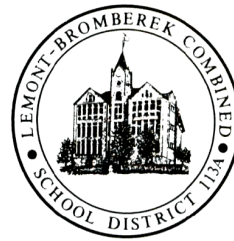




# Code of Conduct and Student Information

LEMONT — BROMBEREK CSD 113A



Proudly Serving Students

At

Oakwood Elementary School (EC and K-2)

River Valley Elementary School (3-4)

Old Quarry Middle School (5-8)

**2011-12 School Year**



## **Lemont-Bromberek CSD 113A Code of Conduct and Student Information Handbook**

Dear Parents/Guardians:

It is important for every student and parent to know provisions of the Illinois School Code that Lemont-Bromberek CSD 113A District, and other school districts in the state of Illinois, are required to follow. The following Handbook is provided to all parents, students, staff and the public to bring good information and better communication in order to encourage good behavior that leads to high academic success.

The Lemont-Bromberek CSD 113A School District Board of Education Policies will be cited throughout this handbook and can be found on the district web page at [www.sd113a.org](http://www.sd113a.org). Should you have questions concerning this handbook, please contact your child's teacher or the school principal. Telephone numbers of the District 113A Schools and District offices are listed on the inside back cover.

We hope that the additional required notification information is helpful. We wish you and your child (ren) a very successful school year. As always the first person to contact with questions is your child's teacher, next would be the school principal or office and then the District Office.

I remain,

Yours in education,

A handwritten signature in cursive script that reads "Tim Ricker".

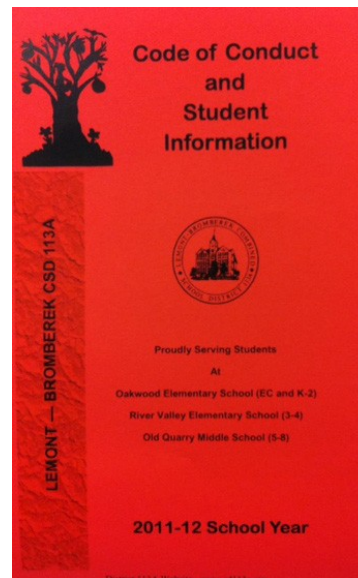
Tim Ricker, Ed. D.  
Superintendent of Schools

## PURPOSE OF THIS HANDBOOK

This Handbook governs conduct which takes place on school grounds or school property; on school buses and bus stops and on the way to and from school; and at school activities whenever and wherever they may take place. In addition, the school district reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) if such conduct is prejudicial to good order and discipline in the schools or tends to impair the morale or good conduct of the pupils. Finally, the school district reserves the right to suspend any pupil who has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony violation of state or federal law in accordance to Illinois School Code. It must be noted that each school will likewise establish a school discipline plan that is congruent with the policies of District 113A, as well as, this handbook.

**NOTE:** All requirements and procedures will be followed for students who have Individual Education Plans (IEP) under IDEIA or an Individual Accommodation Plan (IAP) under Section 504 of the Rehabilitation Act. Discipline for students with disabilities who have an IEP will be administered in such a manner as to provide appropriate consequences. Students whose behavior is related to their disability may receive modifications to their Special Education services or placements, as determined by the IEP Committee.

This handbook and its contents may also be found on the District 113A webpage at [www.sd113a.org](http://www.sd113a.org).



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## **BELIEF STATEMENTS**

**W**e **B**elieve:

Discipline is everyone's responsibility;

In preserving the dignity of people;

Discipline should be consistent and reasonable;

Positive relationships with open communication change behavior;

In accountability;

School climate is affected by discipline;

In a clearly defined plan which incorporates respect for self, others and property.

**Adopted by the Discipline Committee 2007-2008**

## CODE OF CONDUCT

### PHILOSOPHY

We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected of all students. We believe that all children have the potential for behaving appropriately, that children choose their behaviors, and that children can be guided and taught to make appropriate choices.

- In order to accomplish this, the district will endeavor to provide a school environment that gives each student opportunities to experience success, thus enhancing the sense of security, self-concept, and personal worth.
- The program will aim to develop self-respect, individual responsibility, and mutual esteem for each person and/or the rights of others.
- A child's regular and punctual attendance at school is a critical factor in his/her academic success. Student achievement, performance, advancement and self-esteem are of the utmost importance and may be positively influenced by exemplary attendance.
- The student discipline guidelines also become an integral component of the educational process and a symbol of the commitment of parents, students, teachers, educational support staff, administrators, and community members to the maintenance of an effective learning environment.
- For the purpose of this document, discipline shall be defined as: The POSITIVE action taken by the supervising adult directed toward the correction of unacceptable actions/behaviors on the part of a student. It should be noted that actions directed toward preventive measures are far more effective as deterrents to behavior problems than reactive measures.
- Professional judgment will be used by administrators to determine the dispositions of specific incidents.
- Most types of school discipline issues are listed in this guide. However, it is impossible to list every problem which might interfere with the smooth operations of the school.
- Administrators have the responsibility and authority to deal with all issues even though the specific problems might not be listed in this guide.

**STUDENT BEHAVIOR EXPECTATIONS**  
**AND CONSEQUENCES**  
**LEVEL I**

**Behavior****Consequences*****All students are expected to:***

Conduct themselves in an orderly fashion using good manners.

Disciplinary Conference

Use appropriate language.

Withholding of Privileges

Treat other students and adults with respect and courtesy.

Parent Notification

Cooperate with all school personnel.

Referral to the Office

Take proper care of books, school property and property of others.

Detention

In School Suspension

Refrain from running, pushing and loud noise while in school.

Seizure of Contraband Items

Suspension of Bus Privileges

Be prompt to all classes.

Restitution of Property

Have all required supplies ready for class.

Refrain from involvement in fraternities, sororities or secret societies including being a member; promising to join; pledging to become a member; or soliciting any other person to become a member.

Refrain from engaging in activity, on or off school property, that is disruptive to the school environment.

Follow school and district policies, procedures and rules, including the policy for the Acceptable Use of Electronic Networks.

## LEVEL II

### Behavior

*All students are expected to refrain from:*

Using a cell phone, electronic device, two way radios or other electronic or telecommunication devices, including laser pointers, unless authorized and approved by the building principal.

Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

Intentionally lying to school officials or lying about other students or staff including falsely accusing others of wrong doing.

Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct including The Acceptable Use of Electronic Networks Policy for Authorization for Electronic Network Access.

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

Engaging in any activity, on or off school property, that constitutes an interference with school purposes or an educational function.

Threatening, bullying or rumoring bodily harm regarding physical violence and/or use of weapons to students, staff or school personnel.

Engaging in any activity, on or off school property that poses a threat or danger to the safety of other students, staff or school property.

Repeated infractions in Level II will be reported to the school administrator or designee.

### Consequences

Parent Notification

Detention

In School Suspension

Seizure of Contraband Items

Suspension of Bus Privileges

Suspension from school up to 10 days

Referral to Police or Proper Agency

Threat Assessment

Restitution of Property

**LEVEL III****Behavior****Consequences*****All students are expected to refrain from:***

Using, possessing, distributing,  
purchasing or selling:

Parent Notification

Tobacco products;

Suspension out of  
school up to 10 days

Alcoholic beverages;

Referral to Police or  
proper agency

Any illegal drug, controlled substance  
or cannabis;

Expulsion Hearing

Any anabolic steroid not administered  
under a physician's instructions;

Threat Assessment

Any over the counter medication not  
dispensed and authorized per the dispens-  
ing medicine policy and procedure under  
Health Services;

Restitution of Property

Any prescription drug when not prescribed  
for the student by a licensed physician  
or when used in a manner inconsistent  
with the prescription or prescribing  
physician's instructions;

Any "look alike" or counterfeit drugs,  
including a substance not containing an  
illegal drug or a controlled substance but  
one (a) that a student believes to be or  
represents to be, and illegal drug or controlled  
substance; or (b) about which a student  
in behavior that would lead a reasonable  
person to believe that the student expressly  
or impliedly represented to be an illegal  
drug or controlled substance;

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

Infractions in Level III will be reported to the school administrator or designee.

**Behavior Continued:**

Using, possessing, controlling or transferring a weapon in violation of the “weapons” policy.

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, fighting, force, noise, coercion, threats, intimidation, fear, bullying, hazing and other comparable conduct.

Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

Being involved in gangs or gang related activities, including the display of gang symbols or paraphernalia.

Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.

Engaging in any activity, on or off campus, that poses a serious threat or danger to the safety of other students, staff or school property.

Violation of the Acceptable Use of Electronic Networks Policy for Authorization for Electronic Network Access.

**Definition of Consequences for Disciplinary Measures**

**Disciplinary Conference**-Conference between student, staff or principal. May or may not include parents initially. Parental communication on habitual occurrences or multiple issues is expected.

**Withholding Privileges**-Not allowing students the same privileges as other students in the normal occurrence of the day (i.e., recess, free time, etc.). Parents should be part of the notification.

**Detention**-Students may be detained before school, after school, at Saturday School, and during recess or free time. Multiple day or Saturday detentions will be issued by the administration and notification to parents will be made in advance of the detention. Transportation to or from the detention will be the responsibility of the parent.

**Seizure of Contraband Items**-With reasonable cause the item (s) will be taken from the student and returned to the parent by the administration or teacher when appropriate. If contraband is an illegal item, the item will be turned over to the proper authorities.

**Suspension of Bus Privileges**—Removal from riding the bus for a determined period of time. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons. Notification of parents is required.

**In-school suspension**—Removal from classes for a determined period of time and housed within the school building in a reasonable location to complete school work or to work with school officials. Notification of parents is required.

**Out of School Suspension- Board Policy 7:200** - Removal from the school premises up to 10 days by the school principal or assistant principal. Student will follow all suspension procedures under Illinois School Code including appeal of the suspension by the parents to the Board of Education including a hearing. A student who is subject to suspension may be eligible for a transfer to an alternative school program. Notification of parent's and student's rights are required.

***The following are suspension procedures:***

- Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
- A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the School Board.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

**Expulsion- Board Policy 7:210** - Removal from the school premises from 11 days up to two (2) calendar years of school. Removal of the student, according to Illinois School Code, must be an act of the Board of Education. A student who is subject to expulsion may be eligible for a transfer to an alternative school program. Notification of parent's and student's rights are required.

***The following are expulsion procedures:***

- Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
- During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses, and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

## **MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

### **Discipline of Special Education Students**

The District shall comply with the provisions of the Individuals With Disabilities Education Improvement Act (IDEIA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEIA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEIA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others. A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEIA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

## **BULLYING POLICY (7:180)**

### **Preventing 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 is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. *7:190, Student Discipline.* This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - b. *7:310, Restrictions on Publications.* This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
  - c. *7:20, Harassment of Students Prohibited.* This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not 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 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill. Admin. Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: January 10, 2011

### **RESEARCH –BASED DEFINITION OF BULLYING**

“A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.”

#### **Bullying involves:**

- A desire to hurt
- Hurtful action
- A power imbalance
- Repetition (typically)
- An unjust use of power
- Evident enjoyment by the aggressor
- Sense of being oppressed on the part of the victim

**(National School Safety Center, 2006)**

## **BUS RULES AND PROCEDURES**

School bus service is provided to all eligible students in the District. The District's responsibility for supervision during transportation applies only to loading, transporting and unloading students at proper locations. With so many regular bus stops, we cannot monitor student behavior at them, and therefore the school district is not responsible for student demeanor at such locations. We ask the cooperation of parents and community members to help the students meet civic responsibilities and demonstrate appropriate behavior. Moreover, the District does not check to see if students use alternate methods of transportation. The District bears no responsibility in such cases. To ensure safe operation of the school busses, students must obey the following rules. Failure to abide by these rules may result in the loss of bus transportation privileges. For your child's safety, video cameras have been installed on District busses to monitor and encourage good behavior. The camera enables the driver to concentrate on driving the bus.

1. Students should be at the designated school bus stop 5 minutes before the bus is due.
2. Students must stay off the road at all times while waiting for the bus.
3. Students must be seated, in their assigned seats, at all times while the bus is in motion.
4. Students must be quiet enough at all times in order to remain alert to a danger signal from the driver.
5. Students must remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Students must keep hands and heads inside of the bus at all times. Absolutely nothing may be thrown out of the bus windows or anywhere within the bus.
7. Students must refrain from all loud talking, laughing or unnecessary confusion such as: fighting, vulgarities, bullying and disrespectful behavior, which might divert the bus driver's attention.
8. Students must be absolutely quiet when the bus is approaching a railroad crossing.
9. Students must treat bus equipment with proper respect. Tampering with the bus or any of its equipment is forbidden at all times.

10. Students must assist in keeping the bus safe and sanitary at all times. No eating of any food, candy, beverages or gum is allowed on the bus.
11. Students must never carry animals on the bus.
12. Students must keep books, packages, coats and all other objects out of the aisles at all times while the bus is in motion.
13. Students must leave no books, lunches or other articles in the bus.
14. Students may not use pagers, cellular phones, laser pointers and other such electronic devices. Music/Games with headphones are acceptable. Taking pictures with any electronic device is not permitted. (The District is not responsible for lost/stolen or damaged devices).
15. Students must be courteous to the driver and respectful of each other at all times. Older students must help maintain the safety of younger children on the bus, so that the younger children feel comfortable and secure.
16. Students must NOT ask the driver to stop at places other than the regular bus stop, since the driver is not permitted to do this unless authorized by school officials.
17. Students must observe all safety precautions when loading or unloading the bus.
18. Students must observe all bus rules while riding, whether it be to and from school or while riding during field trips of any kind.
19. DUE TO ROUTING SCHEDULES AND LOAD CONDITION REQUIREMENTS, STUDENTS WILL NOT BE ALLOWED TO RIDE ANY BUS OTHER THAN THE ONE THEY HAVE BEEN ASSIGNED. UNDER EMERGENCY CIRCUMSTANCES AND PRIOR APPROVAL BY ADMINISTRATION, CHANGES WILL BE CONSIDERED. TO CHANGE A ROUTE OR STOP THAT HAS BEEN PREVIOUSLY ASSIGNED, A MINIMUM OF 48 HOURS NOTIFICATION IS REQUIRED.

### **Bus Rules and Regulations-Board (7:220)**

All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

#### **Use of Video Cameras on School Buses:**

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. The contents of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, *individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Assistant Principal, Transportation/Operations Director, bus driver, and sponsor, coach, or other supervisor. If the content of a video tape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.*



## LUNCHROOM BEHAVIOR

Student cooperation in lunchroom rules will ensure a neat, safe and pleasant place in which to eat.

1. Loud talking, unnecessary moving around the lunchroom, breaking milk cartons or bags or throwing things will not be allowed.
2. Tables must be cleared and all rubbish picked up before students will be dismissed.
3. All trash must be placed in the trash containers.
4. Food is not to be taken out of the lunchroom without staff approval.
5. Students must sit in assigned seats, if given.

Students are to follow directions given by lunchroom supervisors.



# STUDENT INFORMATION

## ACADEMIC SUPPORT

Students experiencing academic difficulties may receive additional support by specialized teachers, paraprofessionals and/or volunteers. Students will receive individualized help so that the deficiencies that led to academic difficulties and/or failing grades will be addressed promptly and effectively. The goal of such services is to provide early intervention and focused support for students' learning.

## ACCEPTABLE USE OF ELECTRONIC NETWORKS

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures on the Authorization for Electronic Network Access are legally binding and indicate that the parents who signed have read the terms and conditions carefully and understand their significance. A parent/guardian must sign the authorization form before a student is granted unsupervised access. All employees must also sign the authorization upon employment and at other times required by the school district. Please read this document carefully before signing the authorization on the handbook receipt.

### **Terms and Conditions**

Acceptable Use: Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.

Privileges: The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator determines if a violation has occurred. The building administrator and the system administrator jointly decide to revoke or suspend access at any time; their decision is final.

Unacceptable Use: The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;

Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;

Downloading copyrighted material for other than personal use;

Using the network for private financial or commercial gain;

Wastefully using resources, such as file space;

Hacking or gaining unauthorized access to files, resources, or entities;

Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;

Using another user's account or password;

Posting material authorized or created by another without his/her consent;

Posting anonymous messages;

Using the network for commercial or private advertising;

Accessing, viewing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, pornographic, illegal material or any material that may be harmful or inappropriate for students; and

Using the network while access privileges are suspended or revoked.

Network Etiquette: The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

Be polite. Do not become abusive in messages to others.

Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.

Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Do not use the network in any way that would disrupt its use by other users.

Consider all communications and information accessible via the network to be private property.

No Warranties: The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification: The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security: Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism: Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges: The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules: Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

Students and staff engaged in producing Web pages must provide the system administrator with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

Student work may only be published if there is written permission from the parent/guardian .

#### **Use of Electronic Mail:**

The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.

Use of the School District’s electronic mail system constitutes consent to these regulations.

#### **Internet Safety**

Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access is protected by a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.  
20 U.S.C § 6801 et seq.  
47 U.S.C. § 254(h) and (l).  
720 ILCS 135/0.01.DATED: November 13, 2003 December 12, 2007

## **Authorization for Electronic Network\* Access**

### **REQUIRED FOR ALL STUDENTS:**

#### **EC & KINDERGARTEN THROUGH GRADE 8**

**By signing the handbook receipt, parents/guardians acknowledge that they have read the *Acceptable Use of Electronic Networks* policies contained in this handbook and discussed them with their child/ren and accept responsibility for their child/ren's actions related to the district's electronic network.** Parents/guardians understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, parents/guardians also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. By signing the authorization, parents/guardians agree to hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network and accept full responsibility for supervision if and when child's/ren's use is not in a school setting. By signing the handbook receipt, parents/guardians hereby request that their child/ren be allowed access to the District's electronic network and understand that this authorization will be in effect for the current school year. Should a parent/guardian decide to revoke this authorization at a later date, such notification must be made in writing to the child's current Building Principal.

\*Electronic network includes but is not limited to: e-mail, on line connections, network usage and internet connections.

## **ACCIDENT INSURANCE (STUDENT)**

District 113A has purchased a Student Accident Insurance program that covers your child for injuries incurred while participating in school sponsored and supervised activities, including all sports. This program pays benefits up to \$5,000,000 with no deductible. Because accidents also occur away from school, the district has approved the following optional plans that you may purchase additionally from the Plan Administrator:

**24-Hour coverage:** Around the clock accident coverage for your child anywhere in the world; protection during vacation, weekends and school days, as well as all travel.

**24-Hour Unlimited Dental Accident Coverage**

Brochures and applications for these plans are available from the District Office. These plans will provide secondary coverage and will pay benefits after your primary health insurance has concluded participation in the claim. If you have any questions, please call the Plan Administrator, Zevitz-Redfield & Associates, at (312) 346-7460 and (847)374-0888. Claim forms are available at the District Office and through the plan administrator.

## **ADMISSION REQUIREMENTS**

**KINDERGARTEN:** A certified county birth certificate must show the child will be five years old by September 1, 2011.

**FIRST GRADE:** A certified county birth certificate must show the child will be six years old by September 1, 2011.

**PHYSICAL, DENTAL AND EYE EXAMINATIONS AND IMMUNIZATION RECORDS:** All records required for a student's grade level must be submitted to the school on or before the first day of school. Specific exceptions are made under the Illinois School Code. Those failing to provide the proper physical examination forms and proof of having received the immunizations against preventable communicable diseases will be excluded from school.

**PROOF OF RESIDENCY:** Residency in District 113A must be verified with documents showing an address within District 113A's boundaries (school office will provide detailed list of documents accepted for proof of residency).

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **ANONYMOUS TIP LINE**

Report threats of school violence anonymously.  
State: 800-477-0024 Local: 630-257-6426

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In order to comply with Federal Law our school buildings have been inspected for all forms of asbestos containing building materials. As a result of these inspections, our buildings have been found to contain some asbestos containing building materials. A Management Plan has been prepared that identifies all asbestos material in our buildings and provides a strategy for managing the material. In addition, the law requires that the school district conduct surveillance to determine “any change in condition” of asbestos containing material every six months. Also a complete re-inspection is required to be conducted every three years. By complying with the Asbestos Hazard Emergency Response Act (AHERA), the school district is taking appropriate steps to protect all occupants of our buildings from possible problems with this material. The Management Plan is available for public review by contacting the Asbestos Program Manager at (630) 257-2286, ext. 2800.

## **ATHLETICS: RULES FOR PARTICIPATION** *(If Offered by District or School)*

All team/squad members are expected to follow all of the rules listed below. Failure to do so will result in suspension or permanent removal from the team/squad.

1. A student in athletics should maintain an overall grade average for all subject areas of “C” or better.
2. A team/squad member must follow the directions of the coach or sponsor, the Principal and/or Assistant Principal.
3. A team/squad member must maintain passing work in all required subjects. Grades will be checked on Fridays, beginning with the second Friday school is in session for the school year for volleyball and cross country. For all other sports, the checking of grades will begin the Friday after teams/squads have been selected. Grades shall be cumulative for each of the school’s grading periods. If on a Friday when grades are checked, a team/squad member is found to be failing any required subject(s), the student will be put on probation for a period of one week. The probationary period will run from Monday through Friday after the Friday the failing grade was noted. If, after the probationary period, the student is still failing any required subject(s), he/she will be suspended from the squad for Monday through Sunday following the Friday when the notice of suspension is issued. If the student is still failing any required subject(s) after the week of suspension, the student will be suspended for a second week. If, at the end of the second suspension, the student is still failing any required subject(s), the student will be removed permanently from any further participation in the sport or activity for the remainder of the season.

If a student receives a grade of “D” or “F” on his report card, he must resolve the failing grade(s) before he may try out for another sport in the following grading period.

4. A team/squad member must practice and promote the highest principles of sportsmanship.
5. A team/squad member must be in good physical condition. A current certificate of physical fitness by a licensed physician must be on file at the school before a child can participate on an interscholastic team. The certificate of physical fitness for participation in athletics must have been issued for the school year during which participation in any given interscholastic athletic activity is desired.
6. A team/squad member may not participate following a serious disabling illness or injury without a written release from a licensed physician.
7. Team members must have medical and/or accident insurance provided by their own families or the accident insurance made available to parents by the school district for purchase by the parents. The insurance company’s name and policy number must be on file at the school.
8. Team/squad members must be present and on time for all practices and games unless they are legitimately absent from school, or unless a written request for excuse from the student’s parent has been approved by the coach or sponsor, or the student has been personally excused by the coach, sponsor, Principal or Assistant Principal.
9. A team/squad member must exhibit appropriate behavior and conduct at all times. In cases of serious misconduct or misbehavior, the coach, sponsor, Principal and/or Assistant Principal reserves the right to remove the student from participation for a period of time deemed appropriate. Continued participation in an interscholastic athletic activity after a school suspension will be permitted only with the approval of the coach, sponsor, Principal and/or Assistant Principal.
10. Any team/squad member absent from school for a full day, or for the afternoon due to personal illness, will not be allowed to participate in any interscholastic athletic activity scheduled for that day.
11. A special activity bus will be provided to take team/squad members home after practices. A team member wishing to ride the activity bus must sign up by the end of the lunch period on the day the student intends to ride the bus.
12. Bus transportation to and from all away games may be provided by the school district for all team/squad members. After the team/squad members are returned to Old Quarry Middle School following an away game, it is the parent’s/guardian’s responsibility to provide transportation home from there.

**ATTENDANCE & TRUANCY:  
(1) ABSENCES (UNEXCUSED)**

Students who have excessive absences without excuse will be treated as truant and may be subject to disciplinary action. If such habitual unexcused absences should continue, a referral to appropriate authorities may be made.

**ATTENDANCE & TRUANCY:  
(2) CUMPULSORY SCHOOL ATTENDANCE**

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, 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 as approved by the Principal or Superintendent.

**ATTENDANCE & TRUANCY: (3) (CALL-IN)**

Each student's progress in school is heavily dependent on the punctuality and regularity of attendance at school. Daily attendance, participation in class activities and the completion of homework assignments including study, are necessary to guarantee success at school. For the good of the students and the continuity of their learning, parents should not to take their children out of school for vacation and the like while school is in session. It is important that students are in school and absences can have potentially serious negative repercussions on student learning.

### **ATTENDANCE & TRUANCY: (3) (CALL-IN)**

In order to ensure the safety and welfare of the students, School District 113A uses a call-in attendance procedure. **WHEN ILLNESS OR EMERGENCY NECESSITATES A CHILD'S ABSENCE FROM SCHOOL, PARENTS MUST CALL THE SCHOOL'S ATTENDANCE LINE BEFORE 7:45 A.M. TO INFORM THE SCHOOL OF THE ABSENCE. IF PARENTS DO NOT INFORM THE SCHOOL OFFICE OF A CHILD'S ABSENCE AND THE PARENTS CANNOT BE REACHED, POLICE MAY BE CONTACTED TO MAKE A SAFETY VISIT TO THE HOME.**

**Students will not be excused from school except in cases of illness, emergency or observance of a religious holiday. All work missed by students must be made up as soon as possible after returning to school.**

**REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES:** Students must be present for at least a half-day of school in order to participate in any extracurricular activity scheduled for that day. This includes athletics, clubs, intramurals and social events at school.

**RETURNING TO SCHOOL AFTER ABSENCE DUE TO ILLNESS:** A student returning after a three consecutive day absence or more **is required** to furnish, before readmittance, a Doctor of Medicine's Certificate stating the cause of absence and fitness to return to school.

### **ATTENDANCE (EXTENDED ABSENCE FROM SCHOOL)**

If there is documentation by a physician that a student will be absent from school for an extended period of time or on an "ongoing intermittent basis" due to a medical condition, please contact the student's principal or school nurse so that the school can evaluate the need for home/hospital instruction to minimize the effect of absence on the student's education.

### **BAND BOOSTER BOARD MEETINGS**

The Band Boosters Board meeting dates can be found by checking the District 113A calendar at [www.sd113a.org](http://www.sd113a.org).

### **BAND PROGRAM** *(If Offered by District)*

Our District band program offers students the opportunity to participate in classes at several levels. Starting with beginner band in 5<sup>th</sup> Grade, the program continues as a year long exploratory class at Old Quarry Middle School. Band also receives a letter grade and is evaluated on criteria similar to all district academic classes.

Band members are expected to attend all scheduled band performances, including during the school day, weekends and evenings. When conflicting school activities/performances require the student to participate in only one of the conflicting extra-curricular activities, a timely pre-arranged determination of the choice will be made between the instructors/coaches and parent/guardian of the participant.

Students using school equipment/uniforms for their participation in band or any school program will be held responsible for the loss or damage that occurs to the item as a result of neglect or abuse.

## **BICYCLES**

Students' bicycles are permitted on school grounds. Students who ride their bicycles should park them in those areas designated at the school building. The schools are not responsible for bicycles on school property.

## **CLASS ASSIGNMENTS**

Near the end of the school year, District 113A's teachers and administrators meet to build class lists for the next school year. In addition to considering the unique needs of each student, many other factors affect the construction of these class lists, such as balancing ability groups, placing special needs students, and so forth. Dealing with the scheduling factors noted above does not permit the assignment of students to particular classes by parent preference.

## **COMMUNICATIONS E-MAIL/VOICE MAIL/WEB PAGE**

District 113A uses e-mail, voice mail and the web page as our two-way communication tools. District e-mail is intended to aid communications between parents/guardians and staff members regarding progress of students, current class projects/assignments, due dates, upcoming special events and other inquiries of a general nature. When contacting staff members via e-mail, please keep in mind that teacher plan time is (and always has been) very limited, and keep e-mail communications simple and to the point. We suggest to staff that they treat lengthy or involved e-mail as if it was a phone call, and that they respond with a phone call rather than e-mail.

A few "Rules of the Road" regarding e-mail and voice mail communications:

1. "Emergency", "need immediate attention" and urgent messages should be telephoned directly to the school office rather than sent by e-mail or voice mail.
2. Because of other teaching responsibilities, staff members may not be able to respond to e-mail quicker than within 24 hours/1 school day.

3. Because of server delays, staff meetings and other disruptions to the normal schedule, staff may not be able to review e-mail daily.
4. Teachers and office staff are often not given time (or responsibility) to pass along messages from parents to students unless they are emergency in nature.
5. Keep in mind that certain types of communications (e.g., regarding early dismissal, absences, vacations, health information, medical appointments) require direct contact with the school office rather than a message delivered via district e-mail or voice mail.
6. Because the internet is not 100% secure, it is recommended that material of a delicate or private nature should not be sent via district e-mail.

For additional information or guidelines specific to your child's school, please contact your School Principal.

You can contact staff at:

www.sd113a.org and proceed to the phone directory or  
Call 630/257-2286 and follow the prompts.

## **CONFERENCES (PARENT)**

A student's educational program is enhanced by conferring with the child's teachers. Parent conferences are welcomed at any time. Teachers should be contacted in advance so that arrangements can be made.

### Parent/Teacher Conferences

Thursday, December 1st OQ  
Friday, December 2nd OQ  
Thursday, December 1st RV  
Friday, December 2nd RV  
Thursday, December 1st OW  
Friday, December 2nd OW  
Thursday, March 1st OQ  
Friday, March 2nd OQ  
Thursday, March 1st RV  
Friday, March 2nd RV  
Thursday, March 1st OW  
Friday, March 2nd OW

### Hours

3:30 p.m. - 8:00 p.m.  
7:30 a.m.—10:30 a.m.  
4:00 p.m. - 8:30 p.m.  
8:00 a.m. – 11:00 a.m.  
4:00 p.m.—8:30 p.m.  
8:00 a.m.—11:00 a.m.  
3:30 p.m. - 8:00 p.m.  
7:30 a.m. – 10:30 a.m.  
4:00 p.m. - 8:30 p.m.  
8:00 a.m. – 11:00 a.m.  
4:00 p.m. - 8:30 p.m.  
8:00 a.m.—11:00 a.m.



## CURRICULUM DEVELOPMENT (6:40)

The School Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations.

**Design and Content:** The curriculum shall be designed to accomplish the learning objectives and goals for excellence contained in the District's School Improvement Plan.

**Development:** The Superintendent shall implement a curriculum development program to monitor the current curriculum and suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, the rapid expansion of knowledge, student needs, and community expectations.

The Superintendent shall establish Faculty Curriculum Committees to assist in the curriculum development program.

**Experimental Educational Programs and Pilot Projects:** The School Board, upon the Superintendent's recommendation, may approve experimental educational programs and/or pilot projects. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit periodic progress reports for programs which exceed one year in duration and a final evaluation with recommendations upon the program's completion.

**Curriculum Guides and Course Outlines:** The Superintendent is responsible for the development of curriculum guides for the various subject areas and their provision to appropriate staff members.

**Federal Programs:** Parental consent is needed before requiring a student, as part of a federal program, to submit to a survey, analysis, or evaluation that reveals personal or family affiliations, problems, behavior, or other information listed in Section 439 of the General Education Provisions Act. Parent(s)/guardian(s) shall be informed whenever their child/ward will be participating in a survey, analysis, or evaluation which is part of a federal program and shall be informed of their right to inspect such material and to refuse to allow their child/ward to participate if information is elicited on one of the subjects listed above.

**LEGAL REF.:**

General Education Provisions Act, 20 U.S.C. § 1221 et. seq.  
105 ILCS 5.10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues), 6:90 (Kindergarten), 6:100 (Experiments Upon or Dissection of Animals), 6:120 (Special Education)

ADOPTED: February 10, 2003

### **DESKS AND LOCKERS**

School officials may examine and inspect desks and lockers on a regular basis throughout the school year or when there is reasonable cause to believe that the contents threaten the safety, health or welfare of students, or include stolen property or contraband. Stolen items and items which are prohibited by law, Board policy or school regulation, may be removed and/or impounded, and the parents and police (if applicable) notified.

### **DRESS CODE (STUDENT)**

Students should dress appropriately for learning in a positive educational environment. Dress must be appropriate for the age level, sufficiently modest and in good taste. Each school will establish guidelines for appropriate dress. If the student is determined to be inappropriately dressed, he/she will be required to wear an assigned shirt or “cover up” until such time as parents can be contacted and suitable attire brought to school for the student. If the student or family does not cooperate in this area, disciplinary action may result. The building or district administration will make the determination of appropriateness. Parents are reminded that, even in winter months, students will likely be participating in outdoor recess or in outdoor physical education and it is essential that they have appropriate outerwear.

### **EMERGENCY CLOSING**

**Emergency closing information will appear on the District 113A webpage at: [www.sd113a.org](http://www.sd113a.org)**

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools in the morning or to delay the start of school by one hour because of extreme weather or other emergencies, the following stations/web sites will be notified:

WGN (720AM)      B96 (96FM)      WBBM (780AM)      WCCQ (98.3FM)  
WJOL (1340 AM)      US99 (99.5FM)      [www.weatherclosings.com](http://www.weatherclosings.com)

One of the following announcements will be made on these stations, if at all possible by 6:00 a.m.:

Lemont-Bromberek Combined School District 113A will be closed today.

Lemont-Bromberek Combined School District 113A will delay the start of school by one hour. Busses will run one hour late.

Parents are urged to make arrangements for an alternate place of safety for their children in the event of early dismissal at a time when no adults are at home. To confirm whether the schools will be open during a weather or other safety emergency, parents may check the main page of the district's web site ([www.sd113a.org](http://www.sd113a.org)) or call the main telephone number (630) 257-2286.

### **EMERGENCY INFORMATION**

There are times during the school year when the Superintendent must communicate important information to families within a short timeframe. Sometimes, a letter to the home is the most effective format for that communication. During some emergency situations, a telephone call to your home is the most appropriate means for communicating important information to parents. The Superintendent may also use an emergency call-out system to send a telephone message to parents in our district. Depending upon the emergency situation, the Superintendent may send a message to the parents of one school or to the parents of all District 113A students. As is the case with any technology tool, several factors influence the effectiveness of the tool for particular families. If the system encounters an answering machine or voice mail, the message will be left according to the time allotment programmed into your answering mechanism. The emergency call-out system message will not go through if your telephone is programmed with any type of privacy management system. In most cases, parents will also be able to listen to a copy of the message by calling the District's main telephone line: (630) 257-2286, press "7". Emergency information is also posted on the website.

### **EMERGENCY SAFETY NET HOTLINE**

To request assistance in locating a student between the end of the school day and 5:00 p.m., please call the Safety Net Hotline: (630) 257-2286, then press "9."

### **EQUAL TREATMENT POLICY**

No person shall be subjected to discrimination on the basis of race, sex, religion, color, national origin or physical or mental handicap in any program, activity, service or benefit supported by school district funds. All persons, regardless of gender, are guaranteed equal access to educational and extra-curricular programs and activities. The School Board and Administration of School District 113A will make the District's discrimination grievance procedures available to interested parties upon request. These procedures can be obtained by contacting Dr. Mary T. Gricus, the Nondiscrimination Coordinator, or Susan Wulczyn, Director of Student Services, at 16100 127<sup>th</sup> Street, Lemont, IL 60439, (630) 257-2286, extension 4618 or 4611 .

## FEES AND OTHER CHARGES

<b>BOOK RENTAL/MATERIALS/TECHNOLOGY FEES:</b>	
Kindergarten and EC	\$ 97.50
Grades 1-2	\$ 205.00
Grades 3-8	\$ 215.00
<b>LUNCH PROGRAM:</b>	
Milk (Daily)	\$ .50
Hot Lunch (daily—includes milk)	\$ 2.45
On-line Account to Purchase Lunch <a href="http://www.NutriKids.com">www.NutriKids.com</a>	

### WAIVER OF FEES

Students shall not be denied educational services or academic credit due to the inability of parent (s)/guardian (s) to pay fees. Students whose parents are unable to afford student fees may receive a waiver of fees. This notification includes a statement that textbooks are available on a loan basis for students whose parents are unable to pay rental fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. Applications for fee waivers are available from the District Office and on the District website. Additional consideration will be given when other extenuating factors are present. Written evidence of eligibility must be submitted by the parents along with a separate application form for each fee waiver requested. A denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent's decision may be appealed to the School Board, whose decision will be final. Questions regarding the fee waiver request process should be addressed to the Building Principal, Superintendent or Business Manager.

### FREE AND REDUCED-PRICE FOOD SERVICES

A student's eligibility for free and reduced price food services is 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. At the beginning of each school year or upon enrolling a student for the first time, the District notifies parents by letter of eligibility requirements, the application process and other information required by law. The District avoids publicly identifying students who receive free or reduced-price meals. A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services. Information about the free and reduced-price food services may be obtained by contacting the Business Office Assistant at 630-257-2286, extension 4612.

### FOOD ALLERGY MANAGEMENT PROGRAM

A state law that became effective January 1, 2011, requires that all Illinois school districts implement policies and procedures for preventing and managing life-threatening allergic reactions at school. In compliance with Public Act 96-349, our Board of Education adopted Policy 7:285-Food Allergy Management Program in November of 2010. Food management procedures were implemented in all District 113A schools in January of 2011.

In order to effectively manage life-threatening food allergies, schools have the responsibility to monitor foods provided for students and to control distribution of foods that may contain allergens. While we can implement controls and appropriate cleaning procedures in and around the lunch room, we do not have the personnel capacity or expertise to check and verify that foods eaten in every classroom are allergen-free and that all surfaces are cleaned frequently and effectively enough to prevent transfer of allergens. Students with allergies travel throughout the building into other classrooms and common areas every day, so, restricting food only in their homeroom classrooms will not suffice. The consequence of doing something wrong in these cases is irreversible. A major medical incident that results from an allergic reaction in a situation that could have been prevented would be a tragedy.

Therefore, these procedures are in effect for all of our students:

1. Parents may bring/send lunch or purchase a school lunch *for their children only*.
2. K-4 students who wish to celebrate their birthday at school *may donate* a book for the classroom library or *bring a classroom supply* (e.g., pencil, eraser, small notepad, crayons, markers) for each student in the class. Edible birthday treats *will not be allowed*. Recommendations for book selections can be found at [www.readingrockets.org/books](http://www.readingrockets.org/books). Classroom teachers may also provide a "wish list" for their classroom libraries.
3. The only refreshments that can be served at classroom celebrations/parties are

100% juice and bottled water (individual containers only). There will be *no food* served during school celebrations/parties. Crafts and other activities will be the focus during these events. “Goody bags” and any other edible treats will not be sent home with students. Any edibles and goody bags that are brought/sent to school will be held in the school office for the sending parents to pick up. Food items that are not picked up after one week will be discarded.

4. Snacks will generally *not be permitted* during school hours. Students may drink water through the day, unless water bottles are prohibited by an individual class, grade level, or school disciplinary restriction. Exceptions: 1) A grade level may be scheduled for a fresh fruit or fresh vegetable snack if the school schedule is such that there is an extended period of time from the start of school until the lunch period. This exception will be scheduled at the sole discretion of the building principal; and 2) Food required to meet a component of a student’s Section 504 Plan or IEP is allowed.
5. Students *may not share* food with each other at school.

We belong to a learning community that is dedicated to the well-being of its children, so we must protect the health and safety of our students to the best of our ability. If you have any questions about these procedures, please contact your school’s nurse. The support of our parents and families is vital to ensure a safe and healthy environment for all.

### **LIFE THREATENING FOOD ALLERGIES**

It is our goal to ensure a safe and supportive environment for all of our students. In 2010, the Illinois legislature passed Public Act 96-0349 to address safe and supportive environments for students with life-threatening allergies or chronic illnesses. Public Act 96-0349 requires our School District to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. The intent of this notice is to inform you of your student’s rights and protections that promote safe participation in our school’s program.

Section 504 protects students from discrimination due to a disability that substantially limits a major life activity. If a student is suspected of having a qualifying disability under Section 504, the school will convene a Section 504 team to determine eligibility and as needed, appropriate supports and services to address the student’s individual needs. Under Section 504, a student with a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning, may meet the definition of a student with a disability. If the student has a qualifying disability, the 504 team will look at how the disability limits access to school programs and whether the student is eligible for protection from discrimination under Section 504. If the student is protected under Section 504, an individualized Section 504 Plan will be developed and implemented to provide the

needed supports so that the student can access his or her education as effectively as students without disabilities. However, it is important to note that not all students with life-threatening allergies and life-threatening chronic illnesses will be eligible under Section 504.

If your student has a life-threatening allergy or life-threatening chronic illness, please contact your school's nurse as soon as possible to schedule a meeting regarding Section 504 eligibility for your child:

Oakwood School	Melanie Earnest, R.N.	630-257-2286, extension 1102
River Valley	Debbie Dvorak, R.N.	630-257-2286, extension 2102
Old Quarry	Kathy DeMari, R.N.	630-257-2286, extension 4102

## **FOOD SERVICE**

### **Chartwells Dining Services**

Chartwells is the dining services provider for Lemont-Bromberek District 113A. Chartwells is the leader in educational dining services. The Director of Dining Services is Teresa Wise, CDM, CFPP, FMP. Her contact number is 630-257-2286, extension 4141.

### **Program Information**

The lunch program offers a variety of nutritious and delicious choices. Two entrée choices are offered daily in the elementary schools. The middle school features a variety of options daily. Outtakes is a Grab & Go area featuring entrée size salads and fresh made sandwiches on whole wheat breads. Origins offers a home-style meal format. Fresh Grille features hot sandwiches. Pizza is made fresh daily, with whole grain crust, reduced fat mozzarella cheese and homemade pizza sauce. A snack shop is available to middle school students offering hot jumbo pretzels, 100% cheddar cheese sauce, baked chips items and water.

A fruit and vegetable bar is available to all students in the district. It is self-serve, allowing student to make choices. Locally grown produce is utilized when possible. Students are offered a choice of milks and 100% fruit juices with their lunches. Whole grain products are a staple of the program.

Students may purchase lunches daily, weekly, monthly or yearly. A POS (point-of-sale system) will allow parents the ability to make deposits to students' accounts online. The link to the online site is [www.NutriKids.com](http://www.NutriKids.com). Parents may make deposits, view student purchases or check account balances all from any computer. Students receiving free and reduced meals purchase meals in the same manner as paying students. No one is identified as receiving a free or reduced price meal.

## **GANG PROHIBITION**

The presence of, or student involvement in, gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia is strictly prohibited. Actions which involve initiation, hazing, intimidation and/or related activities of such group affiliations and which are likely to cause bodily danger or physical or mental harm to students are prohibited. Also prohibited are the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or other attribute indicated or implies membership or affiliation with gangs.

As used herein, the term “gang” shall mean an organization, club or group composed wholly or in part of students, which seeks to perpetuate itself by accepting additional members from the students enrolled in the District, and which is assembled for the common purpose or design of (1) committing or conspiring to commit criminal offenses, (2) engaging in conduct that is harmful to the public good, or (3) engaging in conduct that interferes with or disrupts the District’s educational process or programs. Any student who violates this policy shall be subject to suspension or expulsion in accordance with the District’s student discipline policy.



## **GIFTS TO STAFF MEMBERS**

Pupils, parents and others shall be discouraged from the presentation of gifts to District employees. The Board of Education shall always welcome the writing of letters to staff members expressing gratitude or appreciation. When a pupil feels a spontaneous desire to present a gift to a staff member, it should not be elaborate nor expensive. Simple, inexpensive remembrances expressive of affection or gratitude shall not be regarded as contrary to the spirit of this policy.

## GRADING AND PROMOTION (6:280)

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their respective parents and guardians.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a District Administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

## PROMOTION/RETENTION

The Board of Education has adopted and enforces a policy that prohibits the promotion/passing of a student to the next higher grade for **any reason not related to the academic performance** of the student, including age of the student or for any other social reasons.

1. District policy requires that students meet local goals and objectives and can perform at the expected grade level prior to promotion.
2. Decisions to **promote** or retain students in any classes are based on successful completion of the curriculum, attendance, and state and/or local performance-based testing and/or any other criteria established by the board.
3. Students that do not qualify for promotion are provided remedial assistance, which may include, but not be limited to: a summer program; tutorial sessions; increased or concentrated instructional time; modifications of instructional materials; and/or retention in grade.

### LEGAL REF.:

105 ILCS 5/2-3/64, 5/10-20.9A, 5/10-21.8, and 5/27-27.  
23 Ill. Admin. Code § 1.440.

CROSS REF.: 6.300 (Graduation Requirements), 7:50 (School Admissions and Student Transfers to and from Non-District Schools)

ADOPTED: February 10, 2003

## GRIEVANCE PROCEDURE

Students, parents, guardians, employees or community members should notify a District 113A Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding any of the following:

- Title II of the Americans with Disabilities Act
- Title VI of the Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Sexual harassment
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials and programs

A complete description of the grievance procedure is published in the School Board Policy Manual, Policy 2:260. The Complaint Managers will attempt to resolve complaints without resorting to the grievance procedure. All complaints will be addressed promptly and equitably by one of the District's Complaint Managers:

<p><u>Dr. Mary T. Gricus, Asst. Superintendent</u>          16100 W. 127<sup>th</sup> Street          Lemont, IL 60439          (630) 257-2286 ext. 4618</p>	<p><u>Susan Wulczyn, Dir./Student Services</u>          16100 W. 127<sup>th</sup> Street          Lemont, IL 60439          (630) 257-2286 ext. 4611</p>
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## HEALTH SERVICES

**NURSING STAFF:** Licensed nurses (RNs) are available for District students in each school.

**RETURNING TO SCHOOL AFTER ABSENCE DUE TO ILLNESS:** A student returning after a three consecutive day absence or more is required to furnish, before readmittance, a Doctor of Medicine's Certificate stating the cause of absence and fitness to return to school.

**DISPENSING MEDICINE:** Medicine will generally not be administered at school by a District employee. This policy includes both prescription and non-prescription/over-the-counter (OTC) medications. Only those medications which are necessary to maintain a student in school and which must be given during school hours may be administered to a student provided the following guidelines are met.

1. An official "Authorization for Administration of Medication" form available from the district's website or school office, with all portions completed by a parent or guardian and the licensed physician, must be filed with the school's

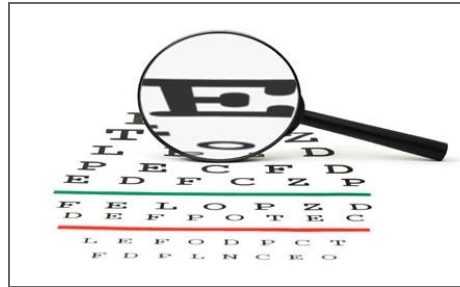
nurse. This applies to prescription and OTC medications. No medications will be administered to students in the absence of a completed and approved authorization form. Students' self-administration of asthma and allergy medication is permitted provided the parent/guardian provides written authorization and the required documentation from the physician (see Authorization for Administration of Medication Form and Allergy/Asthma Forms on our website under "Health Services"). The parents/guardians of the student must sign a statement that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student. Additionally, the parents/guardians 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 the self-administration of medication by the student. The permission is effective for the school year in which it is granted and must be renewed each subsequent year. After all requirements are met, a student may possess and use asthma and/or allergy medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, and before or after normal school activities, such as while in before-school and after-school care on school-operated property.

2. Medications must be brought to school in an appropriate container. **All medications (except auto-injectors and inhalers) and potentially hazardous medical supplies (e.g., needles, lancets) must be transported to and from school by a parent or other authorized adult.** Prescription medications must display the student's name; prescription number; medication name, dosage, administration route, and/or other directions; date and refill; licensed prescriber's name; and pharmacy name, address, phone number, and name or initials of pharmacist. OTC or non-prescription medications must display the manufacturer's original label with ingredients listed and the student's name affixed. **Medications transported in unauthorized containers (e.g., envelope) cannot be accepted.**
3. Administration of all medications will be documented to include this information: date, time, dosage, route of administration and signature of person administering or supervising self-administration.
4. All approval for long-term medication must be renewed and documented in writing at least annually.

Medication will be administered to students by a nurse (RN); other staff members may volunteer to administer or supervise the self-administration of medications by students. All medicine will be stored in an appropriate locked cabinet. Students may not transport or keep medicines in their possession (approved inhalers and auto-injectors are exempt from this restriction). This includes OTC analgesics, cold remedies or cough medications. In all cases, the school retains the discretion to reject a request for administering medicine. All unused medications left in the health office the last day of school will be discarded.

## HEARING AND VISION SCREENING PROGRAM

District 113A conducts hearing and vision screenings in accordance with the mandates of the Illinois Department of Public Health. Vision screenings are administered to all students in Early Childhood, Kindergarten, 2<sup>nd</sup> Grade, 4<sup>th</sup> Grade, 6<sup>th</sup> Grade and 8<sup>th</sup> Grade. In lieu of the screening services required, a completed and signed report form indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months is acceptable. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Hearing screenings are administered to all students in Early Childhood/PreK, Kindergarten, 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade, 3<sup>rd</sup> Grade and 6<sup>th</sup> Grade. In lieu of the screening services required, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable. Additionally, all transfer students are screened in both areas upon enrollment and students receiving special education services are screened annually.



## HOMELESS

***Subtitle B of Title VII of the McKinney-Bento Homeless Assistance Act (42 U.S.C. 11431 et seq.); No Child Left Behind—Part C, Sec. 1031***

The Board of Education has designated an appropriate staff person, who may also be a coordinator for other Federal programs, as the local education agency liaison for homeless children and youth. Please contact Susan Wulczyn, Director of Student Services, Lemont-Bromberek CSD113A, 16100 127th Street, Lemont, IL. 60439. Phone: 630/257-2286 ext. 4611; e-mail address: [SWulczyn@sd113a.org](mailto:SWulczyn@sd113a.org); website address: [www.sd113a.org](http://www.sd113a.org)

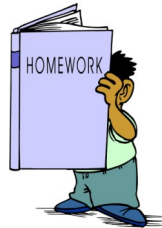
## HOMEWORK INFORMATION

Teachers will be attempting to accomplish several of the following objectives through homework assignments:

1. Drill and practice to strengthen new skills introduced in the classroom.
2. Complete unfinished classroom assignments.
3. Work on projects of a short-term or long-term nature.
4. Participate in research activities.
5. Extend reading for pleasure and enjoyment.

If homework is desired for a student who is absent from Oakwood or River Valley, the request for the homework should be made when the parent calls the attendance hotline to report the student's absence before 7:45 a.m. Requests made after 11:00 a.m. may not be able to be met until the next school day. If homework is desired for a student from Old Quarry School, it may be requested after the student has been absent for three (3) or more days.

Daily homework assignments may be available on the District's website at [www.sd113a.org](http://www.sd113a.org) under the individual teacher's page.



## ILLINOIS TEXTBOOK LOAN PROGRAM

When State funds are available, District 113A participates in the Illinois Textbook Loan Program (ITLP). The ITLP was authorized in 1975 legislation to provide textbooks free of charge to K-12 public and nonpublic students. Illinois is not an "adoption state" and this program is not part of a funding program of that nature. Curriculum materials selections in Illinois are the decision of each local district. The state purchases the materials and then loans them to pupils. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. Legislation in 1996 specifically added instructional computer software to the textbook definition. The available titles include only those items that meet the definition as required by the legislation. However, the definition does not include classroom supplies, consumable items, workbooks, tests, periodicals, reference items, atlases, maps, globes or professional materials for teachers. All students in District 113A benefit from the ITLP. More information about the ITLP can be found at [www.isbe.net](http://www.isbe.net).

## LEAVING SCHOOL GROUNDS

When school is in session, a child is permitted to leave school only with a parent or other adult designated by the parent. THE PARENT MUST COME TO THE SCHOOL OFFICE TO SIGN OUT THE STUDENT. Students are expected to remain in school for lunch. They are permitted to leave school grounds for lunch only when a note from the parent is on file in the school office. This note must state the date or dates the student is to go home for lunch. STUDENTS MUST BE ACCOMPANIED BY AN ADULT WHEN SIGNING INTO SCHOOL DURING SCHOOL HOURS. Students who leave school grounds without permission will be subject to disciplinary action.

## LOST OR STOLEN ARTICLES

Students are encouraged not to bring articles of value to school. Students who bring such articles do so at their own risk. The school and school district assumes no responsibility for lost or stolen items of this nature. Should approved student or district articles be lost or stolen, the school administration will conduct an investigation to determine responsibility. Disciplinary action may be taken under the Code of Conduct in such cases, including restitution, suspension, expulsion and referral to police authorities.

## MEDICAL/DENTAL/EYE EXAMINATIONS AND IMMUNIZATIONS

Physical, dental and eye examinations and immunizations, prescribed by State Law, are required of students in the categories below. Parents are requested to have their children examined by a licensed practitioner and to return medical, dental and eye exam forms and immunization records to school before the school year begins. All physical exams and immunizations must be filed by the first day of the school year, or by district policy, the student will be excluded from school (exceptions provided for transfer students). All exam forms and parent letters regarding requirements are available on the District's website ([www.sd113a.org](http://www.sd113a.org)) at the "Health Services" tab or in the school office.

**Early Childhood/PreK:** *Physical examination; immunizations (including varicella)*

**Kindergarten:** *Physical, dental and eye examinations; immunizations (including varicella)*

**Grade 2:** *Dental examination*

**Grade 5:** *Immunizations (hepatitis B)*

**Grade 6:** *Physical and dental examinations*

Proof of a **physical examination** and **immunizations** are also required for 1<sup>st</sup> Grade students who have not attended District 113A's Kindergarten and students new to the District (transfer records will be considered). A **sports physical** is required for students participating on an athletic team.

## **NO CHILD LEFT BEHIND**

In 2002, the U.S. Congress passed a law entitled the No Child Left Behind Act. As a parent, you have the right to know the professional qualifications of the teachers who instruct your child. The federal law provides that parents have the right to request the following information:

1. Whether or not the teacher has met state certification requirements.
2. Whether or not the teacher is teaching under emergency or other provisional status.
3. The teacher's college major, graduate degrees and other certifications, and the subject areas of those degrees and certifications.
4. Whether teachers' aides/paraprofessionals provide services to the parents' child, and if so, their qualifications.

Parents who wish to receive any of this information should contact the Building Principal to make a specific request in writing. This information is also available on the Illinois State Board of Education's website: [www.isbe.net](http://www.isbe.net).

## **NON-CUSTODIAL PARENT GUIDELINES**

As you may be aware, school districts are petitioned with increasing numbers of requests to restrict the access of non-custodial parents to students each year. In response to these requests, Lemont-Bromberek Combined School District 113A informs parents that, unless the access of the non-custodial parent is restricted by an order of protection entered by a court, the school district is unable to honor such requests. Once the identity of an adult as the parent of a student has been established, school personnel have no way of knowing whether the non-custodial parent is exercising legitimate and legal visitation rights, picking up the child by agreement with the custodial parent, or otherwise. The school district has no right or obligation to attempt to enforce the terms of court orders and responsibilities (other than an order of protection) of the custodial and non-custodial parents with respect to access to the students. Further, it is inappropriate to place school personnel between the parents by asking them to enforce such orders. If an order of protection is entered against the non-custodial parent commanding that he or she have no access to the student or to the student's records, school personnel will do everything possible to comply with such an order. However, absent an order of protection, school personnel cannot take responsibility for knowing or adhering to whatever arrangements former spouses have made with regard to visitation rights and other issues of that nature. We ask that parents not hesitate to call us to discuss this topic.

## **PARTY INVITATIONS**

Keeping the best interest of all children at heart, and understanding the importance of building classroom community, parents are advised that teachers will not distribute individual student birthday or other such party invitations at school. Please do not place teachers in the position of having to explain this policy to your child if he/she brings invitations to school for distribution; all such invitations will be returned to the parents. Additionally, parents are advised that teachers and other school personnel may not distribute addresses and telephone numbers of students in our schools. Therefore, any information that is needed must be obtained directly from a child's parent or the parent organization's family directory.

## **PESTICIDE AND HERBICIDE NOTIFICATION**

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, deodorizers), insecticide baits and rodenticide baits.

Lemont-Bromberek Combined School District 113A has therefore established a registry of people who wish to be notified. To be included in this registry, please contact Pam Mazurek, Director of Operations, at (630) 257-2286, extension 2803.

## **PRE-SCHOOL SCREENING FOR 3-4 YEAR OLDS**

Screenings for 3-4 year olds for whom delays are suspected or who may be at-risk for school failure are scheduled monthly. Interested parents should call Kathy Kasper at (630) 257-2286, extension 4615, for an appointment.



## RECORDS

“The Family Educational Rights and Privacy Act of 1974” states that parents of students under 18 years of age have the right to inspect student records. Requests to inspect student records should be made in writing to the Building Principal. Forms are provided for this purpose at each school. Access to records by people other than parents without parental consent is generally prohibited. However parental consent is not required where the release is of directory information. District 113A has determined directory information to be the student’s name, address, gender, grade level, birth date, teachers’ names, period of attendance in school, and parents’ names, postal addresses and electronic e-mail addresses. Parents may prohibit the release of directory information by making a request in writing to the Principal by the end of the first week of school or by “opting out” of directory information release during student registration.

### PROCEDURE REGARDING STUDENT RECORDS

#### *Notification to Parents and Students of Rights*

#### *Concerning a Student’s School Records and Registration Materials*

The District maintains two types of school records for each student: *permanent* records and *temporary* records.

The Family Educational Rights and Privacy Act (FERPA) and Illinois School Student Records Act afford parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records within fifteen (15) school days of the day the District receives a request for access. The cost of copying is free for the first fifty pages and .15 for each additional page.
2. The right to request the amendment of the student’s education records that the parent (s), guardian (s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA, the Illinois School Student Records Act, or other law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child.
6. The rights contained in the following statement: 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.

Additional specific information, including the District’s “School Student Records” pamphlet and the Department of Education’s “Parents’ Guide to the Family Educational Rights and Privacy Act: Rights Regarding Children’s Education Records” brochure, are available in your child’s school office and on the District’s website at [www.sd113a.org](http://www.sd113a.org) under the “New Student Registration” tab. If you have any questions, please contact your child’s school principal.

## **REPORTING TO PARENTS**

Parents will be informed at regular intervals of their children’s progress. These notifications may be in the form of mid-trimester or other progress reports. In addition to these reports, parent-teacher conferences will be scheduled, as needed, to discuss student progress.

### **Academic Trimester**

August 22nd – November 16th

November 17<sup>th</sup> – March 1st

March 2<sup>nd</sup> – June 5th

### **Report Cards**

November 30, 2011

March 8, 2012

Last day of school

## **RESPONSE TO INTERVENTION**

District 113A implements a *Response to Intervention Model* in its schools. New Federal law (No Child Left Behind Act, 2001, and Individuals with Disabilities Education Improvement Act, 2004) comprise the driving force behind the implementation of this model.

Response to Intervention (RTI) is a flexible approach to providing appropriate academic and behavioral supports as determined by students’ individual needs. RTI allows schools to intervene early for struggling learners, rather than waiting for them to fail, by supporting them within a multi-tier model.

RTI encompasses a variety of procedures used to determine how specific changes in instruction affect student achievement. RTI allows problem solving teams within schools to design, implement, and evaluate educational interventions.

Benefits of the RTI approach include helping students receive prompt, appropriate support within a general education setting. The number of students who are successful within regular education will increase as tiered supports are provided. Students will be less likely to be identified as having a disability when achievement problems may be due to other issues, such as cultural or linguistic differences.

District 113A’s RTI Plan can be found on the website at the link “public information.” Additional information is also available from your child’s Principal.

## **SAFETY/AVOIDING ABDUCTION**

The law requires that school districts teach effective methods by which pupils may recognize the danger of and avoid abduction. This subject comes up informally from time to time during the school year. Additionally, every year, school staff members or a Lemont police officer provide formal instruction in this topic to all grade levels in our schools.

One of the subjects addressed in the discussion on the dangers of abduction is recognizing and avoiding child sexual abuse. While the law requires that instruction on this sensitive subject be given, the law also provides that no pupil shall be required to participate in this instruction if the parent or guardian of the pupil submits a written objection to it. Instruction on these topics is sensitively and responsibly handled, and students benefit from it. If, however, parents prefer that their children not participate in such instruction, they must notify the appropriate Building Principal in writing by October 1<sup>st</sup> of the new school year.

## **SAFETY INFORMATION**

District 113A has an emergency response plan for the safety of its students and staff. All staff members have been oriented to the policies and procedures related to crisis situations that may occur in a school. Emergency response plans are on file in each school and with all of the safety agencies that service the district's communities. In accordance with Public Act 94-06, each building conducts fire, severe weather and lockdown/intruder drills throughout the school year. Should the school receive official notification of severe weather at dismissal time, students will be retained until safe weather conditions prevail. In the event that an emergency situation occurs at the school/s, every attempt will be made to notify parents via written communication or telephone. The parent organization calling trees, notices posted on the doors of the school/s and available technology (e.g., district's web site or emergency call-out system) may also be employed to communicate important emergency information to parents. When an emergency occurs at a school site, the safety of the students depends upon parents' cooperation with district and safety agency procedures. In all cases of a school emergency, students must be signed out by a parent/guardian in the school office or evacuation location.

## SALES CONTRACTS WITH PRIVATE COMPANIES:

The Robinson-Patman Act is one of several federal anti-trust laws that govern public contracting. This act prohibits kickbacks or “commercial bribery.” The courts have held that as long as the commissions from exclusive contracts are disclosed, there is no violation of the Act. This handbook entry serves as notification that Lemont-Bromberek CSD 113A has an exclusive contract with the following companies:

- **Lifetouch** - Photography
- **Pepsi Co** - Pepsi Products
- **Coca Cola** - Coke Products

The schools receive a commission from these companies for services rendered to students, parents and staff. Those services include, but are not limited to: distribution and advertising materials; money collection; bookkeeping; and services to individuals. Should the district become dissatisfied with the services of any vendor, the district will request and consider proposals for these services from all interested vendors.



## SCHOOL HOURS

EARLY CHILDHOOD (Oakwood):	A.M. Classes 8:45 a.m. - 11:15 a.m. P.M. Classes 12:45 p.m. - 3:15 p.m.
KINDERGARTEN (Oakwood)	A.M. Classes 8:45 a.m. - 11:15 a.m. P.M. Classes 12:45 p.m. - 3:15 p.m.
GRADES 1-2 (Oakwood):	8:45 a.m.-3:15 p.m.
GRADES 3-4 (River Valley):	8:45 a.m. - 3:15 p.m.
GRADES 5-8 (Old Quarry):	7:30 a.m. - 2:30 p.m.

Supervision will not be provided and students should not be on the school grounds more than 10 minutes before the specific school's starting time. As students arrive, they should report directly to their homeroom classroom.

After school supervision will be provided for bus riders until the last school bus leaves the school. **Therefore, unless students are participating in a school-sponsored activity (if offered), they will be expected to leave promptly at the end of the school day.**

Students at the Middle School who normally ride the bus or are picked up by parents must provide the school with a written note of permission for students to walk home from the school property. This note must state the date or dates the student is to walk, and be approved by a school employee or principal.

## HALF DAY SCHEDULE

On days when school is in session for a half day, students will use the following schedule:

EARLY CHILDHOOD (Oakwood School):	A.M. classes 8:45 a.m.—10:15 a.m. P.M. classes 10:30 a.m.—12:00 p.m.
KINDERGARTEN (Oakwood School):	A.M. classes 8:45 a.m.—10:15 a.m. P.M. classes 10:30 a.m.—12:00 p.m.
GRADES 1-2 (Oakwood School):	8:45 a.m. – 12:00 p.m.
GRADES 3-4 (River Valley Schools):	8:45 a.m. – 12:00 p.m.
GRADES 5-8 (Old Quarry Middle School):	7:30 a.m. – 10:45 a.m.

## **SCHOOL MATERIAL CARE**

To ensure that textbooks and other instructional materials withstand normal use, we ask the cooperation of parents in teaching children to care for books and materials. Appropriate fines will be assessed in cases of damage to or loss of school books and other school property. End-of-year fines will be assessed for misuse of textbooks and materials. The fine for a lost or damaged library book will be the replacement cost of the book.

## **SCHOOL VISITORS**

ALL VISITORS ARE REQUIRED TO REGISTER IN THE SCHOOL OFFICE UPON ENTERING THE SCHOOL BUILDING. Visitors will be asked to provide a driver's license or picture identification. If the visitor intends to go into any area of the school apart from the office, the visitor will sign a visitor's record sheet and obtain a numbered visitor badge to wear during the visit. For the duration of the visit, the visitor will be required to leave his/her driver's license with the office staff. Visitors should not go to classrooms or anywhere else in the building without permission from the office. The Board of Education of School District 113A encourages parents to visit classrooms as observers. As a courtesy to the classroom teacher and a measure to guard against a disruption of normal educational program, appointments are required for such visits.

## **SEX OFFENDER INFORMATION**

Public Act 94-994 requires schools to notify parents that information about sex offenders is available to the public. The names and addresses of all registered sex offenders in the State of Illinois are listed by county and posted for public access on the following website: <http://www.isp.state.il.us/sor/>.

## **SEXUAL HARASSMENT**

The school district shall provide its students an educational environment free of sexual harassment. Students who engage in conduct which is sexually harassing, or who contribute to a hostile, oppressive, intimidating or offensive educational environment will be dealt with strictly and promptly. Violations of this policy may result in disciplinary action, including suspension and expulsion.

“Sexual harassment” includes, but is not limited to, the following behaviors:

1. Making unwanted sexual advances.
2. Making or threatening reprisals after a negative response to sexual advances.

3. Offering benefits in exchange for sexual behaviors.
4. Visual conduct – e.g., leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
5. Verbal conduct – e.g., making derogatory comments, epithets, slurs, jokes, unwanted verbal sexual propositions, verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.

There are no express time limits for initiating complaints and grievances under this policy; however, effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. There is a grievance procedure for the individuals who wish to file complaints pertaining to sexual harassment. A copy of that grievance procedure is available in each district building; complainants are encouraged to file complaints directly with the Building Principal of the building in which the alleged harassment occurred. Complaints may also be directed to Susan Wulczyn, Complaint Manager, District Office, 16100 W 127<sup>th</sup> Street, Lemont, IL 60439, telephone number (630) 257-2286, extension 4611, or the District's Nondiscrimination Coordinator, Dr. Mary Gricus, at the District Office, 16100 W 127<sup>th</sup> Street, Lemont, IL 60439, telephone number (630) 257-2286, extension 4618.

Regardless of the means selected for resolving the complaint, the initiation of a complaint of sexual harassment will not adversely affect the complainant's academic program, record, standing or opportunity in the educational environment.

Any person alleging sexual harassment may file a complaint directly with one of the agencies listed below. These agencies do not require that a complaint be filed at the local district level before conducting an investigation.

*Any field office of the U.S. Equal Employment Opportunity Commission (EEOC). Information on all EEOC enforced laws may be obtained by calling (800) 669-4000 or Illinois Department of Human Rights (IDHR) (312) 814-6200*

## **SKATEBOARDS**

Skateboards, roller-skates, rollerblades, etc., may not be brought to school or used on school property.

## **SPECIAL SERVICES**

Hospital/Homebound services for extensive absences.

English as a Second Language (ESL) services.

Any questions about these services should be forwarded to the District 113A Director of Student Services, Susan Wulczyn, at (630) 257-2286, ext. 4611.

## **STUDENT TESTING AND ASSESSMENT PROGRAM (6:340)**

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

- Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
- Be uniformly applied to all students who are required to be tested.
- Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
- Emphasize the code of ethics for test administration.

Students in grades three through eight take the Illinois Standards Achievement Test (ISAT) each year. The purpose of the ISAT is to measure individual student achievement relative to the Illinois Learning Standards. Grade levels participate in the following ISAT tests in March:

Grade 3	Reading and Math
Grade 4	Reading, Math and Science
Grade 5	Reading and Math
Grade 6	Reading and Math
Grade 7	Reading, Math and Science
Grade 8	Reading and Math

Students in all grade levels, Kindergarten through grade eight, also participate in universal screening for reading in the fall, winter and spring; a screening for mathematics will also be conducted in grades one through five. The universal screenings are short tests that provide information about each student's level of proficiency in the academic area tested. Universal screenings for the current school year may include the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Next for grades K-5, the University of Oregon math screener and the AIMSweb Maze Curriculum-Based Measurement for grades 6-8, as well as other assessments that may be deemed necessary and appropriate by the professional

staff. The MAP (Measures of Academic Progress) assessment is administered to grades one through eight in the fall, winter and spring (Exception: Students in grades one and two do not take the winter assessment). The MAP tests assess the instructional level of each student and measure academic growth over time. Parents will be informed about such tests in advance of their administration.

All test results shall be recorded in the student's temporary school record. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's education program, pursuant to Board policy 7:340, *Student Records*. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

*LEGAL REF:*

*Family Educational Rights and Privacy Act, 20 U.S.C. 1232g.*

*105 ILCS 5/2-3/63, 5/2-3.64, 5/10-17a, and 5/27-1.*

*CROSS REF.: 6:15 (School Accountability), 7:340 (Student Records)*

*ADOPTED: February 10, 2003 ADOPTED: July 7, 2004*

## **STUDENTS WITH DISABILITIES**

Under the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA), students with disabilities are afforded all rights and protections as indicated in their Individual Education Plan. Students with physical or mental impairments may qualify for special accommodations under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1992. Contact your child's Building Principal or Susan Wulczyn, Director of Student Services, for information.

Please refer to the district website for additional information at [www.sd113a.org](http://www.sd113a.org)

## **TITLE I PROGRAMS (6:170)**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### Title I Parental Involvement

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

#### District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

#### School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated  
by Reference

6:170-E1 (District-Level Parental Involvement Compact) and 6:170-E2 (School-Level Parental Involvement Compact)

LEGAL REF.:

Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF:

2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Language Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED:

November 18, 2009

## TRANSPORTATION EMERGENCIES

In the event of an emergency involving the transportation of students, parents should immediately contact the Transportation Department at (630) 257-2286, extension 2801 or 2803. The office hours for the Transportation Department are 7:00 a.m. to 4:30 p.m., Monday through Friday. Parents may also contact the Safety Net Hotline between school dismissal time and 5:00 p.m.: (630) 257-2286, press “9.” If an emergency occurs after 5:00 p.m., the local police department should be contacted immediately by dialing 911.

## USING AN IMAGE OR WORK OF A STUDENT

Pictures of Unnamed Students: Students may occasionally appear in photographs and video taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including but not limited to the school yearbook, school newspaper, and school or district website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Students’ Work: A student’s work may be displayed in school, on district web pages or in other publications authorized by the district. No consent or notice is needed or will be given before the school posts the work of students completed as part of the instructional or extracurricular program. Student work posted on the web pages or in authorized external publications will NOT identify students by last name without the express permission of the student’s parent/guardian.

Pictures of Students Taken by Non-School Agencies: While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an unauthorized outside photographer.

Pictures of Named Students: Many times, the school will want to identify a student in a picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture or a video with a student identified by name, in either a school-sponsored material or publication, the district’s website, or an authorized news publication, one of the student’s parents or guardians must provide consent.

### **Parent/Guardian Consent:**

You may grant consent to Lemont-Bromberek Combined School District 113A to identify a picture and/or work of your child/ward, by full name and/or the school he or she attends, in any school-sponsored material, publication, video or website and any authorized news publication by signing the consent statement on the receipt for the *Handbook for Students and Parents*. Parent/guardian consent is valid for the current school year. A parent/guardian may revoke consent at any time by notifying the Building Principal in writing.

## **VOLUNTEERS IN THE SCHOOLS**

District 113A welcomes volunteers in its schools. Volunteers offer valuable assistance in a variety of capacities that support and enrich the school program. Each time that a volunteer visits a school, the volunteer must register in the school office to follow the regular visitor procedures. Additionally, volunteers who work in the school/s on a regular basis will be asked to complete a “Volunteer Information Form and Waiver of Liability.” Volunteers who work directly with students will also be required to participate in a criminal background check through the same process used for district employees. The Building Principal will inform a volunteer if the criminal background check is required and will explain the procedure and provide the necessary form.

## **WELLNESS POLICY (6:50)**

### **School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

### **Goals for Nutrition Education**

The goals for addressing nutrition education include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum.

### **Goals for Physical Activity**

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include 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 will be required to engage daily during the school day in a physical education course.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

**Nutrition Guidelines for Foods Available in Schools During the School Day**

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall establish such administrative procedures to control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

**Guidelines for Reimbursable School Meals**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

**Monitoring**

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy.

**Community Input**

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from community members, including parents, students, and representatives of the school food authority, school administrators, and the public.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.

Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.

National School Lunch Act, 42 U.S.C. §1758.

42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.

105 ILCS 5/2-3.139.

23 Ill. Admin. Code Part 305, Food Program.

ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

ADOPTED: April 28, 2010

## DISTRICT ADMINISTRATION DIRECTORY

16100 W 127<sup>th</sup> Street, Lemont, IL 60439

(630) 257-2286

[www.sd113a.org](http://www.sd113a.org)

<b>Dr. Tim Ricker</b> , Superintendent	Ext. 4605
<b>Sandra Larek</b> , Administrative Assistant	Ext. 4604
<b>Dr. Mary T. Gricus</b> , Assistant Superintendent	Ext. 4618
<b>Patti McDonald</b> , Secretary to Assistant Superintendent	Ext. 4617
<b>Barbara Germany</b> , Business Manager	Ext. 4616
<b>Lisa Sloan</b> , Business Office Assistant	Ext. 4612
<b>Jan Ceranek</b> , Accounts Payable Assistant	Ext. 4614
<b>Susan Wulczyn</b> , Director of Student Services	Ext. 4611
<b>Kathy Kasper</b> , Student Services Secretary	Ext. 4615
<b>Pam Mazurek</b> , Director of Operations	Ext. 2803
<b>Steve Davis</b> , Director of Technology	Ext. 4354

## SCHOOL DIRECTORY

Dial the main district number, (630) 257-2286, and the extension number listed below for the building or department you need to reach:

- #1 Oakwood School
- #2 River Valley School
- #4 Old Quarry Middle School
- #5 District Office
- #6 Maintenance and Transportation
- #7 Emergency or Closing Information
- #8 District Directory
- #9 Safety Net Hotline (after school through 5:00 p.m. only)

**Lemont-Bromberek Combined School District 113A**  
**Code of Conduct and**  
**Handbook for Students and Parents**  
**2011-2012**  
**Parent/Guardian Signature Page**

*Please sign, date and return this form to the school office by*

**FRIDAY, September 2, 2011. Thank you.**

**Student Name**

**Grade**

\_\_\_\_\_

\_\_\_\_\_

My signature below confirms that I have received and read a copy of the Lemont-Bromberek Combined School District 113A *Code of Conduct and Student Information Handbook* and have discussed the guidelines and rules with my child named above. Additionally, my signature confirms receipt of and consent for the following items which appear in their entirety in this handbook and which are required by Board of Education policy:



Authorization for Electronic Network Use: Board Policy 6:235

\_\_\_\_\_ **Sign here to authorize electronic network use for your child for the 2011-2012 school year.**

Use of Student Images and Work: Board Policy 7:340

\_\_\_\_\_ **Sign here to allow the district to identify a picture and/or work of your child by full name and/or the school he/she attends, as described in the handbook; consent applies for the 2011-2012 school year.**

I understand that if requested, the school administration will make itself available to clarify, explain or discuss items covered within the handbook.

I also understand that the provisions of this handbook are not to be considered as irrevocable contractual agreements between student and school. Rather, this handbook reflects the current status of the rules, practices and procedures as currently practiced in Lemont-Bromberek Combined School District 113A and are subject to change as determined to be necessary.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## BOARD OF EDUCATION

Mike Aurelio	President	257-2286 ext. 4510
Dave Molitor	Vice President	257-2286 ext. 4514
Cindy Kelly	Secretary	257-2286 ext. 4512
Kevin Doherty	Member	257-2286 ext. 4511
Al Malley	Member	257-2286 ext. 4513
Karen Siston	Member	257-2286 ext. 4515
Lisa Wright	Member	257-2286 ext. 4516

The Board of Education of Lemont-Bromberek Combined School District 113A hold their Regular Business Meetings on the third Tuesday of each month at River Valley School at 7:00 p.m. in the All Purpose Room. Please check the website for complete workshop and regular meeting schedules at [www.sd113A.org](http://www.sd113A.org). Any changes to meeting dates can be found on the website.

### MISSION STATEMENT

In District 113A, educators, parents, students and community members share the responsibility to create a safe, supportive and enjoyable learning environment.

All students will be challenged to grow academically, physically, socially and emotionally to become learners for life as well as productive and responsible citizens.

This shall be achieved through visionary leadership, innovation, sound management and effective utilization of our talents and resources.





**Lemont-Bromberek CSD 113A**  
**16100 127th Street**  
**Lemont, IL 60439**  
**(630) 257-2286**

**District Web Site: [www.sd113a.org](http://www.sd113a.org)**