be given a reasonable timeframe to make up missed homework and school assignments.**

### 2.50 - Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act

- Referral to the State’s Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school and may result in a range of consequences including unenrollment or expulsion..

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

## **2.60 - Grading & Promotion**

### ***Report Cards***

- Report cards are posted three times a year on Skyward Family Access.
- Elementary parents are encouraged to check their child’s grades on Skyward on a regular basis. Letter grades on report cards begin in 3<sup>rd</sup> grade. Students younger than 3<sup>rd</sup> grade receive a numerical grade as described on the report card. In addition, Spanish, physical education, music, and art in the Elementary School also receive numerical grades.
- At the middle school, parents are encouraged to check their child’s grades on Schoology **and/or Skyward** on a regular basis.

### ***Grading***

#### ***District Subject Grading Scale (3<sup>rd</sup>-8<sup>th</sup> Grades):***

|   |                |
|---|----------------|
| A | 100 – 90       |
| B | 89.99 – 80     |
| C | 79.99 – 70     |
| D | 69.99 – 60     |
| F | 59.99 or below |

### ***Graduation Ceremony Eligibility***

Grade 8 students are expected to meet academic expectations to participate in the graduation ceremony. Specifically, grade 8 students will not be allowed to participate in the graduation ceremony if they earn 6 or more “F’s” during the school year, with at least one “F” occurring during the third trimester. If a student is at risk of nonparticipation due to academic performance, parents will be notified at the end of the trimester in which two (2) or more “F’s” are accumulated on the report card. A plan to remediate will be developed jointly between the student, parent, and school. Grade 8 students who fail to remediate their academic performance given adequate notice will not participate in the graduation ceremony. Grade 8 students may also be prohibited from participation in the graduation ceremony or other 8<sup>th</sup> grade activities and privileges for incidents of gross disobedience and misconduct.

## **2.65 – Instructional Programs and Placements**

### ***Class/Teacher Assignments***

The principal and teachers make decisions in the spring regarding the placement of students in classes for the following school year. A great deal of time is devoted to the development of class lists. Important academic, social, developmental, and behavioral factors are taken into consideration before decisions are made. Parent requests for a particular teacher cannot be honored as many factors are involved in this process.

### ***Curriculum***

Curriculum in District 107 is developed, reviewed, and refined on a yearly basis. The District’s Curriculum Council is charged with evaluating present programs, analyzing research in the field, and designing a comprehensive program of study to meet the needs of all students in the district.

### ***Enrichment Program – Elementary***

The enrichment learning specialist meets regularly with K – grade 4 teachers to assess learning needs and help plan differentiated curriculum as needed. Students who are determined to need ongoing challenges are identified for enrichment. At the beginning of 4th grade, student profiles are reviewed to determine placement. A student's profile includes a variety of measures: CogAT, MAP, student grades, writing sample (for ELA), and teacher input. In grade 4, students are identified for either on-level or extended English Language Arts (ELA) classes. Also in grade 4, students are identified for either on-level or accelerated math classes.

### *Leveled English Language Arts (ELA) Classes - Middle*

In grades 5-8, students are identified for either on-level or extended English Language Arts (ELA) classes.

### *Leveled Math Classes*

In grades 5-8, students are identified for either on-level or accelerated math classes. Classes are designed to meet the academic needs of all students and provide an appropriate level of challenge. Classes utilize a differentiated curriculum as needed.

Qualifications for accelerated or extended instruction in English Language Arts and Math are detailed in the district's Advanced Learning and Talent Development document, found on the school district's website.

### **2.70 - Homework**

The district recognizes that carefully planned homework can play an important role in student learning and can enhance student growth. Homework should support the learning taking place in the classroom and be respectful of students' family and personal time. When assigning homework, teachers should consider each student's ability to complete the homework, time constraints, and special circumstances.

Homework is any task assigned by teachers, including unfinished class work, intended for students to complete during non-instructional hours. Homework serves several purposes including to preview or review material, to practice concepts taught in class, and to support executive functioning skills. Effective homework provides students with low-stress work that can be completed independently and is reasonably differentiated for students.

When creating/assigning homework teachers should consider the following principles to ensure homework is manageable and supports student learning;

- Teachers should clearly communicate the purpose of the homework to students.
- Grade level teams should discuss and coordinate homework assignments and assessments.
- The total amount of homework assigned should be manageable and respect students' family life.

Below are guideline ranges for homework for each school attendance day which includes 15-minutes of independent reading:

- Kindergarten-Grade 1: Not to exceed 20 minutes
- Grades 2 - 3: Not to exceed 30 minutes
- Grades 4 - 6: Not to exceed 60 minutes
- Grades 7 - 8: Not to exceed 75 minutes
- A student's economic/home life reality should not impact their ability to complete homework. If a family needs assistance accessing the internet, please contact the Building Principal.

The following practices should be considered for students, staff, and families:

- Teachers should discuss approximate time ranges for homework with students.
- Feedback to students on homework should be timely and fit the purpose of the work.
- Homework should have a minimal impact on a student's overall grade.
- Homework assignments over extended school breaks and non-attendance days should be limited and, to the greatest extent possible, no new work should be assigned.
- Families should encourage learning through homework and provide students with a quiet and distraction free environment to complete homework.
- A homework support program should be provided at school.
- If students are regularly spending more than the recommended time on homework, students should discuss with the teacher. Families should also reach out to the child's teacher to discuss the situation.
- Families should support students to complete work independently.
- School administration will support the effective use of homework and communicate important information about homework to parents.
- The district will notify families about Homework Administrative Procedures and how to be aware of their child's homework completion.



Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

### **2.80 - Exemption from the Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her 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, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.301.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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 the student's class schedule.

### **2.100 - Home and Hospital Instruction**

#### ***Homebound Tutoring***

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. This service is available to all district students meeting eligibility requirements according to district policy 6:150 at no charge to the family.

**For information on home or hospital instruction, contact: your child's Principal.**

### **2.130 - Complaints About Curriculum, Instructional Materials, and Programs**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that Curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about Curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office and on our website. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a School Code Curriculum Opt-Out Form.



## Chapter 3 - Student Fees and Meal Costs

### 3.00 - Registration

Registration for returning students can be completed online at [www.d107.org](http://www.d107.org). Additionally, students advancing to Grade 5 will need to verify residency before the first day of student attendance.

Parents or legal guardians of children who are eligible to attend school in Pleasantdale District 107, must show proof of residency and fill out the following papers for registration:

- Enrollment and Residency Form
- Authorization for Transfer of Student Records
- General Information Sheets

Parents/legal guardians must submit the following original documents:

- Child's birth certificate
- Custody papers in the case of divorce or guardianship
- Current physical
- Proof of residency listing the name and address

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. The district requests parent cooperation to help us maintain a safe environment and communicate correctly with all parties. If there is a current court order (i.e. divorce, order of protection, etc.) a copy of the portion that applies to custody or protection is required. The copy must include a stamp and signature of the court.

### 3.10 - Fees, Fines & Charges; Waiver of Student Fees

#### *Fees*

Information regarding Grade Level Fees, PE uniforms, School Lunch, Technology, and other items will be included in the annual registration packet.

#### *Voluntary Student Insurance*

Student insurance information can be obtained by contacting the district office.

#### *Waivers*

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. A fee waiver does not automatically exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line;
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The Business Manager will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the Business Manager.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

If you have any questions regarding the fee waive process, you may contact the District Business Manager at (708) 784-2013.

### **3.15 - Vandalism**

The school district will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

### **3.20 - School Lunch Program**

All full-day students eat lunch at school. Students have the option of purchasing hot lunch or bringing their own. Menus will be posted each month on our district's website so parents and students are aware of the food that will be served in advance. Students are not allowed to share lunches. District 107 provides financial assistance for lunch in accordance with federal and state laws. Eligibility requirements are available through the school or district office.

# Chapter 4 - Transportation & Parking

## 4.10 - Bus Transportation

District 107 provides bus transportation for all students. Bus schedules are furnished at the beginning of the school year. Riding the bus is considered a privilege rather than a right and requires the cooperation of parents, students, staff and our bus drivers to ensure a safe experience for every child. Each school bus is equipped with front and rear video cameras to record student behavior.

### *Routes and Schedules*

- In planning schedules, the District strives for safety considerations first.
- Students are not allowed to take any bus other than their assigned bus and must get off at their assigned bus stop.
- Parents/guardians of kindergarten students must meet their child at the bus stop.

### *Late Bus*

- Late bus service is provided ~~Monday, Tuesday, Wednesday, and Thursday~~ **everyday (Monday-Friday) at the elementary school.**
- **Late bus service is provided Monday, Tuesday, and Thursday at the middle school..**
- ~~There is one late bus for each school building.~~
- The late bus leaves at 4:20 p.m. from the elementary school.
- The late bus leaves at 4:25 p.m. from the middle school.
- These buses will drop students off at locations in the general area of their homes, but not necessarily at the same stops as the morning and afternoon buses.
- Bus concerns/questions after office hours should be directed to the **First Student Bus Company at (708) 352-9050.**
- Parents/guardians are encouraged to establish back-up plans with neighbors/friends in case the parent/guardian cannot be home at the time of drop-off.

### *Bus Safety*

- The manufacturer's capacity for a bus shall not be exceeded.
- Only persons authorized by the school district shall be allowed to ride school buses. Parents are not allowed on the bus unless they are serving as a field trip chaperone.
- All buses are equipped with cameras. Parents should report any concern to the Principal or Assistant Principal.
- Younger students (kindergarteners and 1<sup>st</sup> graders on Elementary School buses and 5<sup>th</sup> and 6<sup>th</sup> graders on Middle School buses) are asked to sit at the front of the bus. Seats may be assigned on certain buses as necessary.
- Parents will be notified if their child(ren) is affected by a safety issue.

### *Bus Riding Behavior*

School bus riders are expected to:

- Follow the instructions of the bus driver.
- Remain seated in appropriate/assigned seat at all times.
- Be on time at the designated bus stop.
- Remain at the side of the road while waiting for the bus.
- Wait for the bus to stop completely before boarding and unloading.
- Keep hands and head inside the bus at all times.
- Keep objects out of the aisle.
- Report immediately any damage to the bus seat(s) to the driver.
- Maintain appropriate behavior at all times.
- Refrain from eating or drinking on the bus.
- 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 a bus.
- Wait for the driver's signal before crossing the street and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.

- Middle School: Tablets, iPods, iPads, Smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Elementary School: School-issued iPads are to remain turned off and in student backpacks while on the bus. Personal electronic devices, while discouraged from coming to school, must be silenced on the bus unless a student uses headphones.

### *Consequences of Improper Bus Riding Behavior*

#### *Pleasantdale Elementary*

- Students are expected to follow the Eagle Way on the bus.
  - The Eagle Way
    - Be respectful – Keep hands and feet to yourself.
    - Be responsible – Talk but don't scream.
    - Be safe – Stay seated the entire ride.
- If a child behaves in a way that jeopardizes his/her safety or the safety of others, an anecdotal form will be filled out by the bus driver or supervising adult and given to the principal.
- In all cases, the seriousness of the offense will determine the level of consequence suitable. Consequences for improper bus riding behavior can range from written warning to a bus suspension for an amount of time determined by the principal.
- Parents will be notified in the event of a bus offense.

#### *Pleasantdale Middle*

- Students are expected to follow the "The 'I's' of the Tigers" on the bus.
  - I am respectful – Keep hands, ~~and~~ feet and ~~body~~ to yourself.
  - I am responsible – Talk but don't scream.
  - I am safe – Stay seated the entire ride.
- Inappropriate behavior may result in a verbal or written warning, after school detention(s), or a bus suspension. (A child on a bus suspension is still expected to attend school.).
- Serious misconduct, such as fighting, property damage, endangering others, or possession of controlled substances, alcohol, tobacco products or weapons, can lead to a school suspension, permanent removal from the bus, and/or expulsion.

### 4.15 - Bus Conduct - Suspension of Services

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
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 building principal 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.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

### 4.20 - Student Drop-off/Pick-up

Safety for children and adults is increased when parents driving automobiles adhere to the following safety guidelines:

#### *Pleasantdale Elementary*

- During arrival and dismissal, and after clubs, enter ~~Enter~~ the school parking lot staying to the right of the parking lot and loop around the back of the school.
- Pull along the side of the school nearest the gym where your child may be dropped off on the sidewalk.

- Please do not allow your child to run across the parking lot to join his/her class.
- During K-4 drop off/pick up, parents are to remain in their vehicle at all times. Students are to enter/exit the vehicle on the passenger side for safety reasons.
- Do not drive into bus lanes any time to drop off children. This area is restricted for buses.
- All drivers must obey bus stop signs.
- Adult supervision begins at 8:45 a.m. Children should arrive no earlier than 8:45 a.m.
- Parents of preschool students are to park their car and walk their student to the door for drop off and pickup.
- Parents are to update student dismissal plans in Pickup Patrol. Instructions how to access PickUp Patrol are provided at the beginning of the school year, and by contacting the front office.

#### *Pleasantdale Middle*

- The only entrance to our parking lot and drop-lane is on 74<sup>th</sup> Street (the street north of the school building).
- Parents who are picking up or dropping off students should form a single lane next to the sidewalk (no waiting next to the flagpole).
- Please pull up as close as possible to the car in front.
- Exit only at the driveway onto Wolf Road midway between 74<sup>th</sup> and 75<sup>th</sup> Street.
- Please use the parking lot nearest to Wolf Road to park and enter the building.

*As a reminder, nobody is allowed to talk on their cell phone when in a school zone.*

#### 4.30 - Other Forms of Student Transportation

##### *Bicycles/Skateboards/Roller Blades*

The decision and responsibility to let a student ride his/her bike to school rests with the parents. Once on school property, students must walk their bikes. A bicycle parking rack is located next to the preschool rooms at the elementary school and in front of the middle school building. The District is not responsible for bicycles parked at school. The use of locks is encouraged. All bikes must be parked at the designated rack(s). Bicycle registration with the police and wearing helmets are highly encouraged. Bicycle-riding, skateboarding, or rollerblading while on school property is not permitted.

## Chapter 5 - Health and Safety

### 5.10 - Immunization, Health, Eye & Dental Examination

#### *Required Health Examinations and Immunizations*

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization including: DTP/DtaP, Tdap, Hepatitis B, Polio, MMR, Varicella, and MCV4 are required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Students without documented immunity to measles are required to be excluded from school for 21 days from date of last exposure.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### *Eye Examination*

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### *Dental Examination*

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### *Exemptions*

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows 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; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

#### *Accidents and Illnesses*

- When a student suffers a minor accident or illness at school, first aid is given and the name, date, and cause recorded.
- The parent or person designated by the parent will be notified and asked to come to the school for the child if a child becomes ill or injured.

- No child shall be sent home if there is not a responsible adult, either parent, or someone designated by the parent to accept him/her.
- A student who has diarrhea, has vomited or has a temperature of 100° F or more must be sent home.
- Students must remain at home at least 24 hours after a fever has subsided or is symptom free without medication.
- Should a serious accident or illness occur which warrants emergency treatment, 911 will be called and parents notified.

### *Allergies*

Many students are allergic to animals. No animals will be brought to school for show and tell, star of the week, etc. Due to food allergies, no food may be brought in to share in either the lunchroom or the classroom.

### *Ambulance Policy*

In the event of a student health emergency, the school nurse will determine whether an ambulance is needed to transport the student to the hospital in order to ensure the student's safety. The cost of the ambulance, which is covered by many health insurance policies, will be the responsibility of the parent. Families who do not have health coverage can purchase student health insurance through the district. This guideline will apply at all school related activities whether on or off district grounds.

### *Cumulative Health Record*

The school nurses keep a cumulative health record for each student and share the responsibility for keeping it up-to-date with parents. Should a student transfer out of the district, the health records are forwarded to the new school. Parents can use Skyward to monitor student visits to the nurse's office.

### *Hearing Tests*

Students in preschool, kindergarten, first, second, third and fourth grade, and all students new to the district are given a hearing test. Tests may also be given if a teacher notices that a student is having difficulty hearing. Parents will be notified if the nurse has concerns about the student's hearing.

### *Vision Tests*

Students in preschool, kindergarten, second, and eighth grades are given vision tests in accordance with state guidelines under the supervision of the school nurse. Tests are also given if a teacher notices that a student is having difficulty that may be related to vision. Parents will be notified if the nurse has concerns about a student's vision.

## 5.20 - Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### *Self-Administration of Medication*

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, **equipment**, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, **equipment** and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

#### *Administration of Medical Cannabis*

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### *Undesignated Medications*

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

#### *Emergency Aid to Students*

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

### **5.30 - Guidance and Counseling (K-8)**

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

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parents/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to no more than eight 90-minute sessions.

### **5.40 - Safety Procedures**

#### *Drills*

Drills required by the Illinois State Board of Education are conducted throughout the school year including fire, tornado/disaster, bus evacuation, and lockdown drills. Schools may add additional drills, as deemed appropriate. Students are instructed in appropriate actions and behavior. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. Other safety drills may or may not be preceded by a warning to students based on the circumstances.

#### *Tornado Watch*

If a tornado watch is in effect at dismissal time, no changes will take place to the previously arranged dismissal procedures.

#### *Tornado Warning*

At the onset of a tornado warning, teachers direct their students to designated safety areas. Students remain in the school until release is considered safe if the warning occurs at dismissal time. Parents may pick up their child at school during a tornado warning. Parents sending someone else to pick up a child must notify the school requesting a child's release. **Please do not telephone the school during tornado watches and warnings.** Calls could interfere with outgoing emergency calls.

### **5.50 - Communicable Disease**



Rules and regulations regarding communicable disease control shall be enforced as required by the Illinois Department of Public Health. Parents must notify the nurse if their child has a communicable disease. The student's teacher and the principal will be notified.

#### **5.60 - Head Lice**

The school will observe the following procedures regarding head lice.

- Parents will be contacted when it is suspected that their child is infested with lice.
- Parents are asked to notify the school nurse if they suspect their child has head lice.
- The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
- It is advised by the CDC that students return to school after appropriate treatment has begun.

#### **5.80 - Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence**

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

#### ***Requesting Support Services***

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

#### ***Filing a Complaint***

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

#### **Article 26A Resource Person:**

##### ***Dr. Dave Palzet***

7450 S. Wolf Road  
Burr Ridge, IL 60527  
708-784-2013  
dpalzet@d107.org

#### **Nondiscrimination Coordinator and Title IX Coordinator:**

##### ***Dr. Dave Palzet***

7450 S. Wolf Road  
Burr Ridge, IL 60527  
708-784-2013  
dpalzet@d107.org

##### ***Dr. Jennifer Ban***

7450 S. Wolf Road  
Burr Ridge, IL 60527  
708-784-2013  
jban@d107.org

#### ***Retaliation Prohibited***

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## Chapter 6 - Discipline and Conduct

### 6.20 - School Dress Code

Appropriate student dress is the responsibility of each student at Pleasantdale SD 107. Pleasantdale SD 107 hopes that parents will take an active part in assisting their children in making decisions about their appearance in school. Any clothing viewed as inappropriate or disruptive in any way will not be allowed. Students with inappropriate clothing will be asked to change. Parents may be contacted to bring a change of clothes. Additionally, students may be asked to wear their gym uniform, if necessary. Expectations for appropriate student dress are in effect for all extra-curricular and school-related activities (i.e. after-school sporting events, Student Council events, Clubs, etc.). Judgment of disruption is at the discretion of building administration. Specific guidelines are:

- Students and parents have the right to make clothing and accessory selections so that they feel comfortable and confident at school.
- Students and parents have the responsibility to make clothing and accessory selections that are appropriate for the educational environment. Clothing choices should not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety, and decency.
- Students should not wear hats or head covering of any kind (except that of established religious groups or medical exceptions) in the building, except when allowed for special spirit days.
- Apparel that promotes or advertises weapons, drugs, alcohol, tobacco products, gangs, or other inappropriate activities is not permitted.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Shoes must be worn at all times.

Concerns about student dress will be handled through the main office by the principal and/or assistant principal.

### 6.30 - Student Behavior

#### ***Prohibited Student Conduct***

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, 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).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b)

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

f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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, without limitation, creating and 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 telephone, commonly known as "sexting."~~ Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); ~~(c) it is used during the student's lunch period; or (d) it is~~ needed in an emergency that threatens the safety of students, staff, or other individuals.

To promote a focused and distraction-free learning environment, students are required to use Yondr Phone-Free Pouches during the school day. Devices must remain secured in pouches for the entire school day. This policy applies to all on-campus and off-campus activities, including field trips and other school-related events occurring during school hours.

At the middle school, all students will be issued a Yondr (or similar) pouch, regardless of whether they have a personal device. If a pouch is lost or damaged, a replacement fee will be charged.

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 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 wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.
23. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

For purposes of these rules, 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; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

As part of our district wide multi-tiered system of support (MTSS), the Pleasantdale Elementary School has established a three-tiered Positive Behavior Support System (PBSS). PBSS is a systematic approach for implementing proactive schoolwide discipline. The purpose of PBSS is to improve school climate and prevent student problem behaviors across all school settings. Essential elements of our PBSS include: (1) building a culture within the whole school that will serve as a foundation for both social and academic success,

(2) emphasizing early identification and prevention of problem behavior, (3) directly teaching appropriate social skills to all students, and modifying or rearranging the school context when necessary to prevent problem behavior, (4) using a three-tiered continuum of behavior support practices in order to prevent problem behavior, and (5) actively using data for decision-making.

All students receive the support they need for success based on a continuum of need and intensity. Our PBSS program uses:

- Student achievement data to inform instruction
- A problem-solving model
- A multi-tiered service delivery model
- Targeted interventions in addition to the core curriculum
- Regular progress monitoring

For special education students, please refer to section 10.20 “Discipline of Students with Disabilities,” of the Parent/Student Handbook, for additional information.

### *When and Where Conduct Rules Apply*

The grounds for disciplinary action also 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; or (b) endanger the health or safety of students, staff, or school property, or
5. During periods of remote learning.

### *Discipline Plans -- Pleasantdale Elementary*

The Pleasantdale Elementary School community of staff and parents believes that each child is responsible for his/her behavior. Based on this belief:

- The role of parents and staff is to guide and assist students in making appropriate behavioral choices and understanding that all actions have consequences.
- The student's role is to develop skills and strategies for coping with conflict, and to accept responsibility for his/her choices.
- Pleasantdale Elementary students will become responsible and respectful citizens through their efforts and the shared commitment of parents and staff.

Pleasantdale Elementary School maintains a building behavior plan, The Eagle Way. The Eagle Way must be followed at all school sponsored activities, including field trips and bus routes.

- The Eagle Way
  - Be respectful
  - Be responsible
  - Be safe
- Each teacher establishes a set of classroom rules and procedures. These rules are on display in the classroom for all to see. These classroom rules include hallway, bathroom, and recess guidelines.
- A system has been set up during lunch called “Eagle’s Nest” for children who fail to follow the Eagle Way. The “Eagle’s Nest” is located in an office near the lunchroom and is supervised by a staff member. Parents will be notified unless the supervisors feel the infraction was minor and communication home not necessary. Students are given appropriate behavioral intervention ideas (“flight plan”) and skills so that negative behaviors do not become habitual.
- Behaviors which are more disruptive and/or harmful to the learning environment, will be addressed individually in accordance with School Board policy.

### *Discipline Plans -- Pleasantdale Middle*

It is our goal at Pleasantdale Middle School to provide a safe and positive learning environment. To achieve this environment, expectations of behavior and conduct have been established which govern the entire school operation, including classroom and

instructional areas, co-curricular groups and activities and school facilities. Students are expected to accept responsibility for their actions and the consequences of those actions. Parents and teachers also have rights and responsibilities in their role of support for continued student growth. In order to ensure student confidentiality, the district policy is not to give out information about a student's behavior to other parents.

"The 'I's' of the Tigers" is our positive and proactive approach to school behaviors and is the heart of our program. We ask our students to affirm the following statements in their actions and behaviors while at or representing Pleasantdale Middle School:

I am Respectful  
I am Responsible  
I am Safe

Expectations are taught, and when necessary, re-taught to illustrate the above statements through various areas within the building, including hallways, classrooms, lunchroom, recess, assemblies, and on the bus. Staff have been trained in and encouraged to use the CHAMPS model of behavior expectations. CHAMPS is an acronym for briefly explaining the expectations prior to each activity and stands for Conversation (how loud of a voice level), Help (how to access it), Activity (what should you be doing), Movement (what do I do if I need to move around), Participation (how will you participate), Success (how will you know you were successful). In addition, all staff members are encouraged to support and recognize positive examples of "The 'I's' of the Tigers" through home communications and "Tiger Stripes" presented to the students.

| <b>LEVEL 1 INFRACTIONS</b>  | <b>DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures</b><br><br><b>*Listed in alphabetical order</b>   | <b>RESTORATIVE PRACTICES (Targeting specific behavior)</b>   |
|---|--|--|
| Dress Code violation<br>Excessive noise in the halls<br>Food or beverages in the classroom<br>Improper display of affection<br>Littering<br>Missed Detention<br>Possession/Use of and distractive nuisance<br>Disruptive Behavior<br>Running in school<br>Tardy to Class<br>Tardy to School<br>Unprepared for class | Confiscation<br><br>Detention<br><br>Formal conference with teacher and Administrator<br><br>Informal conference with the teacher<br><br>May be required to change into PE uniform<br><br>Parent contact (Phone calls, Emails, meetings)<br><br><del>Planner Mark</del><br><br>Warning From Teacher<br><br>Working Lunch | <b>May include:</b><br>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)<br><br>Restorative Practices (e.g. letter of apology, face to face apology)<br><br>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)<br><br>Referral to Social Worker<br><br>Attend an organizational session |

| <b>LEVEL 2 INFRACTIONS</b>   | <b>DISCIPLINARY AND BEHAVIORAL INTERVENTIONS -<br/>May utilize one or more of the following measures</b><br><br><b>*Listed in alphabetical order</b>   | <b>RESTORATIVE PRACTICES<br/>(Targeting specific behavior)</b>   |
|--|--|--|
| Aggressive behavior, which is not determined to be a fight<br>Bus disturbance (first offense)<br>Cheating<br>Disruptive behavior<br>Entering another student's locker/personal belongings<br>Forgery, plagiarism, lying or other forms of deception<br>Gross disobedience or disrespect<br>Improper use of a cellular phone or other electronic devices<br>Inappropriate comments<br>Insubordination<br>Offensive or abusive material (e.g. t-shirts, magazines, etc.)<br>Spitting<br>Unexcused failure to serve detention<br>Use of profane words or gestures<br>Violation of normal school rules | After school Homework Club<br><br>Alternative Learning Environment in the Student Support Center<br><br>Confiscation<br><br>Confiscation with parent contact<br><br>Detention<br><br>Formal Conference with Teacher and Administrator<br><br>Informal/ Formal Conference with Teacher<br><br>Loss of Privileges<br><br>May be required to change into PE uniform<br><br>Parent contact (Phone calls, Emails, meetings)<br><br>Redo assignment<br><br>Saturday Detention<br><br>Working Lunch | <b>May Include:</b><br>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)<br><br>Restorative Practices (e.g. letter of apology, face to face apology)<br><br>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)<br><br>Referral to Social Worker<br><br>Redo assignment<br><br>Check In/ Check Out<br><br>Attend an organizational session<br><br>Peer mediation (facilitated by a staff member) |

| <b>LEVEL 3 INFRACTIONS</b> | <b>DISCIPLINARY AND BEHAVIORAL INTERVENTIONS -<br/>May utilize one or more of the following measures</b> | <b>RESTORATIVE PRACTICES<br/>(Targeting specific behavior)</b> |
|----------------------------|--|--|
|                            |  |  |

|   | <b>*Listed in alphabetical order</b>  |   |
|---|---|---|
| Bullying<br>Cheating<br>Chronic misbehavior<br>Extortion<br>Fighting<br>Gross Insubordination<br>Lunchroom disturbances: ex:<br>Throwing food or objects, failure to follow rules<br>Participation in a public school fraternity, sorority, secret society, (e.g., gang) as defined in the Illinois School Code in furtherance of any of the following activity: <ul style="list-style-type: none"> <li>a. demand or request for payment of dues or other forms of ‘protection’ from any students</li> <li>b. physical or verbal intimidation/abuse of any student or staff member</li> <li>c. participation in, or the intent to invite others to participate in any forms of physical violence or vandalism</li> </ul> Possession of items associated with tobacco use, including electronic cigarettes and vaping devices<br>Profanity/abusive language<br>Physical altercation<br>Serious Bus disturbance or second offense<br>Sexual/Social Harassment<br>Vandalism<br>Stealing, theft of articles belonging to others<br>Threats, other forms of intimidation of others, including cruelty<br>Truancy/unexcused absence from class<br>Use of a Laser Pointer in School or while using District Transportation<br>Vandalism, destruction, defacing of property | Alternative Learning Environment in the Student Support Center<br><br>External Suspension<br><br>Formal Conference with Teacher and Administrator<br><br>Informal/ Formal Conference with Teacher<br><br>Loss of Privileges<br><br>No Contact Contract<br><br>Parent contact (Phone calls, Emails, meetings)<br><br>Police referral<br><br>Saturday Detention<br><br>Truant Officer | <b>May include:</b><br>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)<br><br>Restorative Practices (e.g. letter of apology, face to face apology)<br><br>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)<br><br>Restitution<br><br>Referral to Social Worker<br><br>Attendance letters sent home<br><br>Attendance Plan<br><br>Check In/ Check Out<br><br>Peer mediation (facilitated by a staff member)<br><br>Any Level 3 infraction may result in the loss of the end of the year field trip or privileges. |



| <b>LEVEL 4 INFRINGEMENTS</b>   | <b>DISCIPLINARY AND BEHAVIORAL INTERVENTIONS -<br/>May utilize one or more of the following measures</b><br><br><b>*Listed in alphabetical order</b>  | <b>RESTORATIVE PRACTICES<br/>(Targeting specific behavior)</b>  |
|--|---|---|
| <p>Arson or setting fire<br/>Bomb threats, false fire alarms &amp; false reporting<br/>Communication gang memberships through words or gestures<br/>Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or students<br/>Major incident of disrespect toward an adult<br/>Physical assault/threat on a staff member<br/>Physical assault/threat on another student<br/>Possession of drug paraphernalia<br/>Repeated acts of misbehavior, including repeated refusal to comply with school rules<br/>Use of or possession of a weapon or an object as a weapon<br/>Use, possession, sale, conspiracy to sell or distribution of drugs, marijuana, and other controlled substances, including alcohol or "look alike" drugs, placebos, pills or inhalants<br/>Any other acts which directly or indirectly jeopardize the health, safety &amp; welfare of school personnel or other students and/or seriously disrupt the educational process</p> <p><b>Note:</b> Drugs, physical assault, activating false alarm, fire extinguisher, or bomb threat will result in automatic police referral plus other appropriate disciplinary actions. Any student who is determined to have brought a firearm, as defined by U.S. Code to school shall be expelled for a period of one year (or about 180 school days), except that the expulsion period may be modified by the School Board on a case-by-case basis.</p> | <p>Contact Fire Marshal<br/>External Suspension<br/>External Suspension and parent conference required<br/>Formal Conference with Teacher<br/>Loss of Privileges<br/>Parent contact<br/>Police Referral<br/>Recommendation for expulsion<br/>Referral to Counselor or Social Worker<br/>Restriction</p> | <p><b>May include:</b><br/>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)<br/><br/>Restorative Practices (e.g. letter of apology, face to face apology)<br/><br/>Community Service<br/>(e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)<br/><br/>Restitution<br/><br/>Referral to Social Worker<br/><br/>Check In/ Check Out<br/><br/>Any Level IV infraction may result in the loss of the end of the year field trip or privileges.</p> |

### *Disciplinary Measures*

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or 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.

### *Isolated Time Out, Time Out and Physical Restraint*

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### *Corporal Punishment*

~~Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.~~

**Corporal punishment is prohibited in all circumstances. Corporal punishment is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable forces as permitted by State law.**

### *Weapons Prohibition*

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

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-a-likes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### ***Gang & Gang Activity Prohibited***

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

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

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### ***Cheating Policy***

Students must consider all assigned work to be individual unless a teacher specifies otherwise. Each teacher will discuss cheating and plagiarism as it applies to his/her class and discuss the consequences. (See also 7:50 Use of Artificial Intelligence.) Students receive instruction about the proper way to cite sources appropriate to their grade level.

#### **Examples of cheating or plagiarism:**

- Copying homework
- Looking on another student's test or quiz
- Allowing another student to look on your test or quiz
- Using other secretive methods of obtaining or giving answers for tests or quizzes
- Working with others on any assignment that was meant to be done by individuals
- Taking papers in part or whole from the Internet or other publications or other students
- Taking information from another source that is not properly attributed
- Taking any part of a test to use or give to others

#### ***1<sup>st</sup> Offense***

- Student may receive a failing grade for the assignment
- The teacher confers with the student's parents about the offense
- The student may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. Credit may or may not be given.

#### ***2<sup>nd</sup> Offense***

- Student may receive a failing grade for the assignment
- The teacher reports the offense to the principal who will meet with the student, his/her parents and the teacher about the incident.

- The student may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. Credit may or may not be given.

### *3<sup>rd</sup> Offense*

- Student may receive a failing grade for the assignments
- The teacher reports the offense to the principal/assistant principal who will meet with the student, his/her parents and the teacher about the incident.
- The student may have to redo the assignment, or an equivalent assignment, at a level equivalent to a passing grade, outside of school time. Credit may or may not be given.
- The student will not be allowed to receive any school wide academic honors, such as honor roll status or special academic recognition at the end of the year.

### *Discipline Definitions*

- **Alcohol:** Possession, use or transfer of any alcoholic beverage.
- **Blatant Disrespect:** Disrespect to other students or staff that persists after a warning has been given.
- **Bullying:** Bullying is intentionally using power to repeatedly make someone feel bad. See bullying policy for more information.
- **Communication/Electronic/Laser devices:** Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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, without limitation, creating and 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 telephone, commonly known as “sexting.”
- **Disrespect:** To call derogatory names, dishonor, or in any other manner, abuse verbally or in writing any member of the school staff or student body.
- **Disruption:** Any act that disrupts the educational process or setting.
- **Extortion:** The act of extortion or borrowing or attempting to borrow any money or things of value from a person in the school, unless both parties enter into an agreement freely and without the presence of either an implied or expressed threat.
- **Drugs:** A term that is intended, for this purpose, to include cannabis, controlled substances, any illegal or illicit drugs, prescription drugs and over-the-counter drugs.
- **Drug paraphernalia:** Devices that are used to ingest, inhale, or inject cannabis or any controlled substances into the body.
- **Fighting:** Aggressive, hostile bodily contact with students, and/or adults.
- **Forgery:** The act of falsely writing the name of another person, falsifying dates, grades, addresses, or other information on school forms.
- **Gang-related activity:** Any group of two or more people whose purpose includes the commission of illegal acts.
- Gang-like activity shall mean any conduct engaged in by a student:
  - on behalf of any gang
  - to perpetuate the existence of any gang
  - to effect the common purpose and design of any gang
  - to represent a gang affiliation, loyalty or membership in any way while attending a school function.
- **Gross Disrespect:** Disrespect toward staff or student that is of a threatening or aggressive nature.
- **Harassment:** Constant torment and intent to harm emotionally.
- **Hazing:** Any intentional, knowing, or reckless act directed towards a student for the purpose of initiation, affiliation, holding office, maintaining membership in any organization, club, or athletic team. Soliciting, encouraging, aiding, or engaging in hazing is prohibited.
- **Inappropriate Displays of Affection:** Displays of affection of a sexual nature that are not appropriate in a school environment
- **Inciting others to misconduct/misbehave:** By words, acts or deeds, giving encouragement to demonstrations and protest, which disrupt the normal educational process of the school.
- **Indecency:** The act of offending commonly recognized standards of health, safety, or proprietary, or inappropriate displays of affection.
- **Insubordination (failure to conform to staff request):** The failure to respond or carry out a reasonable request by authorized school personnel.

- **Intimidation:** The act of verbally or by gesture threatening/intimidating the well being, health or safety of any person on school property or en route to or from school.
- **Loitering:** The act of being in or about the school building or in a specifically restricted area of the school at unauthorized times or without specific authorization of school personnel.
- **Obscenity:** The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on school property.
- **Physical assault:** The act of physically assaulting or attacking any person on or near school property including any activity under school sponsorship.
- **Profanity:** Inappropriate language that is deemed offensive to others.
- **Reckless behavior:** Behavior that can lead to serious harm, involvement of unsuspecting victims, and usually taking place in a non-structured area not taking surroundings into consideration.
- **Sexual harassment:** The act of sexual harassment, whether verbal, nonverbal or physical including but not limited to gestures, touching, brushing the body, and sexual propositions.
- **Tardiness:** Lateness to school, class, advisory, or any other part of the student's schedule.
- **Theft:** The act of taking or acquiring the property of others without that person's consent.
- **Unlawful drugs/Use of tobacco/Electronic smoking devices:** Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription. This includes any form of hallucinogenic drugs or marijuana.
- **Vandalism:** The act of willful destruction of property belonging to others.
- **Vaping:** Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- **Weapons:** The act of possessing, using, controlling, transferring, or threatening to use any weapon. A weapon is a gun or firearm, loaded or unloaded or any look alike. Also, any instrument used with the intent of inflicting or threatening bodily harm. Knives or other items deemed inappropriate by school officials may be declared contraband and will be confiscated. In accordance with state and federal law, we have a "no-tolerance" weapons policy.

For purposes of these rules, 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; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

The grounds for disciplinary action also 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; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

### **6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment**

#### **Bullying Policy**

##### *Statement of Intent*

The district is committed to providing a caring, friendly, and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable. If bullying does occur at school, school related activities, or on buses, all pupils should report and know that incidents will be dealt with promptly and effectively.

### *What Is Bullying?*

Bullying is intentionally using power to repeatedly make someone feel bad. Bullying can be emotional (systematically excluding, tormenting), physical (pushing, kicking, hitting, punching), racist (racial taunts, graffiti, gestures), sexual (unwanted physical contact or sexually abusive comments), homophobic (focusing on the issue of sexuality), verbal (name-calling, sarcasm, spreading rumors, teasing), cyber (email and social networking misuse), mobile threats (text messaging and calls), or misuse of associated technology (i.e. camera & video).

### *Why is it Important to Respond to Bullying?*

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Schools have a responsibility to respond promptly and effectively to issues of bullying.

### *Prevention*

Staff members will use various methods as needed to prevent bullying. Social Emotional Learning activities in both schools are the main venues for discussing bullying with students. Students are encouraged and taught to stand up for a student who is being bullied when they are a bystander. When appropriate, whole school assemblies and parent education may be utilized.

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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, or actual or potential marital status, parenting status, 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 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.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

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.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager (Superintendent) or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### *Procedures*

- Report bullying incidents to any staff member. If further follow up is needed, contact the Principal or Assistant Principal.
- Bullying incidents will be recorded by staff.
- In serious cases, parents of all involved students will be informed and asked to attend a meeting to discuss the problem.
- As necessary and appropriate, police will be consulted in extreme cases.
- Bullying behavior will be investigated as soon as possible.
- Confirmed offenders will have consequences that may include detention, suspension, meeting with an administrator, participating in peer mediation, or participating in small group or individual counseling.
- After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

### **Nondiscrimination Coordinator and Complaint Managers:**

***Dr. Dave Palzet***

*7450 S. Wolf Road*

*Burr Ridge, IL 60527*

***Dr. Jennifer Ban***

*7450 S. Wolf Road*

*Burr Ridge, IL 60527*



#### **6.42 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited**

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

#### **Examples of Prohibited Conduct**

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

#### **Making a Report or Complaint: Investigation Process**

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

#### **Federal and State Agencies**

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: <https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

#### **Prevention and Response Program**

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

#### **Enforcement**

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.



Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

#### Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

### 6.45 - Sexual Harassment & Teen Dating Violence Prohibited

#### ***Harassment Prohibited***

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

#### ***Sexual Harassment Prohibited (Title IX)***

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

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

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

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes

another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

### ***Teen Dating Violence Prohibited***

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### ***Making a Report or Complaint; Enforcement***

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, ~~teen dating violence~~ or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinators, building principal, assistant building principal, Complaint Manager, or any employee with whom the student is comfortable speaking social worker. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Non-Discrimination Coordinators, Title IX Coordinators and Complaint Managers:**

***Dr. Dave Palzet***

7450 S. Wolf Road

Burr Ridge, IL 60527

708-784-2013

[dpalzet@d107.org](mailto:dpalzet@d107.org)

***Dr. Jennifer Ban***

7450 S. Wolf Road

Burr Ridge, IL 60527

708-784-2013

[jban@d107.org](mailto:jban@d107.org)

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### ***Investigation Process***

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### ***Enforcement***

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by the policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### ***Retaliation Prohibited***

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principals, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## **6.50 - Cafeteria Rules and Procedures**

### ***Lunchroom Conduct***

Students are expected to eat their lunch in an orderly manner, remain seated, and practice appropriate table manners. Only quiet talking is allowed. Students are not allowed to share or exchange food at lunch.

#### ***Lunch Procedures-Pleasantdale Elementary***

Students who bring their own lunches to school will place them in the area designated by their teacher. Students who purchase their lunch and/or milk will take their individual lunch card from the designated area and give it to the lunch staff as they receive a lunch and/or milk. Students will never go without food during lunch unless it is their choice. Parents who do not want their child to purchase lunch or milk at school, may request a permanent removal of their child's lunch card by contacting the front office. Parents may drop off forgotten lunches in the front office. Food for students may not be delivered by outside vendors.

Considerations will be made for unique circumstances involving special diets, medical concerns, substitute teachers, field trips, assemblies, etc. that might cause changes in classroom and lunchroom routines.

#### ***Lunch Procedures-Pleasantdale Middle***

Before their lunch period, students stop at their lockers to drop off books and pick up their lunches, if they are not buying them. Parents may drop off forgotten lunches in the office. **Students will be notified if a lunch has been dropped off for them in the office.** ~~The lunches will be delivered to the lunchroom and put on the stage for pick-up.~~ Parents are encouraged to open an account with the school lunch program, providing students both with a primary meal plan and as a backup option. Food may not be delivered by outside vendors for students.

#### ***Recess***

Our outdoor weather guidelines are in alignment with the Child Care Weather Watch chart shared through the Illinois State Board of Education. Effective January 2025, our students will have indoor recess when the "real feel" temperature for our school location is 9 degrees Fahrenheit or lower. If the temperature is between 10-30 degrees Fahrenheit, there may be a shortened recess as determined by Administration, and above 30 degrees Fahrenheit, students will have outdoor recess.

#### ***Pleasantdale Elementary***

Students will have a total of 30 minutes of daily recess. Students have outdoor recess whenever possible. Students perform better when they get outdoors, even if only for a few minutes. The Principal, or her designee, will determine if indoor recess is appropriate based on current weather conditions at the time of recess. On half-days of school, recess will be 15 minutes.

Students must have boots, gloves and snow pants to play in the snow. Those who don't must stay on the blacktop area. Parents should assist children in preparing and wearing appropriate clothing for the weather conditions. The school provides outdoor equipment for students to use at recess. For safety purposes, please do not bring equipment from home.

#### ***Pleasantdale Middle***

Students in grades 6, 7, and 8 have a 20-minute recess option just prior to or just following their lunch period. Fifth-grade students will receive 30 minutes of recess during the school day.

#### **6.60 - Field Trips**

An integral part of the educational program is the opportunity to attend field trips. Field trips are planned around units of study at each grade level. Field trips provide an extension or hands-on experiences that help to expand the classroom experience and enhance the learning of all children. When a field trip is planned, each child must return a signed permission slip. No child will be permitted to participate without parent permission. Children not participating in the field trip activity will receive alternative instruction within the school as arranged by the teacher. Field trips are planned and implemented at the discretion of the grade level team. Some field trips take place out of the building, and others are on-site experiences. Any related student fees for the field trip and/or transportation will be billed through Skyward. Families who qualify for Free and Reduced School Fees can contact the Principal to have fees waived.

#### **6.70 - Access to Student Social Networking Passwords & Websites**

School authorities may not require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a

school disciplinary rule or procedure. However, the student may be required to share the content that is reported on his/her social networking website or app to allow school officials to make a factual determination if a rule or policy was violated.

## **6.80 - Student Use of Electronic Devices**

### ***Acceptable Use Policy***

Each student and parent/guardian is required to sign the district's [1:1 User Agreement](#) and Acceptable Use Policy (AUP) annually.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, Apple/smartwatch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, while outside the building.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students who violate the policy are subject to the following consequences:

- 1<sup>st</sup> Offense: Student is sent to the office and the device is held and parents are notified. Device is returned to the student at the end of the school day.
- 2<sup>nd</sup> Offense: Student is sent to the office and the device is held and parents are notified. Device is held in the office until a parent retrieves it. School discipline rules will apply.

More than two offenses will be considered blatant disregard for school rules and may result in one or more of the following:

- Students checking phone into the office each day
- Detention(s)
- In school suspension
- Loss of the right to have the electronic device in school for a period of time up to, and including, the rest of the school year.

# Chapter 7 - Internet, Technology & Publications

## **7.10 - Internet Acceptable Use**

### ***Acceptable Use Policy for the District's Electronic Network***

School District 107 believes that the District's Electronic Network (its computers, its local and/or wide area network, and access to the Internet through its computers or local and/or wide area network) offers resources and opportunities for learning and preparing our students for the future. The educational purpose of the District's Electronic Network is to assist with the gathering and exchanging of information related to District curriculum and educational programs and activities. Using the District's Electronic Network effectively enriches the classroom experience.

### ***Copyright and Fair Use***

All use of materials in District 107 must honor and abide by the Copyright and Fair Use Guidelines for Educational Multimedia. These guidelines may reviewed at: <http://guides.lib.utexas.edu/copyright/fairuse>

### ***Privilege***

The use of the District's Electronic Network is a privilege, not a right, and inappropriate use may lead to access privileges being revoked, school disciplinary action, and/or appropriate legal action.

### ***Inappropriate Use***

Based upon the Netiquette guidelines in this policy, the staff will deem what is inappropriate use.

### ***Netiquette***

The use of the District's Electronic Network must be in support of and consistent with the mission and educational objectives of the District and the generally accepted rule of network etiquette, "netiquette". These include, but are not limited to, the following:

- Be polite.
- Use appropriate language.
- Use time efficiently and plan ahead.
- Keep personal name, addresses, phone numbers, and other personal identifying information confidential.
- Treat all communication and information accessible via the District's Electronic Network as private property.
- Do not download from the District's Electronic Network without teacher permission.
- Do not access or send data that is racist, sexist, inflammatory, abusive, obscene, vulgar, threatening or in any way inconsistent with the District's code of conduct, and report it promptly if you receive such data.
- Do not access, use, or possess any material that constitutes or furthers academic fraud, plagiarism, or forgery.
- Transmission of any material in violation of any U.S. or State law or regulation is prohibited. This includes, but is not limited to, illegal activities, copyrighted material, threatening or obscene materials, or material protected by trade secret. Messages relating to, or in support of, inappropriate activities will be reported to the relevant authorities and may result in discipline, up to and including expulsion.

### ***Security***

Security on any computer system is a high priority. Only authorized accounts may be used. Any attempt to log onto the District's Electronic Network as another user or using a private account will result in disciplinary action as described in the privilege section. Computer accounts, passwords and other types of authorization that are assigned to individual users will not be shared with others in order to maintain confidentiality.

Password guidelines include:

- Students may not give passwords to anyone or allow anyone else to access their account.
- Students may not use anyone else's password.
- Students are responsible for all activity relating to their account.

### *Email and Social Networking Guidelines*

- Students are not allowed to reveal identifiable information or establish relationships on the District's Electronic Network unless a teacher has coordinated the communication.
- Students may not use personal email at school, unless permitted by a teacher or administrator.
- Students are not allowed to individually access social networking sites, chat rooms, bulletin boards, podcasts, instant messaging, etc., without permission from and monitoring by school staff.
- Students are not allowed to make audio or video recordings of another student or staff member without his or her permission.

### *Off Campus Email and Social Networking Guidelines*

Social networking sites include but are not limited to SnapChat, FaceBook, and Instagram. Users of such sites have little control over the content that "friends" post on their site because these sites are in the public domain. With this in mind, no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes Pleasantdale School District 107.

The following guidelines apply:

- Pleasantdale families/students may not use District information such as logos, official seals, or photographs.
- Pleasantdale families/students may not link their personal website to Pleasantdale School District 107 website.
- Pleasantdale families/students may not post inappropriate photographs or content containing any form of Pleasantdale School District 107 identification.
- Pleasantdale families/students may not post inappropriate or harassing content, including blogs or online journaling, linking them in any way to Pleasantdale School District 107.

The District reserves the right to apply disciplinary consequences for computer-related activities conducted off campus if such activity adversely affects or interrupts classroom instruction, District operations, or the safety or well being of students and staff or other members of our community, or constitutes behavior embarrassing to the school. Adults who violate this policy will be reported to the appropriate authorities.

### *Classroom Technology Use*

- Students may only use classroom technological resources for educational purposes with the permission of the classroom teacher while in school.
- No personal software may be installed.

### *Vandalism*

For purposes of this Policy, vandalism is defined as any malicious attempt to harm or destroy any part of the Electronic Network, including the data of any other user. Vandalism will result in disciplinary action as described in the privilege section.

### *Privacy*

Any electronic communications or files created on, stored on, or sent to, from, or via the District's Electronic Network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such communications and files. Use of the District's Electronic Network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files and to turn them over to the appropriate authorities if appropriate.

### *Responsibilities*

Effective use of the Internet becomes a joint commitment for all users. The following list reflects shared responsibilities.

### *The District will:*

Ensure that each district computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purposes provided the person receives prior permission from the Superintendent or system administrator.

The District shall monitor the use of the computer network by students and any other minor users to ensure compliance with this policy and any other terms or conditions of Electronic Network access imposed under administrative regulations.

*The Superintendent or designee shall include measures in this policy's implementation plan that:*

- Prohibit student access to inappropriate matter as well as restricting access to harmful materials;
- Assure student safety and security through direct supervision;
- Prohibit unauthorized access, including "hacking" and other unlawful activities; and
- Prohibit unauthorized disclosure, use and dissemination of personal identification information.

*Parents/Guardians will:*

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Talk to their children about setting up family guidelines for using the District's Electronic Network
- Accept full responsibility for supervision of students' use of the Internet while not in school.
- Monitor materials generated at home to determine appropriateness for the school setting.

*Students will:*

- Read and abide by the terms and conditions stated in the Acceptable Use Policy.
- Report any incident or information that violates this policy.

**7.27 - Access to Non-School Sponsored Publication**

*Non-School Sponsored Publications Accessed or Distributed On Campus*

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in Preschool through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

*Non-School Sponsored Publications Accessed or Distributed Off-Campus*

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

**7.40 – Annual Notification to Parents about Educational Technology**

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by



operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

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

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

### **7.50 – Use of Artificial Intelligence**

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.



In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

# Chapter 8 - Search and Seizure and Personal Property

## 8.10 - Search and Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

### *School Property and Equipment as well as Personal Effects Left There by Students*

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### *Student Searches*

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student’s account or profile on a social networking website.

### *Seizure of Property*

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### *Questioning of Students Suspected of Committing Criminal Activity*

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

## 8.20 – Personal Property

Toys, games, cameras, phones/electronic devices, and similar personal property should not be brought to school without prior approval. The school cannot provide safeguards for such items. Students must not keep valuables ~~in their lockers~~ **at school**. Middle school students are expected to keep locker combinations confidential and lockers locked at all times.

# Chapter 9 - Athletics and Extracurricular Activities

## *Pleasantdale Elementary*

Pleasantdale Elementary offers all students an opportunity to develop their abilities and skills through participation in a variety of after school clubs/activities. Participation in and/or attendance at activities is a privilege and not a right.

## *Pleasantdale Middle*

Pleasantdale Middle School offers a variety of athletic and co-curricular opportunities throughout the year. Participation in these activities is a privilege and not a right. It is the student's responsibility to maintain eligibility by meeting all academic and behavioral standards. Students staying after school must remain in a supervised area.

## *Academic Eligibility Rules for Athletics and Co-Curricular Activities*

- A student with three D class averages or any F class average is ineligible to **participate** in any practice or game or other co-curricular activities.
- Ineligible students should report to the library for academic study time during games and practices or Tiger Time.
- A student remains ineligible until their averages are raised to meet the criteria.
- Every Friday, students' eligibility will be determined.

## *Other Eligibility Rules for Athletics*

- A current sports physical is required to be on file in the school nurse's office **prior** to participation.
- Written permission must be given by parent/guardian
- Compliance with **Code of Conduct** is required.

## *9.10 Athletic Code of Conduct*

As a member of a Pleasantdale Middle school athletic team, athletes are considered to be in positions of leadership, representing themselves, their families, the team, school, district and community. Therefore, along with the privilege of participation comes the expectation of a higher standard of behavior and conduct.

Students are expected to:

- Follow the district's discipline plan at all times
- Display good sportsmanship and citizenship
- Maintain good conduct and performance in classrooms
- Support individual and whole team efforts

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 in 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.

## 9.30 - Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

# Chapter 10 - Special Education and Support Services

## 10.10 - Education of Children with Disabilities

### *Special Education*

District 107's children with disabilities between the ages of 3 and 15 who have been evaluated and identified as requiring special education services based on State and Federal criteria, will be provided a free appropriate elementary public education in the least restrictive environment possible.

Questions about Special Education should be directed to Mrs. Sara Poplawski, Director of Student Services, [spoplawski@d107.org](mailto:spoplawski@d107.org) or 708-784-2013.

## 10.20 - Discipline of Students with Disabilities

### *Discipline of Special Education Students*

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### *Isolated Time Out, Time Out, and Physical Restraint*

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping the behavior. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

## **Behavioral Intervention Policy**

### *Students with Disabilities*

The use of positive behavioral interventions with students with disabilities will be given the highest priority in District 107. When behavioral interventions are used, they will be used in consideration of the child's physical freedom and social interaction and be administered in a manner that respects human dignity and ensures a student's right to placement in the least restrictive environment. Parents and students will be informed annually of the existence of the policy in each school's Student Handbook.

## 10.25 – Support Services

Teachers will contact the grade level team or principal to arrange a meeting to review the current level of performance when concerned about a student's academic progress. The following are special services available:

### *English Language Learners (ELL) Services*

Pleasantdale School District offers two specific programs for the limited English proficient student:

The Transitional Program of Instruction (TPI) is a mandated program to serve students from low incidence language backgrounds. The program provides support to help students succeed in academic subjects and learn English. The methodology of English instruction makes connections to the home language to the greatest extent possible and focuses on language development through meaningful experiences within content areas.

The Transitional Bilingual Education (TBE) Program is a mandated program for students of the same language background when there are 20 or more students. Opportunities are provided for the students to learn English while supporting comprehension in their native language.

### *Reading Explorers – Pleasantdale Elementary*

This program targets children who need individual or small group instruction in reading. The reading specialist, in conjunction with the classroom teacher, reviews students' reading progress during the school year. This review includes an analysis of screening data, achievement results, phonics tests, and additional diagnostic information. Parents will be notified if their child is identified for reading explorers including details about the program

### ***Reading Lab – Pleasantdale Elementary***

Students who have been identified as benefitting from additional reading support will receive Reading Lab services. Instead of attending Spanish, students will receive additional instruction in his/her area of reading need. Parents will be notified if their child is identified for Reading Lab including details about this program.

### ***Math Intervention – Pleasantdale Elementary***

Students who have been identified as benefitting from additional math support will receive Math Intervention services. Students will receive additional instruction in his/her area of math need. Parents will be notified if their child is identified for Math Intervention services including details about this program.

### ***Reading Lab/Math Lab - Pleasantdale Middle***

Students whose test scores indicate reading or math skills that are below average, and whose teachers have indicated a need for extra support, will be considered for an extra period of reading and/or math. Parents will be notified of this schedule change and will receive results of standardized assessments and students' progress during the course of the year.

### ***Social Work***

As part of Pleasantdale District 107's mission, the district recognizes the need for each student to develop appropriate social, emotional, and behavioral skills. To that end, social work services are provided to students and their parents in collaboration with teachers and administrators.

### ***Speech/Language***

Students who have speech and/or language difficulties may be referred to the speech/language therapist for evaluation. In addition, the speech therapist is available for speech/language screening by parent request or teacher referral. Following parent permission, the child is screened, and the parent and therapist meet to review the results and discuss a plan of speech/language instruction. The child may meet with the therapist individually, in a small group, or receive support in the regular classroom setting.

### ***MTSS (Multi-tiered System of Support)***

The MTSS Team consists of professionals from different disciplines who utilize a problem solving process to develop, monitor, and evaluate intervention plans for improving the school performance of identified students. Parents are encouraged to contact their child's teacher with any concerns.

A detailed explanation of the MTSS process is located on the District website.

### ***Summer Academy***

A booklet containing summer course descriptions, tuition, and other pertinent information is available by early spring of each school year.

### **10.60 – Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **10.70 – PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians**

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs.

The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>

You may also contact the following District employee for assistance:

Sara Poplawski, Director of Student Services

[spoplawski@d107.org](mailto:spoplawski@d107.org)

708- 784-2175

# Chapter 11 - Student Records & Privacy

## 11.10 - Student Privacy Protections

### *Student and Family Privacy Act*

Student and family privacy rights are protected under Board Policy 7:15 which can be viewed on the district website at [www.d107.org](http://www.d107.org)

## 11.20 - Student Records

Every effort is made to ensure the rights of parents and students as provided under the 1974 Family Educational Rights and Privacy Act and the Illinois School Student Record Act of 1975. Copies of these laws pertaining to student records are available in each school building.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children. Record review information, including forms requesting access to records, is available in the school offices.

In cases where parents are divorced, the noncustodial natural parent has right to records, notice of meetings, conferences, etc., upon request to the building principal. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

All temporary student records are destroyed within five years after graduation, transfer or other permanent withdrawal of the student. Permanent records are maintained for 60 years.

Student Permanent Record means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information may include the student's name, birthdate, address, grades and grade level, parents' names and addresses, attendance records, and such other entries as the State Board may require or authorize.

Student Temporary Record means all information contained in a school student record but not contained in the student permanent record. Such information may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student, all subject to regulations of the State Board. The information shall include information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. In addition, the student temporary record shall include information regarding serious disciplinary infractions that resulted in expulsion, suspension, or the imposition of punishment or sanction. For purposes of this provision, serious disciplinary infractions means: infractions involving drugs, weapons, or bodily harm to another.

Parents are notified prior to the transfer of records and, within a period of 10 days, may request permission to inspect all records being transferred. By parent request, family names may be excluded from any listing published by the school for general distribution.

# Chapter 12 - Parental Right Notifications

## 12.10 - Teacher Qualifications

### *Teacher Qualifications*

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

## 12.20 - Standardized Testing and District Assessments

### *Student Assessments*

#### *Preschool Screening*

All District 107 children between 36 months and 60 months of age are eligible for a free preschool screening to determine if a child is developing within expected benchmarks for his/her age group. The screening includes speech and language, vision, and hearing, gross and fine motor development. The screenings are held by appointment only at the Elementary School. Parents may call the District Office for more information or to schedule an appointment.

#### *Standardized Tests*

Students in grades 3-8 are given a yearly state assessment as required by the Illinois State Board of Education. This assessment measures student performance in English Language Arts and Math. Additionally, in grades 5 and 8, there is a yearly state assessment in science.

AIMSweb is a benchmark and progress monitoring system based on direct, frequent, and continuous student assessment in academic areas and social and emotional functioning.

Other assessments that are administered include the MAP assessment. This assessment measures student growth and performance in math and language arts. Additionally, the CogAT assessment is administered annually in grades 3, 4, 6, measuring students' learned reasoning abilities in the three areas: Verbal, Nonverbal and/or Quantitative.

## 12.30 - Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

## 12.40 - Sex Education Instruction

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

## 12.60 - English Learners

The school offers opportunities for identified English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.



Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact the Director of Student Services at 708-784-2175.

#### **12.70 – School Visitation Rights Act**

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

#### **12.80 - Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive notification prior to the application of pesticides to school grounds. To be added to the list, please contact the school office. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### **12.90 - Mandated Reporter**

All certified staff members are required by law to report suspected incidents of child abuse and/or neglect to the Department of Children and Family Services. Our role is to protect children from harm. Details regarding any individual child's protection are a matter held in strictest confidence by all adults involved.

#### **12.110 - Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murder and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY?Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor?FAQs>