

# Inside Your Schools Parent/Student Handbook

2016–2017 Edition

This Parent/Student Handbook provides a summary of the principal features of Lombard Elementary School District 44 student programs and policies.

It supersedes and replaces any and all previous student handbooks.

For a complete list of board policies:  
[www.sd44.org](http://www.sd44.org) - About Us - Board Policies

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## **ADMINISTRATION CENTER**

630.827.4400 (PHONE) 630.620.3798 (FAX)  
150 W. Madison, Lombard, IL 60148  
Administration Center office hours: 8:00 AM - 4:30 PM

Superintendent of Schools .....Dr. Michael Robey .....mrobey@sd44.org  
Assistant Supt. for Finance & Operations ..... Ted Stec ..... tstec@sd44.org  
Assistant Supt. for Teaching & Learning. .Annetta Spsychalski ..... aspsychalski@sd44.org  
Assistant Supt. for HR and PR .....Aldo Calderin .....acalderin@sd44.org  
Director of Information Services ..... Alicia Duell ..... aduell@sd44.org  
Director of Special Services .....Kari Smith ..... ksmith@sd44.org  
Coordinator of Literacy K-8..... Erica Born ..... eborn@sd44.org  
Coordinator of Math/Science ..... Tania Parciany ..... tparciany@sd44.org  
Coordinator of Bilingual Services ..... Maria Martin ..... mmartin@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.

**District 44 website: <http://www.sd44.org>**

## DISTRICT 44 SCHOOLS

**BUTTERFIELD SCHOOL** (Early Childhood & K-5) .....2 S. 500 Gray  
OFFICE: 630.827.4000  
ATTENDANCE: 630.827.4001; FAX: 630.889.7960  
Principal: Kristine Walsh .....kwalsh@sd44.org  
Secretary .....Virginia Erguven

**MADISON SCHOOL** (Grades K-5) ..... 150 W. Madison  
OFFICE: 630.827.4100  
ATTENDANCE: 630.827.4101; FAX: 630.620.3769  
Principal: Yesenia Vazquez ..... yvazquez@sd44.org  
Secretary .....Sandra Osborn

**MANOR HILL SCHOOL** (Grades K-5) .....1464 S. Main  
OFFICE: 630.827.4300  
ATTENDANCE: 630.827.4301; FAX: 630.889.7964  
Principal: Eric Haren ..... eharen@sd44.org  
Secretary ..... Jane Barnds

**PARK VIEW SCHOOL** (Grades K-5) ..... 341 N. Elizabeth  
OFFICE: 630.827.4040  
ATTENDANCE: 630.630.827.4041; FAX: 630.620.3749  
Principal: Roberta Wallerstedt .....rwallerstedt@sd44.org  
Secretary ..... Debi Hansel

**PLEASANT LANE SCHOOL** (Grades K-5) ..... 401 N. Main  
OFFICE: 630.827.4640  
ATTENDANCE: 630.827.4641; FAX: 630.620.3760  
Principal: Stephanie Loth ..... sloth@sd44.org  
Secretary ..... Laura Sullivan

**WM. HAMMERSCHMIDT SCHOOL** (Grades K-5) ..617 Hammerschmidt  
OFFICE: 630.827.4200  
ATTENDANCE: 630.827.4201; FAX: 630.620.3733  
Principal: Dave Danielski..... ddanielski@sd44.org  
Secretary ..... Rebecca Harris

**GLENN WESTLAKE MIDDLE SCHOOL** (Grades 6, 7, 8) ...1514 S. Main  
OFFICE: 630.827.4500  
ATTENDANCE & ATHLETICS: 630.827.4502; FAX: 630.620.3791  
Principal: Philip Wiczorek .....pwiczorek@sd44.org  
Asst. Principal: Scott Stehlik..... [sstehlik@sd44.org](mailto:sstehlik@sd44.org)  
Asst. Principal: Heidi Rudy ..... hrudy@sd44.org  
Secretaries.....Dawn Henning, Tena Krajcovic,  
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.

District 44 recognizes that each student has rights and responsibilities in a democratic society. However, our individual rights must be restricted so that they do not interfere with the rights of others. Rules and regulations are needed to ensure that each student who attends school receives the best possible education.

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.

## MISSION

The mission of Lombard Elementary School District 44, working in partnership with students, families, and community members, is to educate the "whole child" in order to achieve personal excellence.

## VISION

The vision of Lombard Elementary School District 44 is to prepare each student for a successful future.

In order to accomplish our mission and achieve our vision, District 44 has established a primary aim and it is supported by the goals and targets for continuous improvement.

The collective efforts on behalf of students by the District 44 staff and the community play a critical role in accomplishing continuous improvement.

### Core Beliefs

Learning Communities

Our schools are learning communities which exist for our children.

### Directed Change and Growth

There must be a readiness, willingness and acceptance for directed change and growth on the part of our entire school community.

### Openness and Participation

The contribution and participation of our shareholders is encouraged and respected.

### Quality Educational System

A quality educational system recognizes, promotes and achieves excellence.

### Safe & Caring Environment

There is a need to create and sustain a safe & caring environment for the entire school community.

**Note: Please check the "About Us" section of the District 44 Website for information regarding the 2016- 2017 goals.**

### **FREEDOM OF INFORMATION ACT**

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 to the District's Freedom of Information Officer, 150 W. Madison, Lombard, IL 60148. Requests must specify the records to be retrieved and copied

### **BOARD OF EDUCATION MEMBERS**

| <b>NAME</b>      | <b>POSITION</b> | <b>TERM</b> |
|------------------|-----------------|-------------|
| Courtney Simek   | President       | 2013 - 2017 |
| Kristina Lynch   | Vice President  | 2009 - 2017 |
| Stephen Flint    | Member          | 2011 - 2019 |
| Gayle Kankovsky  | Member          | 2005 - 2017 |
| James Robinette  | Member          | 2015 - 2019 |
| Tony del Alcazar | Member          | 2015 - 2017 |
| John K. Schroder | Member          | 1981 - 2017 |
| Therese Piper    | 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, community members may communicate with the Board of Education by written correspondence to the Superintendent or via email to csimek@sd44.org

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

The Board of Education generally meets on the second Tuesday of each month at 7:00 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**

Early Childhood AM: 9:00-11:00  
Early Childhood PM: 12:30-3:00, Half Day: No School  
Structured: 9:00 -2:00, Half Day: 9:00-11:00

Kindergarten - 5th Grade: 8:35 AM -3:15 PM Half Day: 8:35-11:40 AM  
Early Release: 8:35 AM – 1:15 PM

Lunch: Schedule Established at the Building Level

Glenn Westlake Middle School: 8:00 AM - 2:45 PM Half Day: 8:00-11:00 AM  
Early Release: 8:00 AM – 12:45 PM

## **CONTINUOUS IMPROVEMENT**

District 44’s vision, “to prepare each student for a successful future,” is one that is far reaching and requires commitment from staff, students, and parents alike.

To fulfill our vision, District 44 recognizes the need for the following strategic processes:

- continuous improvement efforts beginning with the Board of Education and Superintendent;
- retention of a quality workforce;
- parent/guardian and community involvement;
- transparent decision-making process;
- effective and efficient management of resources.

District 44 uses a continuous improvement approach in its school improvement initiatives. District 44 utilizes the “Plan-Do-Study-Act” cycle to identify continuous improvement processes and to systemically implement the improvement. The continuous improvement process is student centered, data driven and focused on providing the best possible instructional program.

## **NON-DISCRIMINATION**

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 or a District Complaint Manager. See Board Policy 2:260.

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.

# **SECTION 2 - GENERAL INFORMATION**

## **REGISTRATION & ENTRANCE REQUIREMENTS**

Any child who is a resident of District 44 and who will be 5 years old on or before September 1 of the current school year is eligible, under Illinois law, to enter kindergarten at the start of that year. To enter first grade, a student must be 6 years old on or before September 1. If a child does not meet the age requirement but has completed a year of kindergarten, District 44 will conduct an assessment to determine grade placement. Any child entering District 44 for the first time must present the following documents:

- A certified copy of the student's birth certificate;
- Registration forms.



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 the first day of school. Any child not compliant on the first day of school will be excluded from school until proof of the required health examination and immunizations are received.

## **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.

If it is known that a child will be absent for a number of days, the parent/guardian should fill out an "Extended Absence Notification" form (F-628) available from the school. If a student is to be absent for a longer time than originally reported, the school should be notified again.

Principals or building designees monitor student absences and tardies closely. After a student is absent without valid for more than 5% 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 student's absence will be considered an excused absence only for the following reasons: personal illness, death in the immediate family, observance of a major religious holiday, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason approved by the Principal.

Students who are absent from school will be allowed to make up work for equivalent academic credit. 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.

Parent/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.

## **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 school 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 admitted to the building fifteen minutes before the bell or upon arrival of the first bus, whichever happens first

## **EMERGENCY SCHOOL CLOSINGS**

District personnel monitor weather conditions via various methods, including news reports, weather radios, the National Weather Service web site, 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 Skylert Notification System to all designated e-mail addresses and home, work, and cell phone numbers. The notice will also be given to Chicago radio stations including WGN, WMAQ, WBBM, and TV Channels 2, 5, 7, 9, 32 and CLTV News. 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.

## **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 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 Skylert 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.

## **EMERGENCY PREPAREDNESS**

Providing for the safety of our students when at school is a major responsibility of our staff. Each of our schools 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 may include evacuation, lock-down, or use of a shelter in place within the school. 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***

***Go online 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. The fee schedule for the 2016-2017 school year is as follows:

### Elementary Fees:

|                         |        |
|-------------------------|--------|
| Kindergarten - Full Day | 127.00 |
| Grades 1-5              | 127.00 |
| Clubs (elementary)      | 2.00   |
| Jr. Great Books         | 7.00   |

### Middle School Fees:

|                                  |        |
|----------------------------------|--------|
| Registration (includes notebook) | 148.00 |
| Notebook                         | 6.00   |
| 1:1 Fee                          | 45.00  |
| Gym Shirt                        | 4.00   |
| Gym Shorts                       | 9.00   |
| Long-Sleeved T-Shirt (optional)  | 7.00   |
| Sweatpants (optional)            | 10.00  |
| Locks                            | 5.00   |
| Lost ID/Bus Pass                 | 3.00   |
| Clubs                            | 13.00  |
| Cross Country                    | 20.00  |
| Volleyball                       | 32.00  |
| Basketball                       | 32.00  |
| Track                            | 20.00  |
| Cheerleading                     | 32.00  |
| Chorus                           | 27.00  |
| Intramurals (All Sports)         | 5.00   |

### Instrumental Music Fees:

|                           |       |
|---------------------------|-------|
| Band (Grades 4 - 8)       | 64.00 |
| Jazz Program (Grades 6-8) | 32.00 |
| Orchestra (Grades 4 - 8)  | 64.00 |
| Musical Instrument Rental | 40.00 |

## 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.

## 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 not responsible for teaching or enforcing good safety habits or 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**

School District 44 Board of Education, being responsible for all book purchases, recognizes the student's right of free access to many different types of instructional materials. The board also recognizes the role of teachers and administrators in recommending a selection of instructional materials in accord with current trends in education.

The policy of the board is to require that instructional materials shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, political, or religious views of the writer or of its style and language. Any person wishing to exempt or delete instructional material from materials adopted by the board of education or used by teachers of District 44, will do so by completing an Instructional Materials Concerns Form.

Since concerns begin at the building level, every effort should be made to resolve the concern in an informal manner at that level. However, individuals may, if not satisfied with the informal approach, formally submit the request in writing to the principal and then to the superintendent and/or the school board.

If the concern is not resolved at the building level and is appealed to the superintendent, but the decision of the superintendent is not acceptable to the citizen, the citizen may then appeal to the board of education for a decision. The following procedure shall take place:

1. Materials subject to complaint need not be removed from use pending study and final action of the board of education unless so directed by the superintendent.
2. The superintendent may appoint a review committee consisting of at least one principal, two representative classroom teachers, a librarian, one central office administrator, a board member and three citizens.
3. The committee, if appointed, shall review the challenged material and make a written report of its findings to the superintendent within thirty (30) school days of its appointment. The committee will review the material in question and form opinions based on the material taken as a whole and not on passages taken out of context.
4. The citizen will be given an opportunity to meet with the committee to indicate why the material should not be used. A teacher and/or any other person involved in the selection or use of the material will also have an opportunity to address the committee. The committee may, in addition, call other staff and community members as it deems necessary.
5. The committee may recommend that the questioned material be retained without reservation, retained with reservation or restriction on its use, or not retained.
6. The superintendent reports the recommendation of the review committee to the board of education. The board of education shall then make a final decision and inform the citizen who initiated the citizen inquiry process.

## **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. A student shall not be promoted based upon age or other social reasons not related to academic performance.

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 principal, the decision may be appealed to the assistant superintendent for teaching and learning 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.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

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, or unfavorable discharge from military service in educational programs, activities, services, or benefits. 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. Any student may file a discrimination grievance by contacting the District's Non-Discrimination Coordinator or a District Complaint Manager. See Board Policy 2:260.

## **SECTION 3 – TRANSPORTATION**

### **BUS TRANSPORTATION**

Bus service is a privilege and is provided at no cost to students who are eligible to be bused.

Middle school bus riders present their Student ID to ride the bus. See the Middle School Handbook for information regarding Student IDs.

**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. In addition, 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

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 may be used to monitor conduct and to promote and maintain a safe environment on the school bus. 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 Septran bus. For questions about your child's special transportation, please contact your child's special education facilitator. In addition, absences must be communicated to Septran Transportation at 630.668.0088. Absences, temporary changes, questions and concerns can be communicated to the CASE cooperative transportation coordinator at 630.942.5605.

## **GLENN WESTLAKE MIDDLE SCHOOL ACTIVITY BUS**

Please see the Middle School Handbook for information regarding the Middle School Activity Bus.

## **ROLLER BLADES - SKATEBOARDS – SCOOTERS**

For the safety of all students, roller blades, skateboards, and scooters 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 - TEACHING AND LEARNING**

## **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 three times during the year at the end of each trimester.

Grades 6 - 8 Report cards are issued 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 gaps in our curriculum. 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 PARCC Assessment twice in grades 3 through 8, and other locally developed and commercial assessments, such as AIMSweb and MAP (Measure of Academic Progress), at all grade levels as appropriate. Parents are provided the results of these assessments on an annual basis. Assessment reports are sent home with students in the fall and spring as appropriate.

**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.

Fee information can be found on [page 13 and 14](#). For additional information, contact the band or orchestra instructor at your child's school.

**ENGLISH LEARNING PROGRAM (EL)**

District 44 offers an English Learning program (EL) in all schools to assist students identified as limited English proficient. 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 and academic learning.

Bilingual programs (in Spanish) address the language needs of our bilingual students. The goal is to provide instruction in both English and Spanish in order to build on the language strengths of each child. Bilingual programs are offered at Madison, Glenn Westlake Middle School, and the Butterfield Early Childhood Program.

**KINDERGARTEN PROGRAM**

Kindergarten students have the opportunity to attend either half-day or full-day kindergarten program. 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.

At the discretion of District 44, a limited number of materials will be made available or posted in each school's main office. It will be the responsibility of the requesting organization to provide paper copies of their flyers to the district office in a timely manner. To lighten the load, no flyers will be posted during the first two weeks of school, the last two weeks of school, or during summer break unless time-sensitive.

## **DISCOVERY CENTER**

Discover Earth Through Math and Science is a high-tech laboratory that provides students the opportunity to become "scientists for a day." Parents will be notified and students in grades K - 5 are bused to Manor Hill School, the site of the Discovery Center. When students arrive at the center, they put on lab vests and become lab technicians in an authentic setting.

At each grade level, students become engaged in an extension of their curriculum. Whether using a digital microscope to classify sand samples from around the world or creating an iMovie explaining the water cycle, students have the opportunity to use high-tech scientific tools at an early age.

Since the Discovery Center is located adjacent to our middle school, Glenn Westlake students can take walking field trips to the center.

The Discovery Center officially opened in March 2004. We are very pleased with the enthusiasm and scientific knowledge gained from field trips to the Discovery Center.

## **Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows and in accordance with Board policy 6:60:

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. 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.

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.

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 should include educating students about behaviors that violate Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. In addition, in all grades, gang resistance education and training must be taught.

6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (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 daily during the school day in a physical education course. For exemptions and substitutions, see policy 7:260, Exemption from Physical Activity.

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 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 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, and (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.

Consult board policy for a complete list of curriculum content.

## SECTION 5 - PARENT INFORMATION

### FOOD SERVICES

A breakfast (grab & go type) and hot lunch program are provided at each school and is available starting on the first full day of student attendance. Menus showing the daily choices are posted on the District 44 website. The cost of breakfast (includes milk) is \$1.45 per day. The cost of a hot lunch (includes milk) is \$2.60 per day. The price of a single milk is .50 cents.

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. **Your child may be denied lunch privileges if there is no money in the 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 My School Bucks 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 PARENTS 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.

***Lunch or milk may be purchased with cash on a daily basis only at Glenn Westlake Middle School.***

**Direct all food service questions to the Administration  
Center @ 630.827.4421.**

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) (parent/students - wellness and nutrition).

### 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-745 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.

## **VIDEO TAPING/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's 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.

The district also sponsors a cable television production entitled, "SchoolScope." A special release form is sent home to be signed by the student's parent or guardian prior to each time a student appears on the program or has a video of his/her participation in an activity included on the program. These forms are kept on file in the district office.

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. 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 a translator is required for Parent Teacher Conferences, please contact your child's teacher to make this request. The school district will provide a translator for you. All teachers are issued telephones and e-mail 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.

## **SCHOOL/STUDENT RECORDS 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 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:

- a. 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.
- b. The Building Principal shall send copies of the documents listed below to both divorced and separated parents/guardians at either's request:
  1. Academic progress reports or records
  2. Health reports
  3. Notices of parent-teacher conferences
  4. School calendar regarding the student
  5. 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.

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, *Sue Ryan*, 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 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 photograph, 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. Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, 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 630.827.4421

## **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 [www.isp.stateil.us/sor](http://www.isp.stateil.us/sor). 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.

## **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 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 the first day of school 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.

## **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.

## **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.

## **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 the antibiotics for 24 hours before returning to school. 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.

## **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 PE, a student must present an excuse from his or her parent/guardian or from a doctor. A doctor's note is required if a student needs to be out of PE for more than two days. 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**

Each school has a School Safety Plan which deals with a variety of emergency situations and is updated on an annual basis. Although the school must develop a plan unique to its needs, guidelines and standards have been established to assure each school incorporates critical procedures in its plan.

## **MEDICATION**

A School Medication Permission Form, completed by both physician and parent/ guardian, is necessary for prescribed and over the counter medication that is to be given to a child during school hours.

Medication given during school hours should be limited to what is absolutely essential for a child to remain in school. Parents/guardians should consult with their physician to see if medication can be adjusted and given at a time other than school hours.

All medication is given under supervision and must be in a pharmaceutical container marked with the child's name, the name of the medication and pertinent instructions. Over the counter medications should be sent in their original containers. . A written log of the medications dispensed will be kept.

Parents/guardians must bring their child's medication to school. Parents must pick up any unused medications at the end of the school year, or when the medication is no longer needed at school. Medications may not be sent home with students.

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 the District's medication policy and its implementing procedures.

Inhalers and EpiPens may be carried and self-administered with written permission from the parent/guardian. The parent/guardian must provide the prescription label, which contains the

name of the medication, the dosage, and the time or circumstances under which the medication is to be administered, or a physician's order. If your child requires an EpiPen, a care plan signed by the physician is also required. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The District may authorize the provision of an Epi-Pen to a student or any personnel authorized under a student's Individual Health Care Action Plan, Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, or plan pursuant to Section 504 of the federal Rehabilitation Act of 1973 to administer an epi-pen to the student, which meets the prescription on file.

Please notify the school nurse if your child is placed on medication even if it is only administered at home. This information is important should the child experience side effects from the medication. Within 15 days of enrollment parents/guardians will be provided the Lombard D44 Medication Policy.

Nothing in in the District's medication policy and its implementing procedures shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **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:

- o Reasonable
- o Reflect the current standard of diabetes care,
- o Include appropriate safeguards to ensure that syringes and lancets are disposed of properly, and
- o 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. The following guidelines, designed to support District 44's Wellness Policy, were developed based on feedback from parents and staff members.

#### **GUIDELINES TO SUPPORT DISTRICT 44'S WELLNESS POLICY**

**Health Curriculum** Aligned to Illinois State Learning Standards Nutrition and physical activities across grade levels NCLB highly qualified health educators at middle school

**Physical Education** Daily at Grades K-8

**Food Service Provider**

##### **Past**

Increased the use of whole grain products  
Eliminated use of trans fat oils for cooking  
Eliminated sale and use of 2% milk

##### **Present**

Meet all requirements of wellness policy  
Provide breakfast and lunch that meet the recommended nutritional guidelines  
Provide snack options that meet the recommended nutritional guidelines  
Provide dark green/orange vegetables and beans as per the recommended nutritional guidelines

##### **Future**

Continue to monitor ISBE & USDA regulation changes for implementation into the National School/Breakfast and Lunch Programs

**Brain Breaks** One to two minute physical activities that help students get refocused and energized (Provided regularly within the classroom)



## **Teacher Rewards**

### **Encouraged Items and Activities:**

Positive Behavior Intervention Support Systems (PBIS) Trips to treasure box filled with nonfood items such as stickers, bubbles, jump ropes, puzzles, key chains, spider rings, pencil toppers, etc.

Bank system (earn play money for privileges) Play favorite game

Extra recess, make deliveries to office, help teach class, sit by friends, eat lunch with teacher

### **Excluded Items:**

Candy

Soda

Sweets

## **Daily Snack, Parties and Other Celebrations**

### **Encouraged Items:**

Fresh fruit (apples, grapes, bananas, etc.)

Fresh vegetables (celery stick, carrots, cucumbers, etc.) Low fat dipping sauce

Yogurt, cheese cubes/sticks

100% fruit juice items pretzels, popcorn

Dried fruit, single serving applesauce

Reduced fat crackers

Low-fat muffins (small or mini)

Mini bagels, pasta salad

Fat-free or low-fat pudding cups

Fruit smoothies made with fat-free or low-fat milk

Breadsticks with marinara

Fat-free or low-fat fruit parfaits

Baked chips with salsa

Granola bars (not allowed in classrooms with students that have peanut allergies)

### **Excluded Items:**

Chips Cookies Candy

Cake/cupcakes

Soda

## **Fundraisers**

***All PTAs should reference fundraising guidelines established by the National PTA.***

### **Encouraged Activities:**

Auction

Bike-a-thon, Jog-a-thon, Read-a-thon

Walk-a-thon, Jump-a-thon

Bowling night Car wash Carnival

Celebrity basketball game

Dance

Festival/Fun Fair

Recycling cans/paper/ink cartridges

Skate night Spelling bee Talent shows

Tennis/horseshoe competition

Treasure hunt  
Water bottles with school name

**Excluded Activities:**

Candy sales  
Bake sales

*Lombard Elementary School District 44 is a proud partner of Healthy Lombard*

Check out their website for healthy hints and healthy activities at:  
[www.healthylombard.com](http://www.healthylombard.com)



**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. At these times, products, such as Raid, etc., are used. In addition, District 44 does maintain a contract for professional pesticide services at GWMS's production kitchen area 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's or licensed practitioner's prescription.
    - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    - 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); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
  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), 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.

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 Saturday 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 shall 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 theatre, 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, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Assistant Principal, or Dean of Students 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:

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

#### 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 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 In-School Suspension (ISS) supervisor in the main office.

#### 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 In-School Suspension (ISS) supervisor in the main office.

#### 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 ISS Supervisor in the main office.

#### 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.

## **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.

## **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 is prohibited on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics, 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 following requirements:

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.
- 4.

**Complaint Managers:**

**Aldo Calderin**

**150 W. Madison**

**Lombard, IL 60148**

[acalderin@sd44.org](mailto:acalderin@sd44.org)

**630-827-4461**

**Annetta Spychalski**

**150 W. Madison**

**Lombard, IL 60148**

[aspychalski@sd44.org](mailto:aspychalski@sd44.org)

**630-827-4433**

5. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

6. 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.

7. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

8. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be 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.

9. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false

accusation or providing knowingly false information will be 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.

10. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

11. The Superintendent or designee shall post this policy on the District's Internet 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 also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

12. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

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

13. The District's bullying prevention plan must be consistent with other Board policies.

14. 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 DRESS CODE**

Students are expected to maintain a neat and clean appearance. Any clothing or appearance, which is obscene, disruptive to the educational process, or presents health or safety problems will not be permitted. Otherwise, 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. See the Middle School Handbook for additional dress code expectations for middle school students.

## **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.

## **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 Service.

## **HOMEWORK**

Homework is an opportunity for the school and home to be involved in an educational partnership. The major goals of homework are to strengthen and improve skills leading to the continuous and comprehensive development of the student. Homework should be purposeful and foster independent study habits. Older students may receive long-range projects that reinforce skills and develop time management.

Homework may be assigned when there is a need to reinforce skills, complete work begun in class, complete research, and independent study activities and prepare for the next day's activities, such as studying for tests. Research indicates that reading to children and independent reading are meaningful home activities.

Homework may be assigned at all grade levels from three to five times per week, depending on instructional needs, with the exception of kindergarten which may assign homework once or twice per week.

The following are recommended weekly time ranges/amounts:

### Grades Suggested Weekly Range/Amount\*

|     |     |    |       |         |
|-----|-----|----|-------|---------|
| K   | 20  | to | 40    | minutes |
| 1   | 60  | to | 80    | minutes |
| 2   | 120 | to | 150   | minutes |
| 3-4 | 135 | to | 240   | minutes |
| 5   |     |    | 4     | hours   |
| 6-8 | 5   | to | 7-1/2 | hours   |

\*Students may complete part of their homework during time for independent study.

Students are responsible for and expected to turn in homework and assignments as determined by the student's team of teachers. Students will be given one day for each day of absence to complete assignments as part of a homework activity. The student is responsible for obtaining the makeup work. Alternative assignments may be given for extensive periods of absence. In cases of student illness, family emergencies or trips, please contact the assigned counselor's office.

## **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 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 respect and uphold copyright laws.
- 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.

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 Authorization for Student's Electronic Network Access 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. Students who damage District 44's electronic device or 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 middle school students' individual use. Each middle school student will be loaned a 1:1 Device and must bring it to school every day, just like a textbook. In addition to signing the Authorization for Student's Electronic Network Access before being granted use of District 44's electronic device or electronic network, each student and his/her parent/guardian must sign a separate agreement 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.

## **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 110 W. Maple 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.

## **SECTION 8 - SPECIAL SERVICES**

All children with disabilities have the right to a free appropriate public education. District 44, in accordance with state and federal mandates, provides special education services to students with disabilities. These services are free of charge to parents. District 44 is required to identify and provide appropriate educational programs for students with disabilities who reside in the District and who require such services. 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 disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities. For more information regarding the identification, assessment and placement of children with disabilities, please contact ***Kari Smith, Director of Special Services.***

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 evaluation 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. Please contact ***Kari Smith, 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 **Cathy Angelos** at 630.827.4167.

## **EARLY CHILDHOOD PROGRAM**

The Early Childhood Program is located at Butterfield School. Parents cannot sign their child up for our programs; children must qualify or be eligible for one of our programs. 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 the Early Childhood Facilitator at 630.827.4167

## **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 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 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 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.

***Inside Your Schools is written and edited by the office of the Assistant Superintendent of Human Resources and Public Relations***



## WHOM TO CONTACT FOR SCHOOL-RELATED ISSUES

**NOTE: 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**

| If not resolved, or if more information is needed:                                  |  |  |  |
|---|--|--|--|
| QUESTIONS OR CONCERNS   | FIRST CONTACT                                    | SECOND CONTACT                                     | THIRD CONTACT                                      |
| Regarding student achievement, subject matter or a classroom regulation or practice | Your child's teacher                             | Your school principal                              | Superintendent's Office<br>630.827.4400            |
| Regarding a school regulation or Practice   | Your school principal or Special Ed. Facilitator | Superintendent's Office<br>630.827.4400            | The District 44 Board of Education<br>630.827.4400 |
| Regarding special education services and referrals                                  | Your school principal                            | Special Services Office<br>630.827.4431            | Superintendent's Office<br>630.827.4400            |
| Regarding the District 44 Curriculum  | Your school principal                            | Teaching & Learning Office<br>630.827.4433         | Superintendent's Office<br>630.827.4400            |
| Regarding school registration or activity fees                                      | Your school secretary                            | District 44 Receptionist<br>630.827.4400           | Business Office<br>630.827.4422                    |
| Regarding the hot lunch program   | ARBOR 630.827.4594                               | Business Support Services Coordinator 630.827.4421 | Business Office<br>630.827.4422                    |
| Regarding student transportation Cottage Hill                                       | Your school principal                            | Business Support Services Coordinator 630.827.4421 | Business Office<br>630.827.4422                    |
| Regarding District 44 business (including budgets, buildings, maintenance)          | Your school principal                            | Business Office<br>630.827.4422                    | Superintendent's Office<br>630.827.4400            |
| Regarding preschool screening   | Early Childhood Facilitator<br>630.827.4167      | Butterfield Secretary<br>630.827.4007              |  |
| Regarding pesticides control  | Your school principal                            | Business Office<br>630.827.4422                    |  |
| Student transportation Septran  | Special Ed. Facilitator                          | Septran<br>630.668.0088                            | CASE<br>630.942.5605                               |