

# **Code of Conduct and Student Information Handbook**



**Proudly Serving Students at:**

**Oakwood Elementary School (EC and K-1)  
River Valley Elementary School (2-3)  
Central School (4-5)  
Old Quarry Middle School (6-8)**

**2023-2024 School Year**

Dear Parents/Guardians:

Our goal is to provide a supportive and respectful school community. To further this cause, it is important for every student and parent to know and understand the provisions of the Illinois School Code that Lemont-Bromberek CSD 113A District is required to follow. This handbook is provided to all parents, students, staff and the public to communicate information that sets the standards for good behavior that leads to academic success.

The Lemont-Bromberek CSD 113A School District Board of Education Policies are cited throughout this handbook. Full policies can be accessed 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 page 6 of the handbook.

We hope you find this information helpful. If you need assistance with these or any other matters please contact your child's teacher directly. If the teacher cannot assist you they will refer you to the school principal. We wish you and your child(ren) a very successful school year.

Thank you for your support,

Anthony McConnell, Ed. D.  
Superintendent of Schools

## **PURPOSE OF THIS HANDBOOK**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions that are not addressed in this handbook, contact the main office of your school. This handbook supersedes all prior handbooks, and updates made throughout the year will be available on the District 113A webpage.

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 discipline for gross disobedience or misconduct whenever the student's conduct is reasonably related to school or school activities. 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 with the 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 Individualized Education Plans (IEP) under the Individuals With Disabilities Education Act IDEA 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 team.

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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## **GENERAL SCHOOL INFORMATION**

### **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
- #3 Central School
- #4 Old Quarry Middle School
- #5 District Office
- #6 Maintenance and Transportation
- #7 Emergency or Closing Information
- #8 District Directory

### **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. Anthony McConnell</b> , Superintendent	Ext. 4605
<b>Katie Krop</b> , Admin. Asst. to Superintendent	Ext. 4604
<b>Dr. Daniela Fountain</b> , Assistant Superintendent	Ext. 4618
<b>Tracey Miller</b> , Director of Teaching and Learning	Ext. 4289
<b>Rachel Rode</b> , Admin. Asst. Curriculum and Personnel	Ext. 4617
<b>Barbara Germany</b> , Business Manager	Ext. 4616
<b>Adrian Ramirez</b> , District Accountant	Ext. 4319
<b>Tricia Baker</b> , Business Office Assistant	Ext. 4612
<b>Cathy Aguirre</b> , Accounts Payable	Ext. 4614
<b>Heidi Rudy</b> , Director of Student Services	Ext. 4611
<b>Megan Mundt</b> , Assistant Director of Student Services	Ext. 4126
<b>Sue Buhle</b> , Admin. Asst. for Student Services	Ext. 4615
<b>Pat Crean</b> , Director of Operations	Ext. 2803
<b>Kim Hayes</b> , Admin. Asst. for Operations	Ext. 2801
<b>Jake Smith</b> , Director of Technology	Ext. 4354

## **BOARD OF EDUCATION**



**(Second Row) Damon Ascolani/President, Al Malley/Vice President,  
Kevin Collins/Member, Joseph Pogvara/Member, Patrick Kerrigan/Member  
(First Row) Angela Andrus/Member, Dr. Anthony McConnell/Superintendent,  
Bethany Martino/Secretary**

The Board of Education governs the school district and is selected by the community. The Board of Education of Lemont-Bromberek Combined School District 113A holds its Regular Business Meetings on the fourth Wednesday of each month at Old Quarry Middle School at 6:30 p.m. in the Learning Resource Center (LRC). 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**

**“LEMONT-BROMBEREK CSD 113A’S MISSION IS TO EMPOWER STUDENTS TO THINK CRITICALLY AND BECOME PRODUCTIVE, GLOBAL CITIZENS THROUGH INNOVATIVE LEARNING, COLLABORATIVE COMMUNICATION AND RESPONSIVE CITIZENSHIP.”**

Damon Ascolani	President	<a href="mailto:dascolani@sd113a.org">dascolani@sd113a.org</a>
Al Malley	Vice President	<a href="mailto:amalley@sd113a.org">amalley@sd113a.org</a>
Bethany Martino	Secretary	<a href="mailto:bmartino@sd113a.org">bmartino@sd113a.org</a>
Angela Andrus	Member	<a href="mailto:aandrus@sd113a.org">aandrus@sd113a.org</a>
Kevin Collins	Member	<a href="mailto:kcollins@sd113a.org">kcollins@sd113a.org</a>
Patrick Kerrigan	Member	<a href="mailto:pkerrigan@sd113a.org">pkerrigan@sd113a.org</a>
Joseph Pogvara	Member	<a href="mailto:jpogvara@sd113a.org">jpogvara@sd113a.org</a>



## **SCHOOL HOURS**

EARLY CHILDHOOD (Oakwood):	A.M. Classes 8:55 a.m. – 11:25 a.m. P.M. Classes 12:55 p.m. – 3:25 p.m.
GRADES K-1 (Oakwood):	8:55 a.m. – 3:25 p.m.
GRADES 2-3 (River Valley)	8:55 a.m. – 3:25 p.m.
GRADES 4-5 (Central)	8:40 a.m. – 3:10 p.m.
GRADES 6-8 (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: A.M. and P.M. classes 8:55 a.m. - 12:10 p.m.  
(Oakwood School)

**Half Days for EC rotate:**

GRADES K-1 (Oakwood):	8:55 a.m. – 12:10 p.m.
GRADES 2-3 (River Valley School)	8:55 a.m. – 12:10 p.m.
GRADES 4-5 (Central School)	8:40 a.m. – 11:55 p.m.
GRADES 6-8 (Old Quarry Middle School):	7:30 a.m. – 10:45 a.m.

## **ENROLLMENT PROCEDURE**

To start the enrollment process, please visit [www.sd113a.org](http://www.sd113a.org). "As part of the enrollment process, you will be required to provide certain information and documentation including to establish residency in the District. Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided in Board policy or State law." Be advised that pursuant to 105 ILCS 5/10-20.12b, "a person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without payment of a nonresident tuition charge shall be guilty of a Class C misdemeanor."

## COMMUNICATIONS

District 113A uses email and voicemail as our two-way communication tools. District email 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 email, please keep in mind that teacher plan time is (and always has been) very limited, and keep email communications simple and to the point. We suggest to staff that they treat lengthy or involved email as if it was a phone call, and that they respond with a phone call rather than email.

A few “Rules of the Road” regarding email and voice mail communications:

1. “Emergency”, “need immediate attention” and urgent messages should be telephoned directly to the school office rather than sent by email or voice mail.
2. Because of other teaching responsibilities, staff members may not be able to respond to email quicker than within 24 hours/1 school day. Because of server delays, staff meetings and other disruptions to the normal schedule, staff may not be able to review email daily.
3. 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.
4. 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 email or voice mail.
5. Because the internet is not 100% secure, it is recommended that material of a delicate or private nature should not be sent via district email.

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 About/Directory tabs.  
Call 630/257-2286 and follow the prompts.

## 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 because of extreme weather or other emergencies, the following web site will be notified: <https://www.emergencyclosingcenter.com/ecc/home.jsp>

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 website ([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, email or text 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 may not go through if your telephone is programmed with any type of privacy management system. Emergency information is also posted on the website.

### **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. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year within the first 90 days. There may be other drills at the direction of administration. Drills may not be preceded by a warning to the students. The School Safety Drill Act requires that the annual law enforcement drill specifically address a school shooter situation. 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 or electronic 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.

### **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.

### **SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY**

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

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

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with a pandemic disease/virus or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

### **REMOTE LEARNING**

If the Governor declares a public health emergency pursuant to Section 7 of the Illinois Emergency Management Agency Act, the State Superintendent may mandate remote learning days or blended remote learning days (hybrid of in-person and remote schooling) in lieu of solely in-person schooling. The district's remote and blended remote learning day plan, which addresses a wide range of issues from remote instruction accessibility to accommodations for special student populations, is provided on the district's website at: <https://www.sd113a.org/academics/e-learning>.

### **SCHOOL VISITORS**

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

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be asked to provide a driver's license or picture identification, which will

be processed through an electronic system that screens for various offenses including sex offenders. 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. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or school function.

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 programs, appointments are required for such visits. The building principal may establish limits on classroom observations including the frequency and duration of visits.

### **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. While the school district will attempt to enforce the terms of certain court orders provided to the district, such as orders of protection, the school district is not obligated to interpret information and make determinations about the rights of access of custodial and non-custodial parents. Further, it is inappropriate to place school personnel between the parents. 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 parents 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.

### **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 fingerprint-based criminal background check through the same process used for district employees. The office personnel will inform a volunteer if the fingerprint-based criminal background check is required and will explain the procedure and provide the necessary form.

### **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, (b) students will not be exposed to a dangerous animal or an unhealthy environment and (c) the animal has received any required vaccinations as applicable.

### **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.

### **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.

### **PARTY INVITATIONS**

Keeping the best interest of all children at heart, and understanding the importance of building classroom community, parents are advised that K-5 students may not distribute individual student birthday or other such party invitations at school unless invitations are included for all children in the class. 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; invitations that do not include all members of the class will be returned to the parents. For all grade levels, 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.

### **VIDEO SURVEILLANCE**

District 113A has authorized the use of video cameras in common, public areas of school buildings and grounds as well as on the school buses and may be used for investigatory purposes and for disciplinary purposes. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. Board Policy 7:192 on such video surveillance can be found on the district's website under the following links: "About-Board of Education-Policies and Procedures-District 113A Policies."



## **ATTENDANCE**

### **ATTENDANCE & TRUANCY**

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

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

Repeated unexcused absences can lead to consequences, loss of privileges, detention or other discipline, as provided by district practice and policy. For any extended absences, the district reserves the ability to examine the possible causes of the absences, request additional information and determine what, if any, measures may be appropriate to assist in addressing the issues.

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

The district may refer the parent or guardian of a truant student to other units of local government so that they may issue a fine or fee for the child's truancy. However, the district may only do so if the school district's truant officer, regional office of education, or immediate service center has been notified of the truant behavior and the district, regional office of education, or intermediate center has offered all appropriate and available supportive services and other school resources to the child.

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

### **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, mental or behavioral health, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

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



The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 630-257-2286 before 7:45 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian does not inform the school office of a child's absence and the parent/guardian cannot be reached, police may be contacted to make a safety visit to the home.

Any child who is out for a non-medical reason "or other reason that has not been approved by the Superintendent or building principal" for more than 10 (ten) days will be disenrolled. Re-enrollment will be required upon return to school.

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. It is important that students are in school and absences can have potentially serious negative repercussions on student learning. For the good of the students and the continuity of their learning, parents should not take their children out of school for vacation and the like while school is in session.

**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 may be required to furnish, before re-admittance, a medical doctor's note stating the cause of absence and fitness to return to school.

### **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

A student on home-hospital is unable to participate in extracurricular activities unless the student is present at least half of the school day or unless set forth in a student's IEP or 504 plan.

For information on home or hospital instruction, contact:

Heidi Rudy, Director of Student Services – (630) 257-2286 extension 4611

Megan Mundt, Assistant Director of Student Services – (630) 257-2286 extension 4126



## **STUDENT FEES AND MEAL COSTS**

### **REGISTRATION FEES WILL BE POSTED SPRING 2023**

<b>FEE FOR 1<sup>ST</sup> CHILD</b>			
<b>GRADE LEVEL</b>	<b>REGISTRATION FEE</b>	<b>1:1 TECHNOLOGY</b>	<b>TOTAL FEE</b>
Early Childhood	\$109.00	\$80.00	<b>\$189.00</b>
Kindergarten-2	\$234.00	\$80.00	<b>\$314.00</b>
Grades 3-8	\$245.00	\$80.00	<b>\$325.00</b>

<b>FEE FOR EACH ADDITIONAL CHILD</b>			
<b>GRADE LEVEL</b>	<b>REGISTRATION FEE</b>	<b>1:1 TECHNOLOGY</b>	<b>TOTAL FEE</b>
Early Childhood	\$109.00	\$40.00	<b>\$149.00</b>
Kindergarten-2	\$234.00	\$40.00	<b>\$274.00</b>
Grades 3-8	\$245.00	\$40.00	<b>\$285.00</b>

### **MEAL COSTS**

<b>Lunch Program:</b>	
Milk (Daily)	
Hot Lunch (Daily, Includes Milk)	
On-line account to purchase lunch:	

### **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.

Pursuant to the Hunger Free Students Bill of Rights, every school in Illinois is required to provide a federally reimbursable meal or snack to students who request it, regardless of whether the student has the ability to pay or owes money for earlier meals or snacks. If the student owes money for meals or snacks in excess of the amount charged for five lunches (or lower the amount determined by the school district), a school may reach out to the student's parent or guardian to attempt to collect the owed money and request that the parent or guardian apply for federal or state meal benefits. If the amount owed by the student is \$500 or more and the school district has made reasonable efforts to collect the debt from the student's parent or guardian for at least a year, then the school district may seek an offset under the State Comptroller Act (allows Comptroller to intercept payments to debtors) to recoup the debt. In accordance with the state law, the school district will not stigmatize a student who cannot pay for a meal or snack or who owes money for a meal or snack.

### **FREE AND REDUCED-PRICE FOOD SERVICES**

When students are unable to pay for their meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced price food services 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. Additional information is available at district board policies: <https://www.sd113a.org/boe/policies-and-procedures>

A summary of the program requirements, eligibility criteria and benefits can be accessed at the following U.S. Department of Agriculture link: <https://www.fns.usda.gov/cn/2022-23-parent-faqs>

### **LUNCH PROGRAM**

#### Arbor Dining Services

Arbor is the dining services provider for Lemont-Bromberek District 113A. Arbor is the leader in educational dining services. The Director of Dining Services is Laurel Hanson. 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 freshly 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 students 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 <https://sd113a.revtrak.net/>.

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.

## **ACADEMICS**

### **CURRICULUM DEVELOPMENT**

#### Adoption

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 a Faculty Curriculum Committee or program to assist in the curriculum development program as needed.

#### 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 recommendation 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.

### **STUDENT TESTING AND ASSESSMENT PROGRAM**

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 will take the IAR (Illinois Assessment of Readiness) assessment in the spring of 2024. Details regarding this state-required assessment will be distributed to parents/guardians during the school year and are available on the District website.

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests. The assessment schedule for the school year can be found here: <https://www.sd113a.org/assessment/assessment-schedule>

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Students in all grade levels K - 8 also participate in universal screening for reading and math in the fall, winter and spring. 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 aimswebPlus+ for grades K-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 also administered to students in grades K-8. 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.

### **ACCELERATED PLACEMENT**

The school district shall provide accelerated placement opportunities as provided in the Illinois Accelerated Placement Act. These opportunities are not limited to those students who may be identified as gifted. Accelerated placement is the placement of a student at the instructional level that best fits a student's needs. The placement can be in a curriculum generally provided for students who are older or in higher grades than the student being considered for advancement. Accelerated placement options are to include early entrance to kindergarten and first grade, subject acceleration, and whole grade acceleration. Based on a review of certain information related to a student, acceleration is possible for all students who demonstrate high ability and who may benefit from such placement. The District policy on accelerated placement can be accessed at <https://www.sd113a.org/boe/policies-and-procedures>.

### **HOMEWORK INFORMATION**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

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

- Practice to strengthen new skills.
- Complete unfinished classroom assignments.
- Work on projects of a short-term or long-term nature.
- Participate in research activities.
- Extend reading for practice, pleasure and enjoyment.

If homework is desired for a student who is absent from school, the request for the homework should be made when the parent calls the attendance hotline to report the student's absence before 8:00 a.m. Requests made after 11:00 a.m. may not be able to be met until the next school day.

### **GRADING AND PROMOTION**

School report cards are issued to students on an annual basis. District 113A uses trimesters to report out to parents. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **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.

<b>Trimester</b>	<b>Trimester Window</b>	<b>Date Report Cards are Accessible to Families</b>
Trimester 1	August 16 - November 3	Friday, November 10
Trimester 2	November 6 - February 16	Friday, February 23
Trimester 3	February 20 - May 24	Friday, May 24 (last day of school)

### **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**

October 26, 2023  
October 27, 2023

#### **Hours**

12:30 pm - 8:00 pm  
8:30 am - 4:00 pm

### **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.

### **TITLE I PROGRAMS (BOARD POLICY 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 equivalence among the District’s schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalence among the District’s schools.

#### **Title I Parent and Family Engagement**

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families 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 Parent and Family Engagement Compact**

The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement 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 Parent and Family Engagement Compact

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement 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.

### **MTSS MODEL**

District 113A implements a *Multi-Tier System of Supports* in its schools.

Multi-Tier System of Supports (MTSS) is a flexible approach to providing appropriate academic and behavioral supports as determined by students' individual needs. MTSS allows schools to intervene early for struggling learners, rather than waiting for them to fail, by supporting them within a multi-tier model. MTSS encompasses a variety of procedures used to determine how specific changes in instruction affect student achievement. MTSS allows problem solving teams within schools to design, implement, and evaluate educational interventions. Benefits of the MTSS 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. Additional information is also available from your child's Principal.

### **SOCIAL EMOTIONAL LEARNING AND SUPPORT**

A District 113A education focuses on the whole child, and Social-Emotional Learning (SEL) is an important component. SEL, as defined by the not-for-profit Collaborative for Academic, Social and Emotional Learning (CASEL), is the process through which children and adults develop essential social and emotional skills, knowledge and attitudes related to the core areas of social and emotional competency:

- Self-awareness
- Self-management
- Social awareness
- Relationship skills
- Responsible decision-making

SEL supports and boosts academic achievement and provides the foundation for improved social, health and behavioral outcomes. SEL promotes key competencies through instruction and modeling, as well as

through the creation of learning environments where students feel safe, cared for and engaged in learning. District 113a's goal is to create a learning environment where students:

- Are eager to learn
- Feel a sense of connectedness to their school and teachers
- Feel safe from being treated poorly
- Perform to their fullest potential
- Treat all others with respect
- Contribute to the well-being of the community

The following goals outline the IL State SEL learning goals:

Goal 1: Develop self-awareness and self-management skills to achieve school and life success.

Goal 2: Use social-awareness and interpersonal skills to establish and maintain positive relationships.

Goal 3: Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

Students and staff in grades K-5 work with the PATHS curriculum and in grades 6-8 students and staff utilize RULER methodologies in their SEL learning. Teachers use a universal screening tool that helps identify students who are at risk for behavioral problems. Teachers assess various risk factors for each student in their classroom to determine who is at risk.

The school provides a psychologist and social worker for students. The school's psychologist and social worker are available to those students who require additional assistance.

### **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.

### **SEX EDUCATION INSTRUCTION**

SD113A has opted not to adopt the National Sex Education Standards pursuant to Public Act 102-0522, the Comprehensive Personal Health and Safety and Sexual Health Education Act.

Students at Old Quarry Middle School participate in health as an ENCORE rotation. This includes instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation. The parent or guardian may notify the school in writing if they choose for their child not to participate. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district education class or course.

## **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.

## **TEACHER QUALIFICATIONS**

Under Illinois law, teachers and many other school personnel are required to be licensed by the State Board of Education. Additional information on state licensure can be found at this link:

<https://www.isbe.net/licensure>

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

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which the State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

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

## **REVIEW OF INSTRUCTIONAL MATERIALS**

Parents have the right to review the instructional and curriculum materials used by instructors at school in the classroom. Any parent who wishes to review materials or observe instruction should contact the principal prior to coming to the school and such requests shall be handled pursuant to district policy.

## **ATHLETICS & EXTRACURRICULARS**

### **RULES FOR PARTICIPATION**

Parents and students are expected to show good sportsmanship and conduct themselves in an appropriate, respectful fashion at all activities related to the school. Attendance at and participation in activities, whether as an athlete or fan, is a privilege. The exercise of such privilege is subject to proper behavior. The school board's rules pertaining to rules of conduct and sportsmanship for athletic and extracurricular school events apply broadly to all spectators, students, and participants in the athletic and extracurricular event. Any person who violates the rules may be denied admission to school events for up to one year, provided that ten days' notice of the violation is given to the person and a hearing is held by the board pursuant to its rules and regulations.

Students shall not:

1. Violate the school rules and School District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form; and
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substances (including mood-altering and performance enhancing drugs or chemicals or marijuana, marijuana derivative products containing THC or synthetic cannabinoids) or paraphernalia.

All team/squad members are expected to follow all of the rules listed below. Failure to do so may 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. For all extracurriculars and athletics, grades will be checked on Fridays, beginning with 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.
4. A team/squad member must practice and promote the highest principles of sportsmanship.
5. A team/squad member must have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:
  - a. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. 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.
  - b. A permission slip to participate in the specific athletic activity signed by the student's parent/guardian.
  - c. Proof the student is covered by medical insurance.
  - d. Signed documentation agreeing to comply with the School District's policies and procedures on student athletic concussions and head injuries.
6. A team/squad member may not participate following a serious illness or injury without a written release from a licensed physician.
7. Team/squad members must be present and on time for all practices and games unless they are legitimately absent from school, or unless a 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.

8. 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. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. 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.
9. 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.
10. 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. Any parent/guardian waiving the school-approved transportation back to Old Quarry Middle School must provide written approval by signing their child out with the coach/sponsor.
11. Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be the same age as students attending the dance. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

## **STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

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

A student who was removed from practice or competition because of suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. See District website for more information on Return-to-Learn and Return-to-Play policies.

## **CODE OF CONDUCT & DISCIPLINE**

### **STUDENT BEHAVIOR**

At Lemont-Bromberek CSD113A, the use of appropriate behavioral interventions for students starts with a district-wide multi-tiered framework of behavioral supports for all students. It includes such types of supports as universal screening measures for behavior, collection and analysis of school-wide discipline data, positive behavior interventions and supports, and acknowledgement of successes.

### Prohibited Student Conduct

It is the school staff's responsibility to provide a safe and orderly learning environment for all students. In furtherance of that responsibility, the Board of Education has adopted the following Student Discipline Policy and Code. The Code includes the types of misconduct that will subject a student to disciplinary action. Parents and students are expected to review, understand and comply with all provisions of the School District Student Discipline Policy and Code.

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials.  
Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to,



conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

The district policy and code is an attempt to generally identify expected or prohibited behaviors and possible consequences. The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished. The district cannot describe or list every possible behavior that may be engaged in by a student. Discipline may be appropriate for any gross misconduct or disobedience.

#### When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

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

#### Disciplinary Measures

Discipline remains within the sound discretion of the district staff and administration, based upon review of the particular circumstances involved.

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

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

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

More information regarding student discipline can be accessed at the following link at the Illinois State Board of Education: <https://www.isbe.net/Pages/School-Discipline.asp>

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

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

#### Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of

bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

#### Weapons Prohibition

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

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

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

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

#### Gang & Gang Activity Prohibited

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

#### Re-Engagement of Returning Students

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

### **DISCIPLINE OF 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 School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

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

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education

students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Behavior Interventions and Discipline for Students with Disabilities Policy**

The district has adopted behavioral intervention practices and a policy consistent with the guidelines and requirements of the Illinois State Board of Education and School Code. The following board policy on the use of behavioral interventions with disabled students is available for review: [7:230 Behavioral Interventions and Discipline for Students with Disabilities](#). This policy is publicly available or a copy can be requested by a parent.

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

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

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

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

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

### **Definitions from 105 ILCS 5/27-23.7**

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

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

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has

information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:**

<b>Dr. Daniela Fountain</b>
<b>16100 W 127<sup>th</sup> St.</b>
<b>Lemont, IL 60439</b>
<a href="mailto:dfountain@sd113a.org"><b>dfountain@sd113a.org</b></a>
<b>630.257.2286</b>

**Complaint Manager:**

<b><u>Joseph Sweeney</u></b>	<b><u>Dimitra Georganas</u></b>	<b><u>Katelyn Koch</u></b>	<b><u>Shirley Kleehammer</u></b>
<b><u>16100 W 127<sup>th</sup> St.</u></b>	<b><u>1130 Kim Place</u></b>	<b><u>15425 127<sup>th</sup> St.</u></b>	<b><u>410 McCarthy Rd.</u></b>
<b><u>Lemont, IL 60439</u></b>	<b><u>Lemont, IL 60439</u></b>	<b><u>Lemont, IL 60439</u></b>	<b><u>Lemont, IL 60439</u></b>
<b><u>jsweeney@sd113a.org</u></b>	<b><u>dgeorganas@sd113a.org</u></b>	<b><u>kkoch@sd113a.org</u></b>	<b><u>skleehammer@sd113a.org</u></b>
<b><u>630.257.2286</u></b>	<b><u>630.257.2286</u></b>	<b><u>630.257.2286</u></b>	<b><u>630.257.2286</u></b>

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

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

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

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

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

10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

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

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

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

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

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

### **BULLYING: WHAT IS BULLYING? AND WHAT ISN'T?**

**Bullying** – Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time (StopBullying.gov).

The key point is that bullying is targeted, intentional, and repetitive.

Types of Bullying:

1. **Verbal Bullying** is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm.
2. **Social Bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
3. **Physical Bullying** involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.
4. **Cyberbullying** is using the internet and/or social media to do any of the bullying forms above.

What is NOT considered bullying? – Other behaviors students engage in may be considered unkind, but they do not rise to the level of bullying. All of these behaviors are unpleasant and need to be addressed, but they are not to be treated as bullying.

1. **Not liking someone** – It is natural that people do not like everyone around them. It may be an unpleasant behavior, but verbal and nonverbal messages of "I don't like you" are not acts of bullying.
2. **Being excluded** – It is not considered bullying if children exclude someone on the playground or if they do not get invited to a party. Repeated and deliberate exclusion, however, can be bullying.
3. **Accidentally bumping into someone** – It is important for parents and teachers to explain that some accidents happen without any bad intention and it's important not to create a big conflict



because it was not an act of bullying.

4. **Making other kids play a certain way** – To make sure students do not fall into considering it as an aggressive or “bossy” behavior, we need to teach them assertiveness. It is not fun, or pleasant, but is not considered an act of bullying.
5. **A single act of telling a joke about someone** – It is important to teach students that things they say as jokes should also be amusing for others. If not, they should stop. Unless it happens over and over again and done deliberately to hurt someone, telling jokes about people is not bullying.
6. **Arguments** are heated disagreements about two or more people. Arguments in themselves are not a form of bullying. It is important to help teach students to distinguish the difference between a disagreement and bullying during an argument.
7. **Expression of unpleasant thoughts or feelings regarding others.** Although it may be unpleasant to hear what someone thinks about you, it is not a form of bullying. If someone says to you, “I think this was not a nice gesture” or “you insulted me when you said this,” this is not a form of bullying but an expression of thoughts and feelings.

#### **Report Bullying Online:**

**Click on the appropriate school link below to reporting a bullying incident**

[Oakwood School](#)

[River Valley School](#)

[Central School](#)

[Old Quarry Middle School](#)

### **SCHOOL THREATS & ANONYMOUS TIP LINES**

#### **Report Threats of School Violence Anonymously:**

State: 800-477-0024

Local: 630-257-2229

#### **Speak-Up for Safety:**

Number (Text or Call) (630) 568-1960

Email: [speakup@sd113a.org](mailto:speakup@sd113a.org)

### **SOCIAL MEDIA**

Under the *Illinois Right to Privacy in the School Setting Act*, the school district may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related information to gain access to the student’s account or profile on a social networking website. Examples of *social networking websites* include Facebook, Instagram, Twitter, Snapchat, TikTok, etc. However, the school district has the authority to conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **STUDENT APPEARANCE**

Student dress and hygiene must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles associated with race, ethnicity, and hair texture. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance as determined by the principal or designee. 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.

### **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 and present proper identification. Students are expected to remain in school 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.

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **LUNCHROOM BEHAVIOR**

Student cooperation in lunchroom rules will ensure a neat, safe and pleasant place in which to eat. Students are expected to adhere to the following rules:

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.
6. Students may not share and trade with or purchase food for other students.

### **CONCEALED CARRY LAW**

The Illinois Concealed Carry Law allows individuals to apply for licenses to carry a concealed firearm. However, according to the law, carrying a concealed weapon is PROHIBITED in school buildings or on school property (430 ILC5 66/). “No concealed carry” signs are posted at all of the public entrances to our schools. The signs are required by state law as a reminder that firearms are not permitted in District 113A schools or on school grounds.

## **SEARCH AND SEIZURE**

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

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

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

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

### Student Searches

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

When feasible, the search should be conducted as follows: 1. Outside the view of others, including students; 2. In the presence of a school administrator or adult witness; and 3. By a certificated employee or liaison police officer of the same sex as the student.

### Seizure of Property

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

### Detainment and Questioning of Minor Students on School Grounds

Pursuant to state law, before detaining and questioning a student on school grounds who is under eighteen years of age and who is suspected of committing a criminal act, a law enforcement officer, school resource officer, or other school security personnel must (1) make sure notification or attempt to notify the student’s parent or guardian is made, (2) document the time and manner of the notification or attempted notification, (3) make reasonable efforts to ensure the student’s parent or guardian is present during the questioning or, if they are not present, ensure that school employees (including but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning, and (4) if practicable, make reasonable efforts to ensure that a law enforcement officer training in promoting safe interactions with youth is present during the questioning. However, these requirements do not limit the authority of law enforcement to make arrests on school grounds and do not apply to circumstances where immediate action would: (1) prevent bodily harm, (2) result in apprehension of an armed or fleeing suspect, (3) prevent the destruction of evidence, and (4) address emergency and other dangerous situations. The District policy can be found at [www.sd113a.org](http://www.sd113a.org).

## **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 or any other time, 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 may cause bodily danger or physical or mental harm to students are prohibited on school grounds. 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.

## **SEXUAL HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED**

### Sexual Harassment Prohibited

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

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

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

### Teen Dating Violence Prohibited

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

### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:****Complaint Manager:**

<b>Daniela Fountain</b>	<b>Heidi Rudy</b>
<b>16100 W 127<sup>th</sup> St.</b>	<b>16100 W 127<sup>th</sup> St.</b>
<b>Lemont, IL 60439</b>	<b>Lemont, IL 60439</b>
<a href="mailto:dfountain@sd113a.org"><b>dfountain@sd113a.org</b></a>	<a href="mailto:hrudy@sd113a.org"><b>hrudy@sd113a.org</b></a>
<b>630.257.2286 ext. 4618</b>	<b>630.257.2286 ext. 4611</b>

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

### **COMPLIANCE WITH PUBLIC HEALTH MANDATES**

Students, staff and visitors are expected to comply with public health mandates and pandemic mitigation strategies required by the School District based on guidance from the Illinois State Board of Education, the Illinois Department of Public Health, local health departments and other emergency management agencies. This includes compliance with pandemic mitigation strategies, including, but not limited to wearing face masks while in school buildings and on school buses, practicing social distancing, among other mitigation strategies which may change over time. Students who refuse to comply may be subject to disciplinary consequences consistent with the Student Code of Conduct and applicable Board Policies, including but not limited to Board Policy 7:190, Student Behavior. Further, visitors who do not comply may be refused entry or asked to leave school premises.

### **HEALTH AND MEDICAL**

#### **HEALTH SERVICES**

**Nursing Staff:** Professional nurses (RNs) are available for District students in each school.

**Health Needs:** Students with particular or unique health care needs should submit those needs, in writing and with proper documentation by a physician, to the office of the principal.

**Injury and Illness:** If a student suffers an injury or accident at school, he/she should report it promptly to a teacher or the principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school emergency procedures.

A student who becomes sick during the day at school should ask for permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or needs to go home. No student will be released from school without proper parental permission.

A student returning after a three consecutive day absence or more is required to furnish, before re-admittance, a medical doctor's note stating the cause of absence and fitness to return to school.

**Exemption from P.E. Requirement:** In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious

reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Please see policy [7:260 Exemption from Physical Education](#) for additional information regarding reasons for exemption from physical education.

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

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

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

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

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

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. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. 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. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. 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. This documentation will be maintained along with the physician's written request and the parent's written release.
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 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.

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

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

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Administration of Medical Cannabis:** In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for



being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Undesignated Medications:** The school may maintain the following undesignated prescription medications for emergency use: (1) Epinephrine injectors and (2) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications. In the event that an undesignated epi-pen or opioid antagonist is administered, the school district will notify the health care professional who provided the prescription of its use within twenty four hours of the administration.

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

**Emergency Epinephrine Act:** Public Act 97-0361 and 98-0795 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors. Epinephrine can save a child's life by opening his or her airway until emergency personnel arrive. District 113A schools maintain a supply of undesignated emergency epinephrine. The emergency epinephrine stored at school is not intended to replace epinephrine that has been prescribed to students with known allergies. Parents who have students with known allergies should notify the school's nurse to develop an Emergency Action Plan.

Under these Acts, and Board Policy 7:285 *Food Allergy Management Program*, the district is authorized to do the following: 1) The district may provide an undesignated epinephrine auto-injector to a student who is authorized to self-administer medication; 2) The school's nurse or other appropriately trained personnel may also administer an undesignated epinephrine auto-injector to a student or person that the school nurse or trained personnel believes is having an anaphylactic reaction; 3) A school nurse or other appropriately trained person may administer an epinephrine auto-injector while in school, while at a school sponsored activity, while under the supervision of school personnel, or at certain before or after normal school activities; 4) A school nurse or other appropriately trained person may carry an undesignated epinephrine auto-injector on his or her person while in school or at a school-sponsored activity.

Under Public Act 97-0361, a school district and its employees and agents, including physicians providing a standing protocol or prescription for school epinephrine auto-injectors, are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the use of an epinephrine auto-injector, regardless of whether authorization was given by the student's parent/guardian or by the student's physician, physician's assistant or advanced practice registered nurse.

### **MEDICAL/DENTAL/EYE EXAMINATIONS AND IMMUNIZATIONS**

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

1. Participating in the early childhood program;
2. Entering kindergarten or the first grade;
3. Entering sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.



Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was “risk-assessed” or screened for lead poisoning.

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

#### Eye Examination

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

#### Dental Examination

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

#### Exemptions

A student will be exempted from the above requirements for:

1. Medical ground if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student’s parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student’s parent/guardian shows an undue burden or lack of access to a dentist.

### **HEAD LICE**

“Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice,” according to the [CDC](#).

Upon suspicion that a child is experiencing the presence of lice, the school nurse will:

- Screen the child and inform the parent by the end of the school day if the child is affected.
- Share recommended treatment procedures and ask to be informed once they have been completed.
- Recheck the child after the treatment and inform the parent about the discovery of any live lice. Repeat as needed.

The district encourages parents to read more about how to recognize and treat head lice at the National School Nurses' Association [Lice Lessons](#).

The [American Academy of Pediatrics Clinical Report on Head Lice](#) offers additional information about diagnosis and treatment.

Any further questions can be directed to your child's nurse.

## **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 and 8<sup>th</sup> Grade. If the schedule allows, screenings will also be administered in 4<sup>th</sup> and 6<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, Kindergarten, 1<sup>st</sup> Grade, 2<sup>nd</sup> Grade and 3<sup>rd</sup> Grade. Hearing screenings may also be conducted for 6<sup>th</sup> grade if there is time in the schedule. 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.

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

### **School Wellness**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent or designee will ensure

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

### **Goals for Nutrition Education and Nutrition Promotion**

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound 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. See Board policy 6:60, *Curriculum Content*.
- Food rewards are prohibited and teachers are provided with a list of alternative ideas.

### 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. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- 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 (ISBE).
- Schools shall provide a daily supervised lunch recess period to elementary students (grades 1-5).
- Teachers should provide students with physical activity breaks.
- Physical activity should not be used as a punishment.

### Nutrition Guidelines for Foods Available During the School Day: Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall:

1. Restrict the sale of *competitive* foods, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.
4. Regulate all food and beverage served during classroom activities.
5. Ensure snacks served or sold in before/after school programs or clubs will meet the U.S. Dept. of Agriculture's *Smart Snacks* standards.
6. Ensure food and beverages will not be used as rewards for academic, classroom or sports performances.
7. Ensure students will be provided free access to drinking water throughout the school day.
8. Ensure the District will use marketing strategies to promote healthy food and beverage choices (i.e. prominently display healthy choices, such as salads and fruits).
9. Ensure the display and advertising of unhealthful foods is strongly discouraged on school grounds.
10. Ensure the established district Wellness Committee will meet regularly throughout the school year.

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

### Meal Service Guidelines

In order to promote healthy eating habits during meal service:

1. Full day students will have adequate time to eat, relax and socialize for at least 20 minutes after sitting down for lunch and;
2. Free water will be available in the cafeteria during meal times.

### Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

### 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.

### Unused Food Sharing Plan

In collaboration with the District’s local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District’s community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

### Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

Based on the outcomes of a triennial assessment, the Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

### Community Involvement

Through active recruitment, parents, students, representatives of the school food authority, PE teachers, school health professionals, the school board, school administrators, and the general public will be included in the development, implementation, review and update of the wellness policy. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

### Recordkeeping

The Superintendent shall retain records to document compliance with this policy, the District’s records retention protocols, and the Local Records Act.

## ASTHMA ACTION PLAN

Public Act 99-843 amended the provisions of the Illinois School Code related to the management of asthma in the school setting. Each year, schools must now ask parents of students with asthma to submit an asthma action plan to the school. The goal of the plan is to enhance day-to-day management of the student's asthma as well as provide guidelines for an emergency situation.

If your child has asthma, we request that you and your child's physician complete these forms [Asthma Action Plan Information](#) and return them to the nurse's office as soon as possible. You will need to submit an Authorization for Asthma and Allergy Medication form if you do not already have one on file.

If you have any questions, please contact your school's nurse:

Oakwood School: Katie Robinson, extension 1102

River Valley School: Adelita Venegas, extension 2102

Central School: Michelle Iazzatto, extension 3102

Old Quarry Middle School: Rebecca Schmeltzer, extension 4102

## 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. All 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 throughout 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 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. Our school district may also be able to appropriately meet a student's needs through other means.

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	Katie Robinson	630-257-2286, extension 1102
River Valley	Adelita Venegas	630-257-2286, extension 2102
Central School	Michelle Iazzetto	630-257-2286, extension 3102
Old Quarry	Rebecca Schmeltzer	630-257-2286, extension 4102

Please see board policy [7:285 Anaphylaxis Prevention, Response, and Management Program](#) for more information regarding anaphylaxis.

## **CARE OF STUDENTS WITH DIABETES**

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

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

For further information, please contact the building principal.

## **COMMUNICABLE/INFECTIOUS DISEASE AND PESTS**

School personnel are among the persons mandated to make reports to the local health authorities when they become aware of a reportable disease or condition. Children suspected of being infected with a reportable infectious disease for which isolation is required shall be refused admittance to school while the acute symptoms are present. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Schools are to handle contacts of infectious disease cases in the manner prescribed by the Illinois Department of Public Health regulations, or as recommended by the local health authority. Further, because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by proper professionals, including the local health department, to ensure that the rights of the person affected and those in contact with that person are adequately protected. The school will seek to maintain students in school unless there is sufficient evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the Department of Health.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with communicable diseases may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.



## **BLOOD-BORNE PATHOGENS**

The district is subject to Federal and State regulations to restrict the spread of Hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

## **NOTIFICATION OF CPR AND AED VIDEO**

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time, at:  
[www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx).

## **ACCIDENT INSURANCE (STUDENT)**

District 113A has purchased a Student Accident Insurance program that may cover your child for injuries incurred while participating in school sponsored and supervised activities, including all sports. Because accidents also occur away from school, the district has designated the following optional plans that you may purchase 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. If you have any questions, please call the Plan Administrator, Gerber Life Insurance, at (866) 975-9468. Claim forms are available at the District Office and through the plan administrator. The district does not endorse the plan and any contract is between the parents/guardians and the company.



## **STUDENT SERVICES**

### **ADMISSION REQUIREMENTS**

**Kindergarten:** A certified county birth certificate must show the child will be five years old by September 1, 2023.

**First Grade:** A certified county birth certificate must show the child will be six years old by September 1, 2023.

**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 October 15<sup>th</sup> of the school year. 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 a detailed list of documents accepted for proof of residency).

### **PRESCHOOL 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 regularly. Interested parents should call Vanessa Palcu at (630) 257-2286, extension 1104, for more information.

### **HOMELESS CHILD'S RIGHT TO EDUCATION**

The residency, enrollment and attendance rights of students who are homeless are established under federal (McKinney-Vento Act) and Illinois (Illinois Education for Homeless Children Act) laws. Homeless students include children sharing housing with others due to loss of housing, financial hardship or similar causes, or those who lack a regular, fixed and adequate nighttime residence. A homeless student is generally entitled to immediately enroll in the school where they enrolled when they were permanently housed, the school in which the student was last enrolled, or the school in the attendance area where the homeless student currently lives. A homeless student cannot be required to attend a separate school for the homeless. The district may be responsible for comparable services, including transportation, education and meals for the student, based on the student's circumstances. For any questions or issues related to the enrollment of a homeless student, the parent should contact the homeless liaison official for the district.

#### ***Subtitle B of Title VII of the McKinney-Vento 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 Heidi Rudy, Director of Student Services, Lemont-Bromberek CSD113A, 16100 127th Street, Lemont, IL. 60439. Phone: 630/257-2286 ext. 4611; email address: [hrudy@sd113a.org](mailto:hrudy@sd113a.org); website address: [www.sd113a.org](http://www.sd113a.org).

## **EDUCATION OF STUDENTS WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. Students that turn age 22 during the school year will remain eligible for special education services through the end of the regular school year not including summer school or extended school year calendars. A child with a disability could include a condition resulting in some kind of developmental delay, or identification of one or more of the following: autism, deaf-blindness, visual impairment, other health impairment, specific learning disability, serious emotional disturbance, hearing impairment, speech or language impairment or traumatic brain injury. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services.

Parents of disabled students are also entitled to a copy of procedural safeguards once a year, as well as with the initial referral of a student, or request by a parent, for an evaluation or request for a due process hearing. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office or by visiting: [https://www.isbe.net/documents/nc\\_proc\\_sfgrds\\_34-57j.pdf](https://www.isbe.net/documents/nc_proc_sfgrds_34-57j.pdf)

In the event that the district is engaged in a special education cooperative joint agreement and seeks to withdraw from the agreement, the district must (1) provide written notification to all parents or guardians of students with disabilities residing within the district, (2) hold a public hearing for members of the public, including parents or guardians of students with disabilities, to have an opportunity to review the withdrawal plan and provide feedback, and (3) prepare and provide a comprehensive withdrawal plan.

For further information, please contact:

Heidi Rudy, Director of Student Services  
(630) 257-2286 ext. 4611  
District Office

Megan Mundt, Assistant Director of Student Services  
(630) 257-2286 ext. 4126  
District Office

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **INDIVIDUALIZED EDUCATION PLAN**

For individualized education plan (IEP) meetings, the district must provide parents and guardians of the applicable student with the documents, such as evaluations and data, which will be considered at the meeting in advance. Three school days prior to a child's individualized education program eligibility meeting or meeting to review a child's IEP, LEA's must provide parents/guardians with all written material that will be considered at an IEP meeting.

The parent or guardian can choose the method of delivery, such as mail or picking the documents up, and shall be notified, by the district, of their right to review and copy student records prior to an IEP meeting.

Qualified interpreters are available at IEP meetings upon request for parents/guardians whose native language is other than English. Parents/guardians have the right to request that the interpreter serve no other role in the IEP meeting other than as an interpreter, and the district will make reasonable efforts to fulfill this request. Parents/guardians may direct questions or complaints about interpretation services, and request an interpreter, by contacting Heidi Rudy, Director of Student Services, at 630-257-2286 ext. 4611 or Megan Mundt, Assistant Director of Student Services, at 630-257-2286 ext. 4126. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

The district will inform parents and guardians of a student with an IEP within twenty school days from the beginning of the school year or the establishment of an IEP of their ability to request related service logs for services administered under their child's IEP.

Pursuant to state law, the district will notify parents and guardians if their child has failed to receive services mandated by their child's IEP within ten school days after the IEP prescribes the student should have been receiving services. This notification will be provided to the child's parent or guardian within three school days of non-compliance with the child's IEP and must include information on the ability to request compensatory services.

## **SECTION 504/AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) and the federal Rehabilitation Act require the school district to ensure that no individual will be discriminated against based upon a disability. Under federal law, qualified students with disabilities may be entitled to certain services or accommodations related to their school programming. Parents who believe their child may have a disability that substantially limits their child's ability to function properly in school should contact the District 504/ADA Coordinator Heidi Rudy at (630) 257-2286 ext. 4611 or the Assistant Director of Student Services Megan Mundt at (630) 257-2286 ext. 4126.

Students who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as

having a physical or mental impairment. For more information, please contact Heidi Rudy, Director of Student Services, at 630-257-2286 ext. 4611 or Megan Mundt, Assistant Director of Student Services, at 630-257-2286 ext. 4126.

### **RELATED SERVICE LOGS**

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

### **ENGLISH LEARNERS (EL) SERVICES**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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

For questions related to this program or to express input in the school's English Learner's program, contact: Heidi Rudy at [hrudy@sd113a.org](mailto:hrudy@sd113a.org) or 630-257-2286 ext. 4611, Megan Mundt at [mmundt@sd113a.org](mailto:mmundt@sd113a.org) or 630-257-2286 ext. 4126

### **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

At least once every two years, a school board shall require in-service training of licensed school personnel and administrators who work with children in kindergarten through grade 8 to identify the warning signs of mental illness and suicidal behavior in youth.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

#### **Suicide Information:**

Dial 988 to reach the Suicide and Crisis Lifeline

Text HOME to 741741 to reach the Crisis Text Line

Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

#### **Speak-Up for Safety:**

Number (Text or Call) (630) 568-1960

Email: [speakup@sd113a.org](mailto:speakup@sd113a.org)

## **INTERNET, TECHNOLOGY, & PUBLICATIONS**

### **ACCEPTABLE USE OF ELECTRONIC NETWORKS AND RESOURCES**

All use of electronic networks and resources 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 and Resource Access form are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

#### Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks and resources must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
2. Curriculum – The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network and resources are part of the curriculum and is not a public forum for general use.
3. Privileges - The use of the District's electronic networks and resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, including but not limited to termination of employment or expulsion, and/or appropriate legal action. The system administrator and/or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke or suspend access at any time. The system administrator or Building Principal's decision is final.
4. Unacceptable Use – Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District's network or resources; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds, is illegal or for illegal purpose of any kind; or constitutes gross disobedience or misconduct, is an unacceptable use. Use of the District's network or resources for any unacceptable use will result in a cancellation of privileges, disciplinary action, including but not limited to expulsion or termination of employment, and/or appropriate legal action. The user is responsible for his or her actions and activities involving the network. General rules for behavior and communications apply when using electronic networks and resources. Some examples of unacceptable uses are, but are not limited to, the following:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clear of viruses;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain, including gambling;
  - e. Using the network to harass, threaten, intimidate, bully or demean an individual, or group of individuals, because of sex, color, race, religion, disability, national origin or sexual orientation;

- f. Not following District procedures or directives for using resources, such as file space, printing supplies, etc.;
  - g. Using resources such as file space, printing supplies, etc., for non-school related projects without prior authorization from the Director of Technology in consultation with the appropriate Building Principal;
  - h. Hacking or gaining unauthorized access to files, resources, or entities;
  - i. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph or digital image;
  - j. Using another user's account or password, with or without consent from that user;
  - k. Posting material authored or created by another without his/her consent;
  - l. Posting anonymous messages;
  - m. Using the network for commercial or private advertising;
  - n. 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;
  - o. Using the network while access privileges are suspended or revoked;
  - p. Accessing, sending, posting, publishing, or displaying any abusive, obscene profane, sexual, threatening, harassing, illegal, or knowingly false material;
  - q. Misrepresenting the user's identity or the identity of others; and
  - r. Using the electronic networks while access privileges are suspended or revoked.
5. 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:
- a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that electronic mail (email) 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.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. All information transmitted via the network or Internet should be treated as if it could be read by anyone.
6. No Warranties - The District makes no warranties of any kind, whether express or implied, for the service of providing computer network access to its users, and bears no responsibility for the accuracy or quality of information or services obtained from the computer network or any loss of data suffered in connection with use of the network. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors, omissions or negligence. Use of any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The District has acted in good faith and in a reasonable manner in selecting and implementing filtering applications, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computer by minors, harmful to minors. Nevertheless, by using the District's network and resources, users acknowledge that such

technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.

7. Monitoring – All users of the District technology should recognize that email use, storage capacity, or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly and in accordance with this policy. Employees should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of District technology may be inspected and could be subject to public disclosure under the Illinois Freedom of Information Act. Users have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic networks or District technology devices. District 113A has the right to access, review, copy, delete, or disclose as allowed by law, any digitally recorded information stored in, or passed through District technology, regardless of the initial intentions of the user, without prior notification or prior consent of the user. Electronic communications and downloaded materials, including files deleted from a user's account but not erased, may be monitored or read by school officials. The Superintendent or his/her designee shall monitor the activities of users visually, via tracking software, logs or remote access at any time. Other monitoring may occur, as necessary.
8. Indemnification – The user agrees to indemnify the School District for any losses, costs, damages, charges or fees, including, but not limited to, telephone charges, long distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by the District and relating to or arising from the user's use of the District's network or resources or any violation by the user of the Policy, these rules and regulations, or other rules, regulations or other terms or conditions of computer network or resource access promulgated by the Superintendent, Building Principals or the Director of Technology.
9. Security – Network security is a high priority. Users must keep their account name and password absolutely confidential. If a user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. 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.
10. 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.
11. Cooperation with Investigations – The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's network or resources. Evidence of illegal activity may be reported or turned over to appropriate authorities.
12. 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, relating to, or arising from, an individual user's use of the District's network or resources.
13. Copyright Web Publishing Rules – Copyright law prohibits the re-publishing of text or graphics found on the Web without explicit written permission.
  - a. 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.
  - b. Students engaged in producing Web pages must provide teachers with email or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

- c. 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.

#### 14. Enforcement

The failure of any user to abide by this Acceptable Use of Electronic Network and Resources, or other rules, regulations or other terms or conditions of network and resource access promulgated by the Superintendent, Building Principals, or the Director of Technology, will result in the suspension or revocation of the user's network and resource privileges, disciplinary action, including but not limited to expulsion or termination of employment, and/or appropriate legal action. Network and resource privileges may be suspended or revoked by the Superintendent or Building Principal with the recommendation of the Director of Technology. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies and contractual agreements. District 113A will cooperate with all law enforcement agencies (local, state and federal) in any investigatory pursuits related to data transmission originating from District 113A networks and servers. There is no guarantee that email generated on or received by District 113A network/services will remain private.

#### 15. Policy Modifications

The Board of Education may modify the terms and conditions of use and/or the provisions of this Acceptable Use of Electronic Network and Resources policy and its implementing rules and regulations at any time. The Superintendent, Building Principals or Director of Technology may also promulgate additional rules, regulations or other terms or conditions of network or resource access as may be necessary to ensure the safe, proper and efficient operation of the network, resources and the District's schools. Notice of any such modifications or additional rules, regulations or other terms or conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the network or in a conspicuous place at access locations (including the District's website). Use of the District's network constitutes acceptance of the terms of the Policy, the implementing rules and regulations, and any additional rules, regulations or other terms or conditions of network or resource access which may have been promulgated by the Superintendent, Building Principals, Director of Technology or their designees.

#### 16. Reporting Suspected Violations of the Acceptable Use Policy

District 113A mandates that anyone who believes that there is a violation of this policy and its implementing rules and regulations must direct the information to the Director of Technology or Superintendent in writing or via email. If available, the following information should be provided: 1) the exact nature of the alleged violation; 2) how you came to learn of the violation; 3) the date, time and location of the alleged violation; and 4) evidence of the alleged violation.

If you believe the violation is email related, please do NOT delete, move or change the message in any way. Email with full header information provides many of the clues necessary to investigate possible email violations.

#### 17. Use of email

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 email to aid network users in fulfilling their duties and responsibilities, and as an education tool.

- a. 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 user to an electronic mail account is strictly prohibited.
- b. Each person shall 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 email message that would be inappropriate in a letter or memorandum.



- c. 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 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.
- d. 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.
- e. If an employee's personal electronic device is enabled to access District email, the user acknowledges these parameters: 1) The device may be subject to the Freedom of Information Act; and 2) If the device is lost or stolen, the user must inform the technology department within 24 hours to ensure the confidentiality of District data stored on the device. This will be accomplished by resetting the user's District password or resetting the device to factory settings.
- f. 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. Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: 1) obscene; 2) pornographic; or 3) harmful or inappropriate for students as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee.

The Superintendent and Building Principals shall implement procedures that address the following:

1. Ensure staff supervision of student access to online electronic networks and resources;
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials;
3. Ensure student and staff privacy, safety and security when using electronic communications;
4. Restrict unauthorized access, including "hacking" and other unlawful activities; and
5. Restrict unauthorized disclosure, use and dissemination of personal identification information, such as names and addresses.

As required by federal law and Board policy, students will be educated about appropriate online behavior, including but not limited to: 1) interacting with other individuals on social networking websites and in chat rooms, and 2) cyber-bullying awareness and response.

### **Authorization for Electronic Network and Resource Access (Reference: Board Policy 6:235)**

#### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or resources, including District computers. General rules for behavior and communications apply when using electronic networks and resources.

The District's *Authorization for Electronic Network and Resource Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Each staff member must sign the District's Authorization for Electronic Network and Resource Access as a condition for using the District's electronic network and resources. Each student's parents must sign the Authorization before being granted use.

All users of the District's electronic network and resources shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network and Resource Access or this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **AUTHORIZATION FOR ELECTRONIC NETWORK AND RESOURCE ACCESS**

### **Required for ALL Students: Early Childhood and Kindergarten – Grade 8**

Our school district has the ability to enhance your child's education through the use of electronic networks and resources, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Internet safety information will be given to students at the start of the school year (grades 3-8). Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this education opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Parents/guardians are legally responsible for their child's actions. If you agree to allow your child to have access to District 113A's electronic network and resources, please sign the *Authorization* that appears on the receipt for the *Code of Conduct and Student Information*.

### **Students must have a parent/guardian read and agree to the following before being granted access:**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks and Resources* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures of parents/guardians are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

By signing the *Authorization* on the handbook receipt, parents/guardians acknowledge their understanding 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 their child's use is not in a school setting. By signing the handbook receipt section regarding authorization for network and resource access, parents/guardians acknowledge that they have read the Acceptable Use of Electronic Networks and Resources policy contained in this handbook and discussed the rules and procedures with their child/ren. By signing the handbook receipt, parents/guardians hereby request that their child be allowed access to the District's electronic network and resources, including the Internet, 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: email, online connections, network usage and internet connections.

### **USING AN IMAGE OR WORK OF A STUDENT**

**Pictures of Unnamed Students:** Students may occasionally appear in photographs and video recordings 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 within the schools. Student work posted on the web pages or in authorized external publications will NOT identify students by 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:** Sometimes, 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 Assistant Superintendent.

## **1:1 DIGITAL LEARNING PROGRAM**

School District 113a believes that technology should be an interdisciplinary and collaborative approach involving authentic, real-world, engaging learning experiences for all of its stakeholders. All learners gain and utilize essential skills that extend beyond the classroom and foster lifelong learning with the goal of creating productive citizens that contribute and thrive in our ever-changing society.

Students in grades K-8 participate in the 1:1 digital learning program that offers students the opportunity to integrate technology into their learning.

For more information regarding Chromebooks in grades 3-8, see the student Chromebook handbook which provides information on device distribution, care, and expectations. The **1:1 Student and Parent/Guardian Handbook** can be found at: <https://www.sd113a.org/about/handbook>

## **ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT**

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

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data

- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

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

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

## **TRANSPORTATION**

### **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 buses, 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. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Students should be at the designated school bus stop 5 minutes before the bus is due.
3. Students must stay off the road at all times while waiting for the bus.
4. Students must stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Students must be seated, in their assigned seats, at all times while the bus is in motion. Remain seated facing forward. Keep hands, arms, and head inside the bus.
6. Students must be quiet enough at all times in order to remain alert to a danger signal from the driver. No shouting or creating loud noises. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.

7. Students must remain in the bus in the event of a road emergency until instructions are given by the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated.
8. 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.
9. 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.
10. Students must be absolutely quiet when the bus is approaching a railroad crossing.
11. Students must treat bus equipment with proper respect. Tampering with the bus or any of its equipment is forbidden at all times.
12. 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.
13. Students must never carry animals on the bus.
14. Students must keep books, packages, coats and all other objects out of the aisles and away from emergency exits at all times while the bus is in motion.
15. Students must leave no books, lunches or other articles in the bus.
16. Students may use cellular phones as long as they are following the District 113A Social Media Policy. Students may not use pagers, 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).
17. 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.
18. 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.
19. Students must observe all safety precautions when loading or unloading the bus. Students must stay out of the danger zone next to the bus where the driver may have difficulty seeing the student. It is recommended to take five giant steps away from the bus and out of the danger zone, until the student can see the driver and the driver can see the student. Never crawl under the bus.
20. Students must observe all bus rules while riding, whether it be to and from school or while riding during field trips of any kind.
21. If a student must cross a street after getting off the bus, they must wait for the driver's signal and then cross in front of the bus. The student may cross the street only after checking both ways for traffic.
22. Students should never run back to the bus, even if something has been dropped or forgotten.
23. Kindergarten students must have a parent or approved adult present at the bus stop for pick-up and drop-off. Students in grades 1 through 8 do not need a parent or approved adult present at the bus stop during pick-up and drop-off.

24. 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 with prior approval by administration, changes to a previously assigned route or stop will be considered. To change a route or stop in the event of an emergency, a minimum of 48 hours notification is required by email only to Pat Crean, Director of Operations: [pcrean@sd113a.org](mailto:pcrean@sd113a.org).

### **Bus Conduct (7:220)**

#### **Bus Conduct**

**All students must follow the District's *School Bus Safety Rules*.**

#### **School Bus Suspensions**

**Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:**

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
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.

#### **Academic Credit for Missed Classes During School Bus Suspension**

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

#### **Electronic Recordings on School Buses**

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

#### **Discipline Procedure**

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **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.

### **SKATEBOARDS**

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

## **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. If an emergency occurs after school hours, the local police department should be contacted immediately by dialing 911.

## **STUDENT RECORDS & PRIVACY**

### **NOTICE TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student. Each student's records will be properly maintained by the school as confidential, subject to access as provided by law. The information in a student's record file will be available for review by the parents of a student or adult student.

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

The *permanent* record (maintained by the district for at least 60 years) includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1))
3. Academic transcripts including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3 157 as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
4. Attendance Record
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information
  - c. The name and capacity of the requesting person and the purpose for the request
  - d. The date of release
  - e. A copy of any consent to a release



The *permanent* record may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* (maintained by the district for no less than 5 years) and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g. glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g. nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for on-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth...has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Information contained in related service logs maintained by the District for a student with an individualized education program under 105 ILCS 5/14-8.02f(d), amended by P.A. 101-643, including for speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual

3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act offered parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parents/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement

unit personnel); a person serving on the School Board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

Before any school student record is destroyed or information deleted therefrom, the parent or student, if the rights and privileges for the records have been transferred to the student, shall be given reasonable prior notice. A school may provide reasonable prior notice through (1) notice in the parent or student handbook, (2) publication in a newspaper published in the school district or a paper of general circulation within the school district, (3) mail delivered to the last known address of the parent or student, or (4) other means provided the notice is confirmed to have been received.

Temporary student records are maintained for 5 years after a student has transferred, graduated or otherwise withdrawn from school, and may then be destroyed by the district. The parent/student (as applicable) has the right to request a copy of any record prior to such destruction. The district destruction schedule for student records is that schedule currently approved by the Local Records Commission.

Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District will make certain general information about students available, for release without parent consent, absent parent objection. This limited information is known as "directory information." The release of directory information is generally not considered harmful or an invasion of the student's or family's privacy. The district has designated the following information as directory information:

- Student's name
- Student address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos or digital images
  - For informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
  - No individual photo/image can be used for commercial purposes (solicitation, advertising, promotion or fund-raising) without the prior, dated, written consent of the parent.
- Academic awards, degrees, and honors
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Period of attendance in school
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. A student's SSN, in whole or in part, cannot be used for this purpose.

If you do not want the district to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 15 of the school year, or within 15 days of receipt of this Handbook by a transferring student. No directory information will be released within this time period except as required to establish use of third party online educational services and to school-related organizations (e.g. PTO, Educational Foundation, Band Boosters, Warrior Boosters, etc.)

6. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits 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.**
7. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
 Student Privacy Policy Office  
 400 Maryland Avenue, SW  
 Washington DC 20202-8520

For further information in this area, the District policy on student records is available at:  
[https://www.isbe.net/Documents/ch13-student\\_records.pdf#search=student%20record](https://www.isbe.net/Documents/ch13-student_records.pdf#search=student%20record)

## **STUDENT PRIVACY**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Student Privacy Protections**

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### **Instructional Material**

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

#### **Selling or Marketing Students' Personal Information is Prohibited**

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a

home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions. Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

#### Student Data

Pursuant to state law, the district will provide written agreements, between the district and third parties which receive personal information of students, on the district's website. These agreements are accompanied by clear and understandable explanations of what data is being used and how it is being used. Additionally, if any student data is breached, the district will notify parents of students whose information was compromised within thirty days or as soon as the notice will not interfere with a law enforcement investigation, if local law enforcement determines the notification would do so.

### **MANDATED NOTIFICATIONS**

#### **EQUAL EDUCATION OPPORTUNITY/NON-DISCRIMINATION/HARASSMENT**

It is the policy of this district to ensure equal education opportunity for all students. This district does not discriminate on the basis of race, color, creed, age, disability, gender, gender identity (whether or not traditionally associated with the student's sex assigned at birth), gender expression, marital status, religion, religious affiliation, sexual orientation, ancestry, national origin or any other legally protected characteristic in its programs or activities. Further, no person shall be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under an education program or activity receiving federal assistance. Title IX prohibits sexual harassment in all school programs and activities in school facilities or other school sponsored activities. Students shall be supported in a manner consistent with their gender identity. This will include but not be limited to use of restrooms, locker rooms, and other facilities that correspond to the student's gender identity. Title IX protections apply to (1) persons in the United States, (2) at events the school exercised substantial control over, (3) buildings controlled by student organizations, and (4) school programs and activities regardless of whether they occur on- or off-campus. Schools may also address sexual harassment affecting its students or employees that fall outside of Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, age, creed, disability, religion, gender, sexual orientation, ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. It is district policy to maintain an atmosphere free of harassment, including sexual harassment, and no student shall be subject to such harassment.

Sexual harassment may include, but is not limited to, oral or written harassment or abuse, pressure for sexual activity, unwelcome sexual advances or behavior, demeaning sexual or gender-based comments, and other unwanted actions based on one's gender identity, or gender expression.

Title IX defines sexual harassment as any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectionably

offensive that it denies a person equal educational access, and; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act.

A student or parent should contact the school principal immediately with any complaint regarding any of the above, or a formal complaint can be made in writing to the official designated in district policy.

Any person may report sex discrimination, including sexual harassment, in-person, by mail, by telephone, or by email using the contact information listed for the Title IX Coordinator or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours by using the telephone or email address or by mail to the office address listed, for the Title IX Coordinator. Additionally, whenever any employee has notice of sexual harassment, including allegations of sexual harassment, Title IX requires a K-12 school to respond. Contact information for the school's Title IX Coordinator can be found on our website at [www.sd113a.org](http://www.sd113a.org) and is provided below:

Dr. Daniela Fountain  
(630) 257-2286 ext. 4618  
[dfountain@sd113a.org](mailto:dfountain@sd113a.org)

Schools must notify the following parties of the Title IX Coordinator's contact information: students, employees, applicants for admission and employment, parents and legal guardians of elementary and secondary school students, and all unions. Schools are required to offer supportive measures to alleged victims of sexual harassment.

Further information, including the process for filing a complaint involving unlawful discrimination, including any Title VI, Title IX, Section 504, the Age Discrimination Act and the Boy Scouts Act Equal Access Act violation, is available by reviewing the following district policies: <https://www.sd113a.org/boe/policies-and-procedures>

### **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:

Dr. Daniela Fountain, Asst. Superintendent  
16100 W. 127<sup>th</sup> Street  
Lemont, IL 60439  
(630) 257-2286 ext. 4618

Heidi Rudy, Director of Student Services  
16100 W. 127<sup>th</sup> Street  
Lemont, IL 60439  
(630) 257-2286 ext. 4611

### **SEXUAL HARASSMENT POLICY**

The district is committed to creating an environment free of sexual harassment. Accordingly, the District has developed a comprehensive sexual harassment policy which can be viewed on our website at <https://www.sd113a.org/boe/policies-and-procedures>.

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL**

A parent/guardian is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

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

For further information, please contact the school principal, and complete the requisite form. At least twenty-four hours' advance notice is necessary.

### **MANDATED REPORTER**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. Any District employee who believes a student is in immediate danger of harm, shall first call 911.

Consistent with "Erin's Law," the district has adopted policies addressing sexual abuse of children that may include age-appropriate curriculum for students in pre-K through 5<sup>th</sup> grade; training for school personnel on child sexual abuse; educational information to parents or guardians provided in the school handbook on the warning signs of a child being abused, along with any needed assistance, referral, or resource information; available counseling and resources for student affected by sexual abuse; and emotional and educational support for a child of abuse to continue to be successful in school.

The purpose of Erin's Law is to equip children with awareness of sexual abuse so that they report abuse and, ultimately, to reduce victimization. District 113A social workers and counselors have collaborated with Guardian Angel Community Services, a local agency that specializes in age-appropriate sexual abuse awareness education, about this instruction for our students. Teen dating violence is also a required topic for our middle school students. No students shall be required to take or participate in any class or course on sex abuse if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians shall be given at least 5 days' written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be a reason for disciplinary action or academic penalty.



## **COMMUNITY NOTIFICATION ACT**

Information about sex offenders is available to the public as provided in the Illinois Sex Offender Community Notification Law. The Sex Offender Database can be accessed at the following Illinois State Police Registries.

Illinois Sex Offender Registry - <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry <https://isp.illinois.gov/MVOAY/Disclaimer>

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

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

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

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

A violation of this law is a Class 4 felony.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

Under this federal Act, the district is required to provide notice of its privacy procedures and policies. Copies of those policies can be found at Board policies:

<https://www.sd113a.org/boe/policies-and-procedures>

A summary of the federal requirements under the Act can be found at:

<https://www.hhs.gov/sites/default/files/privacysummary.pdf>

## **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. 2803.

## **PESTICIDE AND HERBICIDE NOTIFICATION**

In conformance with the Structural Pest Control Act, the district follows procedures to control structural and landscape pests, while working to minimize the exposure of students and staff to pesticides.

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 Pat Crean, Director of Operations, at (630) 257-2286, extension 2803.

## **SALES CONTRACTS WITH PRIVATE COMPANIES**

The Robinson-Patman Act is one of several federal antitrust 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:

### **Van Gogh - Photography**

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.