



# **Butler District 53**

## **Student and Parent Handbook**

### **2018-2019**

[www.butler53.com](http://www.butler53.com)

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.butler53.com](http://www.butler53.com)) or at the Board office, located at:

2801 York Road  
Oak Brook, IL 60523  
(630) 573-2887

The School Board governs the school district and is elected by the community. Current School Board members are:

Dr. Elizabeth Chun, President  
Dr. Sally Beatty, Vice President  
Mr. Ahmad Sulaiman, Secretary  
Mr. James Chow, Member  
Mr. Christopher Edmonds, Member  
Mrs. Laura Bieselin, Member  
Mr. Lou Paskalides, Member

The School Board has hired the following administrative staff to operate the school:

Dr. Heidi Wennstrom, Superintendent  
Ms. Amy Read, Butler Principal  
Dr. Chad Prosen, Brook Forest Principal

The schools are located and may be contacted at:

**Brook Forest Elementary School**

60 Regent Drive  
Oak Brook, IL 60523  
(630) 325-6888 phone  
(630) 325-8452 fax

**Butler Junior High School**

2801 York Road  
Oak Brook, IL 60523  
(630) 573-2894 phone  
(630) 573-1725 fax

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2801 York Road  
Oak Brook, Illinois 60523-2399

Board of Education and  
Administrative Center  
2801 York Road  
Telephone: 630-573-2887  
FAX: 630-573-5374

Butler Junior High School  
2801 York Road  
Telephone: 630-573-2760  
FAX: 630-573-5374

Brook Forest School  
60 Regent Drive  
Telephone: 630-325-6888

Dear District 53 Parents and Students:

FAX: 630-325-8452

The District 53 faculty and staff would like to extend our most sincere welcome! Our goal is to provide students with the most appropriate educational services to meet individual developmental needs. Our District mission and vision statements best define this goal:

**Mission**

Butler School District 53 provides the best educational opportunities for each student to achieve academic excellence, to develop the curiosity for life-long learning, and to determine personal and social integrity.

**Vision**

Education is a partnership in a journey of excellence preparing children to learn and succeed in an evolving world.

**We hold dear...**

- Providing for the highest academic achievement.
- Empowering every child to soar beyond established standards.
- Ensuring a child-centric approach to educational decision making.
- Creating a holistic pursuit of academic, social and emotional growth.
- Facilitating and enriching student-driven learning.
- Fostering a collaborative, team-based learning environment.
- Exemplifying state-of-the-art educational bestpractices.
- Engaging teaching professionals in continuous learning.
- Investing in the success of every member of Butler 53.
- Developing partnerships with the Oak Brook community.

We hope this handbook will prove helpful in providing general information about Butler District 53. If you have any questions or concerns, please do not hesitate to contact us, or any of our fine staff. We encourage you to attend our orientation meetings, PTO meetings, parent-teacher conferences, and curriculum nights, and look forward to partnering with you in securing an excellent education for your child.

Our best regards,

*District 53 Administration*

## ***Part I – District 53 Information***

This handbook has been developed to inform students and parents about important District 53 policies, procedures, and guidelines, and to serve as a reference guide when questions arise. Please note that the handbook is divided into three sections. Part I is intended to address information that is applicable to all students in the school district. Part II addresses those issues that are relevant to Brook Forest Elementary students, and Part III addresses specific information about Butler Junior High School. Please feel free to contact your child's school staff for more information about any of these topics.

### **District 53 Philosophy**

Butler School District 53 is a public, educational institution serving students in grades K-8. The district is comprised of Brook Forest School (elementary) and Butler Junior High School. Both schools serve the students of Oak Brook, Illinois. Self-contained classrooms are found at Brook Forest School, while Butler Junior High is departmentalized. The district's philosophy is conservative in its approach to developing individual basic skills. The core academics are stressed, and special emphasis is placed on serving all students' needs. Curriculum is reviewed and revised regularly.

Students enjoy a well-rounded education during the school day. Outside of the school day, students may participate in a wide variety of extracurricular activities and competitions.

### **Non-Discrimination Statement**

Butler District 53 is an equal opportunity school system. The Board of Education of Butler District 53 adheres to the principles of equal opportunity in employment, and prohibits discrimination on the basis of race, sex, national origin, color, religion, age, creed, sexual orientation, ancestry, marital status, military status, or disability.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should

contact the Superintendent.

### **Admissions and Residency**

At the time of registration, a child must be a resident of Butler District 53, and his/her parents or legal guardians must provide proof of residency (see also ‘Enrollment Requirements’). Proof of residency must be submitted annually with registration.

### **Enrollment Requirements**

Parents desiring to enroll students in District 53 schools should contact the Butler 53 District office for more information and to schedule an enrollment appointment.

The following entrance requirements must be met for each student enrolled in Butler District 53 schools. Families must provide (for each child):

- Completed Residency Affidavit
- Photocopies of 3 Current Proofs of Residency (See affidavit for accepted documents)
- Completed Physicals (Kindergarten & 6<sup>th</sup> Grade)
- Completed Health Questionnaire
- Completed Dental Forms (Kindergarten, 2<sup>nd</sup> & 6<sup>th</sup> Grades)
- Payment for required fees
- Other documents, as requested

Enrollment is conducted through a registration meeting. Meeting arrangements may be made through contact with the District Administration at (630) 573-2887.

### **Media/Website Release Information**

During the annual student registration process, parents are provided with the opportunity to sign a release allowing photos of students, attributed quotes, or copies of student work to be posted on the district website or shared with the media. If a parent would like to amend the media/website release at any time, this can be accomplished by contacting the school principal.

### **Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. All children will be placed at the age-appropriate grade level across all grade levels when entering Butler 53 schools. While consideration will be given to child readiness and assessment data, the school administration will make the final decision per board policy when determining placement. With many high performing students at every grade level, differentiated instruction at the classroom level, and advanced programming opportunities for qualifying students, it is extremely rare that children are grade advanced. Completion of programming in another school system does not ensure eligibility to be promoted beyond age appropriate grade level. The programming in Butler 53 is extremely

rigorous and designed to meet the needs of each student. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 year of age.

### **Attendance**

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **Absences/Tardy Reporting**

The District 53 staff believes that regular school attendance is essential to learning. A habit of regular attendance and promptness to class promotes academic success. In addition, daily attendance is required by law. Absences above 5% of days school is in session will be closely monitored by the district and notification will be sent home. If excessive excused absences are accumulated, the administration may require a doctor's verification for subsequent absences. Examples of excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health or other reasons as approved by the building principal. Pre-arranged absences such as vacations must be approved by the building principal. Examples of unexplained/unauthorized absences include, oversleeping, missing the bus, traffic, etc. This list is not intended to be all-inclusive.

**When illness or family obligations necessitate an absence, parents are asked to call the school office between 8:00 AM and 9:00 AM.** When reporting your child's absence, please communicate the following information:

- If your child has influenza-like illness, defined as fever (100 degrees or greater) and a cough and/or sore throat in the absence of a known cause other than influenza, or
- If your child does not have influenza-like symptoms, the symptoms your child is experiencing.

This communication helps us track clusters of illness.

The school will call the student's home to verify any unreported absences within two hours of the start of the school day. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

If a student is absent for more than two (2) days, teachers will provide assignments upon parent request. A homework request should be made through the main office.

If a student is tardy to school, the office will mark him/her tardy. Reasons for excused tardiness to school include medical appointments, illness, and inclement weather. Detentions will be issued when students have accrued three tardies and beyond.

### **Vacations and Planned Absences**

Vacations or planned absences during the academic year are disruptive and make it difficult for a child to keep pace with grade-level peers. Classroom instruction and assignments will occur according to the plans of the teacher(s) during your child's absence. Vacations or planned absences should coincide with regularly scheduled breaks on the school calendar, whenever possible. Extended vacation homework request forms can be found on each school's website.

### **Early Dismissal**

A written note must be sent to school by the parent/guardian. The student should present this note in the office at the beginning of the day. The student will be issued an early dismissal pass or be summoned to the office at the appropriate time. Students should inform the appropriate teacher(s) of the early dismissal. A parent/guardian must come into the office to sign a student out. If the student returns to school before school is dismissed, he/she must sign in with the office.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Truancy**

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

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



issue.

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

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

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

### **Transfers/Withdrawal**

When a student is transferring out of the district, a parent or guardian should notify the school office as soon as possible and sign a *Release of Records* form. This procedure will allow the forwarding of temporary and permanent student records to the next school attendance center. Records will not be given to the parent for transfer purposes; however, parents may receive copies upon request.

### **Student Fees**

Student fees are assessed on an annual basis. Fees are assessed for instructional and technology expenses, as well as certain student activity costs. Fees vary by student age level and are payable at the time of student registration.

### **Financial Assistance / Free-Reduced Lunch**

Students qualifying under federal guidelines for free lunch shall have their meals provided at no cost. Students may also qualify for reduced/waived student fees under similar guidelines. Details on the necessary qualifications for the free or reduced price lunch program as well as information about reduced/waived student fees may be obtained from the district website: [www.butler53.com](http://www.butler53.com).

### **Non-Custodial Parents**

According to Illinois State law, a non-custodial parent has the same rights to student records as custodial parents and has the right to copies of notices, calendars, conferences, report cards, and other communications unless a court issues an order limiting those rights. A non-custodial parent must annually request such communications in writing to the school office and include a correct address and telephone number.

### **Homeless Provisions**

Butler District 53 adheres to all provisions of the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act, as required by law. Please contact the Butler Junior High Principal, Local School Homeless Liaison, for more information regarding education available to homeless youth as well as rights afforded to homeless families and children.

## **General Procedures**

### **School Lunches**

Families who wish to purchase lunch from the Quest hot lunch program must make payment online. Families will be issued specific user logins and passwords annually. Payment must be made by credit card via the secured Internet site so that funds are available for students to purchase school lunch. Specific information about school lunches and the payment procedure will be communicated to families in advance of the start of school. Group lunches are prohibited. This practice may leave some children feeling excluded.

If lunches are to be dropped off, they should be dropped off in a timely manner to ensure that students have ample time to eat. Drop off carts are available at both schools for the lunches.

### **Treats and Snacks**

After examining policies in other districts similar to Butler SD 53, our committee determined the following changes for 2017-2018 and beyond. These guidelines will be found in all handbooks as well as available from our school offices.

- Families should contact the school nurse if they have a child with food allergies.
- No food treats for birthdays.
- Food is not an option available to help celebrate a student's birthday in the school setting. As an alternative, parents who wish to assist in the celebration of their child's birthday in the classroom are encouraged to consider other options, such as:
  - Donate a book in the name of the child to either the classroom library collection or the school's library.
- Please do not replace the class food treats with goody bags or other student items. Those kinds of things are perfect for the at home birthday party.
- The office will give birthday pencils, stickers, or other tokens. Additionally, students will sing Happy Birthday every Friday during lunch for those students whose birthdays fell between Monday and Sunday.
- Room parties- no desserts, no sugar treats
- We are allowing 1 to 2 healthy snacks and water for room parties.
- All food must be approved by both the principal and the school nurse at least **3 days prior to the event.**

### **Bus Transportation**

Bus transportation is available for students in accordance with state and district guidelines. Families will be notified of bus routes and pick-up times in mid-August.

For student safety and insurance reasons, bus-riding students are expected to ride only their assigned bus to and from school. Our contract with the bus company prevents us from allowing students to ride any bus other than their assigned bus. Consistent ridership assists with route efficiency and helps

students establish predictable routines. Students who are not bus riders are to go home after school and make arrangements to visit their friends through their parents.

It is important that every parent have the phone number of our bus company. The Brook Forest school office is open until 4:30 p.m. and the Butler Junior High is open until 4:00 p.m. Should an emergency happen after the school office close (bus breakdown, etc.) parents may choose to call the bus company and inquire as to the status of the route. **Please call First Student at (630) 964-2500.** Bus routes and stops are planned by the bus company and school administration with great care. Stops are designed to be the safest and most convenient for the greatest number of students.

Every student is entitled to a safe and comfortable ride. Each student is expected to demonstrate common courtesy and consideration of others. The driver will notify the principal of any violation of the rules. Offending students may be forbidden to ride the bus. Parents will be notified. (Please see the following section regarding bus behavior for more information.) While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal and/or administration. In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.

9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Any problems with bus schedules or student behavior on the bus should be referred to the administration.

## **Bicycles**

Students living in the Brook Forest subdivision may ride their bicycles to Brook Forest School. Students living in York Woods may ride their bicycles to Butler Junior High. A bicycle rack is provided on school grounds. Students should lock their bicycles and follow proper safety rules when riding to school.

## **Invitations**

Party invitations should not be brought to school to be distributed unless all students at a particular grade or class are being invited. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## **Field Trips and Special Planned Activities**

Field trips are a privilege for students and are as varied as the academic programs offered in the district. When students go on various field trips they represent the entire school. The school takes pride in the numerous compliments Butler District 53 students have received for their behavior and good manners. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

On days when whole classes are on a trip, students who are not going are still required to be in school.

## **Lost and Found**

Many items go missing from their owners and are subsequently turned into the school

office. Parents and students should check the Lost and Found periodically to recover any missing materials.

### **Lost Books**

Students who have lost, misplaced, or damaged textbooks or library books are responsible for replacement costs. Students are asked to inform the teacher immediately about lost or damaged books so that a replacement can be provided as soon as possible.

## **Home-School Communication**

### **Sources of Information**

Although exceptions may exist, in general, parental inquiries should be directed as follows:

A child's teacher is to be the initial point of contact when parents have a question or concern about specific issues such as student progress, grade level or subject area curriculum, classroom practices or expectations, the instructional program, student discipline, or other matters related to classroom activities or organization.

The school principal is the appropriate person to contact when parents have a question or concern exists relative to school rules or regulations, student placement practices, student registration, parent participation and involvement, student records, special programs and related student services, building goals, transportation, or other matters related specifically to school-wide activities or organization.

The Office of the Superintendent is the initial contact when questions or concerns exist relative to district policies or procedures and their application, general district questions or concerns, public communications, Board of Education meetings and agendas, or other matters related to district operations and governance which are not defined within the general role descriptions delineated above.

Weekly electronic communications are sent from the district office, including district, PTO and community news. Schools send weekly updates via Blackboard Connect. The greatest source of information is the school website.

### **Board of Education Meetings**

Board of Education meetings are typically held on the second Monday of each month in the Board Room located at Butler Junior High School. Board of Education Committee of the Whole meetings are typically scheduled on the last Thursday of the month. Meeting agendas are posted at least 48 hours in advance of the meeting and can be accessed on the district website. Members of the public are welcome and invited to attend. Please note that all guests in attendance must adhere to the posted standards of decorum for public meetings.

## **Blackboard Connect Communication System**

Butler District 53 has contracted with Blackboard Connect system. This system allows District 53 schools to send bulk voicemail, e-mail, and text messages about important school matters. Although the system is ideal for informing parents instantly about critical or emergency situations, it is used more frequently to issue reminders and keep families informed about school events and activities. Each family is provided with personal and secure access to the system in order to input proper contact information. This contact information is then stored and used by District 53 to communicate in the manner preferred by individual sets of parents. Parents may update contact information by contacting their child's main office.

## **PTO**

Butler District 53 is fortunate to have a very strong Parent Teacher Organization. The group sponsors many activities that benefit our students. Monthly meetings are held, and all parents are invited and encouraged to become involved with this wonderful organization! Important information can be found on the PTO website at <http://butler53pto.com/>.

## **Volunteers**

The PTO is actively involved in supporting school programs through a variety of volunteer efforts. In addition, there are a number of volunteer opportunities available for community members. Please feel free to contact the school office or visit the PTO website for more information <http://butler53pto.com/>.

## **Report Cards**

Butler Junior High uses a quarterly grading system and report cards are available electronically. Brook Forest uses a trimester system and hard copies of the report card are sent home. The purpose of this report is to keep students and parents informed of academic progress in school. This evaluation considers student characteristics, abilities and effort. If, after reviewing the report, students or parent(s) have a question concerning academic progress, contacting the teacher for further clarification or to arrange for a personal conference is encouraged.

Work habits and social development may also be included on progress reports.

There are many categories for positive comments. Some comments may also show where a student needs improvement.

## **Parent Portal**

Parents with students in Grades 4-8 have the opportunity to review their child's grades online through the Parent Portal program. Instructions about using the Parent Portal program as well as secure passwords and login information will be provided at the start of the school year. Please contact the main office at your child's school if you would like additional assistance utilizing this program.

## **Incompletes**

If a student receives an incomplete on his/her report card for causes other than

illness/extended absence, the student will have ten (10) days to complete the class assignments or requirements, or the incomplete will convert to the letter grade resulting from the cumulative point average at the close of the grading period in which the incomplete was given. Please contact the classroom teacher for more information regarding a grade of “incomplete.”

### **Student Records Policy**

Butler District 53 complies with all legal requirements of the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Code regarding the collection, maintenance, inspection, and dissemination of student records. Specific, detailed information on this topic is outlined in School Board Policy 6510, and is available for review by contacting the District 53 administrative office.

### **Directory Information**

The following personal information contained in a student’s educational record is legally designated as public information and may be released to the general public when approved by the building principal unless the parent or guardian requests that any or all such information not be released (please see “Media/Website Release” regarding media requests for student information):

- Student name, address, gender, phone number, grade level, birth date and place, parent/guardian name and addresses
- Student academic awards, degrees, and honors
  
- Information on participation in school-sponsored activities, organizations, and athletics
  
- Period of attendance in the school

Some of this information will be routinely released to organizations such as the PTO and other district- related groups, unless the parent/guardian specifically requests that such information not be released. Any parent, guardian, or student, may request that the district not release any or all of the designated public information. This request must be made in writing to the principal at the beginning of the school year.

### **Parent-Teacher Conferences**

Parents are expected to keep in close contact with their child’s teachers. Conferences regarding the pupil’s progress should be scheduled to take place before or after school at a time convenient for both parent and teacher. To enhance communication, conferences are scheduled periodically throughout the school year.

### **Inclement Weather**

Students will be admitted to the buildings before school during inclement weather. Students should enter the buildings through the bus entrances or main entrances. After entering the buildings on these days, students must remain in the designated area(s) until dismissed to class.

## **Emergency School Closing**

If the closing of school becomes necessary due to severe weather, parents will be notified by use of the Blackboard Connect and local media outlets. Messages regarding school closings will not be communicated through students.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

## **Telephone Use/Forgotten Items**

Office phones are business phones and should be used by students on a limited basis. Please make arrangements for student transportation ahead of time and communicate the arrangements to your child. Other personal or family concerns should be reviewed before coming to school. Students should not routinely call home for missing assignments, lunches, or materials.

If it is necessary for a parent to bring something to school for a student, such items are to be brought to the main office. Emergency messages and other items will be sent to the students involved as soon as possible.

## **Gift Policy**

The Illinois Gift Ban Act affects District employees, and the district employees and Board of Education members must comply with state law requirements.

Parents may, at times, wish to honor a staff member with a gift. Parents and students certainly should feel no obligation to do so and school personnel should in no way encourage the giving of gifts. However, it would be ungracious for staff members not to accept small tokens of esteem from their students or parents. Where gifts bestowed upon school personnel of inconsequential monetary significance, and simply express in a tangible way the feeling of goodwill from one person to another, staff members are free to accept such gifts. A gift may be considered of inconsequential monetary significance if its value does not exceed \$100. Gifts of larger value should be graciously declined. Staff members and Board Members shall not solicit any gifts or accept gifts other than those of an inconsequential monetary significance from vendors, contractors or other individuals or businesses transaction business with the school district. Please refer to Board policy 4975, *Gifts to Staff*

## **Parent Concerns**

The district values open and direct communication with parents. We believe partnerships in education are critical to student success. Parents are encouraged to address their questions or concerns to the person or office most directly involved in the matter's resolution. When subsequent conversation is deemed necessary, the customary "chain of command" should be followed (e.g., teacher to principal to appropriate central office administrator to Board of Education). Those involved in addressing matters that are raised are committed to responding to all concerns in an appropriate and timely manner. Parents will be redirected, if needed, to ensure teacher



notification is the first step in the communication process, followed by principal notification before contacting the district office.

Parents are encouraged to communicate with their child's teachers. If a specific concern arises, it is important that the parent first discuss it with the teacher. If the outcome of that discussion is not satisfactory, the parent may request a conference with the teacher and principal. If the parent feels that the teacher or the principal cannot resolve the problem, parents may seek the assistance of the superintendent by submitting their concern in writing. When a parent brings a concern to the attention of a teacher, administrator, or board member, the concern will be shared with the teacher in confidence and in no way will the concern be used to penalize students.

### **Student Concerns**

If a student needs to talk to someone about something troubling him or her, it is important that the need be expressed to a staff member. The principal, assistant principal, teachers, and social worker are available to help address any student needs. Butler District 53 wants all students to feel comfortable each day at school.

## **Student Instruction**

### **Homework**

The assignment of homework can serve a dual purpose in the educational program of our schools. It can be viewed as a means of enriching the daily classroom experiences of pupils and as a means of providing needed practice in a specific subject.

The following homework guidelines aim to be sensitive to developmental readiness as the student progresses from kindergarten through eighth grade, and to provide a framework to prepare students for the responsibilities and workloads of high school and beyond. As a student progresses from grade to grade, the student is expected to increasingly self-advocate with teachers while the need for parent intervention becomes less. During these developmental years, it is appropriate for students to experience challenges that lead to determination, confidence, and independence. These are traits that will assist them in becoming life-long learners who are able to cope with the explosion of new information that is becoming available at increasingly rapid speed.

The purpose of homework should be to extend the individual's experience by emphasizing activities and skill developments that will create added knowledge and reinforce existing understanding for each student.

Homework should meet the following criteria:

1. It should be adapted to the needs of the class or to the needs of the individual.
2. It may be a continuation or extension of an activity started in school.
3. It should emphasize activity of a creative nature, and/or allowing for reinforcement of basic skills.
4. It should be definite, clear, and meaningful.

5. It should be preceded by attention to appropriate skills.

### **Expectations for Students and Parents Regarding Homework**

The amount and type of homework a student is assigned will vary from day today, subject to subject and teacher to teacher. There may be times when several assignments overlap and tests may be set for the same dates. Students are expected to keep pace with each teacher's expectations and turn in assigned homework in a timely manner.

The following suggestions are offered to parents to assist in your role as partner to the teacher and student in the educational progress.

- Students should work in a quiet area suited for study with necessary material readily available.
- Parents may assist when necessary but should not do the homework for the child.
- Students should plan a timeline for completion of long-term assignments.
- Students should develop good study habits that will enable them to become life-long learners and successfully cope with the explosion of new information that is becoming available at rapid speed.
- Parents should request homework to be picked up if their child is absent for more than one day.
- Parents should inform the teacher if the child is experiencing difficulties or is unable to complete the homework.
- Parents should be vigilant about their child's attention to homework. Remember extracurricular activities, both in and out of school, may greatly impact a child's time and energy levels to complete homework. Life is about choices and priorities.

Parents need to factor in the amount of time spent on recreational activities, snack time, telephone time and other distractions that affect the actual work/study time for homework when measuring the amount of time their child spends on homework.

NOTE: Whenever you have questions or concerns about homework, please contact your child's teacher(s) so that the situation can be fully addressed and a mutual understanding reached. Modifications may be made for children who are spending too much or too little time on homework. Parents may need to help students budget time for long-term projects in order to ensure adequate progress.

### **Time Allocation Guidelines**

Kindergarten	20 - 30 minutes per week
Grade One	10 - 20 minutes per night
Grade Two	20 - 30 minutes per night
Grade Three	30 - 45 minutes per night

Grade Four	45 - 60 minutes per night
Grade Five	60 - 90 minutes per night
Grades Six - Eight	The range of time for homework assignments may be as little as one half hour to two or more hours per night. Long-term projects and assignments may increase a student's workload. Advanced planning for these assignments can mitigate excessive last minute time commitments.

### **Requests for Student Homework - Planned Absences**

Vacations or planned absences during school days are disruptive and make it difficult for a child to keep pace with grade-level peers in the learning environment at school. Classroom instruction and assignments will occur according to the plans of the teacher(s) during your child's absence. Vacations or planned absences should be planned to coincide with the regularly scheduled breaks on the school calendar, whenever possible.

Parents may request homework at least one week prior to the absence using the district form. Homework can also be requested to be available to students upon return. The student will have an amount of time equal to the number of days absent to complete make-up work. It is the responsibility of the student to make up all work missed after his/her return.

The completed form shall be given to the school office at least one week prior to the extended vacation or planned absence.

The Extended Vacation Homework Request form is available on the school website.

NOTE: Whenever you have questions or concerns about homework, please contact your child's teacher(s) so that the situation can be fully addressed and a mutual understanding reached. Modifications may be made for children who are spending too much or too little time on homework.

### **Academic Assistance**

Teachers will make themselves available for academic assistance before or after school. Students and parents should discuss the need for assistance and make arrangements with the teacher(s) in advance.

## **Tutoring Policy**

No Butler District 53 teacher may tutor any child enrolled in his or her class for compensation.

**Brook Forest** - No core curriculum teacher shall tutor for compensation any pupil enrolled in his/her classes or any pupil moving into the grade level within the next school year. Core curriculum classes are defined as reading, written and oral language, math, science and social studies.

**Butler Junior High** - No core curriculum teacher shall tutor for compensation any pupil currently enrolled in his/her classes. Core curriculum classes are defined as language arts, math, science, social studies, and Spanish.

**Advance Learning Program (ALP)** teachers cannot tutor a student currently in his/her subject or ones being considered for selection for their program/class/club. Teachers who have responsibility for assessing and selecting students for ALP shall exercise particular care to avoid conflict with this policy.

All paid tutoring by District 53 staff must be performed outside the school day and off school premises. Please refer to Board policy 4410, *Instructional Personnel Tutoring*

## **Textbooks / Workbooks**

Textbooks are provided for student use by the school district. Students are responsible for maintaining the condition of the textbooks that they have been issued. Students will be assessed charges for lost or damaged textbooks. Workbooks are provided for student use through the payment of annual student registration fees. A fee will be charged for the replacement of lost workbook materials.

## **Assignment Books/Student Planners**

Assignment books and/or student planners are provided for students in grades 2- 8 in Butler District 53 at no charge. Assignment books have been implemented for the purpose of assisting students in the development of necessary organizational skills. Classroom teachers will have specific directions for student use of assignment books.

## **School Supplies**

Every student will be expected to bring basic school supplies. A list of supplies is provided on each school's webpage. Occasionally students will be asked to bring in additional materials.

## **Standardized Testing**

One method to obtain information about a student's potential and academic achievement level is standardized testing. Teachers and administrators evaluate the results of these tests in planning for students' needs. Achievement test results are forwarded to parents. Upon receiving the results, parents are welcome to contact

their child's teacher if they have any questions or make an appointment with the principal to discuss concerns. Butler District 53 students will take at least two major assessments. One is required by the state and others are selected by the school district to assist with instructional decisions. The state requires all students in grades 3 - 8 to participate in the *Partnership for Assessment of Readiness for College and Careers (PARCC)*. This assessment will be administered once per year. The district has selected the *NWEA Measures of Academic Progress (MAP)* as its primary local assessment and can be administered several times per year. In addition second, fourth, and sixth-grade students are given the *Cognitive Abilities Test (CogAT)*.

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

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

### **NWEA Measures of Academic Progress (MAP)**

MAP are K-12 interim assessments that measure growth, project proficiency on high-stakes tests, and inform how educators differentiate instruction, evaluate programs, and structure curriculum. Butler District 53 students in grades 2-8 take the MAP tests.

Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they are ready to learn. MAP assessments are grade independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RiT scale Rasch Unit – a stable measurement, like inches on a ruler, which covers all grades. This serves as an essential data point in a student's learning plan; educators can see each student's precise learning level and respond accordingly.

### **The Partnership of Assessment of Readiness for College and Careers: PARCC**

PARCC is computer-based assessment that will cover English language arts (ELA)/literacy and math for grades 3-8.

In ELA/literacy section, students will analyze literature and a narrative writing task. Students will read texts and write several pieces to demonstrate they can read and understand sufficiently complex texts independently; write effectively when using an analyzing sources; and build and communicate knowledge by integrating, comparing, and synthesizing ideas.

In math, students will be asked to solve problems involving the key knowledge and skills for their grade level (as identified by the Common Core State Standards), express mathematical reasoning and construct a mathematical argument, and apply concepts to solve model real-world problems.

For more on the design of the assessment system, visit this site:  
[www.parcconline.org](http://www.parcconline.org).

### **Illinois Science Assessment**

Students in grades 5 and 8 will take part in the Illinois Science Assessment (ISA).

### **Family Life Education (Robert Crown Center)**

The Robert Crown Health Center and District 53 partner to deliver family life education courses to our fifth, sixth, seventh, and eighth-grade students. Fifth grade instruction includes puberty education. Sixth grade instruction relates to human growth and development. Seventh grade instruction focuses on emotional and social growth and development. Eighth grade instruction deals with teen sexual health. Parents can make arrangements to preview the curriculum by calling the Robert Crown Center at 630-325- 1900 or by visiting its web site: [www.robertcrown.org](http://www.robertcrown.org).

Procedure for parents choosing for their child not to participate: If after previewing the Robert Crown health curriculum, parents choose for their child to not participate in the program they are asked to contact the principal's office to discuss an alternate curriculum. Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Multi-Tiered Systems of Support (MTSS)**

Multi-Tiered Systems of Support (MTSS) are a set of processes designed to assist schools in organizing resources to meet the needs of all students. School teams use academic and behavioral data to identify needs and develop plans for groups of

students or individuals. MTSS strives to blend initiatives and create efficiencies in schools. Focus is placed on universal design, differentiation, and anticipating student needs.

### **Special Education**

Special education is an integral part of the Butler District 53 instructional program. Special education teachers and related service providers work closely with parents, teachers, and administrators to identify and support children with disabilities from age three through eighth-grade who are eligible for special education services.

A Butler District 53 student is eligible for special education services if he/she has a disability which impacts his/her school performance resulting in a need for accommodations, modifications, and/or specialized instruction.

A full continuum of programs and services are available to address the educational needs of students with disabilities. Any parent who has concerns about his or her child or wishes to learn more about the District's special education services is encouraged to contact the Director of Student Services.

### **Special Accommodations**

Butler District 53 complies with state and federal laws requiring that all children have equal opportunity in all aspects of the school day and all extracurricular activities. Necessary accommodations are determined individually based on the nature of the child's disability and what the child needs in order to have an equal opportunity to participate. Parents should contact the Director of Student Services for more information.

### **Course Placement**

On rare occasions, students with high ability may elect to pursue outside courses to supplement their educational opportunities in District 53 schools. While it is not the practice of the school district to grant academic credit for the exemplary completion of outside programs, there may be reason to consider them in determining student placement for leveled courses in Butler schools.

Please be aware that the exemplary completion of outside courses or programs cannot be considered as grounds for a change in student placement unless the course has been **pre-approved** by the school for this purpose. Please contact the school principal for questions about this procedure. Butler Junior High Placement Change Request information is available on the school's website.

### **Social Work Services/School Counseling**

The school social workers provide a variety of academic and social-emotional services for students and families at Butler District 53. School guidance and social work counseling is available for any student at both Brook Forest and Butler Junior High.

### **Elective and Educational Support Teachers**

District 53 hires speech therapists, librarians, counselors, reading

specialists, advanced learning specialists, special education, physical education, instrumental music, general music, art, and special education support staff.

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal and review related Board of Education policies.

### **Student Behavior**

#### **Definitions**

**DETENTION** - is the keeping of a student during lunch period. A student cannot be detained after school without parental knowledge. This requires prior notification to a parent, guardian, or person responsible for the student.

**PROBATION** - is a conditional enrollment in school, or a particular school activity or class, for a restricted period of time.

**ADJUSTED STUDY** - is a temporary in-school exclusion of a student from participation in a daily class or classes, test, instruction and school sponsored activities and programs. Students will receive class work assignments to complete for credit.

**SUSPENSION** - is a temporary exclusion of a student from school, from riding the school bus or from a class or classes for a period of time not to exceed ten (10) school days. A student may be suspended from riding the school bus in excess of ten (10) school days for safety reasons.

**EXPULSION** - is the exclusion of a student from school for a period of time greater than ten (10) school days, but for no longer than (the balance of the school year) or (one hundred and eighty (180) school days), except in the case of firearms (up to two years).

**SCHOOL PERSONNEL** - includes teachers, administrators, school board members, school bus drivers and all other school district employees.

**GROSS DISOBEDIENCE OR MISCONDUCT** - is any conduct, behavior, or activity as defined by the Board of Education in its policies, which causes, or may reasonably lead school authorities to foresee substantial injury, or disruption, or material interference with school activities, or the rights of other students or school personnel. Gross disobedience or misconduct may occur off school grounds provided that a direct relationship exists between the conduct of the student and the



school's educational sanction.

SPECIAL EDUCATION STUDENT - is a student who has been determined to be eligible for a special education instructional program or support services pursuant to Article 14 of The School Code of Illinois.

THE SCHOOL CODE OF ILLINOIS - refers to the Illinois statutes governing board of education as found in

Prohibited gross disobedience or misconduct shall include any behavior that is of such nature as to constitute on its face gross disobedience or misconduct. It shall also include, but is not limited to the following types of conduct as may be designated from time to time by policy of the Board of Education.

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 tobacco products.
3. Intimidation or harassment or any attempt to intimidate, school personnel or other students.
4. Fighting with, or any assault of school personnel or other students.
5. Intentional damage to, destruction of, or any attempt to damage or destroy school property of school personnel or other students.
6. Verbal abuse of school personnel or other students, use of profane words or gestures, threats, or discriminatory behavior of any form
7. Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, **including:**
  - Improper release of school fire alarm or tampering with a fire extinguisher; starting, or any attempt to start a fire on school property; setting off or any attempt to set off explosive devices on school property; possession, use, or display of dangerous weapons or reasonable facsimiles.
8. Repeated incident of misbehavior, including repeated refusal to comply with school rules.
9. Any other acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or other students.
10. Truancy, i.e. absence from school or classes without valid cause during a school day or portion thereof. However, no student shall be subject to punitive action for chronic and habitual truancy, as the term is defined in The School Code of Illinois unless available supportive services and other school resources have been provided to the student.
11. Use of a cellular telephone, camera, or other technology in any manner that constitutes an invasion of privacy to students or staff, or a violation of academic integrity.
12. Bullying of any kind, including violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, cyberbullying, or other comparable conduct.

## **Suspension / Expulsion Procedures**

The authorized administrator shall confer with the student who is under consideration for suspension prior to taking such disciplinary action. Prior to or during a pre-suspension conference, the authorized administrator shall ascertain whether the student is a special education student or may be eligible for special education services. If so, the administrator must also follow the procedures set forth for special education students.

The student shall be advised of the reasons for the proposed suspension and the evidence in support of those reasons. The student shall also be afforded an opportunity to respond. If suspended, parents will receive a phone call and notification of the suspension in writing from the principal, and will be given information regarding suspension procedure and appeal.

Detailed information regarding expulsion policy and procedures is available from the District Office. All affected students/parents will be afforded copies of this policy information if expulsion circumstances necessitate.

## **Bus Behavior**

Bus safety is of the utmost importance. To ensure safety, cooperation from all stakeholders is needed. Parents are asked to discuss positive bus behaviors with their child(ren) and report any concerns to the school promptly. All pupils riding the school bus must follow the following rules of conduct:

- Students shall enter the bus in a single line. There shall be no shoving or keeping of places for friends.
- Students shall enter the bus quietly and take their seats. If a student has been assigned a particular seat, he/she shall take that seat.
- Pushing, tripping, fighting, or loud and unnecessary noises will not be permitted.
- Students are not to unfasten any required restraints while the bus is in motion.
- Inappropriate or profane language is prohibited at all times.
- Students are not to lean out the bus windows or call out to passers-by.
- Students are not to throw objects at any time.
- Eating food or chewing gum on the bus is not permitted.
- Verbal abuse or disobedience to school personnel or the bus driver will not be permitted.

Violation of any of the above rules shall be cause for the principal to take one of the following courses of action: (Note that serious violations do not necessarily require escalated consequences, and may lead to suspension and/or recommendation for expulsion in very severe circumstances.)

First Violation – a conference will occur with the administration.

Second Violation - the parent shall be notified via email by the administration.

Third Violation - the parent and administration shall have a problem-solving

phone conference regarding the presenting issues

Fourth Violation - the offending pupil may be suspended from the bus for up to two weeks. The parent shall be notified by telephone and in writing by the principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

### **Misconduct By Students With Disabilities**

The Individuals with Disabilities Education Act (IDEA) and Illinois law govern disciplinary action for misconduct by students with disabilities. District 53 follows all legal requirements regarding disciplinary action for students with disabilities. Detailed information regarding policy and disciplinary procedures for special education students is available from the Director of Student Services.

### **Bully Prevention and Response Plan**

Bullying is very serious matter and is not acceptable in any form at Brook Forest Elementary or Butler Junior High. All individuals in our learning community must conduct themselves with proper regard for the rights and welfare of others. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. This plan is based on the engagement of a range of school stakeholders.

### **Bullying Definition:**

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

- 1) Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- 2) Causing a substantially detrimental effect on the student's or students' physical or mental health;

3) Substantially interfering with the student's or students' academic performance; or Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

### **Cyberbullying Definition:**

Cyberbullying means bullying through the use of technology or any electronic communication. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

### **Bullying 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 substantial disruption to the education process or orderly operation of a school. This paragraph 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.

### **Preventative Measures:**

Both Brook Forest Elementary and Butler Junior High communicate, model, enforce, reinforce, and reteach positive behavior expectations to all students. Each school uses pride tickets to reinforce positive behaviors and share news of positive behaviors with parents. In addition, Brook Forest students engage in guidance classes each week and Butler Junior High students participate in retreat programs focused on teamwork, friendship, appropriate risk-taking, and healthy social and emotional choices. Anti-Bullying Week is recognized at each school and includes announcements and activities to engage students in thoughts and conversations about the dangers of bullying. Strategies are used to encourage reporting and engage bystanders.

### **Reporting and Response:**

1. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building Principal, Assistant Principal, or any staff member with whom the student is comfortable

speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Principal, Assistant Principal, or any staff member. Anonymous reports are also accepted.

2. The staff member handling the report shall promptly inform the parent(s)/guardians(s) of every students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
3. The staff member handling the report shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the report and consider additional relevant information received during the course of the investigation.
  - b. Involving appropriate school support personnel as deemed appropriate.
  - c. Providing all involved parents with information and an opportunity to meet to discuss the investigation, findings, and actions taken to report the incident while respecting students' rights to privacy.
    - i. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
    - ii. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making false accusation or providing knowingly false information will be treated as bullying for the purposes of determining any consequences or other appropriate remedial actions.

### **Restorative Measures:**

4. Restorative measures are designed to support students in making healthy choices. Restorative measures include a continuum of school-based alternatives to exclusionary discipline that: are adapted to the particular needs of the school and community, contribute to maintaining school safety, protect the integrity of a positive and productive learning climate, teaches students the personal and interpersonal skills they will need to be successful in school and society, serve to build and restore relationships among students, families, schools, and communities, and reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Please refer to:

Board policy 6371, *Preventing Bullying, Intimidation and Harassment*

Board policy 6370, *Harassment of Students Prohibited*

Board policy 6615, *Student Discipline*

Board policy 6955, *Restrictions on Publications and Written or Electronic Material*

Board policy 6371, *Preventing Bullying, Intimidation and Harassment*

Board policy 6370, *Harassment of Students Prohibited*

Board policy 6615, *Student Discipline*  
Board policy 6955, *Restrictions on Publications and Written or Electronic Material/Cafeteria/Lunchroom*

## **School Dress Code / Student Appearance**

Students must be dressed and groomed in a manner that will not: be disruptive to the educational process; constitute a health or safety hazard (chains, pointed or sharp jewelry, etc.); cause damage to school property; or violate civil law. Tops that are too low-cut, short skirts or shorts, and any clothing that allows undergarments to show may impede the educational process by being a distraction for other students. In addition, articles of clothing with inappropriate phrases and/or obscene or suggestive connotation may also not be worn at school. This includes, but is not limited to, articles of clothing depicting alcohol or tobacco related items, illegal substances and paraphernalia, gang related symbols or references, and anything related to violence, hate, or racism.

In addition, students are expected to:

- Wear shoes or sandals that cover the feet and that do not mar or damage the floors or other school property.
- Dress in clothing that completely covers undergarments and cannot be seen through. Midriff, halters, spaghetti strap, low-cut tops, short shorts and short skirts may not be worn at school.
- Take off sunglasses, hats, sweatbands, and other headwear. Exceptions may be made for religious or health reasons.
- Wear pants that are secure around the waist (a belt may be needed if the waist size is too large).
- Wear jewelry that will not jeopardize the safety of the individual or others.

## **Wellness Policy**

Butler District 53 complies with Illinois law requiring that guidelines be established for the development of a Wellness Policy. This policy must address student wellness, student nutrition, and nutrition education. It must also provide for specific actions that the school district will take to serve the needs of students in these areas.

## **Immunizations and Health Exams**

Consistent with Butler School District 53 Board of Education Policy:

Parent(s)/guardian(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

“Within one year before entering kindergarten or the first grade; Within one year of entering sixth grade; and Whenever a student first enrolls in school, regardless of the student’s grade.”

The examination must be recorded on the State of Illinois Department of Public Health -approved school examination form. Failure to comply with the above requirements by October 15 of the current school year will result in the student’s

exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term 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 an appropriate medical professional.

In addition, all children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. State of Illinois Department of Public Health-approved Dental forms must be used for this purpose. All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days of October 15.

A student will be exempt from the above requirements for:

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

### **Exclusion of Students (Health-Related)**

All new students who are first-time registrants shall be granted 30 days following registration to demonstrate compliance with the health examination and immunization regulations.

### **Communicable Diseases**

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding

appropriate treatment for the communicable disease.

4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **Head Lice**

The school will observe recommendations of the DuPage County Health Department regarding head lice in the school setting.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. If a child is identified as having lice at school, the school nurse will contact the parent to give necessary instructions regarding appropriate treatment. The student will be sent home to begin treatment.
3. School nurse will check all siblings to determine if head lice/nits are present and take appropriate measures. If lice/nits are present, the sibling(s) will be sent home to begin treatment.
4. Notification will be sent to parents at a particular grade level as needed. The notification will also include information on signs and symptoms related to lice/nits.
5. Students found to have lice/nits may return to school once treatment is complete.
6. Upon returning to school, the school nurse will check the student to confirm treatment was successful. The student will be monitored for 7-10 days after initial treatment.
7. School-wide or classroom-wide screenings are not recommended. This practice can create false assurance at one point in time that children are lice/nit free.

## **Medication at School**

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

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

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct,



as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

### **When Children Should Stay Home. . .**

Please follow these guidelines to help you determine when you should keep your child home from school.

**Bad Coughs/Cold**-if the child has symptoms that will interfere with the ability to keep up with school activities, including a constant running nose or continual coughing.

**Skin Rash or Red Eye**-if the cause is undetermined your child can return with a doctor's note.

**Diarrhea or Vomiting**-until illness is over and your child is symptom free for at least 24 hours - without use of medicine.

**Fever of 100° or higher by mouth (fever of 99° or greater under the arm)**-Your child should be fever free for twenty-four hours without the use of medicine before returning to school.

**If antibiotics are prescribed**, they must be given 24 hours before the student may return to school. Please help control the spread of illness by reminding your child to use tissues as needed and to wash their hands frequently. If you have any questions about these guidelines, please contact the district nurse.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse at 630-920-4516.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Food Allergy Management**

Using “Guidelines for Managing Life-threatening Food Allergies in Illinois Schools” from the combined offices of the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH), Butler District 53 follows the following guideline:

- Families should contact the school nurse if they have a child with food allergies.
- Food is not an option available to help celebrate a student’s birthday in the school setting. For information, please follow the guidelines pertaining to birthday and room party celebration procedures within the individual school sections of the handbook.
- Please do not replace the class food treats with goody bags or other student items. Those kinds of things are perfect for the at home birthday party.

### **Care of Students with Diabetes**

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

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

For further information, please contact the building principal.

### **Excuses from P.E. Participation**

A child may be excused from a physical education activity following an illness or accident upon written verification from his or her parent or guardian. No child will be excused without this note. Any restriction for participation in physical education requires a qualified physician’s written verification detailing the type and length of restriction.

If a student is restricted from PE, he/she is automatically restricted from recess as recess is less structured and can pose more risk.

### **Accident and Illness**

Students should report to the office if they become ill. All accidents and injuries should be reported to the teacher immediately upon their occurrence. Remember that students must never leave school for illness or other reasons without first checking out

with the school office. The office will notify parents immediately of any serious student health or accident concerns.

### **Concussion Management**

Butler School District has implemented the new Concussion protocol requiring parents and students to be aware of signs and symptoms of a concussion. All concussions are potentially serious and may result in complications including prolonged brain damage if not recognized and managed properly. All families are required to sign the concussion information on-line during registration in order to participate in PE or any extracurricular sport activity. If a student is even suspected of suffering a concussion, he/she will be removed from activity immediately and a parent is notified to follow up with medical attention. The Return-to-Learn & Return-to-Play Policy requires written medical clearance from a primary care physician prior to returning to school as well as participation back into PE or any sport activity.

### **Suicide and Depression Awareness and Prevention**

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information can be obtained from the school office.

## **Safety**

### **Visitor Procedures**

Visitors during school hours must enter through the main entrance at both schools as all exterior doors are locked. Visitors/volunteers must sign in at the office. Visitors/volunteers should sign out when they leave the building. Bringing friends/relatives to classes for the day is not allowed. Middle school or high school students coming to visit may do so outside of the regular school day and arrangements to visit with teachers should be made in advance. No loitering is allowed on school grounds.

Parents and other interested adults are welcome in the school. The school principal should be notified at least 24 hours in advance to schedule special visits. For the safety of students and maintenance of an uninterrupted academic program, principals may need to schedule some visits at times when classes are not in session.

### **Child Pick-Up After School**

On occasions when children participate after school in a school-sponsored activity, parents must pick-up their children at the specified time when the activity concludes. Failure to pick students up at the specified time may result in the removal of the

student from the extra-curricular activity.

The school will not release children to neighbors or friends who come to take them home in their car unless given written permission by the parents by 12:00 noon.

### **Child Abuse Reporting**

State law **requires** that an adult, including parents, administrators, faculty, and staff report suspected child abuse and neglect to the Illinois Department of Children and Family Services. The department maintains a centralized HOTLINE to facilitate reporting. The HOTLINE number is 1-800-252-2873. The Chicago offices, which may be reached at (312) 793-2189, can answer questions about child abuse and neglect.

### **Corporal Punishment**

No staff member or volunteer shall inflict or cause to be inflicted corporal punishment upon any student while attending any of the district schools. Any such person may use and apply such force as is reasonable and necessary “to quell a disturbance threatening physical injury to others, to obtain possession of dangerous objects on or within the control of the student, for the purpose of self-defense or for the protection of persons or property.” Such acts shall not be construed to constitute corporal punishment.

### **Gang Activity**

Students are prohibited from engaging in gang activity at any time. A “gang” is composed of two or more persons whose purpose includes committing illegal acts. This prohibition extends to clothing, speech, jewelry, emblems, badges, symbols, or any other indications used to show gang membership or affiliation.

### **Parent Absences From Home**

Parents who will be away for extended time while their children are in school should give written notice to the school office, providing the name and telephone number of the person responsible for the children during the parents’ absence. If no information is provided, the school will make use of the emergency contact information given at the start of the school year, if the need arises.

### **Animals on School Property**

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

### **Requirements for concealed carry signage**

School districts must conspicuously post a sign at the entrance of each school building, real property, and parking area indicating that the carrying of a concealed firearm on or into the property is prohibited.

### **Crisis Plan**

An exhaustive Crisis Plan is maintained and updated. This plan is reviewed on an annual basis with a representative from the Oak Brook Police Department to ensure clear communication about the details of the plan and to update any changes in procedure. The plan is familiar to all employees of the district, and updated copies are provided for staff each fall. For security reasons, the District 53 Crisis Plan is not made available to the public. However, questions regarding the general nature of the Crisis Plan may be directed to the Office of the Superintendent.

### **Safety Drills**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Reciprocal Reporting with Police**

Butler District 53 complies with Illinois law requiring that guidelines be established and followed regarding the sharing of information with local law enforcement agencies about the criminal activities of students.

### **Asbestos**

District 53 schools receive asbestos inspections as required by the Asbestos Hazard Emergency Response Act (AHERA). Management plans are filed with the State of Illinois as mandated, and are available for community review by contacting the Director of Buildings and Grounds.

### **Search and Seizure**

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

police officers.

### **School Property and Equipment as well as Personal Effect Left by Students**

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

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

### **Students**

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

### **Seizure of Property**

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

### **Erin's Law**

Schools are required to implement an age-appropriate sexual assault and abuse awareness and prevention curriculum for grades pre-K through 12. This is House Bill 6193 known as Erin's Law. School District 53 will be using the Second Step program. This program will be used in the 4-year old Oak Brook Park District preschool program through third grade for six weeks.

The Second Step program teaches children important skills for getting along with others and doing well in school. It also helps our school be a safe and supportive place where everyone can learn. To help make our school even more safe and supportive, we are also going to use the Second Step Child Protection Unit. In these lessons, students will learn three types of skills:

**Personal Safety-** Students will learn important safety rules, such as safety with guns, sharp tools, and fire, and when riding on wheels or in cars. They will also learn ways to help them decide if something is safe or not.

**Touching Safety-** Students will learn about safe, unsafe, and unwanted touches, and rules about touching private body parts. They'll also learn to say no to unsafe or unwanted touches, and to tell an adult if someone breaks rules about touching private body parts.

**Assertiveness-** These lessons will also give students a chance to practice asking an adult for help, telling an adult about an unsafe situation, and being assertive to get out of unsafe situations.

### **Sex Offender Notification Law**

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

To attend a conference at the school with school personnel to discuss the progress of their child.

To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.

To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

## **Sexual Harassment and Teen Dating Violence**

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors made by any school district employee or student to a student, or a conduct of a sexual nature exhibited by a school district employee or student toward a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive environment. "Sexual intimidation" means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort because of their gender.

Sexual harassment of students is prohibited. No student or staff member shall be subjected to sexual harassment or intimidation by any school employee, by other students, and/or by the effect of any school policy or practice. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

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

### Making a Complaint; Enforcement

Students should immediately report claims or incidents of sexual harassment, teen



dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. The Superintendent will not be notified, at which time the alleged offense will be documented, investigated, and pursued in accordance with Butler School District 53 Board of Education Policy 4970. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinators:**

Dr. Heidi Wennstrom  
2801 York Road  
Oak Brook, IL 60523  
630-573-2760  
hwennstrom@butler53.com

**Nondiscrimination Coordinators:**

Ms. Amy Read, Butler  
2801 York Road  
Oak Brook, IL 60523  
630-573-2760  
aread@butler53.com

Mr. Chad Prosen, Brook Forest  
60 Regent Drive  
Oak Brook, IL 60523  
630-325-6888  
cprosen@butler53.com

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

**Technology**

**Internet/Appropriate Use of Technology**

All students and staff are required to read, sign, and comply with the District 53 Internet / Appropriate Use of Technology Agreement. Parents also sign this document in order to reflect their understanding and support of the school expectations. This agreement requires strict adherence to the use of technology for appropriate and academic purposes at all times.

**Student Use of Personal Electronic Devices**

The use of Personal electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using Personal electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant(PDA), ipod®, ipad®, laptop computer, tablet computer, Smart wear or watches or health monitors or other personal electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off or on silent and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following:

(1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device.

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
- Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure.

### **Use of Non-Butler School District 53 Owned Technology**

It is prohibited to use camera cellular phones, personal digital assistants or any electronic or photographic device to take, transmit or record pictures or other images in all restrooms, locker rooms or other locations where students and employees have a reasonable expectation of privacy. Taking or transmitting digital images during testing is also prohibited. Students caught improperly using any telecommunication or

unapproved electronic device to take or transmit digital images will face cancellation of those privileges and/or disciplinary and/or appropriate legal action.

### **Access to Student Social Networking Passwords & Websites**

This is a notification to the students and his or her parent or guardian that the school may conduct an investigation or require a student to cooperate in an investigation if there is specific activity on the student's account(s) on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the students may be required to share the content that is reported in order to make a factual determination.

## ***Part II - Brook Forest Elementary***

The information contained in this section is specific to Brook Forest Elementary School. If you have any questions regarding the procedures addressed below, please direct any questions to the Brook Forest School office.

### **Instruction**

#### Daily Academic Class Schedule

8:25 A.M.	Outdoor, supervised physical activities
8:35 A.M.	First bell rings, students report to classrooms
8:45 A.M.	Tardy bell rings, academic classes begin
11:50 A.M. - 12:35 P.M.	Lunch period K – Second grade 11:50 recess, 12:10 lunch Third – fifth grade 11:50 lunch, 12:10 recess
3:25 P.M.	Children dismissed from school*

\*On School Improvement Days (SIP Days) Brook Forest students are dismissed at 11:50AM.

### **Curriculum and Related Programs**

In accordance with the educational philosophy of District 53 and the requirements of the State of Illinois, Brook Forest School has developed a comprehensive program of instruction designed to achieve the highest quality of education possible. It is a shared desire to help our students think and communicate clearly and make sound decisions, as well as develop quality study habits and the ability to work independently, valuing learning for its own sake. The development of the whole child includes the social, emotional, physical and mental aspect of education.

Brook Forest School employs a systematic evaluation of all instructional material on a periodic cycle. Only the most effective and current programs are implemented. In addition to the basic curriculum the following related programs are offered:

Advanced Learning Program (ALP)	Art
D.A.R.E. Program	Guidance
Library	Music
Physical Education	Reading Specialist
Science Specialist	Special Education
Social Work	Learning Center
STEM	

The learning center is an integral part of the total school curriculum. It provides opportunities for all children to pursue individualized and group learning activities in order to become lifelong learners. Development of library and research skills is encouraged through an approach emphasizing multiple intelligences and the use of multimedia.

### **Math Placement at Brook Forest**

Each spring, the following data is considered to help guide the math placement process at Brook Forest School:

- End-of-Year Benchmark Assessment at the student's instructional level
- Common Core Fluencies Test
- MAP Assessment (grades 2-5 only)
- CogAT Quantitative (grades 2-5 only)

Once the data is compiled and analyzed, parents will be notified in writing of their child's math placement for the following school year by June 30th.

#### Change of Placement:

Placements can be adjusted in the fall based on further review of data and /or individual student progress over the summer. All changes of placement must occur no later than December 1st of the school year.

Requests for change of placement can be made by the teacher or the parent /guardian. However, all requests must be made in writing to the building principal, homeroom teacher, and parent /guardian. The written request must include rationale and pertinent data to support the request. Once a request is received, a collaborative conversation will occur between the parent /guardian, principal, homeroom teacher, and /or math teacher to help guide a decision.

#### Special Consideration:

Students participating in Advanced Learning Programs or Above-Level Math Programs must demonstrate mastery of skills (80% average on all assessments or skills commensurate with peers) to remain in above level programming. Teachers will contact parents/ guardians if a student's grades are falling below the normative range and are in need of additional support.

Students in need of additional math support to demonstrate mastery of grade-level math curriculum or students receiving Special Education Services may receive supports through a special education resource teacher, instructional assistant, or interventionist. Supports may occur within the general education classroom during math instruction and /or outside the classroom based on the need of the student. Teachers will contact parents / guardians if a student's grades are falling below the normative range are in need of additional support.

### **Procedures**

#### **Student Arrival and Departure Information**

Parents are requested to send their children to school no earlier than 8:05 AM. Supervision will not be provided before that time. Students entering building doors after the 8:45 a.m. bell will be marked tardy. On the third tardy and for every tardy after for the remainder of the trimester, the student will miss lunch recess for that day.

#### **General Procedures:**

1. All vehicles must ENTER Brook Forest School through the SOUTH ENTRANCE.
2. Once entering the SOUTH ENTRANCE, vehicles must choose to turn into the PARKING AREA or enter one of two DROP-OFF / PICK-UP LANES.
3. All vehicles must EXIT Brook Forest School through the NORTH ENTRANCE.
  - A. The LEFT EXIT LANE is for those going South on Regent Drive.
  - B. The RIGHT EXIT LANE is for those going North on Regent Drive.
4. Parking is prohibited in fire lanes that are clearly marked in red. This includes the area directly in front of the building.
5. Parking is prohibited in handicapped spots or reserved spots, unless given special designation.
6. Parking is prohibited in designated crosswalks.
7. Cell phone use in a school zone is strictly prohibited. This includes texting.
8. Students must be accompanied by an adult while in the parking area. Unattended students may not cross the parking area to enter parked vehicles

#### **Arrival Procedures:**

1. Students may arrive at school anytime after 8:05am.
2. Parents / Guardians are encouraged to use the DROP-OFF LANES upon arrival.
3. Please maintain a single line when entering the drop off lanes in the morning.
4. Passing a vehicle on the left in the drop off lane is prohibited. Please wait until the vehicle(s) in front of you have moved and children are safely on the sidewalk before moving forward to the exit.
5. Students should exit the vehicle from the passenger's side directly onto the sidewalk.
6. If extra time is needed to exit the vehicle in the morning, please park in a designated area to assist your child(ren).
7. Parents / Guardians choosing to enter the PARKING AREA instead of the drop off lanes must park in a designated area, turn off the engine and walk their children to the front of the building.

#### **Pick-Up Procedures:**

1. Parents / Guardians are highly encouraged to enter one of two PICK-UP LANES for parent- pickup. **Please note: gates will be closed daily at 3:00pm. There is no benefit in arriving early to be first in line.**
2. Upon entering the pick-up lanes, please form two lines behind the closed gates, making sure your vehicle does not cross the designated crosswalk.
3. Please put your vehicle in park and turn off the engine.
4. Students will be dismissed promptly at 3:25pm to the front of the building.
5. Students being dismissed to vehicles parked in the PICK-UP LANES will be dismissed immediately to cars. Parents are encouraged to stand near their vehicles and look for their children. Children are encouraged to look for their parent's (or parents') vehicle. **PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED. YOUR CHILD WILL COME TO YOU if parked in the PICK-UP LANE.**
6. Once all students have safely entered parked vehicles, the supervisor will open

the gate and release one lane at a time into the North Exit. Vehicles wishing to exit the PARKING AREA will be asked to wait until all vehicles have exited the PICK-UP LANES.

7. If your child has not exited the building by the time vehicles are ready to be dismissed, you will be asked to leave the pick-up lanes, re-enter, and park until your child is ready.
8. Parents / Guardians wishing to use the PARKING AREA to pick up their children must park in a designated spot and walk to the GATHERING AREA to meet their children. The children will remain with the adult as they use crosswalks to re-enter the PARKING AREA.
9. Parking in a spot designated handicapped is strictly prohibited and illegal.
10. Parking in designated family PTO spots is highly discouraged and unfair for those that have paid for that spot. If you are interested in a PTO spot for next year, please know they are available for auction each year at a spring PTO event.
11. Students will stand with their designated grade level in the GATHERING AREA until they are safely picked up by a parent / guardian.
12. Children will not be released to vehicles in the PARKING AREA without an adult escort.
13. Parents choosing to park on Regent Drive cannot block driveways or park in resident's driveways. Last year we had several complaints from neighbors about blocked driveways.
14. An outreach call/text will be sent to parents at 3:00 pm when the decision is official that there will be a change in procedure for after-school pick up. Situations that may require this change include lightning, heavy snow, threat of tornado, or heavy rain.

**Weather Dismissal Procedures:**

- a. When the 3:25 dismissal bell rings, students being picked up will be walked, by classroom teachers, to the primary wing.
- b. Parents will drive to the pick-up lanes in front of school and fill the two circle lanes, similar to
  - i. regular dismissal.
- c. THEN, the parents will turn off their cars and come into the building for indoor pick up of their children. Supervisors will dismiss the children directly to the parents/guardians.
- d. At 3:35, an announcement or bell will ring to signal parents to return to their cars if they have not yet done so. A supervisor will be outside to let the cars go, lane-by-lane.
- e. If parents have not found their child(ren) within the ten minutes, the announcement will signal parents to return to their cars and drive around again in the curbside lane only. The routine will repeat itself from the curbside lane – park in the lane, turn off the car, and come into the school.

Important:

Brook Forest students must have parent/guardian supervision while enjoying the playground after school. These procedures are in place for the safety of your children. They have not been put in place to inconvenience our families. Staff supervisors are in place to help keep the children safe. They are not there to be ignored or disregarded. We care about your children and want them to come home to you safely and arrive to us safely each and everyday. The plan in place is highly efficient if everyone works together to follow the set procedures.

### **School Parties**

Two room parties are held for students in kindergarten through grade five. Teachers and room parents plan these parties cooperatively at least two weeks prior to the party. Room parents should share any food ingredient lists with the school nurse prior to the party.

Food Allergy Management (specific to Brook Forest):

- The Brook Forest office will provide a small gift on students' birthdays or half birthdays. Additionally, each day, students will be recognized with an announcement over the public address system.
- Room party treats will be approved by the principal and the school nurse at least three days prior to the event.

For additional information about food allergy management, see the overview in the District and Health & Medical section.

## **School Behavior**

### **Brook Forest Dolphin Expectations**

There are three expectations or rules by which everyone at Brook Forest School lives and supports. They are:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready**

Every adult at Brook Forest School shares the common goal of making sure all of our children understand our three behavioral expectations. In a positive manner, students are taught how to be respectful, how to be responsible, and how to be ready.

The three expectations are taught directly. Our children participate in all-school "lessons," where they learn about appropriate behaviors in the classroom, in the hallway, in the lunchroom, during assemblies, on the bus, on field trips, and during emergency situations. Please take the time to ask your son or daughter what they have already learned about our expectations.

In order to teach our expectations of behavior, students are given Cool Tools each week. Cool Tools are very important ingredients of the 3Rs system. Behavioral skills



are taught to students, making it clear what is expected in our school. Each week, a new lesson, or Cool Tool, is taught to all students. Applications of the Cool Tool lessons are taught throughout the year. Please refer to our monthly newsletter for our updated Cool Tools!

### **Brook Forest Dolphin Reinforcement System**

Another important component of the 3Rs is the use of consistent, positive reinforcements (rewards) to celebrate students' success. Children are rewarded when they choose to follow our three expectations:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready**

Three types of reinforcements are utilized. One type of reward, "Dolphin Pride Tickets," is given frequently by any staff member to any individual student. These ticket rewards are posted on our "Dolphin Pride" wall. The tickets may also be redeemed for school supplies, "no homework passes," open gym time, extra Computer time, board game time during recess, and so on.

The second and third types of positive reinforcements are called "boosters," and "all-school celebrations." These reinforcers are used as classroom and all-school group rewards. Our goal is to celebrate our children's' successes in following our behavioral expectations.

We want all of our children to be involved with our positive reward program. At home, you can help your son or daughter to follow our school rules by insisting that he or she be on time to school and complete their homework. At times, children need their parents for guidance in these areas, and your efforts are appreciated.

### **Office Referral Form or Blue Slips**

As parents know, children might fail to meet our expectations, even though appropriate behavior will be taught directly and positive reinforcers will be used.

The form is used when students fail to meet behavioral expectations. For the children, we call the forms "blue slips," since they are printed on blue paper.

The form divides infractions into two categories - MAJORS and MINORS. Before this process is used, our teachers will try to manage the situation through regular classroom management, including reminders of our three expectations:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready**

If a student received three MINORS offense reports, the infraction becomes a MAJOR. At that point, the issue is sent to the principal's office.

Although parents are notified of all offenses (including MINORS), a parent may be asked to participate in a meeting at school for a MAJOR offense. At that time, the parents, principal, teacher, student, and social worker would discuss "replacement behaviors," or what the student needs to change in order to reach our school's behavioral expectations.

The goal of the 3Rs is to provide an environment that is safe, enjoyable, free from distraction, and allows all children to reach their maximum learning potential.

### **Eight Keys of Excellence**

The Eight Keys of Excellence are principles by which to live. The Eight Keys are used schoolwide in conjunction with the PBIS expectations. They support students in attaining personal excellence which paves the way to academic excellence. As students experience and learn more about the Keys, they develop a strong inner core which leads them to more positive choices both in school and in life. The Eight Keys of Excellence are used by staff and students as a guidance system. They guide staff and students to transform from their current way of life to living their best life, achieving their personal excellence.

Each classroom displays the Eight Keys of Excellence as they are applied, discussed, and reviewed by teachers and students throughout the learning day. The Eight Keys of Excellence are displayed in each classroom and referenced throughout each school day. Every month the entire Brook Forest school focuses on one Key. The students and staff dive into what that specific Key means and what it looks like in school and in life. While one Key is highlighted each month, all Eight Keys are used daily to guide staff and students in making positive choices and achieving personal excellence.

The Eight Keys of Excellence will be used consistently to guide and support students at school. They should also be implemented outside of school. Parents are encouraged to discuss, reflect, and use the Eight Keys of Excellence as a guidance system at home as well. More information on the Eight Keys of Excellence can be found at <http://www.8keys.org/>.

Integrity  
Failure Leads to Success  
Speak with Good Purpose  
This is it  
Commitment  
Ownership  
Flexibility  
Balance

### **Playground Expectations**

Children must dress appropriately for the weather. They will be outside except in very cold or inclement weather. During the winter season, students should wear boots and snow pants. Staff supervises students during outdoor play periods. Students must be supervised by a parent or guardian while playing on the playground after school.

Students:

- must always play safely
- must not exclude other children from participating in activities
- must stay within the defined area on school grounds
- must request permission to enter the building, and
- must always speak appropriately to supervisors and other students

### **Extracurricular Activities**

Student Opportunities:

The opportunities offered to students during and beyond the school day are plentiful at Brook Forest. Our goal is to engage students as active citizens in the school community. We believe, and research shows, that students develop core values and skills through activities and athletics including:

Teamwork:

Individual and Group Responsibility Competition

Physical and Mental Strength

Sense of Culture, Community and Belonging

A brochure of student activities is available at the school office and on the school website. Some activities offered to students have consisted of the following:

- Student Council/Student Service Board
- Art Clubs - Draw Squad, Advanced Draw Squad and Art Studio
- Music Opportunities - Choir, 4th and 5th Grade Musical, 2nd and 3rd Grade Musical, K and 1st Grade Music in Motion and Band
- Science Clubs - Dissecting, Rocket, STEAM and Lego WeDo Robotics
- Athletics - Cross Country, Basketball and Fun with Volleyball

The school also sponsors several academic contests.

- Illinois Council Teachers of Mathematics
- Spelling Bee
- Geography Bee

The extracurricular activities change depending on student interest and staff sponsorship. Extracurriculars are considered a privilege in the school environment. Parents are asked to pick-up their child(ren) promptly after an extracurricular activity. If a parent picks-up the child(ren) late three times, participation may be in jeopardy.

### ***Part III - Butler Junior High School***

The information contained in this section is specific to Butler Junior High School. If you have any questions regarding the procedures addressed below, please direct any questions to the Butler Junior High office.

#### **Instruction**

Daily Academic Class Schedule:

Period 0 (Band)	7:30 - 8:15
Period 1	8:20 - 9:07
Period 2	9:10 - 9:52
Period 3	9:55 - 10:37
Period 4	10:40 - 11:22
Period 5	11:25 - 12:07
Lunch	12:07 - 12:37
Period 6	12:40 - 1:22
Period 7	1:25 - 2:07
Period 8	2:10 - 2:52
Study Hall	2:55 - 3:14

\*On School Improvement Days (SIP Days) Butler Jr. High students are dismissed at 11:50AM.

#### **Curriculum and Related Programs**

In accordance with the educational philosophy of District 53 and the requirements of the State of Illinois, Butler Junior High has developed a comprehensive program of instruction designed to achieve the highest quality of education possible. It is a shared desire to help our students think and communicate clearly and make sound decisions, as well as develop quality study habits and the ability to work independently, valuing learning for its own sake. The development of the whole child includes the social, emotional, physical and mental aspect of education.

Butler Junior High employs a systematic evaluation of all instructional material on a periodic cycle. Only the most effective and current programs are implemented.

### **School Procedures**

#### **Student Arrival Time**

Students may arrive in the morning at Butler Junior High any time between 7:35 and 8:15 A.M. School buses generally arrive at approximately 8:10 A.M. Students who are dropped off at school between 7:45 and 8:10 A.M. are welcome to work quietly in the Multi-Purpose Room under teacher supervision. Students may not arrive before 7:35 A.M. unless specifically scheduled for extra help with a classroom teacher. Class begins at 8:20 A.M.

### **Student Drop-Off and Pick-Up Procedures General Procedures**

1. Vehicles enter the Butler Jr. High Circle Drive and parking lot through the South entrance on York or the east entrance on Windsor. All vehicles must exit using the North exit on York. The left exit lane is for those going South on York. The right exit lane is for those going North on York.
2. Parking, standing, or stopping is prohibited in the circle drive and fire lanes at any time. This includes the area directly in front of the building or any other area clearly marked with signage.  
*Signage: No parking along driveway during school days 7:00am - 4:00pm*
3. Parking is prohibited in handicapped spots or reserved spots, unless given special designation.
4. Cell phone use while in your vehicle in a school zone is strictly prohibited and against the law. This includes texting.
5. Students may use crosswalks to access the parking lot to enter parked vehicles only.

Please be courteous to fellow drivers. All cars should make the loop around the north parking lot to pick up students.

### **Drop-Off Procedures:**

Starting at 7:25am, band students may arrive and enter the building and must report directly to the band room. All other students may enter and report to the multipurpose room between 7:35am and 8:15am. Students will be dismissed to their lockers at 8:15am in order to be seated and ready to learn in their class at 8:20am. Bus arrivals are anticipated at 7:50am and 8:10am and will drop off in at the Windsor circle drive.

1. Enter the front circle drive only in order to drop-off their children in the morning using the South Entrance.
2. Maintain a single line when entering the circle drive in the morning.
3. Exit the circle, yield when necessary prior to entering the parking lot, and follow the traffic arrows around until the designated curbside drop-off area, located at the end of the walkway is reached. Pull up as close as you can to the first light post to ensure plenty for space for others to drop off behind you. If necessary, please wait until the vehicle(s) in front of you have moved and children are safely on the sidewalk.
4. Students should exit the vehicle from the driver's side of the vehicle on to the sidewalk to avoid walking into the thru lane on the passenger side.
5. If extra time is needed to exit the vehicle in the morning, please park in a designated area to assist your children.
6. All students being dropped off must enter through the front entrance of Butler Jr. High (Door 1).

### **Pick-Up Procedures:**

Dismissal is at 3:14pm. Buses will line up for pick up by 3:00pm in the Windsor circle drive.

1. Enter the front circle drive in the afternoon using the South entrance on York or the east entrance on Windsor drive.
2. For those that enter the circle drive off of York, maintain a single line. When exiting the circle drive, yield when necessary prior to entering the parking lot, and follow the traffic arrows around until the designated curbside drop-off area is reached. Parking, standing, or stopping is prohibited in the circle drive and fire lanes at any time. This includes the area directly in front of the building.
3. For those vehicles that arrive prior to the buses, you may enter off of Windsor and park in the parking spaces in front of the district office. Buses will arrive between 2:45pm - 3:00pm. Vehicles will not be permitted to enter off of Windsor Drive if a bus is present. Please remember that the following is signage is posted curbside: *No parking along driveway during school days 7:00am - 4:00pm*
4. On the north side pick up area, students should enter the vehicle from the curbside. If necessary, please wait until the vehicle(s) in front of you have moved and children are safely in their vehicles.
5. Parents / Guardians wishing to park and pick-up their children may do so when parking in any available parking space in the lot. Students must use the designated crosswalks when entering the parking lot.
6. If you do not anticipate that your child will exit the building immediately and extra time is needed, to avoid delays and prohibit others from reaching the designated pick up location, please park in a parking space or enter the loop around the parking an additional time.

Student safety is our top concern. The police will be assisting for the first few days of school as well as on a random basis in the future. Even if there is no police presence, by observing and following all posted signs, we can keep our students safe and show them we care. The entire Butler staff appreciates your patience and cooperation as we strive to provide a safe environment for all.

### **Student Arrival Time**

Students may arrive in the morning at Butler Junior High any time between 7:35 and 8:15 A.M. School buses generally arrive at approximately 8:10 A.M. Students who are dropped off at school between 7:45 and 8:10 A.M. are welcome to work quietly in the Multi-Purpose Room under teacher supervision. Students may not arrive before 7:35 A.M. unless specifically scheduled for extra help with a classroom teacher. Class begins at 8:20 A.M.

### **Lockers**

Lockers and desks are the property of the school district. Each student is assigned a gym and hall locker for the storage of books and equipment. Lockers may need to be shared by two students if the school enrollment requires. It is the student's responsibility to see that the lockers are kept clean and in good order at all times. P.E.

teachers, study hall teachers, and the principal will inspect student lockers for cleanliness on a regular basis. Students are expected to store books and personal items in lockers, and not on the floor or in hallways where they may become a safety hazard. Nothing is to be affixed to the outside of the locker with tape, pins, etc.

Any decorations, including those for birthdays or other special events, must be affixed to the inside of lockers only. If students would like to decorate a locker to celebrate a classmates' birthday they must do so between 8:00a.m.-8:14 a.m. and 3:14 pm-3:30 pm. Only two students may decorate at a time. Students need to have their own materials i.e. scissors, tape, etc.

Students are asked to be especially careful with their locker. They should take time in closing and try to avoid unnecessary noise. If all articles are tucked inside the locker, it will close easily and it should not be necessary to force the door shut. Only students assigned to a locker may use that locker. Books and clothing found in an unassigned locker will be removed.

### **Backpacks and Bags**

Students may only carry their laptop bag. Backpacks or other bags should not be carried in the hallways or brought into classrooms during the school day.

### **Lunchtime at BJH**

Junior high is a great time to help your student take strides toward independence. We prefer students have their lunch with them at the beginning of the school day to avoid any confusion or unplanned tardiness in regard to parents dropping off lunches.

If you need to drop off a lunch, please place it on the cart in our front foyer. All lunches will be delivered to the students at the beginning of the lunch hour. We do ask that you refrain from entering and waiting for your child. I'm sure it goes without saying, but lunchtime at BJH is a bit hectic with over 200 students. To reduce confusion and ensure the safety of our students, we limit the number of adults entering the building during this time.

Should you need to relay a message or give your child something other than a lunch, staff members at the main office front desk to assist you.

### **Assembly Procedures**

Assemblies are provided to entertain, inform, and recognize students. All students are expected to observe the rules of common courtesy when attending assemblies.

When there is an assembly, students are to report to their scheduled class and wait for their class to be called. Students will then proceed with their class and sit in their assigned seats. The classroom teacher will explain this procedure. After the assembly program, students should remain seated until the person in charge dismisses them.

Assemblies are held at various times and in various locations throughout the year for many different reasons. Students are expected to act like young women and men and abide by the following rules:

- Enter quietly and quickly,
- Demonstrate respect during presentations,
- Never whistle, scream, or boo,
- Show appreciation by applauding at appropriate times in an acceptable manner, and
- Leave in an orderly fashion.

### **Study Hall Procedures**

Students are expected to engage in quiet academic study during study hall. Students should follow all procedures set forth by their study hall teacher. It is important for student's to obtain a pass if they wish to see another teacher during study hall. No passes will be granted on monthly No-Pass Tuesdays and all students should remain in their assigned study hall. On No-Pass Tuesdays during study hall, students are expected to engage in the following tasks: (1) read and clean out school email (2) check grades using PowerSchool (3) tidy their workspace, materials, and/or problem-solve any organizational issues with their teacher.

### **Visitor Procedures**

Visitors must sign-in in the main office and request entrance into the building. Visitors should have a specific purpose and a pre-arranged appointment with the staff member they wish to see. Visitors must be supervised by a staff member for the duration of the visit.

### **Food and Drink**

No food or drink, with the exception of water, is to be consumed in the hallways. Please see the Food Allergy Management overview found in the District Health & Medical section.

### **School Behavior**

Butler Junior High School Code of Conduct

The Code of Conduct is based on three core values:

1. Each of us is a unique and valued individual and should be treated as such.
2. Enforcement of the rules focuses not on punishment but on learning desired behaviors.
3. A school community that enforces rules consistently and in a sensitive and sensible manner helps build responsible young people.

There are four expectations or rules everyone at Butler Junior High supports:

1. Care for yourself, others, and the school community.
2. Commit to your academics, activities, and being your best.
3. Connect with the Butler community, and safely and responsibly to the Internet.
4. Celebrate success!



**BJH T-Chart of Behavior**

<b>Classroom Managed Behavior (Minor)</b>	<b>Office Managed Behavior (Major or more severe)</b>
<p><b>CARE:</b>  <i>Care for yourself:</i>                      *Dress code violation (minor, easily remedied)</p> <p><i>Care for others:</i>                      *Disrespect                      *Minor physical contact</p> <p><i>Care for the community:</i>                      *Disruption (causes teacher to stop class to redirect)                      *Property misuse</p>	<p><b>CARE:</b>  <i>Care for yourself:</i>                      *Major dress code violation (revealing, disruptive)</p> <p><i>Care for others:</i>                      *Disrespect (aggressive response to teacher or classmates)                      *Fighting/physical aggression</p> <p><i>Care for the community:</i>                      *Inappropriate language/profanity (severe, directed at another person)                      *Harassment/bullying                      *Major classroom disruption (jeopardizes safety/learning environment)                      *Theft                      *Property Damage                      *Vandalism                      *Bomb threat                      *Pulling alarm                      *Weapons</p>
<p><b>COMMIT:</b>  <i>Commit to academics:</i>                      *Tardy to class                      *Incomplete work                      *Repeatedly failing to come to class prepared</p> <p><i>Commit to activities:</i>                      *Disruption during practice or club</p> <p><i>Commit to being your best:</i>                      *Inappropriate language (low-level swear not directed to anyone)                      *Defiance (mild refusal)                      *Noncompliance (after teacher request)</p>	<p><b>COMMIT:</b>  <i>Commit to academics:</i>                      *Cheating                      *Skipping class                      *Tardy to school (routinely)</p> <p><i>Commit to activities:</i>                      *Severe disruption or lack of commitment to team or club</p> <p><i>Commit to being your best:</i>                      *Defiance (absolute refusal, persistent negative behavior)                      *Lying                      *Alcohol, Tobacco, Drug use</p>
<p><b>CONNECT:</b>  <i>Connect safely and responsibly to the Internet:</i>                      *Technology violation (off-task, disrupt learning)</p> <p><i>Connect with the Butler community</i></p>	<p><b>CONNECT:</b>  <i>Connect safely and responsibly to the Internet:</i>                      *Technology violation (major disruption to learning)                      *Disrespect toward others via Internet</p>

	<i>Connect</i> with the Butler community
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**Detention**

A detention requires spending a lunch period in silent study. A detention is earned by failing to live up to the standards of the Code of Conduct. If earned in the morning, students MUST serve the lunch period detention on the same day it is earned. If earned in the afternoon, students MUST serve the lunch period the following school day. The severity of the detention may require more than one day of detention. Parents will be notified of all detentions via email or. A student who receives detentions on a consistent basis may be assigned to Adjusted Study Hall (see ‘Adjusted Study Hall’) and/or Adjusted Learning Environment (See ‘Adjusted Learning Environment’).

**General Guidelines for Detentions:**

- Students should arrive by 12:15 or will be counted as late. An additional day will be assigned and served if a student arrives late
- If a student fails to report to detention on the day he/she is to serve, the student will be reminded to serve the following day via email. If the detention is still not served after a reminder, the student can expect to serve 2 days of detention and have a meeting with the assistant principal.
- During detention:
  - ✓ Students should work quietly and independently
  - ✓ Computer screens need to be visible to DT monitor
  - ✓ Clean desk and dispose of all food before dismissal

**Accumulation of Minor Detentions:**

- When a student accumulates four minor detentions in one semester, a warning letter will be mailed home to the parents. The student will also meet briefly with the assistant principal and/or ~~school counselor~~ or social worker to discuss a plan to improve performance
- A sixth minor detention will result in a parent-student discussion ~~meeting~~ with the assistant principal and/or counselor.
- An individualized plan will be established by the assistant principal and counselor for students who exceed the maximum number of detentions per semester. This plan will be modified as the individual student’s progress dictates.
- Staff will be alerted to interventions determined at a parent meeting, or outlined in an individualized plan.
- Staff will be notified when the intervention or individualized plan is no longer necessary.

**Classroom Managed Behavior (MINOR)**

<b>Incident/Occurrence</b>	<b>School Action</b>
All Minor Detentions	One detention and parent email notification

### **Accumulation of MINOR Detentions**

<b>Incident/Occurrence</b>	<b>School Action</b>
4 Detentions	One detention, parent email notification, and meet with Social worker and/or Assistant Principal
6 Detentions	One detention, parent meeting with Assistant Principal, and/or creation of behavior plan
7 Detentions	Adjusted Study Hall and/or additional consequence determined appropriate by administration

\*Detentions are cumulative over a semester (2 Quarters)

### **Major Detention:**

A major detention is serious and is issued in the case of more significant infractions. Major detentions last for three days and can be issued by either school administrators or classroom teachers. In addition to attending a lunch period study hall, a major detention requires the completion of a written reflection statement pertaining to the infraction and the Butler Code of Conduct. This reflection is shared with administration and parents. If a student earns two major detentions, a letter is sent home and/or parents are telephoned. Any student earning three major detentions will be required to serve one day in an Alternate Learning Environment (ALE) and may be assigned to Adjusted Study Hall (ASH). Note that students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### **Classroom Managed Behavior (MAJOR)**

\*MAJOR Detentions are cumulative over the school year

<b>Incident/Occurrence</b>	<b>School Action</b>
<b>ALL</b> Major Detentions	3 detentions and parent notification via email and/or phone by teacher
2nd Major Detention	3 detentions, parent notification by teacher or AP
3rd Major Detention	3 detentions, at least one day of ALE and parent notification by AP

\*Note: A Major Detention = 3 consecutive days of detentions

\*\*Note: Students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### **Office Managed Behavior (MAJOR or more severe)**

\*MAJOR Incidents are cumulative over the school year

<b>Incident/Occurrence</b>	<b>School Action</b>
All Major Incidents	Referral to office and removal of student from classroom when necessary
1st Major Incident	Removal of student from classroom when necessary, 3 detentions up to at least one day of ALE and/or Adjusted Study Hall, parent notification by Principal/AP
2nd Major Incident	Removal of student from classroom when necessary, 3 detentions, at least one day of ALE and/or Adjusted Study

	Hall, and parent meeting with Principal/AP
Excessive Major Incidents	Removal of student from classroom when necessary, 3 detentions, at least one day of ALE and/or Adjusted Study Hall, and parent meeting with Superintendent/Principal

\*\*Note: Students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### **Adjusted Study Hall**

Students who accrue a significant number of detentions (minor and major) during a semester may be assigned to Adjusted Study Hall. Adjusted Study Hall is designed to provide assistance for students who may not be able to manage their organizational or academic responsibilities without additional support. Please note that students will only be assigned to Adjusted Study Hall after several attempts have been made to intervene with a pattern of student detentions. These interventions will include written communication with parents, meetings with the student and parents, and establishing personalized strategies to help the student become more successful. Students who are assigned to Adjusted Study Hall will be moved to this smaller study hall, designed to provide a high level of organizational support and school-to-home communication. Students who are assigned to Adjusted Study Hall will earn points over time toward returning to their original study hall. The minimum length of time that a student will be assigned to Adjusted Study Hall is two weeks.

Each student can earn 4 points each day in Support Study Hall. Students must accumulate a total of 40 points to be eligible for their regular study hall assignment. If a student is reassigned to Supported Study Hall for a second time after getting out this increases the number of points necessary to return back to their regular study hall by 20 points.

Work and tests can be made up during Supported Study Hall, but it will be done in the Supported Study Hall classroom.

### **Alternate Learning Environment**

The length of an Alternative Learning Environment (ALE) may vary from one class period to ten school days. If assigned an ALE, students report to the office for the designated duration. The sole activity permitted is silent study. Students may not be permitted to attend special events such as assemblies or pep rallies nor participate in any extracurricular/co-curricular activity, including but not limited to any practice, rehearsal or meeting, on the day of an ALE.

### **Tardies**

Butler Junior High is committed to the philosophy that students and teachers need and want to take full advantage of the instructional time available. Therefore, it is critical that all students be in the classroom on time each day. When the bell rings for the beginning of any class period, all students should be in their classrooms with all their materials. Students tardy to class must present a pass from the office or from the faculty member in whose class they were detained. If the student is late to school in the morning, the student must obtain a pass from the secretary or principal. After the third

tardy is reported to the office from any teacher/all sources, a detention will be written. In cases of habitual tardiness, students may be held accountable with additional consequences.

**Tardies (arrival to school or class)**

<b>Incident/Occurrence</b>	<b>School Action</b>
Upon 3rd tardy	One detention and parent email notification
4th and each tardy beyond	One detention and parent email notification

\*Tardies are cumulative over a semester (2 Quarters)

**Eligibility for Trips and Special Events**

Information will be provided to regarding special events and any necessary processes and/or behavior requirements associated with participation. In some cases, outside vendors manage registration for school trips and parents must abide by the vendor’s timelines and guidelines. In general, students who fail to meet academic expectations, earn an excessive number of detentions, or engage in gross misconduct may be restricted from participation in these events.

**Hinsdale Central H.S. Course Recommendation Process/Criteria**

The placement of a students into courses at Hinsdale Central High School (HCHS) is a decision that is made among the parent, the teacher, the high school, and the student. It is important for students to be placed at the highest level where they will experience success.

Once a year Butler teachers attend articulation meetings with high school department chairs and review course content and student performance. Freshman through senior classes are reviewed, but particular attention is paid to freshmen in order to assess the accuracy of placements.

HCHS department chairs use MAP testing and evidence of course progression to determine course placement. High school departments do provide parents the prerogative to request a placement change.

Specific student placement information is provided for parents by the Hinsdale Central High School Guidance Department on an annual basis, and may change from one year to the next.

***Extracurricular Activities/Athletics***

**Code of Conduct - Athletic Events**

Sportsmanship has been defined as "honest rivalry, courteous relations, and graceful acceptance of results." The following should serve as a guide for students to demonstrate good sportsmanship:

1. All visiting teams and spectators are to be treated as our guests.
2. We always respect the decisions of the officials.
3. Unnecessary noise and booing are discourteous; spectators may be asked to

- leave the game for this behavior.
4. Students who stay to attend a game must stay in the gym during the game, leaving only at halftime or between games. Students may not loiter in other areas of the school building, and should be picked up from the game immediately upon its conclusion.

Note that a student athlete must be in attendance at school for at least one half-day in order to compete in an interscholastic athletic event.

### **Non-Discriminatory Practices**

Consistent with Butler School District 53 Board of Education Policy 6350:

In conformity with state and federal sexual discrimination law, no student will be denied access to academic or extracurricular programs based on gender.

### **Interscholastic Athletics**

Although a great emphasis is placed on developing one's mind, the body is no less important and must also be developed. The physical education program at Butler offers a full and wide range of activities to aid in this basic development. However, for students who wish to be involved on a more competitive basis there are a number of after-school teams that compete in interscholastic sports and provide for a high level of play.

Butler Junior High School is a member of the Southeast DuPage Elementary Athletic Conference Association. Most sports teams are subject to tryouts. Once a student makes a team, he/she is expected to follow the expectations listed below along with those provided by the coach.

**Fall Sports** -include cross-country for both boys and girls of all grades, girls' J.V. and Varsity volleyball teams, and boys' and girls' J.V. basketball. J.V. Spirit Squad is also conducted during basketball.

**Winter Sports** - include boys' and girls' basketball, as well as wrestling. Varsity Spirit Squad is also conducted during basketball.

**Spring Sports** - include boys' and girls' soccer, swimming, and track and field.

### **Selection Criteria for Interscholastic Athletic Teams**

The following criteria are used to select team members for each of the interscholastic sports at Butler Junior High:

1. Basic skills required for the sport
2. Athletic ability
3. Knowledge of the sport
4. Attitude

### **Student-Athlete Expectations**

Participation on a Butler interscholastic athletic team is a privilege and requires the fulfillment of the following responsibilities:

1. A student-athlete must maintain his/her academic responsibilities in the

classroom

2. A student-athlete must uphold and follow the Butler Code of Conduct
3. A student-athlete must attend and participate in all practices and games unless excused by the coach for a valid reason such as religious obligation, illness, or family emergency
4. A student-athlete must practice good sportsmanship at all times

Failure to uphold the above responsibilities may result in the student-athlete losing playing privileges or being removed from the team.

### **Athletic Eligibility**

In order to remain eligible for interscholastic competition, all students must remain in good academic standing.

### **Youth Sports Concussion Safety Act**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. 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. 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.

### **Intramurals**

Intramurals are open and available to all students at Butler Junior High. Intramurals are conducted after school and do not require tryouts or obligation to participate. A variety of activities are offered based on the time of year and available space.

### **Student Clubs and Activities**

A variety of activities and clubs are available throughout the school year. These activities are designed to further students' interest, to promote social development, and to recreational opportunities. Current club offerings are listed on the school website. Announcements are made about activities and participation requirements. All students are welcome and encouraged to get involved!