

— We —  
**ENVISION**

— We —  
**SEEK**

— We —  
**BELIEVE**



# Schools of 58

*A Handbook for Families*

2019–2020

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[www.facebook.com/district58](http://www.facebook.com/district58)

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 Find us on YouTube:  
[www.youtube.com/DownersGrove58](http://www.youtube.com/DownersGrove58)

## Superintendent's Greeting:

Dear District 58 Families,

Welcome to the 2019-20 school year! As District 58's superintendent, it is my privilege to serve you, and I look forward to partnering with you throughout your child's District 58 educational journey.

I invite you to review the Schools of 58 Parent Handbook with your children this fall, and reference it throughout the school year as needed. This handbook provides useful information about District 58's policies, procedures, resources and student expectations. We reorganized the handbook this year by topic, and we hope you find this update helpful.

District 58 highly values two-way communication between parents and staff. If you have a question about District 58 that cannot be answered within these pages, I invite you to visit the District's website at [www.dg58.org](http://www.dg58.org) or reach out to your child's teacher, principal or me. We are happy to assist you!

The 2019-20 school year will be a fantastic time to pursue excellence in District 58 together!

Yours in Education,



Dr. Kevin B. Russell  
Superintendent of Schools  
[krussell@dg58.org](mailto:krussell@dg58.org)  
630-719-5803



## Board of Education

District 58 is served by a seven-member volunteer Board of Education. The Illinois School Code and federal statutes provide the basis for Board actions. The Board also operates under the guidelines of District 58's written policies and procedures.

The Board adopts and monitors the District's budget; develops and approves District policies; and hires the District superintendent. The Board delegates the day-to-day operation of the District and its schools to an administrative staff led by the superintendent of schools. The public is encouraged to attend District 58 Board of Education meetings, typically held on the second Monday of each month at 7 p.m. Visitors may address the Board during the Reception of Visitors portion of the meeting. Other public meetings are scheduled as needed.

Information regarding Board meetings – including official agendas, meeting video, meeting audio, minutes and the Board Briefs news report – can be found on the District 58 website at [www.dg58.org](http://www.dg58.org).

### Board members, 2019 – 20



**Darren Hughes**  
President



**Greg Harris**  
Vice President



**Kirat Doshi**



**Emily Hanus**



**Steven Olczyk**



**Jill Samonte**



**Tracy Weiner**

The Board of Education encourages open communication between the community and District 58. Community members are encouraged to communicate directly with the District employee closest to their specific situation, as he or she typically will be the best person to respond. If further discussion is needed after speaking to the person directly involved in the issue, the staff member's immediate supervisor should be contacted. In most situations this individual would be the principal or assistant principal. The District superintendent also is available to facilitate the partnership between home and school.

Members of the Board of Education can be contacted through Board Secretary Melissa Jerves by calling 630-719-5803. Board members can also be reached by email at [boe@dg58.org](mailto:boe@dg58.org) or by mailing a letter to the Board of Education, District 58 Administrative Service Center, 1860 63rd Street, Downers Grove, IL, 60516. All communication to the Board or individual Board members is shared with the superintendent and the entire Board. Communications to the Board are also listed in the Board's monthly meeting agenda.

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# About District 58

## Our Mission

The mission of District 58, in partnership with parents and community, is to challenge and engage each child by providing quality educational programs and support services in a safe, nurturing and child-centered environment in order to prepare all students to be lifelong learners and contributing members of a global society.

## Our Core Beliefs

- Each student is capable of learning and deserves to be educated and challenged to reach his/her highest potential.
- Education is the foundation for success, both in academic achievement and social emotional development.
- Within each child, we will cultivate the social awareness, self-management and responsible decision-making skills necessary to be a contributing member of society.
- Educators, students, families and community members should work together to support the healthy development of all students.
- The school environment should be stimulating and engaging, with opportunities for creative, collaborative and meaningful learning experiences.
- The school environment should be safe, friendly and nurturing, where everyone comes to learn, grow and develop.

## Our Vision

**We Envision** a school district that inspires children, sparks creative and innovative thinking, celebrates diversity and builds visionaries.

**We Seek** an education that excites minds, touches spirits, challenges abilities and prepares our children for life.

**We Believe** every child should be expected to grow, stretch, evolve and embrace the challenges of the future in a global environment.

## Strategic Plan

In 2018, District 58 developed a comprehensive four-year Vision 58 Strategic Plan in partnership with staff, parents and community members. The Strategic Plan clearly lays out three specific goals, along with objectives and strategies to achieve them. District 58 leaders present quarterly Strategic Plan progress updates to the Board of Education to provide transparency and accountability.

**Goal 1: Focusing on Learning** – Enhance and support learning to meet the needs of all students.

**Goal 2: Connecting the Community** – Cultivate and strengthen community relationships by focusing on communication, collaboration and consistency.

**Goal 3: Securing the Future** – Provide safe and effective learning environments in fiscally-responsible ways.

Learn more about the Strategic Plan at [www.dg58.org/vision58](http://www.dg58.org/vision58).

Follow District 58's progress by visiting the Vision 58 Dashboard at [www.dg58.org/vision-58-strategic-plan-dashboard/](http://www.dg58.org/vision-58-strategic-plan-dashboard/).



# District 58 At -a-Glance

## Our Schools



District 58 families also are served by extensive special education programs and services, as well as a gifted child program.

All District 58 students feed into District 99 for high school.

## Our Community

Downers Grove, population **49,500**, resides in the southeastern portion of DuPage County, about 25 miles west of Chicago.

### District 58 serves preschool-through-eighth grade

students living in Downers Grove and portions of Darien, Lisle, Lombard, Oak Brook, Westmont and Woodridge. The geographical area extends roughly from Butterfield Road on the north to 75th Street to the south, and from Walnut Avenue on the west to Williams Street on the east.

Visit [www.dg58.org](http://www.dg58.org) for precise boundary maps.

## BUDGET

The District 58 budget is posted on the District website, [www.dg58.org](http://www.dg58.org), within 10 business days of its formal adoption by the Board of Education in September.

District 58 aims to spend responsibly while providing students with a world-class education.

This approach has earned District 58 the Illinois State Board of Education's (ISBE) highest financial strength rating for

**18 straight years,**  
as well as a commendable

**Aa1**

rating by Moody's Investors Services.

The Illinois State Board of Education measures student success using several factors, including academic growth, academic proficiency and attendance.

**It awards its highest-performing schools with an "Exemplary" rating. In fall 2018:**

**85%** of District 58 schools earned an "Exemplary" rating.

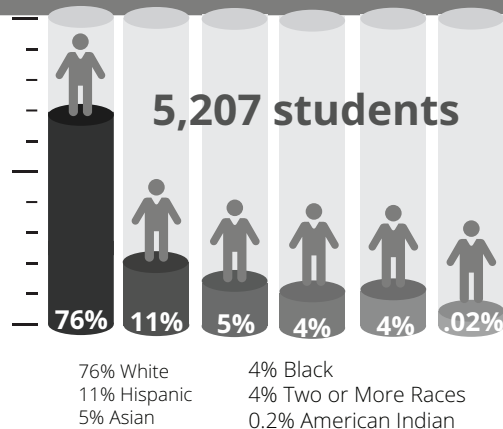
**21%** of DuPage County grade K-8 schools earned an "Exemplary" rating.

**10%** of Illinois grade K-8 schools earned an "Exemplary" rating.

**15%** The remaining 15% of District 58 schools earned a "Commendable" state rating, which is the state's **second highest** designation.

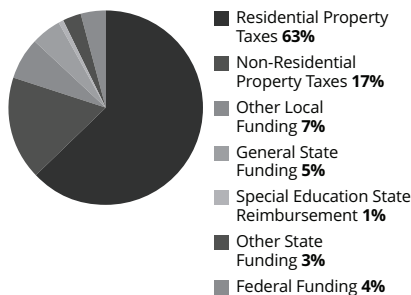
Learn more about District 58 state ratings at [www.dg58.org/essa](http://www.dg58.org/essa).

## Our Students

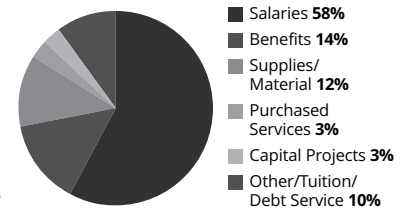


## District 58 spending

Where does District 58 receive its funding?



What does District 58's funding support?



Sources: ISBE's 2018 Illinois School Report Card, 2018 DuPage County Tax Booklet and the 2018-19 District 58 Budget

## Contact Information

### District 58 Central Administration

#### ADMINISTRATIVE SERVICE CENTER

1860 63rd St., Downers Grove, IL 60516 | 630-719-5800

Dr. Kevin Russell, *Superintendent of Schools*

Dr. Jayne Yudzentis, *Assistant Superintendent for Personnel*

Jessica Stewart, *Assistant Superintendent for Special Services*

Todd Drafall, *Assistant Superintendent for Business/CSBO*

Katie Hannigan, *Manager of Business Services*

Megan Hewitt, *Community Relations Coordinator*

#### LONGFELLOW CENTER

1435 Prairie Ave., Downers Grove, IL 60515 | 630-719-5867

Justin Sisul, *Asst. Supt. for Curriculum and Instruction*

Dr. James Eichmiller, *Asst. Supt. for Technology and Learning*

Kevin Barto, *Director of Buildings and Grounds*

Geoff Neustadt, *Assistant Director of Buildings and Grounds*

Rozana Qirjaji, *English Learner Coordinator*

## District 58 Schools

#### Belle Aire School

3935 Belle Aire Lane  
630-719-5820

Principal: Brent Borchelt

#### El Sierra School

6835 Fairmount Ave.  
630-719-5825

Principal: Jason Lynde

#### Fairmount School

6036 Blodgett Ave.  
630-719-5830

Principal: Lisa Niforatos  
Assistant Principal: Matthew Jewell

#### Henry Puffer School

2220 Haddow Ave.  
630-968-0294

Principal: Britta Waszak

#### Highland School

3935 Highland Ave.  
630-719-5835

Principal: Zachary Craft  
Assistant Principal: Christine Priestler

#### Hillcrest School

1435 Jefferson Ave.  
630-719-5840

Principal: Michelle Rzepka  
Assistant Principal: Lauri Smith

#### Indian Trail School

6235 Stonewall Ave.  
630-719-5845

Principal: Robin Bruebach

#### Kingsley School

6509 Powell St.  
630-719-5850

Principal: Melissa Sawisch  
Assistant Principal: Elynn Cunningham

#### Lester School

236 Indianapolis Ave.  
630-719-5855

Principal: Carin Novak  
Assistant Principal: Katie Novosel

#### Pierce Downer School

1436 Grant St.  
630-719-5860

Principal: Christine Collins  
Assistant Principal: Lauri Smith

#### Whittier School

536 Hill St.  
630-719-5865

Principal: Michael J. Krugman

#### Herrick Middle School

4435 Middaugh Ave.  
630-719-5810

Principal: Amy Read  
Assistant Principal: Stephanie Dornan

#### O'Neill Middle School

635 59th St.  
630-719-5815

Principal: Matt Durbala  
Assistant Principal: Haley Vermeer

Special Programs Coordinator:  
Bonnie Osborne

(serves all schools, office is at O'Neill)

#### Grove Children's Preschool

Located at Henry Puffer and  
Indian Trail schools  
630-968-0454

To set up a preschool/  
developmental screening,  
call 630-719-5800.

Coordinator: Jackelyn Cadard

## 2019–20 Calendar

Visit [www.dg58.org](http://www.dg58.org) to access the full District 58 calendar and individual school calendars.

<b>August 19–20</b>	Teacher Inservice Days *
<b>August 22</b>	First Day of Classes – Full day
<b>September 2</b>	Labor Day *
<b>October 14</b>	Columbus Day *
<b>October 15</b>	Morning Teacher Inservice Day; Afternoon and Evening Parent/Teacher Conferences *
<b>October 17</b>	Evening Parent-Teacher Conferences
<b>November 11</b>	Veterans Day – School in session
<b>November 15</b>	End of First Trimester
<b>November 25–29</b>	Thanksgiving Break *
<b>December 2</b>	Teacher Inservice Day *
<b>Dec. 23–Jan. 3</b>	Winter Break *
<b>January 20</b>	Martin Luther King, Jr. Day *
<b>January 28</b>	Evening Parent-Teacher Conferences
<b>January 30</b>	Evening Parent-Teacher Conferences
<b>February 17</b>	Presidents Day *. **
<b>February 27</b>	End of Second Trimester
<b>February 28</b>	Teacher Inservice Day *
<b>March 30–April 3</b>	Spring Break *
<b>April 10</b>	No School *
<b>May 25</b>	Memorial Day *
<b>June 9</b>	Last Day of School **

\* No school for students

\*\* Emergency Days

If inclement weather or other emergencies require District 58 to cancel school, the District will use an Emergency Day to make up the lost instruction. Feb. 17 (Presidents Day) and June 4–9 are Emergency Days and may be declared holidays if not needed for emergencies. If no Emergency Days are used, the last day of school will be June 3, 2020.

## Early Release Mondays

District 58 is pleased to offer new curriculum resources and instructional enhancements this school year. This will provide students with a more rigorous and well-rounded District 58 learning experience. To ensure success, teachers need adequate professional learning time and support.

To this end, the 2019–20 calendar includes a **2 p.m. early dismissal on Mondays for students in grades K–8**. This will provide teachers with dedicated and structured professional learning time on Monday afternoons. This time will help teachers implement new curriculum resources, improve their instructional practice, and ultimately provide students with the highest-quality learning experiences. The hours they spend mastering the curriculum will directly benefit students. District 58 is pleased to offer teachers this new opportunity! Learn more at [www.dg58.org/pro](http://www.dg58.org/pro).

## School Day Schedule

- **Preschool:** 8:50–11:30 a.m. (morning session) and 12:30–3:10 p.m. (afternoon session), Monday–Friday
- **Kindergarten:** 8:15–11:20 a.m., Monday–Friday
- **Kindergarten with OKEEP\* and Grades 1–6:** 8:15 a.m.–2 p.m. on Monday and 8:15 a.m.–3 p.m. on Tuesday–Friday
- **Grades 7–8:** 8:30 a.m.–2 p.m. on Monday and 8:30 a.m.–3:17 p.m. on Tuesday–Friday. Early Bird classes (band, choir and orchestra) will take place from 7:45–8:25 a.m. Monday–Friday.

\* OKEEP stands for the *Optional Kindergarten Enrichment and Enhancement Program*



## General Information

### Admission

#### Kindergarten

A child may attend kindergarten in District 58 if he or she will turn five years of age on or before Sept. 1 of that school year. In addition, kindergarteners must reside within District 58 boundaries and their parent or guardian must submit the following registration materials to their child's school prior to admittance:

- Child's original, certified birth certificate from the county or state (with raised seal)
- Completed Certificate of Residence (available on the school website or in person)
- Photo ID (driver's license or state ID) with the current, correct address
- One of the following: Homeownership title/deed, apartment lease, homeowner's insurance, renter's insurance or auto insurance
- One of the following: A current gas bill or current electric bill with full name and current address
- Completed registration forms, available on the school website or in person at the school office. These forms include required health and immunization forms.

Incoming kindergarten parents may visit [www.dg58.org/kindergarten](http://www.dg58.org/kindergarten) or their school's webpage for more information.

#### First Grade

A child may attend first grade in District 58 if he or she will turn six years of age on or before Sept. 1 of that school year. If a child has not attended kindergarten in District 58, he or she will be asked to submit an original birth certificate, along with the other new family registration materials listed in the "Kindergarten" section above.

#### Early Admission

If the fifth birthday of a child occurs after Sept. 1, the parent/guardian may apply for the early admission of their child to kindergarten. District 58 strongly encourages parents to contact their child's future school before April 1 to be considered for early admission in the following year. The school's principal will provide parents with early admission written assessment guidelines and application procedures.

Early admission is based on the successful attainment of standards established by District 58, with final approval by school personnel. The same procedure applies for early admission to first grade if the sixth birthday of that child occurs after Sept. 1 of that year. (References: Board Policies 5101.1 and 5101.2)

#### Attendance

**To report absences, please call your child's school office.**

A 24-hour answering system is available to receive calls. Whenever a child is absent from school, parents are required to call the child's school. Parents are asked to report all student absences to the office prior to the start of the school day.

Regular student attendance is critical to successful student achievement. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom where students and teachers interact can never truly be made up, even by doing makeup work. District 58 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel.

#### Illness

When determining if your child should remain home from school due to an illness, the District asks that you follow the recommendations of the DuPage County Health Department, the Illinois Department of Public Health and the Centers for Disease Control and Prevention. For example, your child should stay home if he or she has experienced the following symptoms within the past 24 hours: vomiting, diarrhea or a fever greater than 100. Your child may return to school if he or she has been symptom-free for 24 hours without the use of medication.

#### Tardies

In accordance with Illinois State Board of Education requirements, any absence of 30 minutes or longer is recorded as a minimum of a half-day absence. Appropriate procedures are followed in all schools for chronic tardiness.

#### Vacations

The District asks parents to schedule vacations during normal school holidays and break periods. In the event of an unavoidable family trip over school attendance days, every effort will be made to provide work for students to make up. Parents should contact their child's principal to make these arrangements.

#### Family Emergencies/Religious Holidays

Students who are absent from school due to a family emergency or the observance of a religious holiday will be given an equal opportunity to make up any school work requirements missed due to the absence.

#### Unexcused Absences

An absence without valid cause (such as those described above), class cut, or an absence without a parent or guardian telephone call to the school office verifying the absence will be considered unexcused.

#### Chronic Truancy/Absenteeism

In keeping with Illinois School Code and state legislation, any student who misses 5 percent or more of the school year without valid cause is considered chronically truant by the Illinois State Board of Education (ISBE). This means a student who has eight or more unexcused absences within a school year is considered to be chronically truant. District 58 will work to support the families of students who are chronically truant in an effort to prevent recurring unexcused absences.

A student is considered chronically absent by ISBE if they miss 10 percent or more of the school year regardless of whether absences are excused or unexcused. A student missing more than 17 days in a school year for any reason will be considered chronically absent. Exceptions include only student hospitalizations and deaths in the immediate family. Student absences are reported on each student's report card and are maintained within each student's permanent record. A school's chronic absenteeism rate also is factored into the school's overall ISBE school rating.

### Before- and After-School Care

District 58 offers a before- and after-school program at all elementary schools. For more information, please visit [www.discoverchampions.com](http://www.discoverchampions.com).

### Bus Transportation

All students who live beyond one and one-half miles from their school, or in an area that has been designated a serious safety hazard by the Board of Education and the Illinois Department of Transportation, are eligible for bus transportation to their school. Any child not eligible for bus transportation as authorized above may ride the school bus on a space available basis if the parents agree to pay the actual costs for transportation and the student can safely access an established bus stop.

### Early Dismissal Procedures

Any parent who wishes to take his/her child out of class during regular school hours must call the school office ahead of time or send a written notice. The child must be picked up at the school office by the parent or his/her designee, who must sign for the child's dismissal.

### Facility Rental

District 58 rents school facilities to community groups. Groups interested in renting school facilities may call the building principal for availability, scheduling and fees.

### Fees

Fees for students in preschool through eighth grade are set annually by the Board of Education. Fees for the 2019–20 school year are as follows:

- Instructional materials grades 1–8: **\$202**
- Instructional materials kindergarten: **\$123**
- Middle school yearbook: **\$20**
- Busing: **\$35** (greater than 1.5 miles) and **\$504** (less than 1.5 miles)
- Outdoor education (6th grade only): **\$184**
- Milk (1st–6th grade only): **\$29**
- Recorder kit (4th grade only): **\$11.40**
- Recorder only (4th grade only): **\$4.55**
- Novel fee (7th–8th grade only): **\$10**
- Optional Kindergarten Enrichment and Enhancement Program: **\$2,550**
- Preschool tuition: **\$3,750**
- Preschool application: **\$50**

### Fee Waivers

The District will waive fees for textbooks, instructional materials, outdoor education activities and other field trip activities for students whose parents are unable to purchase these services. Students may receive a fee waiver if they qualify for the National School Lunch Program. In addition, the District will consider approving a waiver for students whose parents cannot afford the fees due to one or more of the following factors: family illness; unusual expenses, such as fire, flood or storm damage; unemployment; work stoppage; or other emergency situations. If a parent requests a fee waiver due to the extenuating circumstances listed above, he or she may be asked to provide suitable documentation.

### Procedure

The application for the Waiver of Fees shall be completed by a parent and submitted to the child's school for approval by the building principal. All information submitted shall remain confidential.

### Fees Not Waived

Fees not included in the waiver process include summer school fees; library fines and other charges made for the loss, misuse or destruction of District 58 property; charges for the purchase of yearbooks and school pictures; charges for paid bus transportation; and charges for admission to school dances, athletic events or other social events. Reference: Board Policy 5152/Administrative Regulation 5152

### Homeless Liaison

The District's homeless liaison is Jessica Stewart. She may be reached at 630-719-5824 or [jstewart@dg58.org](mailto:jstewart@dg58.org). Families who meet any of the following criteria qualify for homeless status:

- Live in a shelter or motel
- Live in a campground, car, old building or other temporary shelter
- Share housing with others due to lost housing or economic hardship
- Lack a permanent address

Families who meet these criteria may enroll their children in school immediately, even if they do not have school or medical records. The District's homeless liaison will help these families access immunizations and/or medical records. Homeless families also have the right to enroll their children in their previous school or their school of current residence. The District will help to remove any barriers that interfere with a student's access to educational services.

### Registration

Registration materials for students in preschool through eighth grade are shared with all families in the spring via email and letter. Returning families can either register their student(s) and pay applicable fees online via credit card or eCheck, or complete and submit registration paperwork to their child's school along with the required fees. The District requests that new families register in person. Families who prefer to register their children via paper forms can still pay annual student fees via credit card using the PushCoin system at [www.pushcoin.com](http://www.pushcoin.com). Accepted forms of payment are Visa, Mastercard, Discover and American Express. All information is

kept secure and confidential. Parents can use PushCoin to pay fees for kindergarten, first through eighth grade instructional materials, middle school yearbook, milk, transportation and outdoor education and more.

## Residency

Prospective District 58 students must be a legal resident of the school district. Criteria describing a “legal resident” are included in Board Policy 5100. It is the general practice of the Board of Education not to accept non-resident students.

## Student Errands

No student shall be permitted to return home or leave the school grounds during the school day without written permission from the student’s parent/guardian. If it is necessary for the student to leave the school for emergency purposes, the student must be accompanied by a parent, adult designee or school personnel.

## Student Rights and Responsibilities

As charged by Board Policy 5120, all students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

## Transfer Students

Students new to District 58 and not certain which school to attend should call the Administrative Service Center at 630-719-5800 for assistance. If the parent knows which school the child will attend, please contact that school for registration materials and information. Boundary information for District 58’s 11 neighborhood elementary schools and two middle schools can be found at [www.dg58.org](http://www.dg58.org).

All students who enter the District from a school outside District 58 shall be required to present a transfer document indicating grade placement. The superintendent or his/her designee may make any exceptions to grade placement as deemed necessary and appropriate. Students transferring from another Illinois school district shall provide a copy of the ISBE Student Transfer Form to verify whether or not the student is in “Good Standing” and whether or not the medical records are up to date and complete. A student transferring from an out-of-state public school shall provide written certification by the parent or guardian that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. When requested by the parent/guardian, the building principal will initiate transfer proceedings, and school records will be forwarded to the receiving school when the necessary procedures are completed.

If the student is moving out of District 58, the building principal should be notified as soon as possible and given the departure date. On the final day of attendance, the student is

given a transfer card. Student records will be released to the new school upon request.

Requests for an intra-district transfer to a school different from the student’s assigned school must be made in writing to the superintendent during the school year immediately preceding the year of attendance requested and should be submitted prior to April 1 for full consideration. Decisions regarding transfer requests will not be made until student registration has been completed. The superintendent or designee may, at his or her discretion, approve a transfer request under extraordinary circumstances.

For intra-district transfers approved **prior to March 1, 2019**, the intra-district transfer approval shall remain in effect throughout subsequent years of attendance in the District for that student in that school.

For intra-district transfers approved **on or after March 1, 2019**, the intra-district transfer approval shall remain in effect throughout the school year for which the transfer was approved. For each subsequent year, the family must submit to the superintendent a written request for intra-district transfer for the subsequent year of attendance. Approval for subsequent years of attendance will be considered in accordance with Board Policy 5103.

Please reference Board Policy 5103 for more information about student transfers.

Upon the successful completion of eighth grade, student records are automatically transferred to Community High School District 99 unless a parent indicates otherwise in a letter to District 58. Additional procedures for intra-district transfer related to the School Choice Provisions of the No Child Left Behind Act are included in Board Policy 6000.



# Student Learning

## Assessments and Testing

Various assessments are routinely used in District 58. Assessment information is collected and analyzed on an ongoing basis to assist in effective instructional planning, and to identify students who may need extra assistance or may have additional challenges to meet their full potential (see also: Response to Intervention).

District 58 administers several standardized tests annually to students in selected grade levels. The State-mandated Illinois Assessment of Readiness measures whether students are on track to be successful in college and their careers. The Northwest Evaluation Association Measures of Academic Progress (MAP) assessment is administered two times each year to students in grades K-8 to assess children's achievement and growth in reading, mathematics and language usage (spring only). Parents may learn more about these and other District 58 assessments at <https://dg58.org/methods-of-assessment>.

## Curriculum

District 58 aims to provide students with comprehensive learning opportunities to help each child learn and grow. The District designs learning experiences to meet children at their instructional level and to help children progress at a rate that supports and challenges them to reach high standards of achievement. Curricula adopted by District 58 aligns with the Illinois Learning Standards in each area of study.

### Elementary School Areas of Study

Art, English-Language Arts, Mathematics, Music (General and Instrumental), Physical Education, Science, Social-Emotional Learning and Social Studies

### Middle School Areas of Study

Art, Connections, English-Language Arts, Family & Consumer Science, Foreign Language, Mathematics, Music (General and Instrumental), Physical Education, Science, Social-Emotional Learning, Social Studies and STEAM Studio

Learn more at [www.dg58.org/curriculum](http://www.dg58.org/curriculum).

## English Language Learners

District 58 provides screening, evaluation and instructional services on a consultative and direct basis to eligible students of limited-English proficiency. Parents or guardians should complete a Home Language Survey at the time of registration and notify the building principal if the child speaks a language other than English, or if a language other than English is spoken in the home. The District also operates a Bilingual Program, which serves native Spanish speakers who are English Language Learners.

## Extracurricular Activities

A variety of extracurricular activities, including athletics at the middle school, are offered to promote student involvement. Information regarding specific activities and programs is available at each school. Administrative Regulation 5114 regarding eligibility for extracurricular middle school activities is printed in the shaded area to the right.

### Administrative Regulation 5114 - Students - Eligibility for Extracurricular Middle School Activities:

The intent of this regulation is to focus the participating students' attention on academic growth as their primary objective. This regulation is but one of several motivational strategies available to encourage academic growth as students' first priority. The building principal or his/her designee has discretionary authority in administering the eligibility standards in such a manner as to provide for the academic, social and emotional needs of participating students. The District's eligibility policy will be included in student handbooks or other similar publications made available to students.

At the beginning of each extracurricular activity program period, the coach/sponsor will review the eligibility policy with their respective participants. The coach/sponsor will provide teachers with a list of participants. Upon receipt of the participant list, each teacher will notify the respective coach/sponsor of any participating student who is failing or whose academic performance drops to a failing level. The coach/sponsor will inform the student and his/her parents of the child's probationary status. The student's progress shall be monitored weekly by the respective coach/sponsor until the student's academic performance improves to a passing level.

The academic eligibility of each participant will be checked on a weekly basis. Students who become ineligible during the season will not participate in the activity until the academic performance improves to a passing level. The coach/sponsor will inform the student and his/her parents of the child's probationary status.

If after three weeks of probationary status the student does not demonstrate adequate improvement, the building principal shall be informed by the coach/sponsor. The principal or his designee will determine if continued participation of the student in the extracurricular program should continue and, if so, under what conditions continued participation may occur. Once the eligibility status of the student is determined, the student, parents, coach/sponsor and appropriate teacher(s) will be informed.

Reviewed and/or revised 2/89 / Reviewed and/or revised 5/93  
Reviewed and/or revised 3/94 / Reviewed and/or revised 7/11

## Field Trips

Field trips are an important part of the school curriculum, as they serve to enhance the educational program. Parents are notified of planned field trips and are required to sign verification forms. Students will not be allowed to participate in field trips without parent permission. Some trips may involve a modest fee to cover the cost of admission.

## Gifted

District 58 recognizes uniqueness in all children with different learning styles, different intellectual talents and different ways of understanding. The Gifted Program serves identified students with high abilities, outstanding talent and potential

for performing at remarkably high levels of accomplishment. View Administrative Regulation 6010.3 for more information about gifted services, including eligibility criteria.

## Homework

The purpose of homework is to extend the student's experience by emphasizing activities and skill developments that will create added knowledge and understanding.

Homework should meet the following criteria:

1. It is adapted to the needs of the class or to the needs and interests of the individual.
2. It may be a continuation or extension of an activity started in school.
3. It emphasizes activities of a creative nature, and allows for reinforcement of basic skills.
4. It is definite, clear and meaningful.
5. It is preceded by attention to appropriate skills.

Specific homework regulations are best left to the individual schools. However, those regulations should reflect the following general interpretations:

1. In general, there is a limited amount of homework assigned in the primary grades with a gradual increase in the intermediate grades and through middle school, as necessary.
2. There is coordination of long-term projects when possible.
3. Homework assignments are not given as punishment.
4. Homework assignments should be evaluated and returned for students' review.

## Illinois School Report Card

The Illinois School Report Card for District 58 is available for viewing at [www.dg58.org](http://www.dg58.org) or [www.illinoisreportcard.com](http://www.illinoisreportcard.com).

## Libraries

The library in each school building provides materials and services to students and teachers that support teaching and learning. Students receive instruction in locating and using materials through print and electronic resources.

The library encourages a love for reading and offers many support services (such as computer and related technologies, audiovisual materials, teacher services, interest centers and special projects), supplements classroom instruction and assists with the Intervention and Referral Team. The library is under the direction of a certified teacher, an instructional assistant, parent volunteers, the principal and the assistant superintendent for curriculum and instruction.

## Physical Education Exemptions

A student may be exempted from some or all physical education activities when an appropriate excuse is submitted to the school by the parent/guardian. A decision to exempt a student from physical education is based upon an individually-written request signed by the student's parent/guardian. Parents may request exemption from physical education activities for the following reasons:

1. Minor illness, injury or personal reason, typically not more than five days. In the case that there are extenuating circumstances, the parent shall work with the building administrator to determine next steps.

2. Extended health-related reason verified by written explanation from a person licensed under the Medical Practice Act.
3. As a reasonable accommodation for students to meet their personal religious obligations when supported by written documentation from a religious leader.

Students who are exempted from physical education may be provided alternate activities that are meaningful and relate to the learning standards for the course.

## Preschool/Developmental Screenings

District 58 offers free preschool/developmental screenings to help parents identify and address potential developmental delays in children ages 0-5. Parents may make an appointment by calling 630-719-5800. Screenings examine a child's development in speech/language, vision, hearing, cognitive/pre-academic skills, independence, fine and gross motor skills, and social/emotional/behavioral skills. Preschool/developmental screenings can help determine if a child needs further evaluation for potential special education eligibility within the school district. The screening process also helps to identify children who may be eligible to participate in the District's Preschool For All program or who may be eligible to receive special education supports and services. The Preschool For All program serves children found to be at-risk for future academic failure as the result of environmental, biological, cultural or socio-economic factors. Program eligibility is determined through a child's participation in the preschool screening process. Children found eligible for the Preschool For All program may be invited to participate in high quality early education programming through Grove Children's Preschool at no cost to the parents. Preschool/developmental screenings are a two-stage process. Those who progress to stage two can expect screenings to take about 90 minutes. Parents must attend with their child.



## Preschool Program

District 58's Grove Children's Preschool is a developmentally-appropriate program serving children who turn three or four years old on or before Sept. 1. The program is funded by the Illinois State Board of Education, District 58 and student fees. District 58 encourages prospective preschool students to participate in a developmental screening (see also: Preschool/Developmental Screenings) before starting preschool. Contact the District office for an appointment at 630-719-5800. Learn more at [www.dg58.org/preschool](http://www.dg58.org/preschool).

## Professional Learning

The 2019-20 District 58 calendar includes a **2 p.m. early dismissal** on Mondays for students in grades K-8. This will provide teachers with dedicated and structured professional learning time each Monday afternoon. This time will help teachers implement new curriculum resources, improve their instructional practice, and ultimately provide students with the highest-quality learning experiences. District 58 is pleased to offer teachers this new opportunity! In addition, District 58 hired two part-time curriculum coordinators this school year to support curriculum implementation. Learn more about professional learning at [www.dg58.org/pro](http://www.dg58.org/pro).

## Promotion

Students shall be promoted to the next grade level based on the following criteria:

- Successful completion of the curriculum
- Attendance
- Performance within the classroom and based on standardized assessments, local assessments and individual education plans or accommodation plans for disabled students
- Local criteria as established by the school principal and approved by the superintendent or designee.

The Board of Education adheres to the Illinois School Code's prohibition on promotion of a student to the next grade level based on social reasons, such as age.

If a student has not qualified for promotion to the next grade level, the District shall provide that student with an individual remediation plan and accompanying services. These services may include a summer bridge program of no less than 90 hours, an extended school day, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, other modifications in the instructional program, reduced class size, or retention in the grade.

The superintendent may establish rules and regulations to implement this policy. Reference: Board Policy 5111

## Response to Intervention

District 58 uses Response to Intervention (RtI) protocols to identify at-risk and struggling students; provide them with high-quality, research-based interventions matched to their needs; and monitor their progress. RtI also is designed to ensure the educational success of all students by strengthening and enhancing the core curriculum. Staff use quantitative data to monitor a student's rate of improvement (growth over time) and level of performance compared with peers across the country, district or school.

A core principle of RtI is that all children can learn, though not necessarily all in the same way. Another key concept is that staff must intervene early when there are needs identified through screening. All children in District 58 are screened a minimum of two times per year, and the progress of students determined to be in need of interventions is monitored more frequently.

Most students are performing at or above grade level and fall within what is known as Tier 1, meaning the core curriculum meets their needs. Students who fall within Tiers 2 and 3 are at low- and high-risk respectively and need extra support, such as additional instruction presented in small groups or individually. Students in Tiers 2 and 3 also receive more frequent progress monitoring to determine the effectiveness of the interventions. District 58 uses a team-based problem-solving framework to structure thinking and decision-making related to instruction and intervention with RtI. Intervention plans include information about the type of intervention being used; the length of time that will be allowed for the intervention to have a positive effect before moving to the next tier of intervention; and how progress will be assessed. More information regarding RtI is available at [www.dg58.org](http://www.dg58.org).

## Social-Emotional Learning

A District 58 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, 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 and 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 58's goal is to create a learning environment where students show up 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; and contribute to the well-being of the community. More information regarding SEL is available on District 58's website, [www.dg58.org](http://www.dg58.org).

## Special Education Services and the Parent-Teacher Advisory Committee

### Overview

It is the right of all children with disabilities to receive a free appropriate public education as provided under Illinois School Code and the Individuals with Disabilities Education Act, IDEA. Inquiries regarding the identification, assessment and placement of such children should be directed to the child's principal or to the assistant superintendent for special services.

District 58 offers a full continuum of special services to assess and assist children who may be in need due to the educational impact of disabling conditions. Parents, staff members or others may request an investigation of a suspected problem by contacting the building principal.

Children ages 0-5 suspected of having a disability are ordinarily seen at one of the District's periodic developmental screening sessions (see also: Preschool/Developmental Screenings). Concerns regarding school-age children are reviewed by the building's Intervention and Referral Team, which provides observation, screening, consultation and evaluation regarding student problems.

District 58's in-district programs and services for students with disabilities include: the Intervention and Referral Team; school social work services; speech and language therapy; school psychological services; special education resource program; autism program; instructional programs for students with mild/moderate mental disabilities at elementary and middle school levels; a program for students with emotional disabilities at the elementary and middle school levels; and an early childhood program for preschool-aged students with disabilities.

District 58 is a member of SASSED (School Association for Special Education in DuPage County). The District uses these resources to extend its continuum of services for students unable to be served by the District's own extensive special education services.

For eligibility information, contact your child's principal, or contact the assistant superintendent for special services at 630-719-5824.

### **Intervention and Referral Team**

An Intervention and Referral Team (IRT) consists of certified personnel involved with a given student. The team meets in each school building to afford the classroom teacher and appropriate school personnel the opportunity to review concerns about a given student. The goal of the team is to provide teachers with skills and techniques to meet an individual student's needs. Recommendations for helping the student are developed through the consensus of those present at the meeting. A parent may contact the building principal to request that concerns be discussed by the Intervention and Referral Team.

### **Special Education Evaluation Requests**

Special education evaluations may be requested by parents or school personnel. An evaluation usually takes place when the screening or Intervention and Referral Team believe further assessment is necessary to identify a suspected disability or determine eligibility for special services. Requests for an evaluation are made in writing to the building principal. No evaluation is conducted without the permission of the parent/guardian. Evaluation components completed by appropriate staff may include a child interview; assessment of intelligence, motor skills, learning style and processing deficits; screening of vision and hearing; health history; social developmental study and adaptive behavior assessment; review of learning environment; personality and neuropsychological assessment; speech/language evaluation; and others as needed. Results are reviewed and recommendations explained at an Individualized Educational Program (IEP) conference. Parents who disagree with the results of the evaluation may request an independent evaluation at the District's expense if they are unable to resolve their differences with the District.

### **SASED Services**

District 58, through membership in the School Association for Special Education in DuPage (SASED) cooperative, provides schools and/or classrooms for students who are deaf, hard of hearing, blind or visually impaired, multiply impaired or autistic. SASED services available within the District include: educational and behavior specialist consultation; vision and hearing itinerant teacher services; physical/occupational therapy services; assistive technology; and audiological referral services. District 58 refers eligible students to public and private programs located outside the District when appropriate. These may include multi-needs programs, alternative emotional disorder programs, programs for children with autism spectrum disorder, and instructional programs for children with moderate/severe vision or hearing problems. Questions regarding any of these programs or services can be directed to building principals or to the assistant superintendent for special services at 630-719-5824.

### **Special Services Personnel**

District 58 Special Services personnel include:

- Assistant superintendent for special services
- Special programs coordinator
- Therapists (occupational, physical and speech and language)
- Guidance counselors
- Low-incidence disability teachers
- School nurses
- Special education resource teachers
- Instructional program special education teachers (learning disabilities, social/emotional disorders, mildly cognitively impaired and early childhood special education)
- School social workers
- School psychologists
- Preschool coordinator
- Behavior specialist



## Parent-Teacher Advisory Committee

Administrative Regulation 6003 is printed below in its entirety.

### Administrative Regulation 6003 - Instruction - Parent-Teacher Advisory Committee

#### I. Establish and Maintain a Parent-Teacher Advisory Committee

The District will establish a parent-teacher advisory committee consisting of the Assistant Superintendent for Special Services, one principal, the behavioral consultant(s), one general education teacher, one special education teacher, one additional support staff, with the advice of at least one parent of a student with disabilities receiving special education and related services and an advocate for persons with disabilities. Duties of this committee include the following:

- A. Develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral intervention, by level of restrictiveness, for special education students with a behavioral management plan included in their IEP.
- B. Annually review the use of restrictive interventions and an evaluation of progress toward less restrictive interventions.
- C. Prepare a written annual report to the Superintendent which includes:
  - number of students with active IEPs
  - number of students with behavioral plans as a component of their active IEPs
  - number of students requiring behavioral interventions by level of restrictiveness
  - nature of staff development activities.
- D. Review and consider the guidelines of the Illinois State Board of Education regarding behavioral interventions, which can be obtained by writing to the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

#### II. Designation of Behavioral Intervention Consultant(s)

Each school will establish a behavior intervention committee and work closely with the District's behavioral intervention consultant. The behavioral consultant(s) will assist IEP teams with analyses, development and implementation of behavior plans, and monitor the use and effectiveness of restrictive interventions. The behavioral consultant will complete summary reports to be submitted to the parent-teacher advisory committee for review.

#### III. Designation of Behavioral Interventions by Level of Restrictiveness

The District will establish the following categories of interventions based on level of restrictiveness:

##### A. Nonrestrictive Interventions

Nonrestrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on positive behavior change rather than on behavior control. The following nonrestrictive interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP.

- |                                       |  |  |                                  |
|---------------------------------------|--|--|----------------------------------|
| • Allowing student to escape task     | • Instructional assignment                     | • Proximity control                              | • Teaching alternative behaviors |
| • Calling/notifying parent            | • Modeling                                     | • Redirecting student                            | • Teaching self-reinforcement    |
| • Detention (before/after school)*    | • Peer involvement                             | • Redirecting student (verbal, nonverbal signal) | • Time-out                       |
| • Differential reinforcement          | • Planned ignoring                             | • Response-cost                                  | • Token economy                  |
| • Environmental/activity modification | • Positive practice                            | • Self-management                                | • Verbal feedback                |
| • Extinction*                         | • Positive reinforcement (individual or group) | • Sensory diet activities                        | • Verbal reprimand               |
|                                       | • Prompting                                    | • Shaping  |                                  |

\* Depending upon the student's needs, IEP, etc., these interventions may become restrictive in nature. Additionally, if they adversely affect student learning or extreme negative behaviors occur in response to them, they could be considered restrictive interventions. Under these circumstances, all precautions (e.g. documentation) associated with a restrictive intervention should be followed. (Refer to Glossary of Terms)

##### A. Restrictive Interventions

Interventions listed as restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with a higher risk of negative side effects. Therefore, greater caution should be exercised in their use and should be used only after a functional analysis of behavior has been completed and documented, a behavioral management plan written, and appropriate modification of the student's IEP completed. Except in emergencies, restrictive interventions shall be used only when less restrictive interventions have been attempted unsuccessfully.



Additionally, restrictive interventions shall be used for the minimum amount of time necessary to control the individual's behavior, shall be used in conjunction with positive interventions designed to strengthen competing behaviors, and shall be replaced by less restrictive procedures as quickly as possible. Isolated time out and physical restraint strategies are to be used only when necessary to preserve the safety of students and others and may not be used as a form of punishment for non-threatening or non-violent student misconduct.

- Exclusion from extracurricular activities
- Physical restraint \*
- Suspension (out-of-school)
- Physical guidance
- Satiation
- Time-out (isolation/quiet room)
- Suspension (in-school)

\* Only those staff members who have completed systematic training and who have received a certificate of completion will be allowed to use physical restraint techniques.

#### **B. Highly Restrictive Interventions**

Interventions listed as highly restrictive are deemed inappropriate in most circumstances.

- Denial or restriction of access to regularly used equipment/devices that facilitate the child's educational functioning, except when such equipment is temporarily at risk for damage.
- Expulsion with continuing education program.

#### **C. Prohibited Interventions**

Prohibited interventions are interventions that are illegal such as corporal punishment.

### **IV. Use of Restrictive Interventions**

A. Nonrestrictive interventions are preferred and will be tried first. Restrictive interventions may be appropriate when less restrictive interventions have failed. The district acknowledges the greater risks associated with their use and the need for procedural steps.

B. The procedural steps shall be:

1. Following behavioral episodes requiring the use of a restrictive intervention which exceed the emergency use guidelines (more than two times in a month) the student's IEP team must:
  - a. inform parents and/or guardians of the need to initiate a functional analysis.
  - b. begin functional analysis.
  - c. inform principal in writing of use of physical restraint or isolated time out and maintain record.
2. Completed functional analysis and summary forms will be reviewed by a behavioral consultant.
3. Convene an IEP meeting to review functional analysis summary and develop behavior plan.
4. Written behavioral plan will be developed with parent participation, included on the IEP, and will contain:
  - a. positive programming
  - b. contingency management
  - c. reactive strategies
  - d. data collection procedures
  - e. format for evaluating effectiveness
5. A behavioral consultant will review evaluation format and determine effectiveness of intervention.

C. If the use of restrictive intervention results in a serious injury to the student or staff member, the IEP team will review the incident, evaluate the use of the restrictive intervention and identify alternative strategies to be used if isolated time out and physical restraint are ineffective.

### **V. Emergency Use of Restrictive Interventions**

The District acknowledges that "emergency" situations may arise in which immediate restrictive intervention is necessary to protect the child, other children, the staff, or the physical site. If a restrictive emergency intervention is used more than two times in a one month period, the Behavioral Intervention Team will:

- A. Document the use of the emergency intervention (Appendix A)
- B. Attempt to inform parent within 24 hours
- C. Revise or develop a new behavioral management plan based on functional analysis of behavior

## VI. Procedural Safeguards

- A. Parents and/or guardians will receive notification of the IEP meeting and may be involved in the design, implementation, and evaluation of interventions.
- B. If not present at the IEP meeting, the parents and/or guardians will be fully informed of the design, implementation, and evaluation of interventions.
- C. Parents and/or guardians shall be given copies of the functional analysis summary and written behavioral plan.
- D. All behavioral management plans will be documented and attached to the IEP.
- E. Parents and/or guardians have the right to mediation and an impartial due process hearing as required through the Individuals with Disabilities Education Improvement Act and The School Code to resolve disputes involving behavioral intervention plans.
- F. Parents and/or guardians have the right to request a Level I due process hearing as provided by Sections 226.605 and 226.615 of 23 Illinois Administrative Code.
- G. The District is responsible for informing the parents of their due process rights.

## VII. Staff Training

- A. Initial training for the behavioral consultant(s) will be the responsibility of the District and will consist of the following:
  - 1. basic concepts and principles of human learning
  - 2. methods of measuring human behavior including recording, displaying, and interpreting data
  - 3. behavior assessment and functional analysis
  - 4. intervention alternatives, including ecological manipulations, positive programming, and direct interventions
  - 5. methods of determining effectiveness of behavioral interventions
  - 6. legal and ethical issues related to behavioral programming
- B. Additionally, the District will make available ongoing staff development opportunities to ensure continued best practices and competencies through district/regional workshops.
- C. Staff members will be oriented to the written procedures governing the District's time out policy.

New Number: 07/06  
Revised: 06/17

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## Student Report Cards

The standards-based report card is designed to be an easy-to-understand student progress reporting tool. Standards are statements about learning expectations for students, and a standards-based report card gives students, teachers and parents a clear message about what children know, what they are able to do, and what they need to learn in relation to the Common Core State Standards. Students are evaluated on standards listed in each content area, and progress is reported three times per year in relation to expected levels of performance at that point in time. Students also are evaluated on their work habits and social skills, as feedback in these areas is an important part of the communication between school and home.

## Summer Programs

District 58 students can enroll in regular education summer school, which include reading, math, kindergarten prep, band, orchestra and art classes. Please check the District website, [www.dg58.org/summer](http://www.dg58.org/summer), in the spring for details on specific program offerings and dates. District 58 also offers an extended school year program for students who receive special education services and have been found eligible for these services by their Individualized Education Program (IEP) team.



# Technology

## Computer Network and Internet Safety

Board Policy 6111, Administrative Regulation 6111 and the Parent Technology Notification Letter are written below in their entirety.

### Board Policy 6111 - Instruction - Computer Network and Internet Safety, Access and Use

This Policy and its implementing Administrative Regulations are intended to define the scope of the District's authority, and the safe and acceptable use of the District's computers, computer network, and Internet access. This Policy governs all use of District computers, the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network, which will be collectively referred to in this Policy and its implementing Administrative Regulations as the District's "computer network."

#### I. Access to Network

Access to the District computer network is consistent with the educational mission of the District. Such access serves as a natural extension of classroom learning by providing access to educational resources and reference materials, by reinforcing the specific subject matter taught, by requiring the use of critical thinking skills, by promoting tolerance for diverse views, and by teaching socially appropriate forms of civil discourse and expression. Therefore, students, teachers, administrators, other employees of the District, and Board of Education members shall be allowed access to the District computer network consistent with the District's curriculum, educational mission and this Policy and its implementing Administrative Regulations.

#### II. Use of Network

The District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet.

The District's computer network is part of the curriculum and is not intended to be used as a public forum for general use. Access to the computer and the District's computer network is part of the curriculum and is not intended to be used as a public forum for general use. Network 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 networks or District computers. The Board of Education has a duty to ensure that the manner in which the computer network is used does not conflict with the educational mission of the District.

Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which:

- A. disrupts the proper and orderly operation and discipline of schools in the District;
- B. threatens the integrity or efficient operation of the District's computer network;
- C. violates the rights of others;
- D. is socially inappropriate or inappropriate for a student's age or maturity level;
- E. is primarily intended for commercial use or as an immediate solicitation of funds;
- F. is illegal or for illegal purposes of any kind;
- G. constitutes gross disobedience or misconduct; or
- H. results in unauthorized charges or fees to the District.

#### III. Internet Safety

The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by 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 during use by nonstudent adults for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials,
2. Student safety and security when using electronic communications,
3. Limiting unauthorized access, including "hacking" and other unlawful activities, and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### **IV. Implementation/Compliance**

The Superintendent and Building Principals are authorized to implement this Policy and its Administrative Regulations, and to designate appropriate staff members to assist them in doing so. The District shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy and related Administrative Regulations. The Superintendent and Building Principals may also promulgate additional rules, regulations, and other terms and conditions of computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools.

Legal Reference: 18 U.S.C. § 2511, 20 U.S.C. § 7001, 47 U.S.C. § 254(h)

Adopted: 05/12/97

Reviewed: 02/27/01

Revised: 07/14/03

Revised: 05/14/07

Revised: 07/12/10

#### **Administrative Regulation 6111 - Instruction - Computer Network and Internet Safety, Access and Use**

The purpose of Internet use is to facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work.

#### **Conditions and Rules for Use**

##### **1. Acceptable Use**

- The use of the Internet must be in support of and consistent with the educational goals of the District.
- Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use for commercial activities is generally not acceptable. Use for product advertisement or lobbying for political candidates is also prohibited.

##### **2. Responsibility**

- The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. Students and their families may be held responsible for charges and/or fees for unauthorized use.
- The District does not condone the use of offensive or illegal materials and will not permit the usage of such materials in the school environment.

##### **3. User Expectations**

- It is expected that users will comply with District standards and rules set forth in this regulation.
- The user is personally responsible for his/her behavior when accessing and utilizing the school's technology resources.
- Students will not access, keep, or send anything that would be deemed unacceptable by their parents or teachers.
- Communications on the network are public in nature and may be reviewed by teachers.
- The use of technology resources is a privilege and may be revoked. The District will support students in learning how to access technology in a way that is safe, productive and in accordance with District expectations. In the event that access to technology is temporarily revoked the District will provide alternative solutions to ensure that the student's learning experience is not impacted negatively. If the student is eligible for an IEP or 504, the student's team will be consulted to ensure that the child's educational functioning is not impacted.

##### **4. Procedures for Use**

- Student users should notify an adult immediately if materials which violate appropriate use are encountered.

##### **5. Network Etiquette**

- All users are expected to abide by the generally accepted rules of network etiquette when using the Internet. These include, but are not limited to the following:
  - Be polite. Do not use language that is abusive to others in your messages and replies.
  - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
  - Do not reveal any personal information including last name, personal address and phone number or those of other students or staff.

- Note that electronic mail (E-mail) is not guaranteed to be private. Teachers, people who operate the system, and building administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

## 6. Security

- To maintain user and system security, users must never allow others to use their password.
- Any user identified as a security risk may be denied access to the Internet.
- Attempts to log-on as a system administrator will result in cancellation of privileges.

## 7. Vandalism and Harassment

Vandalism and harassment is prohibited. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, or network systems. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference with another user's work.

## 8. Authorization for Internet Access

Prior to student use of the Internet, the Parent Notification Form must be signed by a parent or guardian and returned to the school. Students must agree to follow the rules of this regulation and sign the User Agreement.

## 9. Penalty for Unacceptable Use

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. The District will support students in learning how to access technology in a way that is safe, productive and in accordance with District expectations. In the event that access to technology is temporarily revoked, the District will provide alternative solutions to ensure that the student's learning experience is not impacted negatively. If the student is eligible for an IEP or 504, the student's team will be consulted to ensure that the child's educational functioning is not impacted.

## 10. Teacher Guidelines

Prior to Internet use the rules for Internet use shall be reviewed with students annually.

### Internet Safety

The District's primary concern in maintaining Internet access is that student safety and security not be compromised at any time. Some of the most effective safety measures can only be implemented by students themselves. The District encourages parents and guardians to discuss the following safety concerns with their students:

1. Students should not give out such personal information as their name, age, home address, telephone number(s), photograph, their parents' or guardians' work address or telephone number, or the name or location of the school over the Internet or through email. Students should not give out such personal information about other individuals over the Internet or through email.
2. Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message, which makes them feel uncomfortable.
3. Students should never agree to meet someone in person whom they have "met" online without parental knowledge, permission, and supervision.
4. Students should never agree to send or accept any item to or from a person whom they have "met" online without parental knowledge, permission, and supervision.

### Technology Protection Measures

Consistent with the District's legitimate educational and pedagogical concerns, the District shall implement technology protection measures, which may include filtering and/or blocking software, on every District computer, which has access to the Internet. Such technology protection measures shall be implemented in the best manner practicable to prevent access to any material, including visual depictions, which is obscene; which constitutes pornography, including child pornography; or which, with respect to use of computers by minors, would be harmful to minors. The District shall monitor the use of the computer network by students and any other minor users in order to ensure compliance with the Policy, these Administrative Regulations, other rules, regulations or other terms or conditions of computer network access promulgated the Superintendent or Building Principals, and other disciplinary policies and regulations necessary to further the educational, safety, and pedagogical concerns of the District.

Adopted: 05/12/97 / Reviewed: 05/20/03 / Revised: 05/07/07 / Revised: 01/31/14 / Revised: 06/25/14 / Revised: 11/2016 / Revised: 07/2019

### Parent Internet Notification Letter

One goal of the District is to actively promote the use of technology and provide access to a wide variety of resources. The District believes the use of the Internet will enable students to access and use information from distant resources and share information with others.

Families should be aware that some material accessible via the Internet may contain information which is inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Students may access the Internet only with teacher permission and a defined purpose.

Network and school personnel may review files and communications to ensure that the system is being used responsibly. Users should not expect that files stored on District servers will be private.

### District Internet Rules

Students will be responsible for their behavior when making use of the Internet and the school computer network. Individual users are also responsible for their communications over those networks. It is expected that users will comply with District standards and will honor the agreements they have signed. The following general rules will apply for the use of the Internet/computer network. Students may not:

- Give out any personal information on the Internet.
- Send email without teacher permission.
- Send, display or download offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks.
- Violate copyright laws
- Share or use another's password.
- Trespass in another's folders, work, or files.
- Disrupt another's use of the network.
- Make use of the network for commercial purposes.

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. Students and their families may be held responsible for charges and/or fees for unauthorized use.

### Personal Cell Phones and Electronic Devices

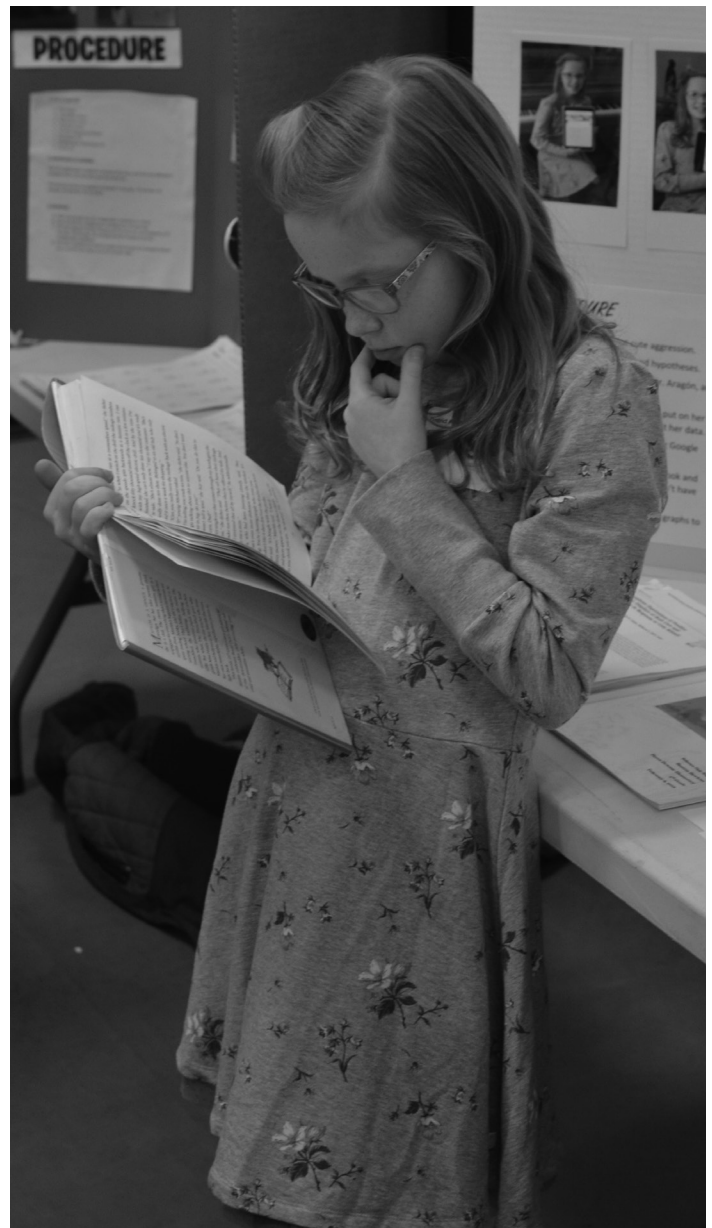
As charged by Board Policy 5137, students may possess cellular phones and other personal electronic devices in school or on school property, only in accordance with the following requirements:

1. All personal electronic devices must be kept off and out of sight during the regular school day unless: (a) the principal grants permission, (b) use of the device is approved as part of the class's or school's "Bring Your Own Device" program (BYOD), (c) use of the device is specifically provided in the student's IEP/504, or (d) it is needed in an emergency that threatens the safety of students, staff or other individuals.

2. Cellular phones and other electronic devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.
3. Cellular phones and other electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

Notwithstanding the rules set forth above, cellular phones and other electronic devices may be used at any time to respond to or report an emergency situation.

Any student found to be in violation of this policy shall be disciplined consistent with the Board's written disciplinary standards for such a violation as set forth in Board Policy 5137 (Student Discipline), including suspension and/or expulsion.



# Communication

## Overview

District 58 uses several communication channels to effectively share news and information with its 5,200 students, 640 employees, parents and community members.

Parents are required to report immediately any changes in home address, telephone number, work number, emergency numbers and email address to their school(s). This information is essential for quick communication between home and school in case of an accident, illness and/or emergency, as well as timely, effective home-school communication in general.

Parents may view the District's Communication Guide to access the District's communication tools, their frequency, and their purpose. This full guide is available at [dg58.us/commguide](http://dg58.us/commguide), with highlights listed below.

## District 58 Communication Guide

TOOL	FREQUENCY	PURPOSE
<b>Newsletters</b>		
Communicate 58 Newsletter	Every 2 weeks during the school year	Communicate 58 shares District, School and Board news via email with all parents, all staff and community members who subscribe.
Board Briefs Newsletter	Published about 2 days after each Board meeting	Board Briefs shares Board meeting decisions and discussion points with parents, staff, local media and community partners via email.
School Newsletters	Varies by school, typically weekly	School newsletters are principal-led communications regarding school news and calendar reminders.
PTA Newsletter	Varies by school	Many PTAs regularly email parents information about PTA and school activities and events.
E-flyer Digest	1st and 3rd Monday, during the school year	The District-created E-flyer Digest shares relevant community non-profit activities; it is emailed to parents and staff.
<b>Announcements</b>		
Email Communication	Varies, but typically 1-2 District messages per week; school messages as needed	The District and schools directly email parents regarding timely and important topics using the SchoolMessenger system.
Phone Calls and Text Messages	Rare, in emergencies only	The District sends emergency and school cancellation information to parents and staff via automated phone calls and text messages.
News Releases	Varies, but about 2-3 per week	News releases share pertinent information regarding District initiatives, news and accomplishments. They are emailed to local media, school district leaders and community partners, and occasionally to parents and staff.
<b>Websites and Apps</b>		
District, School and Classroom Websites	District website updated regularly; school/classroom sites updated as needed	<b>District website:</b> District information, news, events, achievements, decisions, resources and emergency information. <b>School websites:</b> School information and events. <b>Classroom websites:</b> Class news, homework (Note: not all teachers have a website).
PTA Websites	Varies by PTA	PTA web pages include school-specific information.
Online Classroom Communication Tools	Ongoing throughout the school year	Teachers and students share daily student assignments and activities, as well as classroom and school news, directly using these tools. Common tools used include: Seesaw, Dojo, Remind, and Google Classroom.
SQUIRREL	Continuous online access	SQUIRREL is an online portal that shares student assessment scores, student information, parent-teacher conference sign-up, curriculum standards and curriculum blueprints.
Calendar	Updated regularly	Subscribe to the District and/or school calendar with iCal to keep updated on events.
<b>Social Media</b>		
District 58 Facebook	Varies, but typically 3 posts per weekday	The District 58 Facebook page features District, school and classroom information with photos and short stories.
District 58 Twitter	Varies, but typically 3 posts per weekday	The District 58 Twitter page tweets and re-tweets District, school and classroom information with photos and short stories; Use hashtag #dg58learns to follow the district-wide conversation.
District 58 YouTube	Varies	The District 58 YouTube page includes School Board meeting videos, as well as short videos regarding District news, stories and celebrations.
<b>Printed Materials</b>		
Annual Report	Annual (published in August)	The Annual Report is a 16-page publication mailed to all households within District 58 highlighting District and school achievements.
Points of Pride Flyer	Annual	This flyer highlights District 58 achievements at-a-glance. It is shared with current and prospective families, realtors, local businesses and the general community.
Schools of 58 Parent Handbook	Annual (published in August)	The Parent Handbook shares District policies and procedures with parents and students.

## Photo and Video Permissions

Parents are asked when completing their child's annual registration form to indicate whether they give permission for their child to appear in photographs published in print and/or online. This includes the District's website, publications and social media.

# Family and Community Engagement

## Classroom Observations and Visits

The Board of Education recognizes the importance of community support and participation in the educational process. With this in mind, the Board encourages parents and other visitors to observe classes and school-sponsored activities.

Visitors are invited to observe classes and school activities in accordance with District 58 Administrative Regulation 3520.1 and to the extent that such presence and involvement does not disrupt an orderly learning environment, detract from the learning experience for the students, or threaten the safety or welfare of students and personnel.

When a visitor wishes to observe a class or other school activity, he or she should request permission in advance from the building administrator via the Request for Observation of a Student form. An administrator will grant a visitor's request to observe, except under circumstances where the visitor's presence in the classroom or activity may be detrimental to the learning environment. View Administrative Regulation 3520.1 for detailed school visitor guidelines.

Visitors must follow school entry protocols. All visitors must ring the buzzer to gain school access, sign in and out at the front office, obtain and wear a visitor's badge, and show respect for all students and staff. Visitors may visit up to three days each school year, for no more than 30 minutes in length; additional visits must be approved by the superintendent or designee.

## Curriculum Night

Each school conducts a Curriculum Night in the fall. This is a time for parents to meet as a group with their children's teachers to learn about the curriculum for the various grade levels and ask questions. This provides an excellent opportunity for parents and teachers to begin working together on behalf of the students.

## Education Foundation

Since its inception in 2002, the Education Foundation of Downers Grove District 58 has donated more than \$500,000 toward the enhancement of educational programs in District 58's 13 schools. Foundation-funded programs include annual teacher grants, the Select 58 service awards for eighth graders, Sneak Preview for incoming seventh-graders, and the Distinguished Service Awards for staff, among others. Learn more at [www.58foundation.org](http://www.58foundation.org).

## Open House

Each District 58 elementary school hosts an Open House annually in the second half of the school year, during which students' class work and projects are on display. Parents, friends and community members are invited to attend.

## Parent Notification System

District 58 uses a parent notification system to directly communicate with parents and guardians via telephone, email and/or text message. The system is used to send emergency notifications, such as emergency school closings, as well as to notify parents of activities and events at the District and/

or building level. District 58 also uses this system to provide parents with occasional email notifications regarding new online postings of approved community e-flyers. Parents should promptly notify their school(s) of any changes to their email address(es) and/or phone number(s) to ensure timely communication, especially in cases of emergency. Learn more about this and other communication channels on page 23.

## Parent-Teacher Association (PTA)

Each District 58 school has its own unit of the Parent-Teacher Association. All units are coordinated through the Downers Grove Area Council of PTAs, and are affiliated with the Illinois and National Congress of Parents and Teachers. Membership and activities are coordinated by the individual school units.

## Parent-Teacher Conferences

The purpose of a parent-teacher conference is to facilitate communication among parents, teachers and students. In all grades, two formal opportunities are provided for parents and teachers to meet. Parents are encouraged to keep in close contact with their child's teacher(s) throughout the school year. Additional conferences can be requested at any time.

## Superintendent's Community Advisory Council

The Superintendent's Community Advisory Council comprises a representative group of parents who meet regularly with the superintendent to collaboratively work on different District 58 initiatives, particularly those in support of the Strategic Plan Goal 2: Connecting the Community. District 58 occasionally recruits parents to participate on this council, as well as on other councils and committees. Such recruitment endeavors are communicated by direct email and in District newsletters.





# Student Health and Safety

## Accident and Illness

If a child becomes ill at school, staff will make the child as comfortable as possible until the school notifies the parent(s) and makes arrangements to send the child home. School first aid is given to any child in cases of accident or illness and every effort is made to contact the parent(s). If emergency treatment is necessary, 911 will be called and the child will be taken to the nearest hospital. It is imperative that the school office has the current name and phone number of the person to call in the event of a child's illness or accident. An alternate name and phone number should also be listed.

## Asthma Action Plan

Per House Bill 6333, District 58 requests an annual asthma action plan from the parents/guardians of students with asthma. If a parent/guardian provides District 58 with their child's asthma action plan, it must be kept on file in the office of the school nurse or building principal. Copies of the asthma action plan may be distributed to appropriate school staff who regularly interact with the student and, if applicable, may be attached to the student's Section 504 or IEP. The child's asthma action plan will help school personnel better manage the child's asthma.

## Chronic Infectious Disease

The District 58 Board of Education's Policy 5100.3 states that a student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the School Board's policies. As developed by the superintendent or designee, administrative regulations and procedures will govern these rights while managing health and safety concerns.

## Concussion and Head Injuries (Student Athletes)

Board Policy 5150.2 specifies that the superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
  - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
  - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
    - i. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
    - ii. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
  - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
  - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
  - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
  - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
  - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a

certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require that all interscholastic coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15.
4. Require all student athletes to view the Illinois High School Association's video about concussions.
5. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
6. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
7. Include a requirement for staff members to notify the parent/ guardian of a student who exhibits symptoms consistent with that of a concussion.

### **Emergency Preparedness and Drills**

District 58 reviews its district-wide Emergency Management Plan annually and updates the plan as necessary. The plan, created in conjunction with various community agencies, ensures the safety of District 58 students and staff by providing district-wide guidelines for various emergency situations. An Emergency Classroom Action Guide is posted in each classroom as a quick guide.

All schools within District 58 receive severe weather information. If a tornado watch has been issued, all students participating in outdoor activities are brought into the school building. Regular bus service continues during a tornado watch. If a tornado warning has been issued, all regular school activities cease. Students move to a designated area until the warning is lifted. If the warning is not lifted, a student will not be dismissed until his/her parent (or the parent's designee) arrives at the school to take the child home. The classroom teacher and building principal must be advised before a student leaves the building. Tornado drills are scheduled throughout the school year.

All schools have emergency procedures for use in case of fire. Fire drills are scheduled throughout the school year in cooperation with the Downers Grove Fire Department. As required by law, law enforcement drills are scheduled throughout the school year in cooperation with the Downers Grove Police Department.

### **Emergency School Closings**

In the event of hazardous weather or other emergencies that present threats to the safety and well-being of students, staff or property, the superintendent may deem it necessary to close school. District 58 uses an automated calling system to alert parents of school closings (see also: Parent Notification System). The District also posts information on the District's social media pages and website, and places a message on the District's answering machine, which can be accessed by calling

630-719-5800. In addition, the District notifies the following radio/TV stations from which the official announcement is made: WBBM (780), WGN (720), CBS Ch 2, NBC Ch 5, ABC Ch 7, WGN Ch 9, FOX 32, CLTV. Parents may also check a school's closing status at [www.emergencyclosings.com](http://www.emergencyclosings.com).

In cases of emergency early dismissal, the superintendent allows one hour, if possible, from the time the announcement is made to the time of dismissal. The District will also communicate emergency early dismissals via its Parent Notification System. Students who walk to school are dismissed only after the parent or the parent's designee arrives in person to take the child home. Buses unable to reach designated stops will return students to their home schools.

### **Entry to School Buildings**

To ensure the safety and well-being of students, District 58 requires that all visitors to school buildings report to the school office and obtain a visitor's badge after being let in through the secure front entrance by school personnel. The badge is to be worn during the entirety of the visitor's stay in the building. A notice regarding the requirement for visitors to report to the main office upon entry is posted on the entrance doors of all District 58 schools.

(Reference: Administrative Regulation 1360)

### **Federal Asbestos Plan**

In accordance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for all District 58 buildings concerning materials containing asbestos. A copy of these documents may be examined at the Administrative Service Center and at each school office.

### **Feminine Hygiene**

Illinois School Code requires public schools serving students in grades 6-12 to make feminine hygiene products available, at no cost to students, in the bathrooms of school buildings. All District 58 schools have stocked feminine hygiene dispensers in girls' bathrooms.

### **Food Allergy Management Plan**

District 58 aims to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. District 58's plan of support, which is available at [www.dg58.org](http://www.dg58.org), addresses the identification of individual needs, staff awareness, necessary curricular and procedural modifications, and emergency plans. Protecting students with life-threatening allergies is the shared responsibility of families, schools and the community. Although District 58's food allergy management plan focuses on life-threatening food allergies, other life-threatening allergies can include bee/insect stings, medications and latex. Therefore, some of the document also applies to these situations.

District 58 cautions that an all allergen-free environment is impossible to achieve, and to expect it is to harbor a false sense of security. The purpose of the food allergy management plan is to reduce unintended allergic reactions

by outlining the problem, providing education on allergen avoidance strategies, establishing emergency response procedures, and outlining the responsibilities for the student, families and the school system. District 58 will continue to monitor and evaluate this issue to ensure the proper implementation of guidelines across its jurisdiction.

### **Head Lice**

Lice infestation may occur in any age category, but is most frequent among grade school children. Lice is not an infectious disease and in most cases does not result in health complications. District 58 follows best practices regarding lice provided by the Centers for Disease Control and Prevention, the American Academy of Pediatrics, and the DuPage County Health Department. Per their recommendations, District 58 does not exclude children from school because of known or suspected head lice or nits. The District focuses efforts on prevention education and communication regarding treatment with parents/caregivers.

The District encourages prompt treatment for students who are affected. While school-wide and class-wide head checks and screenings are not recommended, the District nursing staff are prepared to support appropriate identification and to assist with education regarding recommended treatment. School administrators will send parent notification letters regarding known cases of lice when clusters of cases are noted in a class or school as deemed necessary and appropriate by the building principal.



## Health Examinations

Board Policy 5100.2 is printed below in its entirety.

### **Board Policy 5100.2 - Students - Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

Prior to the first day of school of the respective school year, a student's parent(s)/guardian(s) shall present proof that the student received a health examination, diabetes screening (diabetes testing is not required), and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten (or the first grade attended);
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including preschool, special education, Head Start Programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parent(s)/guardian(s) information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccination. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

#### **Eye Examination**

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required. Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

## Dental Examination

All children in kindergarten and the second, sixth, and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

## Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form, signed by the student's health care provider, to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 5100.3 (7:280), Students with Chronic Infectious Diseases, and State rules if there is an outbreak of one or more diseases from which the student is not protected. Illinois state law does not allow exemptions from immunizations and/or examination for personal or philosophical reasons.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

## Homeless Child

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

## Legal References:

42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act 105 ILCS 5/27-8.1 and 45/1-20. 410 ILCS 45/7.1 and 315/2e. 23 Ill.Admin.Code §1.530. 77 Ill.Admin.Code Part 665. 77 Ill.Admin.Code Part 690.

Adopted: 03/13/06 / Revised: 07/14/08 / Revised: 11/09/15 / Revised: 01/11/16 / Revised: 07/08/19



## Health Services Overview

District 58 provides the following services, which are monitored by a certified school nurse:

- Hearing and vision screenings (see also: Hearing and Vision)
- Emergency procedures
- Health histories
- Developmental screening (see also: Preschool/ Developmental Screenings)
- First aid
- Medical information referrals (for interested parents)
- Supervision of medication/medical procedures

All federal/state mandates are complied with as stated in the Individuals with Disabilities Education Act (IDEA); School Code of Illinois; Article 14; State Rules and Regulations to Govern the Administration and Operation of Special Education; Family Education Rights and Privacy Act of 1974; Illinois School Records Act; Section 504 (of the Rehabilitation Act of 1973); and the Americans with Disabilities Act.

## Hearing and Vision

District 58 conducts hearing and vision screening programs annually, as mandated, in designated grade levels. The program's purpose is to detect problems early and refer students for treatment. Each student is screened twice before a referral is made. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. However, parents and guardians of students entering kindergarten or an Illinois school for the first time must present proof before Oct. 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. Parents and guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. In the case of a hearing problem detected during screening, a complete audiogram is done, and a copy is provided to the parent so that the physician may be made aware of the school's findings. A parent may request a screening at any time if a concern exists.

## Immunizations

The dates of all immunizations are required by Illinois law (Title 77, Part 665, Section 665.240). The dates must be verified by the signature of the health provider. Please visit [www.dg58.org/parents](http://www.dg58.org/parents) and view the "Health Services" section for the full schedule of immunizations, examinations and screenings. Additionally, parents are notified in the spring of any vaccination(s), examination(s) and/or screening(s) their child will need to receive prior to entering school the following year. Policy 5100.2 (Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students) is printed in its entirety on page 28.

## Medication Administration

The Board of Education recognizes that it is necessary for the critical health and well-being of students in certain circumstances to take medication during school hours. The Board authorizes school personnel to administer to students, or to allow the self-administration of, both prescription and over-the-counter medication during the school day when students require such medication in an emergency, in order to attend school, or in order to gain access to the District's educational programs. The Board also authorizes the school personnel to render additional emergency medical assistance when necessary to protect the students' health, safety and welfare. The superintendent is authorized to establish administrative regulations to implement this policy. These administrative regulations shall include a designation of employees authorized to administer medication; the manner in which both prescription and over-the-counter medication will be administered to students; and procedures for self-administration by students.

Reference: Board Policy 5148 and Administrative Regulation 5148. Administrative Regulation 5148 is written on the following page in its entirety.



## **Administrative Regulation 5148 - Students - Administration/Self-Administration of Medication and Emergency Medical Assistance**

### **I. Authorization for the Administration/Self-Administration of Medication and Emergency Medical Assistance**

- A. School employees shall not administer to a student or permit a student to self-administer prescription or over-the-counter medication in non-emergency situations unless a completed Medication Administration/Self-Administration Consent Form is obtained. Such form shall contain the following:
1. A written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:
    - a. the student's name;
    - b. date of birth;
    - c. licensed prescriber's name, signature, and phone number;
    - d. name of medication;
    - e. whether the prescribed medication is for an asthmatic condition;
    - f. whether the prescribed medication is an epinephrine auto-injector;
    - g. dosage of medication;
    - h. route of administration of medication;
    - i. frequency and time of administration of medication;
    - j. date of prescription and order;
    - k. discontinuation date;
    - l. diagnosis requiring medication;
    - m. intended effect of medication;
    - n. possible side effects;
    - o. other medications the student is receiving;
    - p. other requirements or special circumstances;
    - q. whether student possession and self-administration is authorized; and
  2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees or requesting that the District permit the student to self-administer his/her medication.
- B. Emergency medical assistance shall be provided, during school hours or at school sponsored activities, to all students whose parents have signed a written authorization for the provision of such assistance.
- C. Authorization required by this Section shall be placed in the student's cumulative file, with a copy to the school nurse and principal of the school which the student attends.

### **II. Administration of Medication**

When the conditions contained in Section I.A. of these Administrative Regulations are satisfied, medication shall be administered to students in the following manner:

- A. Prescription medications shall be brought to school in the original container which shall display:
1. the student's name;
  2. prescription number;
  3. medication name, dosage, route of administration and other required directions;
  4. licensed prescriber's name;
  5. date and refill instructions;
  6. pharmacy name, address, and phone number;
  7. name or initials of pharmacist.
- B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.
- C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.

- D. The Principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, who may be certificated or non-certificated registered professional nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication. When necessary, the school nurse shall instruct these employees concerning the manner in which the medication shall be administered, the circumstances requiring the administration of medication and the possible side effects.
- E. Each dose of medication shall be documented for the student's health records. Documentation shall include date, time, dosage and route, and signature or initials of the person administering or supervising the administration of the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.
- F. When requested by the student's physician, the medication's effectiveness and side effects shall be assessed and documented.

### **III. Discretionary Administration of Medication**

If a parent consents to the administration of medication on a discretionary basis, the school nurse shall provide the necessary information and instructions for the administration of the medication including detailing any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by a school nurse, who may be a certificated or a non-certificated registered professional nurse or a previously designated and instructed employee after consultation with and approval of the school nurse.

### **IV. Emergency Medical Treatment**

School personnel shall render emergency medical assistance to any student whose parents have authorized such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student's health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance. The student's parent or guardian shall be contacted as soon as possible after the injury giving rise to the need for emergency medical assistance.

### **V. Self-Administration of Medication**

If a parent authorizes a student's self-administration of medication, the procedures set forth in these Administrative Regulations concerning the administration of medication by school personnel shall be followed, including completion of a Medication Administration/Self-Administration Consent Form.

Self-administration of all medications shall be in the presence of designated school personnel and the medication shall be stored by the District. However, a student with a medical condition who is prescribed asthma medication or an epinephrine auto-injector by a physician, or other medical professional authorized to prescribe medication under the law, may possess and use his/her asthma medication or epinephrine auto-injector during school or at school sponsored activities without the supervision of District personnel provided his or her parent or guardian has so authorized on the Medication Administration/Self-Administration Consent Form.

### **VI. Compliance with Rules**

Students shall not allow other students to carry, possess or use their prescription or non-prescription medication, and violation of this rule may result in discipline.

### **VII. Disposal of Medication**

The parent(s) or guardian of a student will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.

### **VIII. Dissemination of the Policy**

A copy of the Policy and these Administrative Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Administrative Regulations shall also be printed in the Schools of 58: a handbook for parents.

Revised: 04/13/92 / Reviewed: 05/93 / Reviewed: 03/2006 / Revised: 06/2006 / Revised: 08/2016



## Pesticide Applications

District 58 uses the Integrated Pest Management program, which combines preventative techniques, non-chemical pest control methods and the appropriate use of pesticides (weed or insect) with a preference for products that are the least harmful to human health and the environment. Schools use the parent notification system (see also: Parent Notification System) to alert parents/ guardians prior to pesticide applications.

## Sex Offenders

All child sex offenders, as defined by law, are prohibited from being present on school property or loitering within 500 feet of school property when children under the age of 18 are present. Sex offenders are also prohibited from any transportation conveyance owned, leased or contracted by the District to transport students to or from school or a school-related activity when persons under the age of 18 are present in the building, on the grounds, or in the conveyance.

Exceptions: If the sex offender is a parent/guardian of a student attending the school, he or she may visit the school for conference purposes, with advance notice to the principal or permission from the Board or superintendent. In all cases, a designated District 58 official shall supervise a child sex offender whenever the offender is in a child's vicinity.

Reference: Board Policy 3525 and Administrative Regulation 3525

## Student Accident Insurance

Student accident insurance covers all District 58 children while participating in school-sponsored programs or school-supervised activities, including athletics. Parents may enroll for this optional insurance online at [www.k12specialmarkets.com](http://www.k12specialmarkets.com). This website includes detailed information regarding coverages, benefits, premiums and claim forms. Parents will have the option to directly enroll their child using a credit or debit card, or they may print out an enrollment form and mail it with a check or money order.



# Student Conduct

## Bullying, Intimidation and Harassment

Board Policy 5138, Board Policy 5138.1 and Board Policy 5138.2 regarding harassment, bullying and intimidation are written on the following pages in their entirety

### Board Policy 5138 - Students - Prevention of and Response to Bullying, Intimidation and Harassment

No person, including a District employee, agent, student, parent, or community member shall bully, intimidate, or harass a student or staff member. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying, intimidation, or harassment of students are prohibited and will not be tolerated.

Bullying, intimidation, or harassment on the basis of actual or perceived race; color; national origin; 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 non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, teen dating violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, retaliation, and school violence.

A student who believes that he or she has been bullied, intimidated, or harassed as defined in this policy is encouraged to immediately report it orally or in writing to the Building Principal, Assistant Principal, or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying, intimidation, or harassment is encouraged to report it to the Building Principal, Assistant Principal, District Complaint Manager, or any other staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding. Any person making a knowingly false accusation may be subject to disciplinary action.

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

1. Fully implements and enforces each of the following Board Policies:
  - A. 5131, Student Discipline. This policy prohibits students from engaging in bullying, intimidation, harassment, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - B. 5138.1, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.

- C. 5138.2, Sexual Harassment Prohibited. This policy prohibits harassment or abusive conduct toward another student or adult. It encourages the school environment to be productive, respectful, and free of unlawful harassment.
- D. 5139, Uniform Grievance Procedure. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying, intimidation, or harassment. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
- E. 6111, Computer Network and Internet Safety, Access, and Use. This policy states that the access and use of the District's electronic networks: (1) is consistent with the educational mission of the District, or (2) serves as a natural extension of classroom learning by providing access to educational resources and reference materials, by reinforcing the specific subject matter taught, by requiring the use of critical thinking skills, by promoting tolerance for diverse views, and by teaching socially appropriate forms of civil discourse and expression. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's policy for Acceptable Use.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassment, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying, intimidation, or harassment.

- 2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions. The District shall use interventions to address bullying, that may include, but are not limited to, school social work services, counseling, and community-based services. The District shall explore school-based restorative measures, as alternatives to exclusionary discipline, such as suspensions and expulsions, that contribute to maintaining school safety, teach students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students and families, and reduce the likelihood of future disruption.
- 3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board Policy 6011, Curriculum Design and Changes. This includes incorporating student social and emotional development and skill building into the District's educational program as required by State law and in alignment with Board policy 6006, Student Social and Emotional Development.
- 4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - A. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - B. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - C. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - D. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
- 5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying
- 6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
- 7. Informs the parent(s)/guardian(s) of every student involved in an alleged incident of bullying, consistent with federal and State laws and rules governing student privacy rights, and discusses, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
- 8. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.

9. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
10. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and communicates the results of this assessment to the Board along with recommendations to enhance effectiveness.
11. Complies with State and federal law and is in alignment with Board policies. This includes reviewing the policy every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

The superintendent is authorized to promulgate administrative regulations implementing this policy.

Legal Reference: Title VII of the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000e et seq.; 29 CRF Sec. 1604.11(a))

Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Illinois Admin.Code§1.240

Adopted: 03/13/95 / Reviewed: 04/19/02 / Revised: 05/12/08 / Revised: 04/12/10 / Revised: 01/10/11 / Reviewed: 10/15/13 / Revised: 01/12/15

Revised: 06/08/15 / Revised: 05/08/17 / Revised: 05/13/19

### **Board Policy 5138.1 - Students - 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 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. A student engaging in teen dating violence will be subject to discipline, up to and including, expulsion. (See Policy #5131)

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

- 1) Fully implements and enforces each of the following Board policies:
  - a) Policy 5131, Student Discipline – This policy allows the School District to discipline students whose conduct affects the well-being of the schools and/or students in the schools.
  - b) Policy 5138, Prevention of and Response to Bullying, Intimidation, and Harassment – This policy prohibits students from engaging in harassment, bullying, or intimidation, at school, school-related events, and electronically. Prohibited conduct includes, but is not limited to, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
- 2) Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a) Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b) The Building Principal, Assistant Principal, Nondiscrimination Coordinator, or a Complaint Manager identified in Policy 5139, Uniform Grievance Procedure.
- 3) Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Policy 6011, Curriculum Design and Changes. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Policy 6006, Student Social and Emotional Development.
- 4) Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Principal, or a Complaint Manager.
- 5) Notifies students and parents/guardians of this policy.

Legal Reference: 105 ILCS 110/3.10.

Adopted: 01/12/15

### **Board Policy 5138.2 - Students - Sexual Harassment Prohibited**

The School District expects the school environment to be productive, respectful, and free of unlawful harassment. Students shall not engage in harassment or abusive conduct toward another student or adult on the basis of actual or perceived: race; color; national origin; 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 or protected status. Harassment by students, including, but not limited to, sexual harassment, is prohibited.

It is illegal and against Board of Education policy for any student, male or female, to sexually harass another student or adult by: (a) making unwelcome sexual advances, requests for sexual favors, and/or engages in other verbal or physical conduct of a sexual nature, including sexual violence; (b) making submission to or rejections of such conduct the basis for denying or limiting the provision of educational aid, benefits, services, treatment, or other decisions affecting the student; (c) creating an intimidating, hostile or offensive educational environment by such conduct.

The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort.

### **Reporting**

- A. Students are encouraged to report claims or incidences of sexual harassment. If a student or employee believes that he or she has been sexually harassed and has been unable to resolve the issue, the student (or parent of the student) or employee shall notify his/her Supervisor. Such notice shall be in writing and contain a summary of the nature of the alleged harassment. 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. A copy of the notice shall be sent to the Superintendent.
- B. In the event that the Supervisor is the employee against whom the complaint is filed, the complainant shall report the alleged act to the Superintendent. In the event that the Superintendent is the employee against whom the complaint is filed, the complainant shall report the alleged act to the President of the Board of Education.
- C. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action. Students who make good faith complaints will not be disciplined. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment by a student. Retaliation against students or employees for bringing bona fide complaints or providing information about harassment is prohibited.
- D. Incidents of suspected or actual cases of child sexual abuse will be reported immediately to the Department of Children and Family Services.

### **Investigation**

- A. The Superintendent or the Board President shall undertake an investigation of all such complaints or appoint an administrator or other qualified person to conduct the investigation. No complaint or identity of a complainant will be disclosed except when necessary to fully investigate the complaint and after notification to the complainant.
- B. The investigator shall file a written report of his/her findings with the Superintendent or the Board of Education within twenty-eight (28) days after the complaint has been made. In the event the report cannot be completed within twenty-eight (28) days, the report shall state the reasons for the delay.
- C. The complainant shall be notified of the findings of the investigation.

Any student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with Board Policy 5131, Student Discipline. Any employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, up to and including, termination, consistent with Board Policy 4008, Employee Suspension. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including suspension and expulsion.

### **Distribution of Policy**

Students shall be informed annually of the Board's discipline policy. Additionally, this policy shall be distributed to the parent(s) or guardian(s) of each student within fifteen (15) days of the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the School District.

Legal Reference: Title VII of the Civil Rights Act of 1964 (42 U.S.C. Sec. 2000e et. seq.; 29 CRF Sec. 1604.11(a))

Adopted: 06/08/15

### **Dress**

The Board of Education encourages parents to dress their children in a manner that reflects good taste and appropriate attire for school, and conforms to health and safety standards. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety and decency.

### **Locker Inspections**

Lockers are the property of District 58 and may be subject to search.

## Student Discipline

Board Policy 5131 and Administrative Regulation 5131, regarding Student Discipline, are written on the next pages in their entirety.

Incidents regarding battery, firearms and drugs are also reported to the Illinois State Board of Education through the Student Incident Reporting System.

### Board Policy 5131 - Students - Student Behavior and Discipline

#### I. General Disciplinary Authority

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. In accordance with constitutional due process and statutory requirements, the Board may suspend or expel students from school and from the school bus for acts of gross disobedience or misconduct and may otherwise maintain discipline in the schools. The Superintendent, Principals, and Assistant Principals may suspend students from school or the school bus for up to ten (10) school days. Prior to assigning an out of school suspension, the building administrator must contact the Superintendent or designee. Only the Board may determine to expel a student from school or from the school bus.

A student may be subject to disciplinary action for engaging in *gross disobedience or misconduct*, as described in the section below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

#### II. Disciplinary Measures

Students committing acts of gross disobedience or misconduct, as defined in this policy, may be placed on probation, detained during non-school hours, suspended in-school, suspended from school, suspended from riding the school bus, expelled from school, transferred to or placed in an alternative educational placement or school or otherwise disciplined, or required to participate in a counseling or rehabilitation program. Suspension or expulsion shall include suspension from school and all school activities and a prohibition from being present on school grounds. Such discipline, however, shall not include slapping, paddling, prolonged maintenance of students in physically painful positions or the intentional infliction of bodily harm upon students. School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Suspensions or expulsions of students shall occur in compliance with administrative regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or expulsion shall be determined by the administration and established in general regulations governing student discipline.

Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. After-school study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised and has meaningful work to complete.
10. Suspension of bus riding privileges in accordance with Board policy.
11. Out-of-school suspension from school and all school activities in accordance with Board policy and administrative regulation. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years. A student who has been expelled may also *shall* be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student's parent(s) or following a Board hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

### III. Re-Engagement of Returning Students

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

### IV. Mandatory Expulsion for Bringing Weapons to School

Pursuant to the federal *Gun-Free Schools Act* and Section 10-22.6 of *The School Code*, it is the policy of the Board to expel from school for at least one calendar year (but no longer than two calendar years) any student who has possession or control of or uses or transfers a "weapon" at school, any school sponsored activity or event, or any activity or event which bears reasonable relationship to school. The term "weapon" in this context is defined in the Administrative Regulations implementing this Policy. The Superintendent may modify the expulsion period, and the Superintendent's determination may be modified by the Board on a case-by-case basis. Students eligible for special education and related services shall be considered for expulsion or other discipline for bringing weapons to school pursuant to the *Individuals With Disabilities Education Act* as set out in the procedures set forth in the Administrative Regulation accompanying this Policy.

### V. Reporting Firearm, Drug and Other Criminal Incidents

If a school official observes any person to be in possession of a firearm on the property comprising the school, on any conveyance used by the school to transport students to or from school-related activities, or on any public way within 1000 feet of the property comprising the school, the school official will immediately notify the office of the principal. Such notification may be delayed if necessary to avoid endangering students or the school official, but must be completed as soon as there is no longer immediate danger. (This provision does not apply when the school official knows the person to be a law enforcement official conducting official duties.)

Once the Building Principal receives such a report from a school official or from any other person, the Building Principal or his or her designee will immediately notify a local law enforcement agency. If the person found to be in possession of a firearm is a student, the Building Principal or his or her designee also will immediately notify the student's parent or guardian. If the person found to be in possession of a firearm is a minor, the law enforcement agency may detain the person as required by law.

In addition, upon receipt of a report from any school personnel regarding a verified incident involving a firearm in a school, on school grounds, or on conveyance used to transport students, the Superintendent or his or her designee will report the incident immediately to local law enforcement authorities and to the Department of State Police in a form, manner and frequency as prescribed by the State Police.

For purposes of these reporting requirements, a "firearm" shall be as defined in the Administrative Regulations accompanying this Policy.

Further, any incident of manufacture, delivery or possession with intent to deliver cannabis, a controlled substance or a look-alike occurring in a school, on school property, on a public way within 1000 feet of a school, or in a vehicle used to transport students must be reported to the police or the county sheriff by the Building Principal or designee within 48 hours of its occurrence.

If the District reports to a law enforcement agency any crime committed by a special education student, the District shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate agency authorities, to the extent permitted by the *Family Educational Rights and Privacy Act*, with prior written notice to the parents and in accordance with the Board's Policy on Student Records. Incidents involving battery, firearms, or drugs will also be reported to the Illinois State Board of Education through the Student Incident Reporting System (SIRS).

## **VI. Maintenance of Discipline by Teachers and Other Employees**

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## **VII. Behavioral Interventions for Students**

Behavioral interventions shall be used with students to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. It is the intent of the Board that, when behavioral interventions are used with students, the interventions be used in consideration of the students' physical freedom and social interaction, and be administered in a manner that respects human dignity and personal privacy.

## **VIII. Behavioral Interventions for Students with Disabilities**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Consistent with paragraph 14-8.05 of *The School Code*, it is the intent of the Board that, when behavioral interventions are used with students eligible for special education and related services, the interventions be used in consideration of the students' physical freedom and social interaction, and be administered in a manner that respects human dignity and personal privacy and ensures the students' right to placement in the least restrictive educational environment. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

## **IX. Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **X. Definition of Gross Disobedience and Misconduct**

The Board defines gross disobedience or misconduct to include any behavior which is of such egregious nature as to constitute, on its face, gross disobedience or misconduct.

Gross disobedience or misconduct also is any conduct, behavior or activity, as defined by the Board in its policies, which causes or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of same.

Gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school activity or activity reasonably related to school. It may also occur in a situation other than on school grounds or at a school-related activity, provided, however, that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes or student environment.

Gross disobedience or misconduct shall also include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board or the administration:

1. Insubordination to school personnel, including failure to follow directions or to produce student identification or passes.
2. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including alcohol, drugs or any look-alike drug, drug paraphernalia, or tobacco product.
3. Intimidation of, or any attempt to intimidate, school personnel or other students.
4. Harassment, including sexual harassment, of school personnel or other students.
5. Bullying, which includes cyber-bullying, of school personnel or other students (as defined in Policy 5138).
6. Aggressive behavior toward school personnel or other students.
7. Acts of teen dating violence (as defined in Policy 5138.1).
8. Fighting with, or any assault of, school personnel or other students, or any use of violence, force, coercion, threats, intimidation, fear or other such conduct, or urging other students to engage in such conduct.
9. Theft of or intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students.



10. Verbal abuse of school personnel or other students, or use of profane or obscene words or gestures.
11. Endangering of the physical or psychological well being of school personnel or other students by conduct or actions, including, but not limited to:
  - a. Improper release of a school fire alarm or tampering with fire extinguishers;
  - b. Starting, or any attempt to start, a fire on school property; or
  - c. Setting off, or any attempt to set off, explosive devices on school property.
12. Possession, use or display, control or transfer of a firearm, or weapon, or any reasonable facsimile.
13. Use of a cellular communication device, or use of other electronic devices in a manner that violates Policy #5137 while in any school building or on any school property, during regular school hours or at any other time. Exceptions may be made with advance approval of the Building Principal.
14. Creating, sending, sharing, viewing, receiving, or possessing indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular telecommunication device.
15. Disruptive behavior or conduct.
16. Gang signs, gang activity, or gang-related dress.
17. Truancy, i.e., absence from school or classes without valid cause during a school day or portion thereof, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in *The School Code*, unless available supportive services have been provided to the student.
18. Repeated incidents of misbehavior, including repeated refusal to comply with school rules.
19. Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
20. Any other acts, which violate other Board Policy or Administrative Regulations.

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.

#### **XI. Enrollment of Students Under Suspension or Expulsion in Preceding School District**

Pursuant to Section 2-3.13a of *The School Code*, the District shall not enroll a student who is under suspension or expulsion in the school district in which he/she was previously enrolled until such time as the duration of the suspension or expulsion imposed by the school district of prior enrollment is completed. In the alternative, the Board reserves the right to accept the student for enrollment, but place the student in an alternative school program for the remainder of the suspension or expulsion.

#### **XII. Parent-Teacher Advisory Committee**

The Board shall maintain a parent-teacher advisory committee to develop with the Board policy guidelines on student discipline, including school searches, bus safety, and such committee shall review these guidelines on an annual basis. In addition, the advisory committee, in cooperation with local law enforcement agencies, shall develop with the Board implementation guidelines and procedures to establish and maintain a reciprocal reporting system between the District and the local law enforcement agencies regarding criminal offenses committed by students. Consistent with Section 10-20.14 of *The School Code*, the Superintendent, in consultation with the Parent-Teacher Advisory Committee and other community-based organizations, also shall develop Administrative Regulations containing parent notification and early intervention procedures aimed at students who have demonstrated behaviors that put them at risk for aggressive behavior, including but not limited to, bullying.

#### **XIII. Distribution of Policy**

Students shall be informed annually of the Board's discipline policy. Additionally, this policy shall be distributed to the parents or guardian of each student within fifteen (15) days of the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the District. The students and their parents/guardians must acknowledge receipt of the student handbook in some form upon receipt of the handbook.

Parents and guardians of all students with individualized education plans shall be provided a copy of this policy at the time an individualized education plan is first implemented for the student.

Legal Ref:

Adopted: Revised: Revised: Revised: Revised: Revised: Revised:

*The School Code*, 105 ILCS 5/2-3.13a, 10-20.14, 10-20.35, 10-22.6, 14-1.01 et seq., 14-8.05 and 24-24.

*Individuals with Disabilities Education Act*, 20 U.S.C. Section 1401 et seq. Juvenile Court Act, 705 ILCS 405/1-8(F)

Gun-Free Schools Act of 1994, 20 U.S.C. Section 8921 et seq.

Adopted: 04/11/77 / Revised: 11/11/85 / Revised: 04/14/86 / Revised: 01/14/91 / Revised: 05/10/93 / Revised: 01/09/95 / Revised: 03/10/97  
 Revised: 06/09/98 / Revised: 06/14/99 / Reviewed: 01/23/01 / Revised: 12/10/01 / Revised: 05/12/03 / Revised: 06/12/06 / Revised: 01/10/11  
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## **Administrative Regulation 5131- Students - Student Behavior and Discipline**

### **I. General**

- A. The Board of Education shall limit the number of expulsions to the greatest extent possible. In addition, Building Principals/Assistant Principals, in consultation with the Superintendent or Assistant Superintendent, shall limit the number and duration of out-of-school suspensions and expulsions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.
- B. Students eligible for special education and whose Individual Education Plans include a behavioral intervention plan may only be subject to discipline pursuant to the provisions of that plan, except as may be required on an emergency basis and as otherwise provided in Section VII of these Administrative Regulations.
- C. Prior to removing any student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify a parent or guardian by telephone and take any other steps reasonably necessary to ensure the safety of the student being removed from school or the school bus.
- D. No student who is chronically or habitually truant shall be subject to discipline unless appropriate supportive services have first been provided to the student and have either failed to result in cessation of the chronic or habitual truancy or have been offered and refused. (See Board Policy #5133)
- E. 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.
- F. Information regarding drug or alcohol counseling, rehabilitation, and reentry programs will be made available to students through the District's Special Services Department.
- G. The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

### **II. Definitions**

- A. Aggressive Behavior is assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person. Aggressive behavior is also defined as hostile words and/or actions toward property.
- B. Bullying as defined in Policy 5138.
- C. Chronic Truant is any student subject to compulsory school attendance who is absent without valid cause for five percent (5%) or more of the previous one hundred eighty (180) regular attendance days.
- D. Detention is the keeping of a student after regular school hours for a reasonable period of time.
- E. Expulsion is the exclusion of a student from school for a period of time greater than ten (10) consecutive school days but for no longer than two calendar years.
- F. Firearms are any weapons or destructive devices which will, or are designed to, or may readily be converted to expel a projectile by the action of an explosion, expansion of gas or escape of gas. Firearms include, but are not limited to, guns, bombs, grenades, poison gas, and rockets.
- G. In-school Suspension is a temporary exclusion of a student from a class or classes, with an opportunity to make up missed class work for credit.
- H. Interim Alternate Educational Setting is any educational setting, other than the current one, capable of implementing the student's IEP that can be utilized for up to forty-five (45) school days determined by designated school personnel for qualifying behaviors or by the order of a special education hearing officer.
- I. Look-Alike Drug means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.
- J. Non-Exclusionary Disciplinary Measures are designed to address the causes of the misbehavior, provide opportunities for the student to participate in the resolution, and teach students positive behavioral skills. Examples of such measures are provided in Policy 5131.
- K. Out-of-School Suspension is a temporary exclusion of a student from school, from riding the school bus, for a period of time not to exceed ten (10) consecutive school days per incident, except that a student may be suspended by the Board from riding the school bus in excess of ten (10) consecutive school days for safety reasons.

- L. Possession is the act of knowingly having on one's person or in one's control, including but not limited to in one's locker, backpack, purse, vehicle or other property.
- M. Probation is a conditioned enrollment in school, or a particular school activity or class, for a restricted period of time.
- N. School Personnel includes teachers, administrators, school board members, school bus drivers and all other school district employees and school volunteers.
- O. Special Education Student is a student who has been determined eligible for a special education instructional program or support services pursuant to Article 14 of *The School Code*, the *Individuals With Disabilities Education Act*, or Section 504 of the *Rehabilitation Act of 1973*. In addition, to the extent required by law, a student who has not been determined to be eligible for special education services may be entitled to the procedural protections afforded to special education students under this Policy and Administrative Regulations if the School District had knowledge that the child was a child with a disability prior to the incident of misconduct leading to the discipline.
- P. Special Education Rules are the official regulations of the State Board of Education governing special education as found in 23 Ill. Admin. Code 226.
- Q. Supportive Services are services including, but not limited to, diagnostic intervention, alternative education programs and community services.
- R. The School Code refers to the Illinois statutes governing boards of education as found in Chapter 105, Art. 5, of the *Illinois Compiled Statutes*.
- S. Weapons, for purposes of discipline pursuant to *The School Code*, shall be defined according to the following:
  1. For purposes of general disciplinary authority, "weapon" includes any object, which may be used or attempted to be used to cause bodily harm.
  2. For purposes of a mandatory one-year expulsion pursuant to *The School Code*, "weapon" means (a) gun, rifle, shotgun, firearm, any device which expels a projectile by the action of an explosive, bomb, grenade, rocket, missile with explosive or incendiary charge, black-jack, metal knuckles, throwing star, switchblade knife, (b) a dangerous knife or any other dangerous or deadly weapon if possessed with the intent to use against another, (c) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (d) "look-alike" of such weapons.
  3. For purposes of invoking an alternative educational setting in excess of ten (10) consecutive days for a disabled student:
    - a. the term "weapons" shall include any devices, instruments, materials or substances, animate or inanimate, that are used for, or are readily capable of, causing death or serious bodily injury, except that such term shall not include a pocket knife with a blade of less than 2.5 inches in length.
    - b. the term "serious bodily injury" shall mean bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ or mental faculty.

### III. Suspension Procedures

#### A. In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Prior to assigning an in-school suspension, the building administrator must contact the Superintendent or designee.
2. Before assigning a student to in-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
3. Students are supervised by licensed school personnel.
4. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.
5. A written notice will be provided to the parents and/or guardians. The notice shall include a full statement of the reasons for the suspension, including any school rule or policy which has been violated and the duration and dates of the suspension.
6. A copy of the written notice must be given to the Superintendent or designee and Secretary of the Board. The Board of Education shall be provided an annual summary of the number and type of suspensions.

## B. Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. Prior to assigning an out-of-school suspension, the building administrator must contact the Superintendent or designee.
2. Before assigning a student to an out-of-school suspension, the charges will be explained, and the student will be given an opportunity to respond to the charges.
3. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
4. A phone call to the student's parent(s)/guardian(s), along with a request to attend a conference to discuss the out-of-school suspension.
5. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
    - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
6. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
7. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 5, above.

## C. School Bus Suspension

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, as defined in School Board policies 5131 and 5131.1.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The following bus suspension procedures will be followed:

1. Before assigning a student to a bus suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A written notice will be provided to the parents and/or guardians. The notice shall include a full statement of the reasons for the suspension, including any school rule or policy which has been violated and the duration and dates of the suspension.
3. A copy of the written notice must be given to the Superintendent or designee and Secretary of the Board. The Board of Education shall be provided an annual summary of the number and type of suspensions.

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.

#### **IV. Expulsion Procedures**

Expulsion from school may be used as a disciplinary measure only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student's continuing presence in the school would either pose a threat to the safety of other students, staff, or members of the school community or substantially disrupt, impede, or interfere with the operation of the school.

Prior to any recommendation for expulsion, the authorized administrator shall ascertain whether the student is a special education student. If so, then the procedures set forth in Section VII shall be followed.

Only the Board of Education may determine to expel a student from school or from the school bus.

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled.
4. In determining the length of the student's expulsion, that Board shall also consider:
  - a. The egregiousness of the student's conduct;
  - b. The history of the student's past conduct;
  - c. The likelihood that such conduct will affect the delivery of education for other students;
  - d. The severity of the punishment; and
  - e. The student's best interests.

5. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
  - e. Document whether available or appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the District may refer the student to appropriate and available support services. An expulsion may be effective immediately or as specified by the Board.

## **V. Non-Exclusionary Discipline and Lesser Disciplinary Measures**

Non-exclusionary discipline measures are designed to address the causes of the misbehavior, provide opportunities for the student to participate in the resolution, and teach students positive behavioral skills. Examples of such measures are provided in Policy 5131.

Detention, probation, in-school suspensions, removal from the classroom or other lesser disciplinary measures may be imposed for student disobedience or misconduct warranting lesser penalties.

- A. Principals at individual buildings have the right to establish rules and consequences for lesser disciplinary infractions. Students shall be annually notified of the rules, as established at the building level, which will lead to imposition of lesser disciplinary measures if violated.
- B. Students shall have no right of review by the Board of Education for the imposition of the lesser disciplinary measures of this Section.

## **VI. Intervention Procedures for Student Aggressive Behavior**

### **Definition**

Aggressive behavior or bullying, as defined in Section II of these Administrative Regulations, may include a wide range of hurtful behaviors but usually takes one or more of the following forms: physical (hitting, kicking, spitting, pushing, taking personal belongings); verbal (taunting, malicious teasing, name calling, making threats); psychological (spreading rumors, manipulating social relationships, or engaging in social exclusion, extortion, or intimidation).

### **Identification/Awareness**

Staff will survey students/parents anonymously to determine the nature and prevalence of the district's/school's bullying problem using formal or informal processes.

Each school will reserve professional development time to raise awareness and knowledge of the issue, including a common understanding of bullying and the intent to reduce/eliminate aggressive behaviors through the implementation of these procedures.

The District will work with local agencies to create a community awareness of aggressive behavior issues.

### **School-level Interventions**

- Review the results of the student survey and plan the school's aggressive behavior prevention program.
- Establish a confidential reporting system that allows children to report victimization and that records the details of bullying incidents.
- Increase supervision in areas that have been determined to be hot spots for bullying or aggressive behaviors at school.
- Development of schoolwide rules and sanctions against bullying, using the District's Discipline Policy.
- Development of a system to reinforce prosocial behaviors.
- Parent involvement in school activities.

### **Classroom Activities:**

- Regularly scheduled classroom meetings during which students and teachers engage in discussion, role-playing, or curriculum activities related to character development.
- Individual Interventions

- Immediate intervention by school staff in all bullying incidents.
- Involvement of parents of bullies and victims of bullying, where appropriate, including the involvement of parents in designing a plan of action.
- Formation of “friendship groups” or other supports for students who are victims of bullying.
- Involvement of school counselors and/or social workers, where appropriate.
- Specific re-education of bully(ies) as to his/her/their behavior and socially appropriate behavior.

## **VII. Special Education Procedures**

### **A. Ten-Day Suspension and Interim Alternative Educational Setting**

1. As a result of gross disobedience or misconduct, a special education student ordinarily may be suspended or placed in an appropriate interim alternative educational setting (“IAES”) or another setting by school personnel for up to ten (10) consecutive school days without constituting a change in placement. However, the suspension or placement in an alternative setting for ten (10) cumulative days may constitute a change in placement for some students.
2. After a special education student is removed from his or her placement for more than ten (10) cumulative days in a year, for any subsequent removal, the District will provide services to the extent necessary to enable the child to progress appropriately in the general curriculum and advance appropriately toward achieving IEP goals.
3. Within ten (10) business days of the incident giving rise to a suspension in excess of ten (10) cumulative days or a placement in an IAES, the IEP team must conduct a functional behavioral assessment, if it has not already been conducted, and implement a behavioral intervention plan (“BIP”) for the special education student. Alternatively, if a BIP has been developed for the student prior to the suspension in excess of ten (10) cumulative days or a placement in an IAES, the IEP team must review the BIP and make any necessary modifications to address the special education student’s behavior.
4. The IEP team shall determine whether the student’s removal in excess of ten (10) or more cumulative school days constitutes a change in placement.

### **B. Forty-Five School Day Interim Alternative Educational Setting**

#### **1. District Authority**

If a special education student either a) carries a weapon to school, on school premises, or at a school function, or b) knowingly possesses, uses, sells, or solicits the sale of a controlled substance while at school, on school premises, or at a school function, or c) inflicts serious bodily injury upon another person while at school, on school premises, or at a school function, the IEP team may place the student in an appropriate IAES for the same amount of time that a child without a disability would be subject to discipline, up to 45 school days.

#### **2. Hearing Officer Authority**

The District may request a hearing officer to place a student in an appropriate interim alternative educational setting for up to 45 school days. The District must demonstrate the following:

- a. that maintaining the current placement of the student is substantially likely to result in injury to the student or others; and
- b. that the District has made reasonable efforts to minimize the risk of harm in the student’s current placement, including the use of supplementary aids and services.

#### **3. Determination of Setting**

The interim alternative educational setting invoked by the District pursuant to Paragraph B.1, or requested of the hearing officer pursuant to Paragraph B.2, shall meet the following criteria:

- a. It shall be selected by the IEP team so as to enable the student to continue to participate in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student’s current IEP, that will enable the child to meet the goals set out in the IEP; and/or BIP.
- b. It shall include services and modifications designed to address the behavior resulting in the discipline so that it does not recur.

### **C. Required Notice and Review**

#### **1. Notice to Parents**

- a. Not later than the date on which the decision is made to discipline a student under Paragraphs A or B of this Section VII by suspension or placement in an alternative educational setting or other setting, or

to expel or otherwise discipline the student through a change in placement for more than ten (10) days, the District shall notify the parents of that decision and provide them with a copy of the procedural safeguards notice on the form prepared by the Illinois State Board of Education or in a substantially similar format.

- b. The notices, conferences and review hearings required by Sections III, IV, V, and VI of these Administrative Regulations also shall be provided upon the recommendations for suspensions in excess of ten (10) cumulative days or for expulsion of any special education student.

## 2. Behavior Assessment/Intervention Plan Review

Either before or within ten (10) business days after taking disciplinary action to suspend a student for more than ten (10) cumulative days in a school year under Paragraph A of this Section VII, or to place the student in an interim alternative educational setting up to 45 school days under Paragraph B.1 of this Section VII, or to otherwise discipline the student through a change in placement for more than ten (10) cumulative days, the IEP team must perform the following review:

- a. If the student does not have a behavior intervention plan, the IEP team shall convene a meeting and develop an assessment plan to address the behavior resulting in the discipline; or
- b. If the student has a behavior intervention plan, the IEP team shall convene a meeting, review the plan and modify it as necessary to address the behavior resulting in the discipline.
- c. If a student who has a behavior intervention plan and who has been removed from his or her current educational placement for more than ten (10) cumulative school days in the school year is subjected to a removal that does not constitute a change in placement, IEP team members may review the behavior intervention plan individually and meet only if one (1) or more team members believe that modifications are needed.

## 3. Manifestation Determination Review

- a. Within ten (10) school days after the date on which the decision is made to suspend, expel, alternatively place, or otherwise discipline a student through a change in placement for more than ten (10) cumulative days in a school year, the IEP team must convene a meeting and conduct a review of the relationship between the student's disability and the behavior subject to the disciplinary action.
- b. In the review, the IEP team may determine that the behavior of the student was not a manifestation of the student's disability only if the IEP team determines:
  - 1) the behavior in question was not caused by or did not have a direct and substantial relationship to the student's disability; OR
  - 2) the behavior in question was not the direct result of the District's failure to implement the student's IEP.

## 4. If the IEP team finds that the behavior is a manifestation of the student's disability:

- a. The IEP team must conduct a functional behavioral assessment, if one has not already been conducted, and implement a BIP. If a BIP has been developed prior to the conduct, then the IEP team must review the BIP and make any necessary modifications to address the behavior.
- b. The student must be returned to the placement from which he/she was removed unless the student:
  - 1) carries or possesses a weapon to/at school or school premises or at a school function;
  - 2) knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, or on school premises, or at a school function; or
  - 3) inflicts serious bodily injury upon another person while at school, on school premises, or at a school function; or
  - 4) the parent and the District agree to change of placement as part of the modification of the IEP and/or BIP.

- 5. If the authorized administrator has knowledge or reasonably concludes that a non-special education student may be eligible for special education services, he/she shall refer him for an expedited case study evaluation pursuant to the *Special Education Rules*. If warranted, the authorized administrator may stay disciplinary proceedings until the evaluation is completed and reviewed.

## D. Expulsion of Special Education Students

- 1. If the IEP team determines, pursuant to Paragraph IX.C.3 above, that the student's misconduct was a manifestation of the student's disability, the student cannot be expelled. If the IEP team determines that the



misconduct was not a manifestation of the student's disability, the student may be expelled, but must be provided a free and appropriate public education during the period of expulsion.

2. If a special education student is referred to the Board for expulsion proceedings, the procedures outlined in Sections III, IV, V, and VI of these Administrative Regulations shall be followed.
3. If a special education student is expelled by the Board pursuant to the above procedures, the IEP team shall convene to determine the nature and type of special education services the District shall provide during the period of the expulsion to ensure that the student receives a free appropriate public education.
4. Parental Objections to Discipline of Students on Special Education Grounds

If the parents of a special education student, either prior to, during, or after a disciplinary decision pursuant to Paragraphs A, B, C, or D, object to the discipline for special education reasons, they shall be informed in writing that they may request a due process hearing pursuant to the Special Education Rules. Upon the parents' request for a due process hearing, the student's placement will be stayed in accordance with law.

### **VIII. Publication and Dissemination of Policy**

Each school shall annually inform students of the contents of Policy #5131.

Copies of the Student Discipline Policy and Administrative Regulations shall be furnished to the parents or guardians of each student within fifteen (15) days after the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the District. The students in each school shall be informed of the contents of the Policy and Regulation.

Parents and guardians of all students with individualized education plans shall be provided a copy of this policy at the time an individualized education plan is first implemented for the student.

### **Parent-Teacher Advisory Committee Guidelines for Cooperation with Local Law Enforcement Agencies**

1. The District shall enter into an Intergovernmental Agreement with the local law enforcement agencies for the reciprocal reporting of information regarding criminal offenses committed by students.
2. The Parent-Teacher Advisory Committee shall develop and implement, with the Board of Education, and in cooperation with the local law enforcement agencies, these Guidelines for the reciprocal reporting of information, which shall comply with all provisions of the Intergovernmental Agreement. Any proposed changes to the Intergovernmental Agreement or these Guidelines will be submitted to the Board's legal counsel for review.
3. The Superintendent or his/her designee shall, act as a liaison between the School District and local law enforcement agencies for the purposes of reciprocal reporting of information regarding criminal offenses committed by students.
4. The Superintendent or his/her designee shall communicate with all identified local law enforcement agencies and request that the agencies designate a contact person (i.e., the Chief of Police or juvenile detective handling a particular case) within the agency for reporting criminal offenses committed by students.
5. The Superintendent or his/her designee will notify his/her counterpart at the local law enforcement agencies, of information received by the District that a student may have committed a criminal offense 1) when required by law, 2) when required by the Intergovernmental Agreement and not prohibited by law, and 3) when not required by law or the Intergovernmental Agreement, but, in the discretion of the Superintendent, such notification is otherwise appropriate and in compliance with the law.
6. When a juvenile authority requests information before the adjudication of a student and receipt of the information is necessary for the juvenile authority to discharge his or her official duties, school student records or information contained in them may be released, transferred, or disclosed to the juvenile authority. Before the information is released, the juvenile authority must certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. In this context, a juvenile authority is any individual authorized under Section 6 of the Illinois School Student Records Act, 105 ILCS 10/6(a)(6.5), as such provision may be amended or interpreted.

Reviewed and/or revised 2/89 / Reviewed and/or revised 5/93 / Reviewed and/or revised 1/95 / Reviewed and/or revised 3/97  
Reviewed and/or revised 6/98 / Reviewed and/or revised 6/99 / Reviewed and/or revised 10/01 / Reviewed and/or revised 07/06  
Reviewed and/or revised 01/13 / Reviewed and/or revised 02/15 / Reviewed and/or revised 09/16 / Reviewed and/or revised 05/17  
Reviewed and/or revised 05/19

### Form No. 3: Suspension Review/Expulsion Hearing Procedures

A student suspension review/expulsion hearing will be conducted according to the following procedures:

1. At the commencement of the hearing, either party may request the exclusion of witnesses.
2. The authorized administrator and the student may make short opening statements concerning both the charges of gross disobedience or misconduct and the appropriate discipline.
3. The authorized administrator shall first present his evidence. The student may cross-examine all witnesses in attendance and review any written evidence presented by the authorized administrator.
4. The student may then present evidence to refute the charges. The authorized administrator may cross-examine all witnesses in attendance and review any written evidence presented by the student.
5. The hearing officer may, at any time, direct questions to the parties or their witnesses.
6. The authorized administrator and the student may make closing statements at the conclusion of the hearing concerning both the issue of gross disobedience or misconduct and the issue of the appropriate discipline.
7. Following the hearing, the hearing officer will prepare a written summary of the evidence presented and submit it to the Board of Education. At the Board's next regularly scheduled meeting or meeting scheduled for this purpose, in Closed Session, the Board will consider the hearing officer's report and may take such action thereon as it finds appropriate. You will be notified in advance of the Board meeting, and may attend.



## Notifications

### Disability Accommodation

District 58 aims to provide all individuals with disabilities the equal opportunity to participate in school-sponsored services and activities. Individuals with disabilities are asked to please contact their principal or the superintendent if they require assistance in advance to arrange reasonable accommodations.

### Freedom of Information Act (FOIA)

The Board of Education permits access to and copying of public records in accordance with the Illinois Freedom of Information Act and within the limited exceptions recognized in the Act to safeguard individual privacy and the District's efficient operation. Learn more about the Freedom of Information Act at [www.dg58.org/foia](http://www.dg58.org/foia).

### Parents Right to Know Teacher Qualifications

In accordance with the Elementary and Secondary Education Act, parents may request District 58 provide them with information, in a timely manner, regarding the professional qualifications of their students' classroom teachers including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

This information is collected and disseminated in a manner that protects the privacy of individuals. Questions related to District 58 teachers or aides meeting the standards for highly-qualified teachers/aides should be addressed to the assistant superintendent for personnel.

### School Visitation Rights

The School Visitation Act requires that District 58 notify parents of the following: Public and private employers who employ 50 or more individuals in Illinois must grant an employee up to a total of eight hours leave during any school year (no more than four hours on any given day) to "attend school conferences or classroom activities related to the employee's child if the conference or activities cannot be scheduled during non-work hours."

The Act further provides that the employee must first exhaust all accrued vacation, personal and compensatory leave, and any other types of leave except sick or disability leave before using school visitation leave, and the employee must notify the employer in writing seven days in advance of the school visitation leave. If no personal or vacation leave is available, the employee may be absent without pay. In emergency situations, the employer may still require up to, but no more than, 24 hours advance notice of such leave. Documentation of the school visit may be required by the employer and is available from the school office.



## Student and Family Privacy Rights

District 58 provides for student and family privacy rights in accordance with the No Child Left Behind Act of 2001. Board Policy 6125 is written below in its entirety.

### Board Policy 6125 - Instruction - Student and Family Privacy Rights

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### Surveys Created by a Third Party

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(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section 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.

#### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the 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(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward'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.

#### Physical Exams or Screening

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.).
3. Is otherwise authorized by Board policy.

## Collection of Personal Information from Students for Marketing Prohibited

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, or (4) a Social Security identification number.

No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information (or otherwise providing that information to others for that purpose).

The above paragraph does not apply 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, such as the following:

1. Book clubs, magazines, and programs providing access to low-cost literary products.
2. Curriculum and instructional materials used by elementary schools and secondary schools.
3. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
4. The sale by students of products or services to raise funds for school-related or education-related activities.
5. Student recognition programs.

## Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy. This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Legal Reference: Protection of Pupil Rights, 20 U.S.C. § 1232h. No Child Left Behind Act of 2001  
Adopted: 05/12/03



## Student Records/FERPA

District 58 maintains a permanent and a temporary record for each student. The permanent record consists of basic identifying information concerning the student, his/her parents' names and addresses, the student's academic transcript, attendance record, accident reports, health record and a record of release of this information. The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the policy or state or federal law. A student has the right to inspect or copy his or her permanent record. All rights of the parent become the exclusive rights of the student upon the student's 18<sup>th</sup> birthday, graduation from secondary school, marriage or entry into military service, whichever comes first.

In order to review the student's record, a parent must make a written request to the District. The request will be granted within 15 school days after the date of receipt of the request. The District may charge a fee not to exceed \$0.15 per page for copies of the record. This fee will be waived when the parent is unable to pay.

The rights contained in this section are denied to any person against whom an order of protection has been granted concerning a student.

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

1. A District or State Board of Education employee or official with a current, demonstrable, educational or administrative interest in the student when the records are in furtherance of such interest including the educational interests of the child for whom consent would otherwise be required. A District official is a person employed by District 58 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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent 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.
2. Any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records.
3. In an emergency situation, if the information is necessary for the health and safety of the student or other persons.
4. If the disclosure is in connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student's record may be disclosed only as may be necessary for determining the eligibility, amount, conditions or enforcement of the financial aid.

5. If disclosure is necessary to the audit and evaluation of federally-supported education programs.
6. As allowed under the Serious Habitual Offender's Compensation Action Program
7. A governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District.
8. If the information is directory information, as explained below, and the parent has not informed the district that such information is not to be released. Directory information includes:
  - Student's name, address, gender, grade level, birth date and place, and parents' names and addresses.
  - Academic awards or honors.
  - Information in relation to school-sponsored activities, organizations and athletics.
  - Period of attendance in the school.

Student records may be released without parental consent, but with notice to the parent of their right to inspect, copy or challenge the contents of the records to be released, unless otherwise allowed by law:

- to the records custodian of a school to which the student has transferred or intends to transfer;
- pursuant to a court order (including subpoena);
- to any person as specifically required by law;
- pursuant to a reciprocal reporting agreement, or to state and local officials or authorities to whom such information is allowed to be disclosed pursuant to state statute if the disclosure concerns the juvenile justice system, including release of records or information to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court; or any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading or violative of the student's privacy rights. The district's Student Records policy, and its accompanying Administrative Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the District's Student Records policy and administrative regulations by contacting the District office or viewing the Board Policies link at [www.dg58.org](http://www.dg58.org).

The policy also provides timelines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer or permanent withdrawal from the district. Permanent records are kept for 60 years. Temporary records are kept for the period of their usefulness to the student and the school. Temporary records will be kept no less than five years after the student leaves the district. The District reviews student records every four years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act or its regulations.

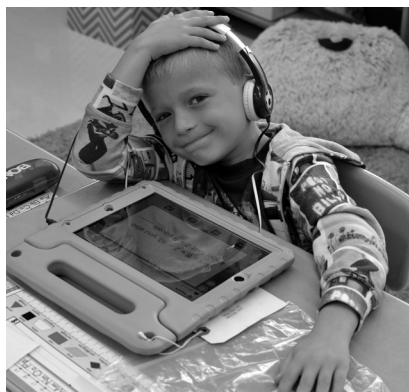
If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

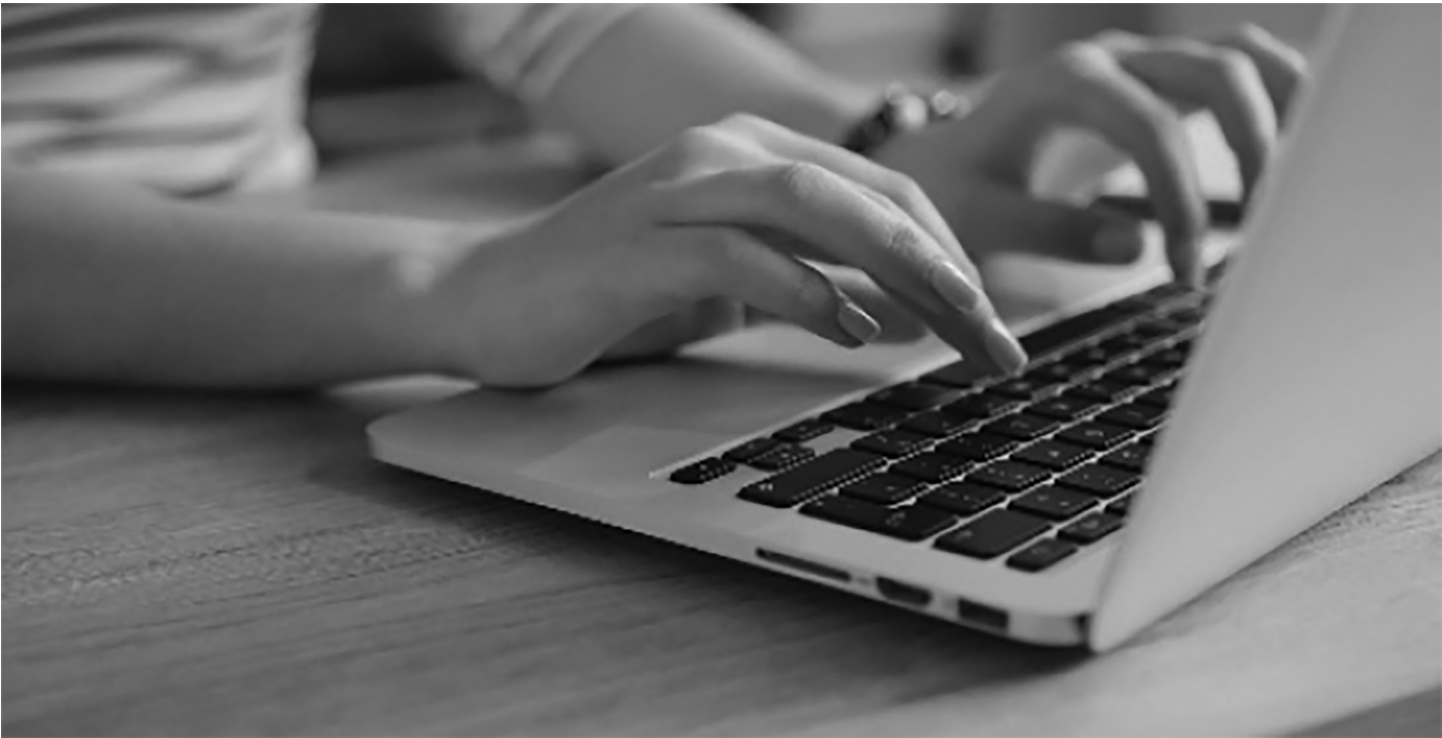
The Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA) require the Board of Education adopt a Student Records policy. District 58's policy and administrative regulations that pertain to students records are: Board Policy 5140 - Students- Student Records and Administrative Regulation 5140 - Students - Student Records, and Administrative Regulation 5140.1 - Students - Collection, Maintenance and Dissemination of Student Records.











### Visit Us Online!

District 58 uses its website, [www.dg58.org](http://www.dg58.org), as a teaching and learning tool, as well as a means of sharing information with parents, community members and other visitors wishing to know more about the District and its programs. Items available for viewing on the District's website include board policies; board agendas, meeting minutes and Board Briefs meeting reports; curriculum information; community e-flyers; parent resources; latest District news; upcoming event listings; financial information; and story/photo galleries from school and district events and activities.



[www.twitter.com/DGDistrict58](http://www.twitter.com/DGDistrict58)



[www.facebook.com/district58](http://www.facebook.com/district58)



[www.youtube.com/DownersGrove58](http://www.youtube.com/DownersGrove58)

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**BELIEVE**



## **Administrative Service Center**

1860 63rd Street, Downers Grove, Illinois 60516 | 630.719.5800 | [www.dg58.org](http://www.dg58.org)