

**Lombard School District 44**

150 W. Madison St., Lombard, IL 60148  
630.827.4400



# INSIDE YOUR SCHOOLS

Student & Parent Handbook



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## ABOUT THIS HANDBOOK

This Parent/Student Handbook provides a summary of the features of Lombard Elementary School District 44 student programs and policies. It supersedes and replaces any and all previous student handbooks. This may be updated at any time without notice. For a complete list of Board Policies: [www.sd44.org](http://www.sd44.org) - About Us - Board Policies. Inside Your Schools is written and edited by the office of the Superintendent.

## ADMINISTRATION CENTER CONTACT INFORMATION

630.827.4400 (PHONE) | 630.620.3798 (FAX)  
150 W. Madison St., Lombard, IL 60148  
Office Hours: 8:00 AM - 4:30 PM

Administrator Title	Name	Email
Superintendent of Schools	Theodore Stec	tstec@sd44.org
Assistant Superintendent of Curriculum and Instruction	Maria Martin	mmartin@sd44.org
Assistant Superintendent of Finance, Technology, and Facilities	Neil Perry	nperry@sd44.org
Assistant Superintendent of Staff and Student Services	Brett Sharkey	bsharkey@sd44.org
Director of Community Partnerships	Tod Altenburg	taltenburg@sd44.org
Director of Employee Relations	Scott Stehlik	sstehlik@sd44.org
Director of Special Services	Clodagh Sorrentino	csorrentino@sd44.org
Director of Strategic Initiatives	Allie Hahn	ahahn@sd44.org
Facilities Manager	Jon Dathe	jdathe@sd44.org

## TDD (TELECOMMUNICATIONS DEVICE FOR THE DEAF)

To aid hearing impaired individuals attending District 44, individuals need to make arrangements with the phone company. The number to contact is: 1.800.526.0844.



## SCHOOL CONTACT INFORMATION

### BUTTERFIELD SCHOOL

Grades K-5

**Address:** 2 S. 500 Gray

**Office:** 630.827.4000

**Fax:** 630.889.7960

**Attendance:** 630.827.4001

**Principal:** Kate Ostrander, [kostrander@sd44.org](mailto:kostrander@sd44.org)

**Secretary:** Tracy Latelle

### JOHN SCHRODER EARLY CHILDHOOD CENTER

EC

**Address:** 1519 S. Grace

**Office:** 630.827.4260

**Fax:** 630.216.8412

**Attendance:** 630.827.4261

**Principal:** Cathy Angelos, [cangelos@sd44.org](mailto:cangelos@sd44.org)

**Secretary:** Angila Mrazek

### MADISON SCHOOL

Grades K-5

**Address:** 150 W. Madison

**Office:** 630.827.4100

**Fax:** 630.620.3769

**Attendance:** 630.827.410

**Principal:** Yesenia Vazquez, [yvazquez@sd44.org](mailto:yvazquez@sd44.org)

**Secretary:** Beatriz Clark

### MANOR HILL SCHOOL

Grade K-5

**Address:** 1464 S. Main

**Office:** 630.827.4300

**Fax:** 630.889.7964

**Attendance:** 630.827.4301

**Principal:** Eric Haren, [eharen@sd44.org](mailto:eharen@sd44.org)

**Secretary:** Tena Krajcovic

### PARK VIEW SCHOOL

Grades K-5

**Address:** 341 N. Elizabeth

**Office:** 630.827.4040

**Fax:** 630.620.3749

**Attendance:** 630.827.4041

**Principal:** Oscar Suarez, [osuarz@sd44.org](mailto:osuarz@sd44.org)

**Secretary:** Josy Weyers

### PLEASANT LANE SCHOOL

Grades K-5

**Address:** 401 N. Main

**Office:** 630.827.4640

**Fax:** 630.620.3760

**Attendance:** 630.827.4641

**Principal:** Rita Tameling, [rtameling@sd44.org](mailto:rtameling@sd44.org)

**Secretary:** Laura Sullivan

### WM. HAMMERSCHMIDT SCHOOL

Grades K-5

**Address:** 617 Hammerschmidt

**Office:** 630.827.4200

**Fax:** 630.630.3733

**Attendance:** 630.827.4201

**Principal:** Dave Danielski, [ddanielski@sd44.org](mailto:ddanielski@sd44.org)

**Secretary:** Elizabeth Valdivia

### GLENN WESTLAKE MIDDLE SCHOOL

Grades 6-8

**Address:** 1514 S. Main

**Office:** 630.827.4500

**Fax:** 630.620.3791

**Attendance:** 630.827.4502

**Principal:** Mike Kettwig, [mkettwig@sd44.org](mailto:mkettwig@sd44.org)

**Asst. Principals:** Annette Hanson, Hayley Schmelzle,  
& Bonnie Schwieterman

**Secretaries:** Lucretia Davies, Nina Newcombe,  
Karen Rocque, & Penny Scarpiniti



## SECTION 1 - DISTRICT LEVEL INFORMATION

### INTRODUCTION

The purpose of this handbook is to help students and their parents/guardians become aware of district policies, rules, and procedures by providing a summary of the District 44 School Board policies. The Board policies that govern the operation of District 44 are available to the public at the Administration Center and on the District 44 website ([www.sd44.org](http://www.sd44.org)). Policies may be amended during the year without notice.

Please read this handbook carefully and keep it available for future reference. Students and parents/guardians are responsible for knowing the contents of this handbook. Please note the handbook is subject to change, without notice, by the Administration or Board of Education at any time during the school year.

### OUR PHILOSOPHY

"We Are All In This Together".

### OUR CORE BELIEFS

- **Family is at the root of everything we do.** We must support each other like a family, establish connections with the families of our students, and care for our students as though they are our own. When we do, this place becomes our home.
- **Meaningful connection is at the heart of the learning experience.** Connection provides our students with the necessary emotional and physical safety to thrive as well as to develop a true love for their learning.
- **Students are so much more than test scores,** and their performance should not solely rely upon this one measurement that so often fails to reflect the whole picture of their achievements. Finding success is a personal journey for every child, and it deserves to be seen as such.
- **Accountability is essential to developing lasting trust, and trust is essential to allowing for innovation.** We must all hold each other accountable for meeting our intended goals and provide necessary support when they feel seemingly out of reach. It is only when these feelings of safety and support are fully at play that we can begin to feel inspired and comfortable to innovate.
- **Empathy is one of the most powerful human emotions we have the ability to feel.** Therefore, we must provide our students with the right tools and experiences so they can truly change the world.

*Visit [sd44.org/district/aboutus](http://sd44.org/district/aboutus) to review the full strategic plan of Lombard District 44.*



## FREEDOM OF INFORMATION ACT (FOIA)

Lombard Elementary School District 44 permits access to and copying of public records in accordance with the Illinois Freedom of Information Act.

Except for student records, any request for District 44 records must be submitted in writing by e-mailing FOIA@sd44.org or by mail to the address 150 W. Madison, Lombard, IL 60148. Requests must specify the records to be retrieved and copied.

## BOARD OF EDUCATION MEMBERS

NAME	POSITION
Courtney Simek	President
Tony del Alcazar	Vice President
Stephen Flint	Member
Sarah Novey	Member
Cary Weisgram	Member
Galyn Piper	Member
James Robinette	Member
Deb Iversen	Secretary

## SCHOOL BOARD MEETINGS

Community members may address the Board of Education at Board of Education meetings consistent with the Board’s procedures for public participation. The time for public comment will be indicated on the agenda for each Board Meeting. In addition, if contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Superintendent's office. Board members will not take individual action that might compromise the Board or District. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board of Education Meeting Agendas are available for public review at the Administration Center and on the District 44 website prior to each board meeting.

The Board of Education generally meets on the second Tuesday of each month at 6:00 PM. Please check the calendar on the District 44 website or call the District 44 Administration Center at 630.827.4400 to confirm time and meeting location.





## SCHOOL HOURS FOR CHILDREN

### Elementary Schools (Grades K-5)

Full Day	Half Day	Early Release
8:35 AM - 3:15 PM	8:35 AM - 11:40 AM	8:35 AM - 1:15 PM

### Glenn Westlake Middle School (Grades 6-8)

Full Day	Half Day	Early Release
8:00 AM - 2:45 PM	8:00 AM - 11:00 AM	8:00 AM - 12:45 PM

### Early Childhood

Morning	Afternoon
9:00 AM - 11:30 AM	12:30 PM - 3:00 PM

The lunch schedule is established at the building level.

## NON-DISCRIMINATION AND HARASSMENT

District 44 does not discriminate on the basis of national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, physical or mental disability, immigration status, order of protection status, status of being homeless, military status, or unfavorable discharge from military service in employment or in the provision of services, programs, and activities. If someone believes District 44 has discriminated against them, he/she should contact the District Non-Discrimination Coordinator/Title IX Coordinator or a District Complaint Manager. See "Equal Educational Opportunities and Non-Discrimination" section below for their contact information and additional information, as well as Board Policy 2:260.

Board Policy 2:270 *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited* requires school districts to include an age-appropriate summary of the policy within the student handbook. The following rules provide this summary for our PreK-8 students:

1. **No discrimination or harassment allowed.** Everyone at our schools deserves to be treated fairly and kindly. It is against our school rules to treat anyone badly or differently because of their race, skin color, or where they come from.
  - a. Examples of unfair treatment:
    - i. It's wrong to punish students more harshly because of their race or color.
    - ii. Every student should have equal access to advanced classes, activities, and special help, no matter their background.
  - b. Examples of harassment:
    - i. Name-calling, teasing, or making fun of someone's race or where they come from is not allowed.
    - ii. Using mean words or showing hurtful pictures related to race is also against the rules.



2. **Reporting Problems.** If you see or experience discrimination or harassment, tell a teacher, principal, or any adult you trust at school. They will take your report seriously and keep it as private as possible while they look into it.
3. **How We Handle Reports.** We will investigate all reports to ensure our school stays a safe and respectful place for everyone. Students and staff who break these rules will face consequences, which can include being asked to leave our school.
4. **No Retaliation.** No one is allowed to get back at someone for reporting discrimination or harassment. If someone tries to do this, they will be disciplined as well. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Remember, our goal is to make sure every student feels safe, respected, and valued at our school. If you have any questions or need help, don't hesitate to reach out to an adult at school.

Parents/guardians or visitors with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services when attending school activities (for example, parent/guardian conferences, school programs, and board meetings) and, if so, what services are required.

## EQUAL EDUCATIONAL OPPORTUNITIES & NON-DISCRIMINATION

Lombard School District 44 is committed to a policy of nondiscrimination and equal opportunity in its education programs and activities and employment. The Lombard Elementary School District 44 Board of Education prohibits discrimination against any student because of race, color, religion, national origin, physical or mental disability, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, immigration status, order of protection status, status of being homeless, military status, unfavorable discharge from military service, or any other protected category in educational programs, activities, services, or benefits.

The District complies with all laws and applicable regulations that prohibit discrimination, harassment, and retaliation by and in the District, including the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Title VII of the Civil Rights Act, 42 U.S.C. § 2000e et seq.
6. The Age Discrimination in Employment Act of 1967
7. The State Officials and Employees Ethics Act
8. The Illinois Human Rights Act
9. Sections 10-22.5, 27-1, and 20.60 of the School Code and 23 Illinois Administrative Code Part 200
10. Victims' Economic Security and Safety Act, 820 ILCS 108/
11. Illinois Equal Pay Act of 2003, 820 ILCS 112/
12. Illinois Genetic Information Privacy Act (GINA), 410 ILCS 513/ and Title II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. § 2000ff et seq.
13. Employee Credit Privacy Act, 820 ILCS 70/

Furthermore, the Board of Education prohibits discrimination against students on the basis of sex in the provision of programs, activities, services, or benefits and, insofar as reasonably possible, the School District guarantees to both sexes appropriate equal access to educational and extracurricular programs and activities. The prohibition against discrimination because of sex is also intended to bar sexual harassment in any form



as defined in Board policy. The District will use the grievance procedures in Board of Education Policies 2:260 (Uniform Grievance Procedure) and 2:265 (Title IX Grievance Procedure) to process applicable complaints based on alleged violations of law or Board policy.

No student, parent/guardian, employee, or other member of the District community will be subjected to retaliation as prohibited under any law or Board policy, including those laws identified above. Retaliation is an adverse act imposed because a person has asserted a right or participated in a process involving the assertion of a right, including reporting a violation of law or Board policy or participating in the grievance processes used to process complaints based on alleged violations of law or Board policy.

Any person who believes any student, employee, or third party or the District generally has engaged in conduct prohibited by the laws cited above or Board policy, including discrimination, harassment, or retaliation, or who has inquiries about the application of the laws cited above or Board policy should contact a District Nondiscrimination/Title IX Coordinator, Nondiscrimination Coordinator, or Complaint Manager using the contact information below:

#### Nondiscrimination/Title IX Coordinator

Brett Sharkey  
150 W. Madison Street, Lombard, IL 60148  
bsharkey@sd44.org  
630-827-4461

#### Complaint Managers

Scott Stehlik	Alexandra Hahn
150 W. Madison Street, Lombard, IL 60148	150 W. Madison Street, Lombard, IL 60148
sstehlik@sd44.org	ahahn@sd44.org
630-827-4416	630-827-4592

The following agencies may also be able to answer inquiries about some of the other laws cited above:

#### **U.S. Department of Education Office for Civil Rights (OCR)**

Chicago Office  
JCK Federal Building  
230 S. Dearborn Street, 37th Floor  
Chicago, IL 60604  
Telephone: (312) 730-1560  
Facsimile: (312) 730-1576  
Email: OCR.Chicago@ed.gov  
See [www.ed.gov/ocr](http://www.ed.gov/ocr)

#### **U.S. Equal Employment Opportunity Commission (EEOC)**

Chicago District Office  
JCK Federal Building  
Chicago, IL 60604  
Telephone: (312) 872-9744  
Facsimile: 312-588-1260  
Info@EEOC.org



See [www.eeoc.gov](http://www.eeoc.gov)

### **Illinois Department of Human Rights (IDHR)**

Springfield Office

535 West Jefferson

1st Floor

Intake Unit

Springfield, IL 62702

Telephone: (217) 785-5100

Facsimile: (217) 785-5106

Email: [IDHR.webmail@Illinois.gov](mailto:IDHR.webmail@Illinois.gov)

See [www2.illinois.gov/DHR](http://www2.illinois.gov/DHR)

More information on the Board policies prohibiting discrimination, harassment, and retaliation can be found in Board policy, including, for example, Board policies 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited). More information about how to report discrimination, harassment, or retaliation can be found in Board policies 2:260 (Uniform Grievance Procedure) and 2:265 (Title IX Grievance Procedure). The Board's policy handbook is available online on the District's website, [www.sd44.org](http://www.sd44.org).

## **MANDATED REPORTING**

Pursuant to Illinois law, every District 44 staff member is a mandated reporter and required to report suspicion of child abuse or neglect to the Department of Children and Family Services.

## **EMPLOYEE CODE OF PROFESSIONAL CONDUCT**

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

### **Standards and Expectations Related to School Employee-Student Conduct**

1. All employee conduct must comply with the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, to the extent applicable.
2. Prohibited grooming behaviors and "sexual misconduct" include, but are not limited to, any verbal, nonverbal, written, or electronic or physical activity, by an employee or agent of the school with direct student contact with a student that is directed toward or with a student to establish a romantic or



sexual relationship with the student. Such an act includes, but is not limited to:

- a. A sexual or romantic invitation;
  - b. Dating or soliciting a date;
  - c. Engaging in sexualized or romantic dialogue;
  - d. Making sexually suggestive comments that are directed toward or with a student;
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
  - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.

a. Communications with Students

Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media, and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.

b. Transportation of Students

Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained the prior permission of the school. Transportation of students in district vehicles requires approval by administration.

c. Photographs of Students

Employees are prohibited from taking or possessing photos of a student on their personal devices. Student pictures, assuming parents have not opted out of photos, for school-sponsored activities used in furtherance of the school's educational mission are permitted. Employees should delete student photos from their personal device once photos have been posted and/or sent in furtherance of the school's educational mission.

d. Contact with Students

Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious ed teacher, cub scout master, family relationship, etc). Employees are expected to avoid situations which could result in an actual or perceived inappropriate relationship between the employee and the student.

4. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) and Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) and related Board policies, including Board Policy 5:90, Abused and Neglected Child Reporting, and Board Policy 2:265, Title IX Grievance Procedure.
5. Employees, students, parents, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board Policy 2:260, Uniform Grievance Procedure and Board Policy 2:265, Title IX Grievance Procedure, or to any District or school administrator or staff member to whom the person feels comfortable reporting.
6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.



Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.



## SECTION 2 - GENERAL INFORMATION

### REGISTRATION & ENTRANCE REQUIREMENTS

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board Policy 6:135, Accelerated Placement Program.

Any child entering District 44 for the first time must present the following documents:

- A certified copy of the student's birth certificate;
- Proof of residence, as required by Board Policy 7:60, Residence.

Proof of the required health examination, immunizations, eye examination, and dental examination also must be submitted at the required intervals. See Section 6 for more information on examination and immunization requirements. Proof of the required health examination and immunizations must be submitted by October 15. Any child not compliant by October 15 will be excluded from school until proof of the required health examination and immunizations are received.

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

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

### ABSENCES/TARDINESS

If a child is to be absent from school for the morning session or for a full day, parents/guardians must contact the school before 9:00 AM. If a child will not be attending the afternoon session, parents/guardians must contact the school before 1:00 PM. If a child is absent and the parent/guardian has not contacted the school, a reasonable attempt will be made to contact the parent/guardian by phone within two hours of the first missed class. If a child will be tardy, the parent/guardian is requested to phone the school or send a note to school with the child explaining the tardiness.

Principals or building designees monitor student absences and tardies closely. After a student is absent without valid excuse for more than 5% (9 days) of the regular attendance days in a school year, he/she is deemed to be truant under Illinois law. Parents will receive a letter when a student's attendance and/or tardies begin to have a negative impact on learning. A required conference may be scheduled, if needed, to problem-solve and rectify attendance issues. Excessive cases will be reported to the Regional Office of Education and/or other county agencies.

Regular school attendance is important to academic success. A valid cause for absence includes illness





(including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

In most instances, students will be given a day to make up work for every day missed, starting with the first day the student returns to school. Teachers are not required to provide academic assignments until the student returns to school. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

Parents/guardians of students who are absent three (3) or more consecutive days may contact the student's counselor to arrange to pick up work. Parents/guardians should contact the student's counselor before 9:30 a.m. and plan to pick up the work between 3:00 and 4:00 p.m. at the reception counter in the main office.

- All kindergarten and first grade students are required to have 240 minutes of instructional time for full-day attendance. Students must attend a minimum of 120 instructional minutes for half-day attendance.
- As per state requirements, all students in grades 2 through 8 are required to have 300 minutes of instructional time for full-day attendance. Students must attend a minimum of 150 instructional minutes for half-day attendance.
- A student who is less than 45 minutes late will be marked tardy rather than absent.

### **Middle School Tardiness**

Any student, who arrives late to school, after 8:00 a.m., will be issued a tardy and must stop in at the Student Services desk to receive a pass to enter class. Excused or unexcused tardies will be determined on a case by case basis by administration.

Counselors/Admin will communicate with teachers the cumulative number of tardies each student has earned.

Some of the interventions/support services we use but not limited to are "solving-the-problem" form (filled out with student and counselor), developing a tardy remedy plan, communication with parent/guardian, in-person meetings with student/staff/guardians, and consequence/loss of privilege plans if necessary. Westlake reserves the right to review excessive absences and tardiness. Students may be subject to additional supportive services and interventions. Tardies are reviewed on a case-by-case basis.

## **RELIGIOUS OBSERVANCES**

If a child is to be excused for the observance of a religious holiday, the child's parent/guardian shall notify the Building Principal prior to the date of any intended absence.

## **TAKE YOUR CHILD TO WORK DAY**

District 44 does not grant an excused absence for "Take Your Child to Work Day." Therefore, parents/guardians are asked to schedule their child's/children's Take Your Child to Work experience on a non-attendance day.





## VISITORS

All school buildings are locked during the school day. In order to ensure that no unauthorized person enters a school building, all visitors must report to the school's office, provide adequate identification (e.g., driver's license), be cleared through the Raptor system, and sign in and out. While in the school building, all visitors must wear a visitor's badge on their left front chest. Visitors may be "buzzed-in" at the main entrance. Students are not allowed to bring family members or friends to visit school unless given permission by the school principal in advance. Former students are not permitted to visit during school hours unless given permission by the Principal.

## SCHOOL ENTRY IN BAD WEATHER

In bad weather, as determined by the building principal or designee, K-5 students will be allowed to enter the school building 15 minutes before the school bell rings or when the first bus arrives. In cold weather, generally students will be permitted into the building early when the wind chill factor is ten degrees Fahrenheit or below.

Middle school students are always permitted to enter the building thirty minutes before the bell.

## EMERGENCY SCHOOL CLOSINGS/E-LEARNING DAYS

District personnel monitor weather conditions via various methods, including news reports, weather radios, the National Weather Service website, and personal observations. District 44 also is connected to the DuPage County Emergency Network system (EMnet), which provides timely emergency information.

It is the policy of District 44 to keep schools open regardless of the weather. If, however, it is necessary to close schools for any reason, notice will be sent by means of the School Messenger/Skylert Notification System to all designated e-mail addresses and home, work, and cell phone numbers. The notice will also be given to news media via the Emergency School Closings Center. A posting will be made on the District 44 website. A message will be recorded on each school's main phone number. "Telephone Trees" are also used at some schools to contact parents/guardians if schools are closed. Please remember that interruptions in power or phone service may affect our ability to implement these communication processes.

There may also be situations where in lieu of a school closing, the district will utilize "e-learning days" where students are provided remote learning opportunities. Should the district choose to utilize an "e-learning day," this will be communicated with staff and families as early as possible utilizing the same process as notification of an emergency school closing.

## EARLY DISMISSAL

If severe weather occurs during the school day and it is necessary for an early dismissal, parents/guardians will be notified through the District's alert notification system and on the District's website, and students will be dismissed from school. It is suggested that parents/guardians discuss with their child:

1. For students who walk to/from school, the shortest walking route between home and school to ensure that the child follows this exact route in the event of an early school closing.
2. What to do in the event no one is at home when the child arrives.

Bus students remain at school until they can be safely transported to their homes. Parents are allowed to pick



up their students from school even if they ride the bus.

Please do not call the schools when a storm is approaching. All schools are linked to an early warning system and are immediately aware of impending emergency situations. It is important that telephone lines be left open for urgent official calls.

## **DELAYED DISMISSAL**

If severe weather occurs during the school day and District 44 determines that there is not sufficient time for all children (including walkers and bus riders) to arrive home safely, parents will be notified, and children will be held at the school buildings until conditions are safe for normal dismissal.

In the event of an early or delayed dismissal, schools will release children only to a parent/guardian, or to an authorized adult. When there is a delayed dismissal due to severe weather, the Principal may choose to not release children if he/she feels conditions are too hazardous. Because we value your safety, District 44 urges parents/guardians to stay home until conditions clear. When dismissal resumes, District 44 will notify parents/guardians using the District's alert notification system and on the District's website.

There may be conditions under which the severe weather has passed, but we cannot safely release children due to darkness, downed power lines, or other hazardous conditions. If we feel travel conditions make it necessary for a parent/guardian or an authorized adult to pick up children, parents/guardians will receive another alert notification.

## **ELECTRONIC NOTIFICATION SYSTEM**

District 44 strives to provide a safe and caring environment for our students. To support that effort, we have implemented a program called School Messenger/SkyAlert for Schools.

The notification and communication system allows District 44 to deliver a single, clear message to parents or guardians by telephone, cell phone, e-mail, pager, or PDA, in any combination. The system is used to send notification of a school closing due to inclement weather as well as inform parents/guardians about everyday activities.

In addition to receiving communication alerts on your designated contact devices, the alert messages will also appear in your online profile. You can use this feature to read any alerts that may have been erased or deleted accidentally on your other contact devices.

As of the spring of 2017, we have the addition of text messaging to our current School Messenger email and phone notification system. This will allow the District and schools to deliver important information straight to your mobile phone regarding events, school closings, safety alerts and more.

Families that wish to receive text messages need only ensure that their mobile number(s) are on record with the District through Skyward Family Access and texting "Y" to our school's short code number 67587.

SchoolMessenger is compliant with the Student Privacy Pledge, so you can rest assured that our information is safe and will never be given or sold to anyone.

District 44 encourages families to take advantage of this service in order to receive District and school updates.



## EMERGENCY PREPAREDNESS

Providing for the safety of our students when at school is a major responsibility of our staff. The District maintains an Emergency Operations Plan, which is updated annually. Each of our schools also has an individualized Crisis Management Plan that was developed in conjunction with law enforcement agencies, the fire department, and health professionals. In addition, each school has a Crisis Management Team, which is trained and well prepared to respond to a variety of emergency situations.

District 44's response to an emergency incident will depend largely on its nature, and will include at least one of the following five actions: hold, evacuate, shelter, secure, or lockdown. For evacuation purposes, each District 44 school building has one or more off-campus sites where students can be housed in an emergency situation.

All of our schools' exterior doors are kept locked during the school day. We require visitors, including parents and volunteers, to check in at the school office, with proper ID, upon arrival and departure.

## AUTHORIZATION FOR RELEASE OF STUDENTS

To release a child to a person other than the child's parent/guardian, the District must have written permission from the child's parent/guardian. Parents/guardians must provide written permission by sending a note to school with your child a note stating the name and phone number of the person(s) who is authorized to pick up the child, or by e-mailing this information to your child's teacher no later than 9:00 AM the morning of the day in question. Once the District receives this written permission, it will be placed in your child's file for reference. If the authorized pick up is to be limited to one time only, please state that in the note or email. Children will not be released to persons for whom the District has not received permission. The authorized person picking up your child will have to provide identification (e.g., drivers' license) to the building secretary or designee at the time he/she is picking up your child.

## EMERGENCY INFORMATION

Each year during online registration, parents/guardians are asked to complete an emergency information section that includes telephone numbers where they can be reached (e.g., home, work, cellular).

The names and telephone numbers of two persons who can assume temporary care of a child if the parent/guardian cannot be reached in an emergency are also requested. It is extremely important that these persons be willing, and able, to provide temporary care for a child in an emergency situation. If at all possible, they should be individuals who are generally available during school hours. Parents/guardians must notify the school of any changes or updates to contact information during the school year.

In the event of a critical emergency requiring the immediate assistance of paramedics, the paramedics will be called before calling the parent/guardian or emergency card names.

## IMPORTANT: UPDATING CONTACT INFORMATION

Go to Skyward Family Access to update all changes in your address, phone number (home, work, cellular), emergency number, e-mail address, place of employment, or additional pertinent information.



## SCHOOL FEES

Students are assessed a yearly fee for such items as workbooks, consumable materials, locks, towels, and laboratory equipment. Late fees may be applied if fees are not collected by a deadline previously communicated to families. Additionally, Lombard District 44 may impose a Debt Collection Program for families who have outstanding or excessive fees.

## WAIVER OF SCHOOL FEES

School fee waivers are available for eligible students. Parents/guardians who believe they may qualify for a waiver should contact the building office secretary for information and appropriate forms. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, or equipment.

Per Board Policy 4:140, *Waiver of Student Fees*, the Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay fines for the loss of or damage to school books or other school-owned materials. Fees for textbooks and other instructional materials, as well as fines for the loss of school property are waived for students who meet the eligibility criteria for a waiver as described in this policy. All school student fees and fines as defined by the Ill. State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a waiver are not exempt from charges for damaged books, locks, materials, supplies, and equipment.

### Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians and that applications for waivers are widely available and distributed and that provisions for assisting parents/guardians in completing the application are available.

### Eligibility Criteria

A student shall be eligible for a fee waiver when:

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 program;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act ([42 U.S.C. §11434a](#))

The Superintendent or designee will give additional consideration where one or more of the following factors are present: Illness in the family; Unusual expenses such as fire, flood, storm damage, etc.; Unemployment; Emergency situations; When one or more of the parents/guardians are involved in a work stoppage.

### Verification

The Superintendent or designee must follow the verification requirements of [7 C.F.R.245.6a](#) when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s). If a student receiving a waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

### Determination and Appeal



Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

## **SAFETY PATROL**

Safety patrol students from the upper grades are stationed at important intersections before and after school. Schedules can be obtained from the school office. Safety patrol students do not direct traffic or stop moving vehicles. Patrol students are responsible for modeling good safety habits and telling students when it is safe for them to cross intersections. Students must cooperate with the safety patrol students. As good models for their students, parents/guardians should demonstrate respect for the safety patrol as well.

## **PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board of Education policy 7:15, Student and Family Privacy Rights. Persons who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy should file a complaint using Board policy 2:260, Uniform Grievance Procedure. Persons with all other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a Curriculum Objection form.

## **STUDENT PRIVACY RIGHTS - SURVEYS**

### **Surveys**

Third party student surveys and questionnaires are those that are created by a person or entity other than a District 44 official, staff member, or student. Third party student surveys and questionnaires shall be administered at the direction of the Superintendent or designee and only when they serve to advance District 44's educational objectives. Notice will be provided to parents/guardians prior to the administration of third-party surveys or questionnaires and parents/guardians will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

In addition, no student shall be required, as part of any applicable program, to submit to a District 44 or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent/guardian:

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



financial assistance under such program).

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents/guardians prior to the administration of surveys or questionnaires concerning the above information and parents/guardians, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

### **Instructional Materials**

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## **PROMOTION AND RETENTION**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, state requirements, and performance stated and other assessments. In general, students normally progress annually from one grade to another.

The child's parent/guardian will be notified in advance if a student is to be retained at the grade level and the reasons involved in the decision will be fully explained. The final decision regarding retention will be made by the building principal after considering such information as present and prior classroom performance, test data, past interventions, support services received, school attendance, age and interests of the student and parent/guardian. If the parent/guardian does not agree with the decision of the, the decision may be appealed to the Chief Academic Officer who will make a final ruling after considering available information and meeting with the parent/guardian. In cases of possible retention, the school will provide appropriate remedial support.

Promotion certificates are awarded at the completion of 8th grade to students who satisfactorily complete the District's requirements. A grade point average of 1.0 on a 4.0 scale is required for promotion at Glenn Westlake Middle School. Please refer to Board Policy 6:280 for more information





## SECTION 3 - TRANSPORTATION

### BUS TRANSPORTATION

The District may provide transportation for a fee for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a serious safety hazard due to either (a) vehicular traffic or rail crossing or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/.

The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.

Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

No school employee may transport students in school or private vehicles unless authorized by the administration. **ONLY ELIGIBLE STUDENTS MAY RIDE THE SCHOOL BUS.** A student may ride only his/her assigned school bus. All buses have specifically assigned routes and schedules. The bus driver is not allowed, and should not be asked, to stop at any place other than at a specified bus stop.

When riding the school bus, all students must follow District 44's school bus safety rules and student behavior rules. This includes having consideration for other students, school staff, and the bus driver. When riding a school bus, students must:

- Remain seated when the bus is in motion.
- Refrain from consuming food or beverages on the bus.
- Refrain from throwing any objects on or off the bus.
- Speak in an appropriate tone and volume.
- Use appropriate language.
- Follow the directions of the bus driver in a respectful manner.
- Refrain from use of all electronic devices

In addition, students must not participate in:

- Prohibited student conduct as defined in Board of Education policy, 7:190, Student Behavior.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.



- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

All concerns regarding student behavior on a school bus should be reported to a school administrator or teacher. The bus driver retains the discretion to return the bus to school to address a student behavior issue.

A student who violates District 44's bus conduct rules may be subject to discipline consistent with District 44's discipline policies. Such disciplinary consequences may include, but are not limited to, parent contact, verbal warning, referral, detention, seat reassignment on the bus, up to and including a suspension from riding the school bus for up to 10 consecutive school days. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. 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/guardian to notify the school that the student does not have alternate transportation.

Electronic visual and audio recordings of the interior of school buses while being used to transport students to and from school and school-sponsored activities may be used to monitor conduct and to promote and maintain a safe environment on the school bus, as defined in board policy 7:220. Students who damage the bus, including tampering with electronic recording devices on the bus, will be responsible for the cost of any necessary repairs or replacement and may be subject to discipline.

## **SPECIAL EDUCATION TRANSPORTATION**

Special education students who receive special transportation pursuant to their Individual Education Plan (IEP) will be provided with transportation via Hopewell Dispatch. For questions about your child's special transportation, please contact your child's special education facilitator. In addition, absences must be communicated to Hopewell Dispatch at 630.426.1749. Temporary changes, questions and concerns can be communicated to the District 44 Special Services Office at 630.827.4431.

## **ROLLER BLADES**

For the safety of all students, roller blades, roller skates and skateboards are not permitted on school property.

## **BICYCLES**

The Principal of each school creates and administers the bicycle procedures necessary for that particular school area. These procedures will be provided to students and parents/guardians at the beginning of the school year and are available from the school office. The school will not be responsible for stolen bicycles, or for the damage to bicycles that may occur on the school grounds.





## SECTION 4 - ACADEMIC SERVICES

### REPORT CARDS

Report cards are an important part of communication between school and home regarding a child's learning. These reports are completed by teachers from carefully designed student assessments, class work and analysis of results. The purpose of this regular academic feedback is important as parents and teachers work together to help all students improve.

Report cards for students in grades K-5 are based on the selected standards in District 44 based on the State of Illinois standards in each curricular area. Grade level teacher teams across District 44 have defined the criteria and continually review the rubrics and assessments to ensure continuity. Social Emotional standards, also based on Illinois standards, are reflected in the Progress report. Additionally, identified Improvement Actions are recommended each trimester for grades K-5.

#### Frequency of reporting

- K-5 Report cards are issued electronically three times during the year at the end of each trimester.
- Grades 6–8 Report cards are issued electronically three times during the year at the end of each trimester.

#### Additional Reporting

Along with report cards and conferences, teachers may use interim or midterm progress reports to advise parents/guardians of student progress. We encourage parents/guardians to contact teachers directly anytime there is a concern or question regarding a student's academic progress. See the Middle School Handbook for additional information on student evaluation and reporting for middle school students.

### ASSESSMENTS

As part of the school improvement process, various assessments or tests are routinely utilized in order to identify student strengths and weaknesses, as well as provide targeted instruction to struggling students. Assessment information, both standardized and curriculum based, is collected and analyzed on an ongoing basis to assist in effective instructional planning. District 44 administers the state required assessment.

### MIDDLE SCHOOL GRADING PRACTICES

#### Purpose for Grades

Grades are clear and accurate indicators of student learning performance that are aligned to standards and provide feedback to students and other stakeholders at a given moment in time.

#### Grading practices

Some grading practices are common district-wide and some are decided at the grade level departments. Teachers and courses that are not part of a grade-level department are expected to follow the practices below. Teachers who teach the same course in a building should have common assessment practices. In the case where a course is only taught by one teacher, the teacher should work with other grade-level departments to ensure consistency across assessment practices.



## Core Values, Beliefs, & Convictions

Belief	In Practice
<p><b>We believe in fair, equitable and consistent grading practices.</b></p>	<ol style="list-style-type: none"> <li>Grading practices must be consistent across a grade-level department. (Summatives will be consistent by grade-level department.)</li> <li>The term grade consists of formative and summative assessments.               <ol style="list-style-type: none"> <li>Formative assessments will count for 20% of the term grade.</li> <li>Summative assessments will count for 80% of the term grade. (<a href="#">See Grading Practices Slide: Example A</a>)</li> </ol> </li> <li>We are committed to reducing the disproportionate impact of zeros in the gradebook. This is a continued area of study for the Grading Practices Committee. In the interim, grade-level departments should:               <ol style="list-style-type: none"> <li>Conference with the student and/or family about missing summative assessments.</li> <li>Have the student complete the missing assessment during class time (even if they will be missing your instruction) or other times during the school day.</li> <li>Refer the student for additional academic support.</li> <li>50-40% Floor Grades                   <ol style="list-style-type: none"> <li>Students will receive a minimum score of 50% for completed work and 40% for missing work. This will address the disproportionate impact of zeros in the gradebook, as well as the unintended incentivization for students to choose not to complete work. (<a href="#">See Grading Practices Slide; Examples B &amp; C</a>)</li> <li>40% still allows students the opportunity to recover grades.</li> <li>40% communicates that no work was submitted.</li> <li>Grade-level departments will ensure summative grades are based on individual student achievement, including group projects and assessments.</li> </ol> </li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>Grade-level departments regularly work to ensure alignment among learning targets, standards, and assessments throughout unit design work. Formatives and summatives should be aligned in both skill and content.               <ol style="list-style-type: none"> <li>Grade-level departments should ensure that they utilize common summative assessments.</li> <li>Grade-level departments should ensure that they utilize common formative assessments when appropriate.</li> </ol> </li> <li>Grading practices and course expectations will be communicated to students and families.</li> </ol>



**We believe that grades should emphasize learning rather than behavior or compliance.**

1. Student behaviors, not tied to learning standards, should not be part of the grade.
2. Students should be given the opportunity to show their learning by participating in assessments, even if they were unexcused on the date of the assessment.
3. Students who engage in academic dishonesty will receive an office referral. Discipline will be at the discretion of the teacher and administration based on the situation.
4. Extra credit should not be factored into a student's grade.

**We believe in providing flexibility for student learning.**

1. Grade-level departments may differentiate assessments based on product, process, or content and to allow for student choice.
2. Grade-level departments may provide opportunities for improvement throughout each trimester. Examples may include, but are not limited to:
  - a. Per grade level department discretion, students could retake or redo only parts of the assessment or the entire assessment.
  - b. Per grade level department discretion, allowing students to show their understanding of the material by taking a different type of assessment on the same material (example: written response instead of multiple choice questions).
  - c. Per grade-level department, assessment grades could replace the original assessment grade partially or in full.
3. Grade-level departments may have different late work practices for summative and formative assignments. Some practices to consider:
  - a. Formative work is expected to be turned in by the due date, but some exceptions may include (not limited to):
    - i. Allowing work to be turned in within a specified timeframe (example: within 5 days).
    - ii. Allowing work to be turned in until the end of a unit.
    - iii. Allowing work to be turned in until specific dates throughout the trimester.
  - b. Summative work is expected to be turned in by the due date, but some exceptions may include (not limited to):
  - c. Allowing projects or papers to be turned in with a penalty to the grade.
  - d. Allowing tests to be made up before the next summative assessment (chapter, unit, etc.).



**We believe formative assessments should gauge student understanding and provide feedback, and summative assessments should demonstrate student knowledge and understanding.**

1. Formatives are low-stakes, frequent, and aligned to the summative assessment and may:
  - a. Assess formative work and participation toward mastery - with feedback.
  - b. Be shorter tasks and/or provide feedback through different approaches
    - i. Examples: personalized verbal feedback, models, rubrics, and other tools to inform and empower students on progressing toward mastery of summative material.
  - c. If using formative tasks to keep records (i.e., collecting signatures), post in Skyward as a “no count” and (optional: do not post to family & student access)
2. Incorporate student reflection/assessment in the grading experience to encourage students to take ownership of their learning, become more self-aware, and develop self-regulation skills.

**We believe in communication with all stakeholders on the grading scale, the meaning of grades and the definition of key grading terminology.**

1. District provides information to families about the grading practices.
2. Each grade-level department creates specific communication for students and families outlining grading practices, including final assessment weighting, category weighting, how to reassess, and other unique grade-level department grading practices.
3. The district provides materials for families to access student grades, including how to use Skyward, set up grade notifications, grading calendar information, grading scale descriptions and automatic D/F email notifications.

## ACCELERATED PLACEMENT PROGRAM

The District provides an Accelerated Placement Program (APP). The APP advances the District’s goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP.

APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District’s APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student’s identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:



- Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
- Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and assessment processes that include multiple valid, reliable indicators.

For questions about this policy, please contact your building principal.

## **BAND AND ORCHESTRA**

The band and orchestra programs are available to students in grades 4-8. Each student receives a minimum of two instructional periods per week either through lessons or group rehearsals.

Only students who practice regularly and participate in scheduled music lessons conducted during the school day by a District 44 music instructor are eligible to be part of a band and/or orchestra program.

For additional information, contact the band or orchestra instructor at your child's school.

## **ENGLISH LEARNING PROGRAM (ML)**

District 44 offers an English Learning program in all schools to assist students identified as multilingual learners. EL teachers evaluate each identified student individually to determine his or her level of English proficiency. English instruction and academic support are provided based on student individual needs. Students are evaluated on an annual basis to monitor growth in English language acquisition.

Transitional Bilingual Education programs are offered at the following schools: Madison (Spanish, Urdu), Manor Hill (Spanish, Urdu), Butterfield School (Urdu), Hammerschmidt School (Spanish), Glenn Westlake Middle School (Spanish), and John Schroder Early Childhood Center (Spanish, Urdu). Students in these programs receive support and instruction in English and in their native language as needed.

### **Parent Involvement**

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

## **KINDERGARTEN PROGRAM**

Kindergarten students have the opportunity to attend either half-day or full-day kindergarten programs. The half-day kindergarten program is offered only in the morning. The choice in programming allows families to choose the best option to meet their child's learning needs.

The morning portion of the kindergarten program (half-day or full-day) centers on thematic instruction. This is the organization of the curriculum around a broad theme. Thematic instruction integrates basic disciplines like reading, math and science with the exploration of a broad subject. It is designed to provide a context for teaching and learning. This approach has been shown to positively impact student achievement.

The afternoon portion of full-day kindergarten focuses on differentiation. This type of instruction reduces the typical whole group approach and addresses the individual learner needs. Activities in the afternoon are



dedicated to meeting the individual needs of each student through small group and one-on-one instruction. The full-day program incorporates "best practices" in flexible grouping in literacy and mathematics.

## VIRTUAL BACKPACK

District 44 receives many requests from non-profit organizations to distribute informational flyers to our students. Although we strive to be a good partner with community agencies, we sometimes find our staff and students buried in these flyers! Furthermore, many of these same organizations mail information to our residences. Therefore, District 44 decided to lighten the load and "Go Virtual Backpacking" by moving this information to our website.

A link entitled "Virtual Backpack" has been added to the District 44 website. It is housed in the Parent Section and displays flyers in PDF formats so they can be downloaded and/or printed on any computer format.

## CURRICULUM CONTENT

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include educating students about behaviors that violate policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment.





6. In all schools, citizenship values must be taught, (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, Exemption from Physical Education.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.
12. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
13. In grade 7, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the



Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
16. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African Americans.
17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
18. Beginning in the fall of 2022, in all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
19. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

## USE OF ANIMALS IN EDUCATIONAL PROGRAM

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (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. Additionally, therapy animals are utilized to help support specific social-emotional needs of children; therefore, they may be brought into our schools (i.e. comfort dogs).





## SECTION 5 - PARENT INFORMATION

### FOOD SERVICES

A breakfast (grab & go type) and hot lunch program are provided at each school and are available starting on the first full day of student attendance. Menus showing the daily choices are posted on the District 44 website. Lunch or milk may be purchased with cash on a daily basis only at Glenn Westlake Middle School.

A computerized system records meal purchases. Each child is assigned an account into which parents may deposit any amount of money. Deposits must be made prior to your child using this account since this is a debit system and your child's breakfast, lunch, and/or milk purchases are deducted from his/her account. You may contact the cafeteria office to inquire about your student's account balance at any time.

You may deposit money into your child's account by submitting a personal check to the school office or by using the MySchoolBucks online system.

#### **Credit card payments/auto withdraw payments**

This option, called MySchoolBucks, is available only if you have access to the Internet. The school cannot accept credit card or auto withdrawal payments directly. To use the service, you must first enroll at the MySchoolBucks link on the school district website. A valid email address is required, as you will receive payment confirmation via email. Please visit the website at [www.sd44.org](http://www.sd44.org) under the Resources tab, follow the instructions to create a personalized account. The school receives a list of payments made on the website each morning. A detailed list of purchases made to your child's account is also available on the account.

#### **Personal checks**

Send your personal checks payable to Lombard District 44.

#### **Free and Reduced Food Services**

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

##### Eligibility Criteria and Selection of Children

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. Applications are available at schools and on the District 44 website at [www.sd44.org](http://www.sd44.org) (Resources > Fees & MySchoolBucks).

### FOOD SERVICE QUESTION?

Please direct all food service questions to the Administration Center @ 630.827.4421.

### STUDENT PICTURES

Each year, individual student photographs are taken. This provides the school with current pictures of each



child for school records. Parents/guardians are under no obligation to purchase pictures for themselves, but may wish to do so. Information will be provided to parents/guardians prior to the date of school pictures.

## **LEARNING RESOURCE CENTER BOOK/MATERIAL LOAN PROCEDURE**

District 44's Learning Resource Centers (LRCs) are places where considerable information on many subjects is available both in print and through technology. Materials may be borrowed by all students enrolled in kindergarten through eighth grade in District 44. The loan period for most items is two weeks and materials may be renewed. District 44's procedure for overdue, damaged, or lost materials can be found on your school's web page.

## **SCHOOL VISITATION RIGHTS ACT**

Pursuant to the School Visitation Rights Act, public and private employers must grant an employee up to a total of 8 hours leave during any school year to attend school conferences or classroom activities related to the employee's child if the conference or activity cannot be scheduled during non-work hours. The School Visitation Form F-666 is available in all school offices. More specific information regarding your rights under this act can be obtained from your employer.

## **SCHOOL AND HOME PARTNERSHIPS**

Academic success depends on a partnership between the student, home, and school. Students are expected to do their best and to behave in a manner that contributes to a positive school environment. They should attend class regularly, complete all homework and class assignments on time, be punctual, and be prepared for each school day.

A positive home environment contributes to student success at school. Building discipline and structure at home can help your child do better in school. A proven relationship exists between children's structured home life and school success. Parents can enhance this structure by observing scheduled homework time, bedtime, and meals. Regular schedules and routines help children develop independence and self-discipline. In addition, parents are encouraged to:

- Promote student attendance;
- Provide a quiet place to do homework as well as help/assist your child as needed;
- Read information that comes home from school;
- Contact your child's teacher with questions and information about your child;
- Attend school events such as Open House, Parent/Teacher Conferences, Family Nights and performances;
- Volunteer to help out in your child's school/classroom;
- Chaperone on field trips;
- Become active in the PTA or other school/district committees.

## **RIGHTS OF NON-CUSTODIAL PARENTS**

District 44 administrators will comply with all laws governing access to student records. If a student's parent is to be denied access to student records and school-related information regarding the student, it is the responsibility of the student's other parent to provide a certified copy of the court order, parenting agreement or plan, or other documentation that specifically revokes these rights or prohibits access to the school office.



See Student Records section.

## VIDEOTAPING/PHOTOGRAPHING OF STUDENTS

Throughout the school year requests are made to videotape or photograph students participating in classroom/school activities. The videos and photos are then used for critiquing student work, as part of a teacher or student teacher's assignment for a graduate level college class, or used to highlight events in the school's yearbook. If you do not want your child to participate in these activities, please let your principal know, in writing, at the beginning of each school year.

Finally, in view of District 44's desire to provide students with a "Safe and Caring Environment," prior permission must be obtained from the parent/guardian by the school principal for any other photos, video tapes, digital and/or cell phone photos made on school premises. The principal may also request that a release form be completed for any student included in the activity.

## PARENT/TEACHER CONFERENCES

Scheduled parent/teacher conferences are held in the fall, either in person or virtually. Conferences allow parents/guardians and teachers to become acquainted with one another and to share information that is beneficial to the learning process. Topics discussed may include the curriculum; the student's test results; and academic, social, emotional, and physical development. In addition, suggestions may be made about home activities that can enhance classroom performance. Parents may ask teachers questions during this time.

During the remainder of the year, additional conferences, if needed, can be scheduled at the request of the parent or District 44 staff member. Conferences also provide an opportunity for parents to share information about their child with the teacher.

If an interpreter is required for Parent Teacher Conferences, please contact your child's teacher to make this request. The school district will provide an interpreter for you. All teachers are issued telephones and email addresses as additional communication tools. Contact your school office for further information.

## PARENT TEACHER ASSOCIATION

The Parent Teacher Association is an active organization in District 44, with each school having its own PTA unit. All units are coordinated through the Lombard Council of Parent Teacher Associations, and are affiliated with the Illinois and the National Congress of Parents and Teachers. At Glenn Westlake Middle School, students have been included and may become members of the PTSA.

The role of the PTA/PTSA is to support the existing educational programs and to provide our students and families with activities that will make our schools true communities. The PTA/PTSA is a not-for-profit organization that is supported entirely by parent and staff membership. Each school's PTA/PTSA offers many opportunities throughout the school year to support our students' education. This is provided through information sessions, family activities and opportunities for parents to provide input into school activities. Parents are strongly encouraged to actively participate in their local PTA/PTSA. Membership information is included in your child's registration packet or at your school office.

### **Parent & Family Engagement Policies and Activities**

Parents/guardians of all students will be notified of family engagement policies and activities as they arise. To the extent possible, and in keeping with preferences indicated on the Waiver for Written Communication,



notice of such opportunities will be made available to parents/guardians in their home language.

## NOTICE CONCERNING STUDENT RECORDS

The Illinois School Student Records Act ("ISSRA"), the federal Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy (7.340) and implementing Procedures which are available upon request from the Office of the Superintendent or building principal, as well as on the District website at [www.sd44.org](http://www.sd44.org).

The District maintains both a permanent and temporary record for each student. The permanent record consists of basic identifying information concerning the student: the student's name and address, his/her parents' names and addresses, the student's gender, the student's date/place of birth, academic transcript, attendance record, health record, unique student identifier used and assigned by ISBE, any applicable designation of the student's achievement of the State Seal of Biliteracy or the State Commendation Toward Biliteracy, and a record of release of permanent record information. It may also contain a record of honors and awards received and information concerning participation in school sponsored activities and organizations.

The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified, and that are not required to be kept in the student permanent record. The temporary record must contain a record of release of information contained in the temporary record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, any final finding report received pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6, health-related information, accident reports, and any documentation of a student's transfer. It may also include family background information, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, other disciplinary information, teacher anecdotal records, special education records, records associated with Section 504 of the Rehabilitation Act of 1973, participation in extracurricular activities, and/or other information relevant to the education of the student which is not required to be in the permanent record. Information in this record shall reference authorship, position, and date.

A student's parents/guardians or their designee have the right to inspect and copy the student's school records except as limited by state or federal law. A student under the age of 18 has the right to inspect or copy his or her permanent record. In order to review the student's record, the request must be made in writing and directed to the Building Principal. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee \$0.35 per page for copies of the student's record. This fee will be waived when the parent is unable to pay.

Unless the District has actual notice of a court order or a notice of a parenting plan under the Illinois Marriage and Dissolution of Marriage Act indicating otherwise:

- Divorced or separated parents/guardians with and without parental responsibility (formerly custody) are both permitted to inspect and copy the student's school student records.
- The Building Principal shall send copies of the documents listed below to both divorced and separated parents/guardians at either's request:
  - Academic progress reports or records,
  - Health reports,



- Notices of parent-teacher conferences,
- School calendar regarding the student, and
- Notices about open houses, graduations, and other major school events including student-parent/guardian interaction.

The school will deny access to a student's school records to a parent against whom an order of protection was issued. The school will also deny access to a student's school records to a parent/guardian who is not allocated parenting time (formerly visitation), unless the parent/guardian presents a court order with a finding that it is in the child's best interests to provide those records to the parent.

The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. to educational officials with a current demonstrable educational or administrative interest in the students, in furtherance of that interest; Note: An educational official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. An educational official also may include a volunteer or contractor outside of the District who performs a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks. An educational official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
2. to any person for the purpose of research, statistical reporting, or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
3. to a governmental agency for the investigation of a student's school attendance pursuant to Illinois compulsory attendance laws;
4. upon request by a school formerly attended by the student for records previously transferred by that school to another school in which the student has enrolled or intends to enroll;
5. pursuant to a court order in which a student is named and the parent and/or student is a named party; and
6. to other persons as required by state or federal law. Information can be released without parent consent provided notice of the release is given to the parent as soon as possible in an emergency when information in the student records is necessary to protect the health or safety of the student or others.
7. Information can be released without parent consent provided prior written notice is given to the parent as follows: (1) to the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; (2) to juvenile authorities as provided in the Illinois School Student Records Act; (3) pursuant to a court order (this does not include a subpoena unless the subpoena is signed by a judge); and (4) any person as specifically required by state or federal law.

A parent has the right to request the removal from their child's academic transcript of one or more scores received on college entrance examinations by submitting this request in writing to the Official Records Custodian who may be contacted at (630) 827-4429. In the written request, the parent must state the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

A parent/guardian also has the right to a hearing to challenge any entry in the student's school record, except





for (1) grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions, if the challenge is made at the time the records are being forwarded to another school to which the student is transferring. Parents may challenge a student's school record based on accuracy, relevance or propriety of records. Requests for a hearing shall be submitted in writing to the Official Records Custodian, and shall contain notice of the specific entry or entries challenged. Board Policy 7:340 and its accompanying Administrative Procedures provide for hearing and appeal procedures. Parents may obtain a copy of the District's Student Records Policy and administrative procedures by contacting the District office, the building principal, or the Official Records Custodian. The policy is also available on the District's website at [www.sd44.org](http://www.sd44.org).

Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years after the student has graduated, withdrawn, or transferred from the District. Temporary records are kept for at least five (5) years after the student has graduated, withdrawn, or transferred from the District. Student temporary records are reviewed by the Official Records Custodian every four (4) years or when a student changes attendance centers (whichever occurs first) for verification of entries and elimination or correction of out-of-date, inaccurate, misleading, unnecessary or irrelevant information.

Upon graduation, transfer, or permanent withdrawal of a student from school, the school shall notify the parents/guardians and student, at their last known address, of the destruction schedule for the student's permanent and temporary records. The notification must contain the following information: date of notification; names of the student, parent(s)/guardian(s), and the official records custodian; and the scheduled destruction date of the temporary and permanent records. Prior to destruction, a parent/guardian or student, upon request, may obtain a copy of any student record, or information contained in it, proposed to be destroyed.

The District may release personally identifiable directory information regarding students to the general public, including the local media, and publish such information in a school directory, school yearbook, or similar publications. The District has designated the following as Directory Information: the student's name, address, gender, grade level, birth date and place, and his/her parents' names, mailing addresses, electronic addresses, and telephone numbers; academic awards, degrees and honors received; information relating to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in the District. Directory Information also includes photographs, videos, or digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications. However, photographs highlighting individual faces and used for commercial purposes require prior, specific, dated, and written consent of the parent or student, as applicable. An image on a school security videotape recording is not Directory Information. Further, student social security numbers or student identification or unique student identifiers are not Directory Information.

Parents/guardians will be given the opportunity to object to the release of directory information prior to its release. More specifically, parents can opt their child out of any directory information being released or just their child's images being used for social media purposes. Those interested in doing so should complete an "opt out" request and submit that to their child's school, which will then be forwarded to the Director of Communications & Strategic Planning. Based on the nature of the opt out request, information about their child will not be released, unless the parents/guardians or eligible student is specifically informed otherwise.

The District will release Directory Information to the general public from time to time, including by way of a school directory to be issued in the Fall, a student yearbook to be issued in the Spring. Finally, no person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record



which such individual may obtain through the exercise of any right secured under State law.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights. The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office**

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

Please be advised that at the completion of the 8th grade year, a student's school records will be sent to the appropriate D87 high school or the school you specifically designate as your child's high school, consistent with the District's student records policy and procedures, and state and federal law governing student records. If you have any questions regarding the transfer of student records, please contact Glenn Westlake Middle School at 630.827.4507.

## **STUDENT RECORDS – NOTIFICATION FOR STUDENTS WITH DISABILITIES**

Special education records and other information contained in the student's temporary record (or copies thereof) that may be of continued assistance to the student may, after five (5) years, be transferred to the custody of the parent/guardian or student. These records may be of future usefulness to the parent/guardian or the student in some circumstances. For example, these records may be helpful in obtaining social security benefits or other benefits from other agencies. You may request these records from the Special Services Department.

## **SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION LAW**

Illinois law requires schools to notify the parents/guardians of children attending the school that information about sex offenders is available to the public as provided in the Act. Parents may find the Illinois Sex Offender Registry and obtain information on registered sex offenders by accessing the Illinois State Police website at <https://isp.illinois.gov/Sor/Disclaimer>. State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, except under certain circumstances. Please contact the Superintendent or Building Principal.

## **ISBE'S SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCES**

Pursuant to Public Act 102-0676, 105 ILCS 5/2-3.1881, ISBE has provided the linked resource guide, <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>. This guide provides information for students, parents or guardians, and educators on how to find help in the event sexual abuse is suspected, reported, and/or being investigated.

## **SECTION 6 - HEALTH AND SAFETY**

### **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois



Department of Public Health, within one year prior to:

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

As required by State law:

1. Health examinations must be performed by a physician, licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the 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 District. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

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

## IMMUNIZATION EXEMPTIONS

Exemptions: In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements:

1. Religious or medical grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of





access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

By law, District 44 must submit required immunization data to the Illinois State Board of Education. This information is available in each school nurse office on or before December 1 of the current school year.

## VISION AND HEARING

Hearing screening is mandated for all school-age children grades kindergarten, first, second, and third; all students in special education classes; students referred by a teacher; or who are transfer students. Vision screening is mandated for all school-age children in kindergarten, second, and eighth grades; all students in special education; students referred by a teacher; or who are transfer students.

Parents should contact the school nurse at the beginning of the school year if there are any questions regarding vision and hearing screening.

Children who wear glasses are not screened for vision. Glasses are checked at screening for any scratches or need of repair. Children who wear glasses should bring their glasses to school and wear them daily. We request that parents support our efforts in making sure that their children wear glasses as prescribed.

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to participate in vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Parents/guardians who can demonstrate undue burden or lack of access to an optometrist or to a physician who performs eye examinations may complete a waiver via the Illinois Department of Public Health. This waiver must be provided by October 15 of the school year.

## EYE EXAMINATION

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Parents/guardians who can demonstrate undue burden or lack of access to an optometrist or to a physician who performs eye examinations may complete a waiver via the Illinois Department of Public Health. This waiver must be provided by October 15 of the school year.



## DENTAL EXAMINATION

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year. The dental examination must have taken place within 18 months prior to May 15 of the school year. Parents/guardians who can demonstrate undue burden or lack of access to a dentist may complete a waiver via the Illinois Department of Public Health. This waiver must be provided by May 15 of the school year.

## SPORTS PHYSICALS

In accordance with the Illinois Elementary School Association, students trying out for any interscholastic sport at Glenn Westlake Middle School must have a current physical, completed by a licensed physician, an advanced practice nurse, or a physician assistant, on file at school prior to the tryout.

## CONCUSSIONS

District 44 takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. District 44's concussion management resources, including its policy (Board Policy 7:305), consent forms, return-to-play protocol, and return-to-learn protocol, are available at every school office and on the district website. If you have questions regarding concussions or District 44's concussion management program, please contact the building principal.

## HEALTH INFORMATION

To prevent the spread of illness, we request that parents/guardians keep their child at home until the child is well if the child is exhibiting any of the following symptoms:

- Vomiting within the past 24 hours;
- a severe cough, sore throat, or difficulty swallowing;
- fever of 100 degrees or higher within the past 24 hours;
- diarrhea within the past 24 hours;
- rash of unknown origin (student may return to school with a doctor's note that rash is not contagious) or;
- evidence of a contagious or chronic infectious disease.

A child must be kept home for 24 hours after vomiting and/or diarrhea has stopped as well as be fever-free for 24 hours (without Tylenol or Ibuprofen) before returning to school.

If a child has an infection that requires antibiotics and the infection is communicable (i.e., strep or conjunctivitis), they should be on antibiotics for 24 hours before returning to school. School health offices follow the [IDPH School Health Listing of Communicable Diseases](#) which is linked for your reference. Parents/guardians must report all contagious and chronic infectious diseases to the school office, such as: strep throat, measles, mumps, pink eye, chicken pox, impetigo, and infectious mononucleosis.



It is the parent's/guardian's responsibility to inform the school of any absence as early as possible if your child is hospitalized or has a serious illness or requires special health related modifications for physical education and/or other school related activities upon return to school. Further, if a student is out of PE, it also means he/she cannot participate in recess. If a student needs to be out of PE due to injury or illness, parents should inform the health office or teacher. This can be via phone call, a note sent with the student, or an email. For injury or illness that require the student to be out of PE beyond two days, parents must provide a doctor's note.

## SUICIDE PREVENTION PROGRAM

Protecting the health and well-being of all students is of utmost importance to the School District. The School Board has adopted a suicide prevention policy that will help to protect all students through the following steps:

1. Staff will learn about recognizing and responding to warning signs of suicide.
2. When a student is identified as being at risk, they will be referred to a school employed mental health professional who will follow the state law (see AnneMarie's Law below) and district guidelines for suicide prevention. They will also help connect families to appropriate local resources.
3. Families and students will have access to national resources, which they can contact for additional support, such as the below. This information is also within grade 6-8 student agendas and on student IDs.
  - National Suicide Prevention Lifeline: Call 988
  - Crisis Text Line: Text "REACH" to 741 741
  - Dupage County Health Dept. Crisis Line: Call 630-627-1700
  - Safe 2 Help: Text 72332

AnnMarie's Law, enacted in 2015 following the death in 2013 of AnnMarie Blaha, was created to provide suicide awareness and prevention to Illinois school students and school staff. The law, Public Act 99-0443, required ISBE to:

1. Develop a model suicide prevention policy, and
2. Compile, develop, and post recommended guidelines, resources, and educational materials on youth suicide prevention and awareness.

AnnMarie's Law also required school districts to adopt a suicide prevention policy and procedures.

## ILLNESS AT SCHOOL

If a student becomes ill during the day, he or she must tell a teacher. If the student is sent to the school nurse, he or she will explain why he/she is ill to the School Nurse. The student is not permitted to go home or use the telephone unless directed to do so by the School Nurse, Principal, or designee. Up-to-date telephone numbers, including an emergency number, are necessary for school records.

## INJURIES TO STUDENTS

Every effort is made to prevent injury to students when they are at school. Children are supervised when playing during the lunch period, recess, and during the instructional program.

Any injury should be immediately reported to the supervisor, a teacher, or to the school office. The school nurse, health assistant, secretary or teacher treats minor injuries at once. Parent/legal guardians, or others



listed on the student's emergency information card, will be contacted in the event of an emergency.

In order to be excused from participation in physical education, a student must present an 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. A doctor's note is also required if a student requires crutches at school. If a student is excused from PE it also means the student cannot participate in recess.

## STUDENT SAFETY

The District maintains an Emergency Operations Plan, in addition to each school having a School Crisis Management Plan. These plans address responses to a variety of emergency situations and are updated on an annual basis. Every school is equipped with the Blue Point Emergency Response System. This system provides the district with an immediate way to communicate with police and medical staff in the event of a life-threatening emergency.

## MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/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 and otherwise follow the District's procedures on dispensing medication. No School District employee shall 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 (SMA Form) is submitted by the student's parent/guardian. No student shall 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 policy and its implementing procedures.

Nothing in our policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### PLEASE NOTE

There are three (3) medications (Albuterol, Epi-pen, and Narcan) that are stocked in our schools that may potentially be given to students in case of a Medical Emergency. Please notify your School Nurse in writing or an email if you DO NOT want your student to be administered these in the event of an emergency.

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's



parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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 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.

### **School District Supply of Undesignated Epinephrine Injectors**

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

### **Administration of Medical Cannabis**

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form -Medical Cannabis; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product



under the direct supervision of a school nurse or administrator pursuant to this policy 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.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors. The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. Our policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

## CARE OF STUDENTS WITH DIABETES

Pursuant to Illinois law, the District shall not "deny a student access to any school or school-related activities on the basis that a student has diabetes." Moreover, school employees will be provided "an information sheet" when transporting a student with a diabetes care plan for school sponsored-activities, which shall identify the student with diabetes, identify potential emergencies that may occur as a result of the student's diabetes and the appropriate responses to such emergencies, and provide emergency contact information. For a copy of the District's procedures to implement the Care of Students with Diabetes Act, or other further information, please contact the Special Services office.

### Diabetes Care Plan

Illinois law requires a plan for any student with diabetes who seeks assistance with diabetes care at school. This plan must be submitted by the parents to the school at the beginning of the school year, upon enrollment, as soon as practical following a student's diagnosis, or when a student's care needs change during the school year. The Diabetes Care Plan will serve as the basis of a Section 504 Plan or as part of an IEP.

The plan must include the physician's instructions concerning the student's diabetes management during the school day, including a copy of the prescription and methods of insulin administration. It also must include a number of items, including, but not limited to, a list of services and accommodations that are:

- Reasonable
- Reflect the current standard of diabetes care,
- Include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and
- Include requirements for diet, glucose testing, insulin administration, and treatment for hypoglycemia, hyperglycemia.

## ASBESTOS MANAGEMENT

District 44 maintains an asbestos management plan for each school building. These plans are located in the District Office, and each school has a copy of the plan for that building. All questions concerning the asbestos management plans should be directed to the Director of Buildings and Grounds.





## **INSTRUCTION IN HUMAN GROWTH AND DEVELOPMENT, PROTECTION FROM ABDUCTION, SEXUAL ABUSE AND COMMUNICABLE DISEASES**

District 44 is required by the Illinois School Code to provide health instruction in human growth and development, protection from abduction, and communicable diseases. All students in grades K-8 receive instruction, study, and participate in discussions of effective methods by which students may recognize the dangers of abduction and sexual abuse.

At the 4th through 8th grade levels, human growth and development is taught as a separate unit. District 44 staff has worked hard to develop a curriculum which is current and accurate, and which is designed to provide information appropriate to the age of the student.

If you have any questions or concerns regarding the content of the curriculum, please do not hesitate to contact your child's teacher or principal. Parents/guardians may view materials that may be used for instruction, and have the option to withdraw their child from a unit of instruction by sending a written request to the Principal.

## **DISTRICT 44'S WELLNESS GUIDELINES**

Lombard School District 44 is committed to providing a learning environment that supports and promotes wellness, good nutrition and an active lifestyle. In March 2012, the Board of Education, in compliance with the Healthy, Hunger-Free Kids Act of 2010, approved a revised district-wide wellness policy. To obtain a copy of the District's wellness guidelines, please refer to Board Policy 6:50. Additionally, you may request a copy of the school's approved "Snack List" by contacting the Building Principal.

## **NOTICE REGARDING DISTRICT USE OF PESTICIDES**

District 44 tries to limit its use of such products, however, occasionally needs arise where their use cannot be avoided. District 44 does maintain a contract for professional pesticide services for use throughout the district to be in compliance with county health ordinances. If you would like to be notified when these pesticide applications will occur, please contact your child's Principal.





## SECTION 7 -STUDENT EXPECTATIONS/DISCIPLINE

### STUDENT BEHAVIOR POLICY

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

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

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

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

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician 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 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the



inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
  5. Using or possessing an electronic paging device.
  6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off 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); or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
  10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board Policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment), 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, pantsing, etc.), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.



12. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
13. Causing or attempting to cause damage to, or 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 (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public-school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. A gang is considered any group of two or more persons whose purpose included the commission of illegal acts. This includes but is not limited to the wearing of certain clothing, committing any act – verbal or non verbal – such as gestures or hand shakes to show off membership to a gang. Using speech or committing any act or omission in furtherance of any gang or gang activity including soliciting membership, requesting pay protection or otherwise threatening or intimidating any person. Students engaging in gang-related activity will be subject to one or more of the following: removal from extracurricular and athletic activities; conference with parents/guardians; referral to an appropriate law enforcement agency; suspension for up to 10 days; expulsion not to exceed two calendar years.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
20. 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.
21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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



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

### **Disciplinary Measures**

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Extended day study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board Policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board Policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board Policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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



## **Weapons**

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

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

## **Required Notices**

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

## **Delegation of Authority**

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

The Superintendent, Building Principal or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the





Superintendent, Building Principal and Assistant Principal may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Additional Prohibited Items**

In addition to the above list of student conduct that is prohibited, students are prohibited from having the following items in school:

- Energy/highly caffeinated beverages
- Food and drink anywhere in the school, except for in the cafeteria
- Skateboards
- Rollerblades
- Laser pens

### **Eligibility**

Students must be in attendance in school for a minimum of a half day of school in order to participate in any school-sponsored co-curricular and extra-curricular activities and assemblies, e.g. athletics events, concerts, dances, clubs, intramurals, and field trips. Participation in a school-sponsored co-curricular and extra-curricular activity is a privilege, which may be restricted or denied at any time due to inappropriate student behavior or conduct.

### **Office Referral**

Students may receive an Office Referral for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The teacher or school administrator will contact the student's parent/guardian.

### **Detention**

Students may receive a detention for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. If a student is to remain after school for a detention, a teacher or school administrator will contact the student's parent/guardian by phone or send home a detention form for the parent/guardian to sign.

Detentions at Glenn Westlake Middle School are scheduled for one hour after school as needed during the school week from 2:50 to 3:50 p.m. Students serving detentions are expected to write a reflection. If a student misses a detention on the assigned date due to being absent, it is the student's responsibility to reschedule his/her detention on the next day the student returns to school with the main office. If a student misses a detention for any other reason than an absence, and there is no prior communication with the main office, the student will be scheduled for a double detention (two one-hour detentions on subsequent days), one for the original detention and one for missing the first detention. If a student misses EITHER of these detentions for any reason other than an absence, the student will be assigned an Extended Day.

### **Extended Day School**

Students in Grades 6-8 may receive an Extended Day School for violations of school rules and misconduct or gross disobedience in violation of the student behavior policy. The Extended Day School is a three-hour detention served after school from 2:45 to 5:45 p.m. If a student is assigned an Extended Day School, a school administrator will notify the student's parent/guardian. Students serving an Extended Day School are expected to write a reflection and work on school assignments for the duration of the detention. The student's parent/guardian must pick up the student from school at 5:45 p.m. If a student is absent from school and needs to reschedule the Extended Day School, on the next day the student returns to school with the main



office.

If a student misses an Extended Day for any other reason than an absence, and there is no prior communication with the In-School Suspension supervisor, the student will be assigned to the In-School Suspension room for the next day of student attendance. If a student is behaving inappropriately during an Extended Day, parents/guardians will be called, the student will be picked up immediately, and the student will be assigned to the In-School Suspension room for the next day of student attendance.

**In-School Suspension**

Students may receive an in-school suspension (ISS) for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student’s parent/guardian when a student is assigned an ISS. On the day(s) on which a student is to serve an in-school suspension, the student must report to the main office. Students who are assigned an in-school suspension are ineligible to participate in or attend any after-school events

**Out-of-School Suspension**

Students may receive an out-of-school suspension for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. A school administrator will notify a student’s parent/guardian when a student is assigned an out-of- school suspension. The District’s out-of-school suspension procedures are set forth in Board Policy 7:200.

**Student Expulsion**

Students may be recommended for expulsion for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District policy. Before a student may be expelled, the student and his/her parent/guardian will be provided a written request to appear at a hearing before the Board of Education or a hearing officer appointed by the Board, to determine whether the student should be expelled. The District’s expulsion procedures are set forth in Board Policy 7:210.

**Written Warnings**

Utilized at Glenn Westlake Middle School, an interactive component of Skyward allows for teachers, school staff, or administrators to record and communicate student minor misbehaviors throughout the school day. These are referred to as “written warnings”. Written warnings include, but are not limited to, disruptions to the learning environment, displaying disrespect to peers or staff, damaging school or student property, not using technology appropriately, engaging in inappropriate behavior, repeated failure to bring learning tools to class, not following directions/procedures, and being late to class. After 5 written warnings, students will serve an after school detention. Other behavioral interventions may also take place depending on the nature of the written warnings. The student/ parent/guardian will be contacted through email after each written warning. Emails are automatically sent to parent email in the evening of the day that the written warning occurred.

The behavior log keeps record of the misbehaviors for the duration of the school year, however consequences for written warnings will start over throughout the year to give students a fresh start. Based upon the number of written warnings on the student’s behavior log over the course of the school year, the following consequence may be assigned as determined on a case-by-case basis:

Written Warnings	Consequence(s)
5 written warnings	After school detention
10 written warnings	After school detention
15 written warnings	After school detention, meeting with the Dean, contact home
20 written warnings	Office referral and an Extended Day School





25 written warnings	After school detention
30 written warnings	After school detention, meeting with the administration, contact home
35 written warnings	Office referral, an Extended Day School
40 written warnings	After school detention, meeting with the administration, contact home
45 written warnings	Office referral and Extended Day School

Continued violation of school rules may result in additional disciplinary consequences.

## AGENCY AND POLICE INTERVIEWS

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that 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 Superintendent 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 school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

## SEARCH AND SEIZURE

In order to maintain order 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 Superintendent 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.



## **Students**

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 District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

## **Seizure of Property**

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

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

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act:

1. 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.
2. 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.

## **TEEN DATING VIOLENCE PROHIBITED**

Per Board Policy 7:185, Teen Dating Violence is 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.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:  
  
2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.



2:265, Title IX Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.

7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; 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.

7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal or Assistant Building Principal, or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 8, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, or Assistant Building Principal, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## **STUDENT HARASSMENT & BULLYING**

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

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, military status, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.



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

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

*Bullying* includes cyber-bullying 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.

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.

*Cyber-bullying* 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. Cyber-bullying 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. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school



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

### **Bullying Prevention and Response Plan**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below:

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.
4. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.
6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building,





counseling, school psychological services, and community-based services.

7. 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 met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if



the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

## **STUDENT APPEARANCE AND DRESS CODE**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

Students are expected to maintain a neat and clean appearance. Clothing and personal appearance is the responsibility of the parent/guardian. Parents of students whose dress does not fall within guidelines will be contacted and asked to bring alternate clothing to school. Continued violations of the dress code expectations may result in disciplinary consequences.

- Any clothing or appearance, which is obscene, disruptive to the educational process, or presents health or safety problems will not be permitted.
- Undergarments should not be visible.
- Except for religious purposes and/or state, county, or district mandates, hats and hoodies that obscure the face or disrupt the learning environment are prohibited.
- Items including, but not limited to, sunglasses, backpacks (unless lockers are not being used), and outerwear should be kept in lockers during the school day.
- Garments or paraphernalia which contain reference to alcohol, drugs, gang affiliation, sex, obscenities, weapons or other inappropriate or discriminatory language or content are prohibited.
- From time to time certain clothing styles/garments become a disruption to the learning environment that may result in a change in the dress code during the course of the term.

For middle school students, students whose dress does not fall within guidelines will be asked to wear alternate clothing or P.E. uniform. Continued violations of the dress code expectations may result in additional disciplinary consequences. In an attempt to help increase student responsibility, efforts will be made to resolve any dress code issues with the student at school. Parent/guardian cooperation and support for these guidelines are appreciated.

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.

## **PROCEDURES FOR STUDENT POSSESSION AND USE OF ELECTRONIC COMMUNICATION DEVICES**

Student possession and use of electronic communication devices must conform to the following restrictions:





- Electronic communication and mobile devices shall only be used before or after the regularly scheduled school day, when students are not engaged in school-related activities.
- At all other times, students will be prohibited from transmitting or receiving calls and the electronic device must remain in the off mode or rendered incapable of activation. Use will not be permitted during the regularly scheduled school day for any reason.
- Students shall not use electronic communication devices or otherwise be capable of receiving an activation signal at any time while riding on any form of district-provided transportation.
- During the regularly scheduled school day, electronic communication devices must be stored in a student's locker at Glenn Westlake Middle School and elementary students must keep electronic devices turned off and in a secure location and at no time be kept on the student's person.
- Electronic communication devices shall not be used for or associated with unlawful purposes in the school setting. This includes, but is not limited to, the transmission of inappropriate materials such as text messages or pornography.

Use of electronic communication devices during, before and after school extracurricular activities may be prohibited by the activity leader or supervisor. If use is permitted, such use is subject to any and all restrictions imposed by the activity leader or supervisor. Each leader or supervisor is responsible for communicating his or her electronic communication device rules to all student participants.

### **Middle School Electronic Device Disciplinary Policy**

All personal electronic devices, including but not limited to cell phones, are to remain turned off and on silent in the student's locker from the first bell (7:57) until the end of the school day (2:45), including passing periods, lunches, and field trips. Use of electronic devices at after/before school events is determined by the event coach, sponsor, moderator, or supervisor. The full Glenn Westlake Middle School policy can be [viewed here](#).

The following disciplinary procedures will be followed for students who do not adhere to the electronic device policy during the school day:

1st Offense: The phone is brought to the office in a bag for the student to pick up at the end of the day. Office personnel documents in Skyward.

2nd Offense: The phone is brought to the office in a bag. A parent will be called and must pick up the phone from school. Office personnel documents in Skyward.

3rd+ Offense: The student is assigned an after-school detention and the parent will be called and must pick up the phone from school. A plan may be created in collaboration of the office staff, family, and student. Office personnel documents in Skyward.

## **HOMework**

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

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



professional judgment.

Recognizing the importance of parental involvement in homework, the Superintendent or designee shall ensure that parents/guardians are informed of (1) whom to contact with questions or concerns about homework assignments, and (2) methods to facilitate homework completion.

## COMPUTER/NETWORK USE

District 44 provides electronic devices and access to its electronic networks, including the Internet, as one way of enhancing its mission to teach the skills, knowledge, and behaviors students will need as successful and responsible adults in the community as a whole.

District 44's electronic devices and electronic networks provide opportunities to explore and use a varied and exciting set of resources including computer programs, apps, and the Internet.

District 44 provides these tools to support and enhance the curriculum. To make these resources and tools available to everyone, District 44 expects that students who use District 44's electronic devices and electronic networks will do so in a way that is consistent with its educational mission. Students are to use these tools for educationally appropriate activities that are directly related to the curriculum of District 44 and in a way that is consistent with the policies governing their use as well as student behavior policies.

Specifically, it is expected that when using or accessing District 44's electronic devices and electronic networks:

- No student will cause damage to District 44's electronic devices, software or other programs, or electronic networks, or assist others in doing the same.
- No student will access educationally inappropriate or illegal material or show others how to do the same. District 44's electronic devices and electronic networks are provided and are to be used for educational purposes only that are consistent with District 44's curriculum.
- Each student will respect the rights of others, including the privacy of files stored on an electronic device or portable storage device, and not view any files without the owner's permission or alter or damage such files.
- Each student will follow all school rules, including any regulations posted in the computer lab or other room where electronic devices and electronic networks are in use.
- Each student will follow the directions of the adult in charge of the computer lab or other room where electronic devices and electronic networks are in use.
- Students are responsible for the safe keeping of their district devices. This includes physical property and any electronic activity

District 44 is not responsible for any information that may be lost or damaged, or become unavailable when using its electronic devices or electronic network, or for any information that is retrieved or transmitted via the Internet. Furthermore, District 44 will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Each student and his/ her parent/guardian, on an annual basis, must read, sign, and return the Required Use and Internet Safety Agreement (RUA) to the main office before being granted use of District 44's electronic device or electronic network. The failure of any student to follow District 44's policies, administrative procedures, or other rules, regulations, or other terms or conditions for use of its electronic devices or electronic networks may result in the loss of privileges, disciplinary action, and/or appropriate legal action. Student devices that have damage or students who do damage to the electronic network will be responsible for



the cost of any repair and/or replacement.

### **1:1 Device Information**

As part of its commitment to integrating technology into the curriculum, the Board of Education of Lombard Elementary School District No. 44 has purchased 1:1 Devices and their related accessories for students' individual use. Each student will be loaned a 1:1 Device and must bring it to school every day, just like a textbook. In addition, the RUA also covers expectations for the district's 1:1 program. Before being granted use of District 44's electronic device or electronic network, each student and his/her parent/guardian must sign the RUA, authorizing student use of a District-owned 1:1 device. This agreement must be read, signed, and returned to the main office prior to the student being loaned the 1:1 device.

### **Bluetooth Connective Devices**

Bluetooth connective devices (AirPods, earbuds, headphones, smartwatches, etc.) may be used with teacher discretion for school-related activities. Teachers may ask students to remove smartwatches or earbuds/AirPods when not in use for academic purposes.

## **USE OF GOOGLE WORKSPACE FOR EDUCATION**

Lombard Elementary District 44 utilizes Google Workspace for Education to enhance learning and communication for students and staff. Each student is provided with a district-managed Google Workspace for Education account, which allows access to a suite of digital tools, including Gmail, Calendar, Docs, and Classroom. These tools support assignments, collaboration, communication with teachers, and the development of digital citizenship skills.

Students may use their Google Workspace for Education accounts to access the Core Services provided by Google. Additionally, students may have access to Google's Additional Services. A list of the currently approved services is available upon request.

Students may also access certain third-party services using their Google Workspace for Education accounts. These services are enabled by district administrators and may require the sharing of limited data in compliance with SOPPA (Student Online Personal Protection Act) and other privacy regulations.

For further details on Google's data collection and privacy policies, please refer to:

- Google Workspace for Education Privacy Center (at <https://www.google.com/edu/trust/>),
- Google Workspace for Education Privacy Notice (at [https://workspace.google.com/terms/education\\_privacy.html](https://workspace.google.com/terms/education_privacy.html))
- Google Privacy Policy (at <https://www.google.com/intl/en/policies/privacy>), and
- Google Cloud Privacy Notice (at <https://cloud.google.com/terms/cloud-privacy-notice>).

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement (at [https://www.google.com/apps/intl/en/terms/education\\_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)) and the Cloud Data Processing Addendum (at <https://cloud.google.com/terms/data-processing-addendum>).

## **STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)**

District 44 is committed to protecting the information security of its students in accordance with the latest version of the Student Online Personal Protection Act (SOPPA). Information pertaining to operators (i.e., 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), what student data is collected, and breach notifications can be found on our district website ([www.sd44.org](http://www.sd44.org)) under Departments > Technology.

## **ALTERNATE ACCESS TO THE INTERNET**

If a District 44 family does not have Internet access at home or work, the Helen Plum Memorial Library, located at 411 S. Main Street, Lombard, IL, has computers that provide internet access. A valid library card is required. The library's policies regarding computer and Internet use and access apply to use by patrons.

To support District 44 communication efforts, access to computers and the internet also is available at the Glen Ellyn Public Library, located at 400 Duane Street, Glen Ellyn, IL. A valid library card is required. The library's policies regarding computer and Internet use and access apply to use by patrons. Additionally, families can work with their student's building social worker to apply for a hot spot. Please contact the building social worker or main office for additional details.



## SECTION 8 - SPECIAL SERVICES

Per school board policy 6:120 *Education of Children with Disabilities*, District 44 provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term children with disabilities, as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) Special Education rules that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to IDEA. These services are provided free of charge to students who meet specific eligibility requirements outlined by the Federal and State Rules and Regulations. An Individualized Education Program (IEP) is developed in collaboration with parents, general education teachers, and special services staff on an annual basis. Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities. District 44 is a member of both the Cooperative Association for Special Education (CASE) and the DuPage/West Cook Regional Special Education Association. CASE and DuPage/West Cook are educational cooperatives, which meet the needs of children with special education problems.

Programs for children with special needs generally involve a number of professionals. District 44 utilizes what is known as a Student Services Team (SST) approach. Through the SST system, professional staff members meet regularly to discuss student needs. Student needs are reviewed and interventions and/or instruction are individualized based on student needs. This helps to ensure that each child receives both the attention and the type and form of interventions and/or instruction that he/she requires. Each individual SST may include the building principal, classroom teacher, resource room teacher, speech therapist, social worker, psychologist, Title I teacher, literacy support specialist and counselor and/or nurse when appropriate. If the SST recommends that a student should be evaluated for special education services, the student's parent/guardian will be contacted and provided a form requesting consent to conduct a case study evaluation for the student. Parents/guardians also may request the SST consider a student's needs and/or request an evaluation for special education services.



Questions about the identification, assessment and placement of students should be directed to **Clodagh Sorrentino, Director of Special Services**.

## **PRESCHOOL SCREENING**

Each year, District 44 holds free preschool screenings to assess the developmental progress of children between 2 years 10 months and 4 years 11 months of age. Speech and language assessment, vision and hearing screening, and an analysis of large and small motor skills are included in the screening. These assessments are conducted by District 44 professional staff members in private, playroom-type environments. Screening information will be published in the Lombardian Newspaper and posted on the District 44 website. To schedule an appointment or for more information, contact Amy Schmidt at 630.827.4097.

## **EARLY CHILDHOOD PROGRAM**

The Early Childhood Program is located at the John Schroder Early Childhood Center at 1519 S Grace. Parents cannot sign their child up for our programs; children must qualify or be eligible for one of our programs. There is no fee for this program.

Throughout the school year District 44 holds free preschool screenings to assess the developmental progress of children between 3 to 5 years of age. Speech and language assessment, vision and hearing screening, and an analysis of large and small motor skills are included in the screening. District 44 professional staff members in a private, playroom-type environment conduct these assessments. For more information on the Early Childhood Program and screening process, contact Amy Schmidt at 630.827.4097

## **HOMELESSNESS**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney-Vento Homeless Assistance Act and Illinois law. The Superintendent shall act as or appoint a District 44 Homeless Liaison to assist children and unaccompanied youth in their efforts to attend school.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.

To obtain additional information regarding establishing homeless status and resources available, please contact the Department of Special Services at 630.827.4431.

## **HOMEBOUND INSTRUCTION**

A student who is absent from school, or whose physician anticipates that the student will be absent from





school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by Illinois law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. A written notice is required from medical personnel to obtain home or hospital instruction.

A student qualifies for home and hospital instruction when a physician anticipates a student's absence due to a medical condition for an extended period of time (i.e., for 2 or more consecutive weeks) or on an ongoing intermittent basis (i.e. The child's medical condition is of such a nature or severity that it is anticipated the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absence).

Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

## ISOLATED TIME OUT

Reasonable force by district employees may be used as needed to maintain his/her own safety, the safety of a student or other students, or to protect other school personnel or visitors. Reasonable force may also be needed for the purpose of self-defense, or protecting the physical site. Isolated time-outs or physical restraint may be utilized consistent with the requirements of the School Code and with the regulations of the Illinois State Board of Education.



## CONTACT INFORMATION FOR SCHOOL-RELATED ISSUES

In addition to the chart below, all schools are equipped with voice mail for the convenience of parents who may wish to contact a school or leave a message for staff after closing hours.

QUESTIONS OR CONCERNS REGARDING...	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT
<b>Student achievement, subject matter or a classroom regulation or practice</b>	Your child's teacher	Your school principal	Superintendent's Office 630.827.4400
<b>A school regulation or Practice</b>	Your school principal or Special Services Offices	Superintendent's Office 630.827.4400	The District 44 Board of Education 630.827.4400
<b>Special education services and referrals</b>	Your school principal	Special Services Office 630.827.4431	Superintendent's Office 630.827.4400
<b>The District 44 Curriculum</b>	Your school principal	Academic Services 630.827.4462	Superintendent's Office 630.827.4400
<b>School registration or activity fees</b>	Your school secretary	District 44 Receptionist 630.827.4400	Business Office 630.827.4456
<b>The hot lunch program (available grades K-8)</b>	ARBOR 630.827.4594	Business Support Services Coordinator 630.827.4421	
<b>District 44 business (including budgets, buildings, maintenance)</b>	Your school principal	Business Office 630.827.4456	Superintendent's Office 630.827.4400
<b>Preschool screening</b>	Early Childhood Secretary 630.827.4265	Early Childhood Principal 630.827.4167	
<b>Pesticides control</b>	Your school principal	Business Office 630.827.4456	
<b>Student transportation Cottage Hill</b>	Your school principal	Academic Services 630.827.4429	Business Office 630.827.4456
<b>Student transportation Hopewell Dispatch</b>	Special Services Offices 630.827.4431	Hopewell Dispatch 815.463.9092 ext. 1	CASE 630.942.5605



## STAY CONNECTED



(630) 827-4400



150 W. Madison St., Lombard, IL 60148



[www.sd44.org](http://www.sd44.org)