



Student and Parent/Guardian Handbook 2018-2019

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) or at the Board office, located at:

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

Dr. Heidi Wennstrom
Superintendent

Butler Jr. High
Ms. Amy Read
Principal

Brook Forest
Dr. Chad Prosen
Principal



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Board of Education and Administrative Staff

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

Mr. Christopher Edmonds, President
Dr. Sally Beatty, Vice President
Mr. Ahmad Sulaiman, Secretary
Mrs. Laura Biesel, Member
Mr. James Chow, Member
Mr. Keith Carlson, Member
Dr. Sanjay Rao, 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
Mrs. Farheen Beg, Director of Technology
Ms. Andrea Prola, Director of Student Services
Dr. Jeana Considine, Curriculum & Instruction Specialist
Dr. Sandy Martin, Business Manager
Mr. Bob Jakupi, Director of Buildings and Grounds

The schools and support teams 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

Registrar

2801 York Road
Oak Brook, IL 60523
(630) 573-4520
registration@butler53.com

Butler Junior High School

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

Technology

2801 York Road
Oak Brook, IL 60523
(630) 573-2894
support@butler53.com



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

Dear District 53 Parents/Guardians, and Students:

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:

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
FAX: 630-325-8452

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 demonstrate personal and social integrity.

www.Butler53.com

Vision

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

Purpose

We commit to do everything in our power to stand with and inspire our children to achieve a personal best for themselves and their community, every day.

Instructional Blueprint Goals

- A curriculum that is progressive and meets real world needs and also is reviewed, evaluated and fine-tuned regularly.
- An instructional strategy that engages and motivates students and helps them to individually achieve their highest academic success.
- State-of-the art technology that enriches the learning environment and provides students with 21st century skills through a variety of tools: whiteboards in every classroom, iPads for K-3rd grade students and a laptop for every junior high student.
- Technologies, curriculum and methodologies that help students to become problem-solvers and prepare them for a world in which innovation, creativity, autonomy and individual and group research is prized.
 - [Instructional Blueprint Presentation](#)
 - [K-5 Language Arts Curriculum Map](#)
 - [K-5 Math Curriculum Map](#)
 - [K-5 Science Curriculum Map](#)
 - [ELA Implementation](#)

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 best practices.
- 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 – Butler School District 53 Information

This handbook has been developed to inform students and parents/guardians 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/guardians 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 [website](#) for accepted documents)
- Completed Physicals (Kindergarten, 6th Grade, & transfer students new to IL)
- Completed Dental Forms (Kindergarten, 2nd & 6th Grades)
- Completed Vision Forms (Kindergarten, & transfer students new to IL)
- Completed Health Questionnaire
- Original Birth Certificate
- Payment for required fees
- Other documents and information, as requested

Enrollment is conducted through a registration meeting. Meeting arrangements may be made through contact with the District Registrar at (630) 368-4520. Military personnel, please refer to Board [policy 6920](#), *Admission and Tuition Requirements of Non-Resident Pupils*.

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. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Partnership for Assessment of Readiness for College and Careers (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. 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. Please refer to Board [policy 6205, Grading and Promotion](#).

Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) 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/guardians are asked to call the school office between 8:00 a.m. and 9:00 a.m. 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 one (1) day, teachers will provide assignments upon parent/guardian 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 176 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 Withdrawal 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/guardian for transfer purposes; however, parents/guardians 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.

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/guardians 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/guardians.

It is important that every parent//guardian 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//guardians 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/guardians 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®, smartphones, 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.
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/guardians 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/guardian inquiries should be directed as follows:

A child's teacher is to be the initial point of contact when parents/guardians 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/guardians have a question or concern exists relative to school rules or regulations, student placement practices, student registration, parent/guardian 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 boardroom 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, email, and text messages about important school matters. Although the system is ideal for informing parents/guardians 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/guardians. Parents/guardians 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/guardians 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/guardians informed of academic progress in school. This evaluation considers student characteristics, abilities and effort. If, after reviewing the report, students or parent(s)/guardian(s) have a question concerning academic progress, contacting the teacher for further clarification or arranging 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/Guardian Portal

Parents/Guardians with students in Grades 4-8 have the opportunity to review their child's grades online through the Parent/Guardian Portal program. Instructions about using the Parent/Guardian 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 Board [policy 6510](#), *Student Records* and is available for review by contacting the District 53 administrative office. Upon graduation, transfer, or withdrawal from school, parents/students will receive notification regarding the destruction schedule for permanent and temporary records and the right to request a copy of such records prior to their destruction.

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/Guardians 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/guardian 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/guardians 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/guardian 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/Guardians may, at times, wish to honor a staff member with a gift. Parents/Guardians 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/guardians. 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/Guardian Concerns

The District values open and direct communication with parents/guardians. We believe partnerships in education are critical to student success. Parents/Guardians 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/Guardians 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/Guardians are encouraged to communicate with their child's teachers. If a specific concern arises, it is important that the parent/guardian first discuss it with the teacher. If the

outcome of that discussion is not satisfactory, the parent/guardian may request a conference with the teacher and principal. If the parent/guardian feels that the teacher or the principal cannot resolve the problem, parents/guardians may seek the assistance of the superintendent by submitting their concern in writing. When a parent/guardian 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.

Complaints and Uniform Grievance Procedures

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights. Please refer to Board [policy 1400](#), *Uniform Grievance Procedure*.

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/guardian 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 lifelong 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/Guardian Regarding Homework

The amount and type of homework a student is assigned will vary from day to day, 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/guardians 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/Guardian 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/Guardians should request homework to be picked up if their child is absent for more than one day.
- Parents/Guardians should inform the teacher if the child is experiencing difficulties or is unable to complete the homework.
- Parents/Guardians 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/Guardians 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/Guardians 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/Guardians 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/guardians 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](#), *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 web page. 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/guardians. Upon receiving the results, parents/guardians 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 the ELA/literacy courses, 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 and 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 the www.parcconline.org website.

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/Guardians can make arrangements to preview the curriculum by calling the Robert Crown Center at 630-325-1900 or by visiting the www.robertcrown.org website.

Procedure for parents/guardians choosing for their child not to participate: If after previewing the Robert Crown health curriculum, parents/guardians 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/guardians, 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/guardian 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/Guardians 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/guardian or child. For further information, please contact the school principal and review related Board of Education policies such as, [policy 9000](#), *Visitors to and Conduct on School Property*.

Student Behavior

Definitions

DETENTION - is the keeping of a student during lunch period. A student cannot be detained after school without parental/guardian 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 seventy-six (176) 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 caused, 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, however, that a direct relationship exists between the conduct of the student and the school's education 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 Chapter 122, Par I et seq., of the Illinois Revised Statutes.

Detention, Suspension, Expulsion

Each discipline problem shall be considered on an individual basis. It will be the responsibility of each classroom teacher to handle all routine discipline problems. When a student's conduct interferes with the learning opportunities of others, the student will be referred to the building principal. It will then be the responsibility of the principal to make a judgment according to the nature of the district regulations.

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/guardians 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/guardians 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/Guardians 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/guardian shall be notified via email by the administration.

Third Violation - the parent/guardian 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/guardian 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
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

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.

Cyber-bullying Definition:

Cyber-bullying 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.

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/guardians. 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)/guardian(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.
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](#), *Prevention of and Response to Bullying, Intimidation & Harassment*

Board [policy 6370](#), *Harassment of Students Prohibited*

Board [policy 6615](#), *Student Behavior*

Board [policy 4430](#), *Maintaining Student Discipline*

Board [policy 6955](#), *Restrictions on Publications*

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.

Health and Medical

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. Please refer to Board [policy 7007](#), *School Wellness*.

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:

- Religious or medical grounds if the student’s parent/guardian presents to the building principal a signed statement explaining the objection;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- 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
- Dental examination requirement if the student’s parent/guardian shows an undue burden or a lack of access to a dentist.

Please refer to Board [policy 6305](#), *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

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/Guardians 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/Guardians 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/guardian 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/guardians 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/guardians 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.

Please refer to Board [policy 6312](#), *Food Allergy Management Program*.

Care of Students with Diabetes

If you 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.

Excuse 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/guardians immediately of any serious student health or accident concerns.

Concussion Management

Butler School District has implemented the new Concussion protocol requiring parents/guardians 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 Butler Jr. High 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/guardians 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.

Please refer to Board [policy 6323](#), *Student Athlete Concussions and Head Injuries*.

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/guardians 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/guardians 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/guardians 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/guardians, 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/Guardians Absences from Home

Parents/Guardians 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’/guardians’ 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

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: <http://www.isp.state.il.us/cmvo/>.

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. Please refer to Board [policy 6372](#), *Teen Dating Violence Prohibited*.

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 be notified, at which time the alleged offense will be documented, investigated, and pursued in accordance with Butler School District 53 Board [policy 6370](#), *Harassment of Students Prohibited*. 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 Jr. High
2801 York Road
Oak Brook, IL 60523
630-573-2760
aread@butler53.com

Dr. 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. Please refer to Board [policy 7250](#), *Butler School District 53 Technology System Acceptable Use Policy (AUP)*.

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.

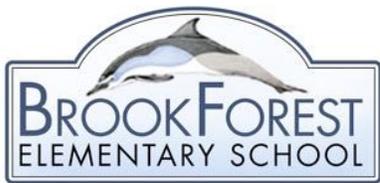
Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure.

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 School

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 your 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 11:50 a.m.

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
STEM

Learning Center

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/guardians 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/Guardians are requested to send their children to school no earlier than 8:05 a.m. 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 8:05 a.m.
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-pick-up. Please note: gates will be closed daily at 3:00 p.m. 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 3:25 p.m. 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/Guardians are encouraged to stand near their vehicles and look for their children. Children are encouraged to look for their parent's/guardian's (or parents'/guardians') 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 who 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/Guardians 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 p.m. 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:

1. When the 3:25 p.m. dismissal bell rings, students being picked up will be walked, by classroom teachers, to the primary wing.

2. Parents/Guardians will drive to the pick-up lanes in front of school and fill the two circle lanes, similar to regular dismissal.
3. 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.
4. At 3:35 p.m., an announcement or bell will ring to signal parents/guardians 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.
5. If parents/guardians have not found their child(ren) within the ten minutes, the announcement will signal parents/guardians 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/guardians plan these parties cooperatively at least two weeks prior to the party. Room parents/guardians 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/guardians for guidance in these areas, and your efforts are appreciated.

Office Referral Form or Blue Slips

As parents/guardians 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/guardian may be asked to participate in a meeting at school for a MAJOR offense. At that time, the parents/guardians, 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/Guardians 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/>.

1. Integrity
2. Failure Leads to Success
3. Speak with Good Purpose
4. This is it
5. Commitment
6. Ownership
7. Flexibility
8. 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/Guardians are asked to pick-up their child(ren) promptly after an extracurricular activity. If a parent/guardian 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 a.m.
Period 1	8:20 - 9:07 a.m.
Period 2	9:10 - 9:52 a.m.
Period 3	9:55 - 10:37 a.m.
Period 4	10:40 - 11:22 a.m.
Period 5	11:25 - 12:07 p.m.
Lunch	12:07 - 12:37 p.m.
Period 6	12:40 - 1:22 p.m.
Period 7	1:25 - 2:07 p.m.
Period 8	2:10 - 2:52 p.m.
Study Hall	2:55 - 3:14 p.m.

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

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 and Departure Information

Students may arrive in the morning at Butler Junior High any time between 7:35 a.m. 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 a.m. and 8:10 a.m. are welcome to work quietly in the Multipurpose 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 Drive. 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 7:00 a.m. - 4:00 p.m.
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 must 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 7:25 a.m., 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 7:35 a.m. and 8:15 a.m. Students will be dismissed to their lockers at 8:15 a.m. in order to be seated and ready to learn in their class at 8:20 a.m. Bus arrivals are anticipated at 7:50 a.m. and 8:10 a.m. and will drop students off at the Windsor Drive circle.

1. Enter the front circle drive only in order to drop-off 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. Pull up as close as you can to the first light post to ensure plenty of 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 3:14 p.m. Buses will line up for pick up by 3:00 p.m. at the Windsor Drive circle.

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 Drive and park in the parking spaces in front of the district office. Buses will arrive between 2:45 p.m. - 3:00 p.m. Vehicles will not be permitted to enter off of Windsor Drive if a bus is present. Please remember that the following signage is posted curbside:
No parking along driveway during school days 7:00 a.m. - 4:00 p.m.
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 police suggested no parking on the west side of the street from 55 to 59 Regent Drive. This is the area on Regent closest to the south entrance (tennis courts) where Regent bends. East side of the street parking should always enter the parking lot once space becomes available. The remainder of the west side of Regent remains clear for parents to park, collect their students, and walk across Regent at the crosswalk. The entire Butler staff appreciates your patience and cooperation as we strive to provide a safe environment for all.

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 classmate's birthday they must do so between 8:00 a.m. and 8:14 a.m. and/or 3:14 p.m. and 3:30 p.m. 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/guardians 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. It should go 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 may 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 students to obtain a pass if they wish to see another teacher during study hall. No passes will be granted on monthly No-Pass Tuesdays when 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:

- Each of us is a unique and valued individual and should be treated as such.
- Enforcement of the rules focuses not on punishment but on learning desired behaviors.
- 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:

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

BJH T-Chart of Behavior

Classroom Managed Behavior (Minor)	Office Managed Behavior (Major or more severe)
<p>CARE: Care for yourself:</p> <p>*Dress code violation (minor, easily remedied)</p> <p>Care for others:</p> <p>*Disrespect *Minor physical contact</p> <p>Care for the community:</p> <p>*Disruption (causes teacher to stop class to redirect) *Property misuse</p>	<p>CARE: Care for yourself:</p> <p>*Major dress code violation (revealing, disruptive)</p> <p>Care for others:</p> <p>*Disrespect (aggressive response to teacher or classmates) *Fighting/physical aggression</p> <p>Care for the community:</p> <p>*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>COMMIT: Commit to academics:</p> <ul style="list-style-type: none"> *Tardy to class *Incomplete work *Repeatedly failing to come to class prepared <p>Commit to activities:</p> <ul style="list-style-type: none"> *Disruption during practice or club <p>Commit to being your best:</p> <ul style="list-style-type: none"> *Inappropriate language (low-level swear not directed to anyone) *Defiance (mild refusal) *Noncompliance (after teacher request) 	<p>COMMIT: Commit to academics:</p> <ul style="list-style-type: none"> *Cheating *Skipping class *Tardy to school (routinely) <p>Commit to activities:</p> <ul style="list-style-type: none"> *Severe disruption or lack of commitment to team or club <p>Commit to being your best:</p> <ul style="list-style-type: none"> *Defiance (absolute refusal, persistent negative behavior) *Lying *Alcohol, Tobacco, Drug use
<p>CONNECT: Connect safely and responsibly to the Internet:</p> <ul style="list-style-type: none"> *Technology violation (off-task, disrupt learning) <p>Connect with the Butler community</p>	<p>CONNECT: Connect safely and responsibly to the Internet:</p> <ul style="list-style-type: none"> *Technology violation (major disruption to learning) *Disrespect toward others via Internet <p>Connect with the Butler community</p>

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. 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 p.m. 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/guardians. 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/guardian-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/guardian 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)

Incident/Occurrence	School Action
All Minor Detentions	One detention and parent/guardian email notification

Accumulation of MINOR Detentions

Incident/Occurrence	School Action
4 Detentions	One detention, parent/guardian email notification, and meet with Social worker and/or Assistant Principal
6 Detentions	One detention, parent/guardian meeting with Assistant Principal, and/or creation of behavior plan

7 Detentions	Adjusted Study Hall and/or additional consequence determined appropriate by administration
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*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/guardians. If a student earns two major detentions, a letter is sent home and/or parents/guardians 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

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

Incident/Occurrence	School Action
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/guardian 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/guardian 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/guardian 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/guardians, meetings with the student and parents/guardians, 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 Study Hall. Students must accumulate a total of 40 points to be eligible for their regular study hall assignment. If a student is assigned to 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 Study Hall, but it will be done in the 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)

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

*Tardies are cumulative over a semester (2 Quarters)

Eligibility for Trips and Special Events

Information will be provided to parents/guardians 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/guardians 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 students into courses at Hinsdale Central High School (HCHS) is a decision that is made among the parent/guardian, 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/guardians the prerogative to request a placement change.

Specific student placement information is provided for parents/guardians 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:

- All visiting teams and spectators are to be treated as our guests.
- We always respect the decisions of the officials.
- Unnecessary noise and booing are discourteous; spectators may be asked to leave the game for this behavior.
- 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 [policy 6350](#), *Sex Equity*:

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:

- Basic skills required for the sport
- Athletic ability
- Knowledge of the sport
- Attitude

Student-Athlete Expectations

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

- A student-athlete must maintain his/her academic responsibilities in the classroom.
- A student-athlete must uphold and follow the Butler Code of Conduct.
- 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.
- 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. Please refer to Board [policy 6323](#), *Student Athlete Concussions and Head Injuries*.

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 provide 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!

Appendices-Parent Policy Resources

Policy 1400 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Victims' Economic Security and Safety Act, [820 ILCS 180](#)
8. Illinois Equal Pay Act of 2003, [820 ILCS 112](#)
9. Illinois Whistleblower Act, [740 ILCS 174/](#)
10. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), [410 ILCS 513/](#) and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), [42 U.S.C. §2000ff](#) *et seq.*
11. Employee Credit Privacy Act, [820 ILCS 70/](#)

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a

complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to

present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

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

Dr. Chad Prosen, Brook Forest

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

Complaint Managers:

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

LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) *et seq.*

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e](#) *et seq.*

Equal Pay Act, [29 U.S.C. §206\(d\)](#).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff](#) *et seq.*

Immigration Reform and Control Act, [8 U.S.C. §1324a](#) *et seq.*

Rehabilitation Act of 1973, [29 U.S.C. §791](#) *et seq.*

Title VI of the Civil Rights Act, [42 U.S.C. §2000d](#) *et seq.*

Title IX of the Education Amendments, [20 U.S.C. §1681](#) *et seq.*

[105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7,](#)
and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513/](#).

Illinois Whistleblower Act, [740 ILCS 174/](#).

Illinois Human Rights Act, [775 ILCS 5/](#).

Victims' Economic Security and Safety Act, [820 ILCS 180](#), [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112/](#).

Employee Credit Privacy Act, [820 ILCS 70/](#). [23 Ill.Admin.Code §§1.240](#) and [200-40](#).

CROSS REF.: [4075](#) (Equal Employment Opportunity and Minority Recruitment), [4970](#) (Workplace Harassment Prohibited), [4001](#) (Hiring Process and Criteria), [6935](#) (Equal Educational Opportunities), [6370](#) (Harassment of Students Prohibited),

Adopted: 03/08/04

Revised: 03/10/08, 03/14/16, 05/24/17, 06/04/18

Butler School District 53

Policy 4410 Tutoring

1. General Concerns and Information Related to Private Tutoring

Private tutoring by District teachers may create legal and educational climate problems if statutory requirements regarding confidentiality of student records are not carefully observed by staff members who provide tutoring services outside school. Paid private tutoring arrangements which involve District 53 teachers tutoring District 53 students may also compromise or appear to compromise faculty members' ability to deliver public educational services to and evaluate pupils in an objective manner.

Butler District 53 provides opportunities for remediation and enrichment within the structure of the schools' educational program. The District is not involved in private tutoring. There is no District-approved list of tutors, and the District does not provide materials for tutoring.

If a parent or guardian wishes to have a child tutored privately, it is his or her responsibility to provide a tutor and the tutor's responsibility to provide materials.

Tutoring does not necessarily affect a student's placement. It is the school's responsibility to determine placement, and students are evaluated on a continuing basis to ensure that they are placed in the appropriate instructional group.

2. Specific Regulations

a. Tutoring by a teacher of his or her current or incoming students

No teacher, certified staff member, or non-certified staff member may solicit or accept arrangements to privately tutor for compensation any pupil currently enrolled in his/her classes or currently receiving services from him/her, or any pupil moving within the next school year into the grade level in which he or she teaches or provide services at Brook Forest Elementary School or into a class or instructional group which he or she will teach or provide services at Butler Junior High School. This applies to all certified staff members and teachers including Advanced Learning Teachers, special education service providers, reading intervention, speech, guided study, fine arts, physical education, social workers, and all other teachers and service providers (listed or unlisted) who are employed by Butler School District 53, members of cooperatives to which the district belongs or of any outside agencies with which the District collaborates.

Staff members, certified and non-certified, who have responsibility for testing and selection of students for these programs, shall exercise particular care to avoid conflict with this policy, reflecting transparency and fairness in coordination with the principals of both schools. They may not tutor individuals who are being considered for selection for their programs.

b. No use of school time or school property for private tutoring

All paid tutoring must be performed outside the school day and off school premises. The school day includes required times before and after school when the teacher is being paid by the school district to provide services for all children, or should reasonably be expected to provide such services.

District 53 facilities may not be used for tutoring students. An exception may be made in unusual cases at the discretion and with prior approval of the building principal, if a student's circumstances require that he or she be tutored on school premises on a particular occasion due to a special need.

c. Written disclosure of tutoring activities

Any staff member who is privately tutoring a District 53 student or students shall annually notify his or her building principal in writing the name(s) of the student(s) and in each case, the class(es) or subject(s) for which tutoring is being provided. The written notice shall be provided to the principal within 30 days after the start of each school year or within 30 days after being engaged by a student's parent(s) or guardian(s) to provide tutoring services, shall be supplemented or amended from time to time by the staff member as needed to reflect changes in the scope of his or her tutoring service during the school year.

d. Resolution of conflicts

If conflicts, concerns or exceptions arise with respect to a particular private tutoring situation, the principal, OBEA representative, and assistant principal of the building

which the student currently attends will meet with the student's tutor to determine the best course of action. The principal will make the final decision.

CROSS REF: [4270](#) (Ethics); [6510](#) (Student Records); [1126](#)

(Ethics and Gift Ban) Adopted: 04/14/97

Revised: 06/14/10, 05/11/15

Butler School District 53

Policy 4430 Maintenance of Discipline

Teachers and other certified educational employees shall maintain discipline in the schools, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to discipline and conduct, they assume the responsibility ordinarily exercised by parents or guardians of the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Adopted: 02/06/84 Revised: 08/06/90

Butler School District 53

Policy 4975 Gifts

All District employees as well as Board of Education members must comply with state law requirements as explained in Board Policy [1126](#). "*Ethics and Gift Ban*", including the "Limitations on Receiving Gifts" set out in that policy.

Board of Education members and District staff members should not solicit gifts for themselves, or for other individuals, from vendors, contractors, or other individuals or businesses which transact business with the District. Nor should Board or staff members accept any such gifts unless the gifts are of inconsequential monetary value as defined below, or are otherwise permitted under Policy [1126's](#) "limitations on Receiving Gifts."

Parents and students often wish to show appreciation and good will by making gifts to staff members. They certainly should feel no obligation to do so and school personnel should in no way solicit or encourage such gifts. However, it would be or may seem ungracious for staff members not to accept small tokens of esteem from their students or parents.

Staff members may accept gifts from students or parents of students which are of token value or inconsequential monetary significance, when the gifts are offered or bestowed simply to express appreciation or good will and which could not reasonably be expected to influence a decision by the employee affecting the student or parent involved.

A gift may be considered of inconsequential monetary significance if its value does not exceed \$100. An employee should graciously decline gifts of larger value. Questions about the propriety of accepting a particular gift should be discussed with the building administrator.

LEGAL REF.: [5 ILCS 430/10-10](#) *et seq.*

CROSS REF.: [4270](#) (Ethics); [4410](#) (Tutoring); [1126](#) (Ethics and Gift Ban)

Adopted: 01/13/97

Revised: 5/11/15

Butler School District 53

Policy 6205 Grading and Promotion

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

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

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

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

[105 ILCS 5/2-3.64a-5](#), [5/10-20.9a](#), [5/10-21.8](#), and [5/27-27](#).

CROSS REF.: [7225](#) (Student Testing and Assessment Program), [6005](#) (School Admissions and Student Transfers To and From Non-District Schools)

Adopted: 07/13/98 Revised: 04/11/16 Butler School District 53

Policy 6305 Health, Eye, and Dental Examinations; Immunizations; and Exclusions of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

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

Proof of immunization against meningococcal disease is required for

students in grades 6 and 12. As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.

3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

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

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

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination

requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

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

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy [6310](#), *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if a physician provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy [7912](#), *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.:

McKinney-Vento Homeless Assistance Act, [42 U.S.C. §11431](#) *et seq.*

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#). [77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: [7912](#) (Education of Homeless Children), [6005](#) (School Admissions and Student Transfers To and From Non-District Schools), [6310](#) (Communicable and Chronic Infectious Disease)

Adopted: 07/14/97

Revised: 05/12/08, 06/11/12, 04/11/16, 12/11/17

Butler School District 53

Policy 6312 Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

The Superintendent or designee shall develop and implement a Food Allergy Management Program that:

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.
2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at:

www.isbe.net/Documents/food_allergy_guidelines.pdf.

3. Complies with State and federal law and is in alignment

with Board policies. LEGAL REF.:

[105 ILCS 5/2-3.149](#) and [5/10-22.39](#).

Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: [6405](#) (Transportation), 8040 (Safety), [4715](#) (Staff Development Program), [7905](#) (Field Trips), [6360](#) (Administering Medicines to Students), [9010](#) (Relations with Other Organizations and Agencies)

Adopted: 12/13/10

Revised: 03/13/17

Butler School District 53

Policy 6323 Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.

- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return- to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
 - f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*. These specifically require that:
- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

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

LEGAL REF.:

[105 ILCS 5/22-80](#).

[105 ILCS 25/1.15](#).

CROSS REF.: 8040 (Safety), [7220](#)

(Extracurricular Athletics) Adopted: 03/12/12

Revised: 03/13/17, 12/11/17

Butler School District 53

Policy 6350 Sex Equity

Introduction

In furtherance of Butler School District's strict policy against sexual discrimination and in conformity with Federal Law, the Board of Education adopts the following sex equity policy.

The Board intends that this policy will apply to all students and will govern all student programs and student activities which the District provides or in which the District participates. The Board believes that implementing this policy will improve the quality of

educational instruction and programs by increasing participation and eliminating practices which draw individual distinctions based on sex.

Policy

A. Basis of Discrimination Governed by this Policy

In addition to non-discrimination based on sex, this policy also governs discrimination on the basis of marital or parental status. Students shall not be treated unequally based on actual or prospective marital or parental status. Pregnancy shall be treated like any other temporary disability and shall not be considered abuse for dismissal or exclusion from any program or activity. The District shall not require attendance in special programs for pregnant student or students with children, but may offer such programs on an optional attendance basis. The District shall, to the extent reasonably possible, eliminate administrative and programmatic barriers to school attendance and school completion by pregnant students and students with children.

B. Practices Governed by this Policy

The Board's general policy against discrimination on the basis of sex in programs or activities supported by school funds governs the following programs and activities:

1. Facilities

The District shall not maintain any facilities, related services, equipment, or supplies solely for the benefit of one sex. However, the maintenance of separate shower facilities, toilet facilities, locker room and dressing areas may become a grievance only if such are not comparable with those provided for the opposite sex.

2. Services, Terms of Enrollment and Graduation

Admissions standards, counseling services, graduation requirements, student employment, awards, honors, scholarships, financial aid, discipline, conduct codes, course enrollment, course content, and course requirements shall not be sexually discriminatory. However, music students may be grouped based upon demonstrated differences in vocal range and quality, and physical education students may be grouped by objective standards of individual performance regardless of sex, so long as these groupings are regularly updated. Students may be segregated by sex for physical education classes involving contact sports, the purpose or major activity of which involves bodily contact. Contact sports include but are not limited to boxing, wrestling, rugby, ice hockey, football and basketball.

3. Scholastic Programs

Special education, gifted education and vocational career education shall be provided on a non-discriminatory basis. Classroom practices shall not inhibit the participating of students based upon their sex. Classroom materials shall not include materials which exhibit a sexual bias, but if such materials appear to exhibit a sexual bias, the teachers shall employ methods to counteract the bias in the materials, including where appropriate, the presentation of the history, roles, and contributions of both sexes on a comparable basis.

4. Extracurricular Programs

Students of both sexes shall have an equal opportunity to participate in all extracurricular programs and activities of the District except as provided herein. Students shall have an equal opportunity to participate in athletic programs. Single sex teams may be permitted for contact sports or when selection for team membership is based upon competitive skill, provided the interests and abilities of both sexes are accommodated. As used in this policy, the term contact sports means those sports whose purpose or major activity involves bodily contact, and includes but are not limited to boxing, wrestling, rugby, ice hockey, football and basketball. In non-contact sports, when only one team is provided, members of an excluded sex shall be allowed to compete for a place on the team if their overall athletic opportunities have been limited in comparison with those of the other sex. Where a coeducational team does not accommodate the interests and abilities of both sexes, separate teams shall be provided if there is sufficient student interest to justify a second team. Activities such as cheerleading, pompon squad, safety patrol, teacher/office aide and library assistant shall be available to students of both sexes on an equal basis.

Groups independent of the District which sponsor activities using District facilities or contract with the District to provide services shall not discriminate against students on the basis of sex. When the District has actual knowledge of discrimination against students by such groups, it shall not provide significant assistance to or enter into any new agreement with such independent organization, group, business or individual until it has ceased its sexually discriminatory conduct. However, the District may cooperate with single sex youth organizations that are tax exempt, whose membership has been traditionally limited to members of one sex, and whose membership has been principally limited to persons below the age of 19 so long as comparable activities are available to both sexes.

C. Self Review

1. Course Enrollment

By January 1, 2000, and every five (5) years thereafter, the District shall examine the enrollment of each course to determine whether any disproportionate enrollment exists. For purposes of this policy, any course which has 75% or more males or females has disproportionate enrollment. Where disproportionate enrollment is found, the District shall review the course to determine whether the disproportionate enrollment is a result of any District practice which discriminates against students because of sex.

That District inquiry shall proceed as follows:

- a. The District shall determine whether the enrollment disproportion is statistically significant or a normal variation. Statistical significance can be determined by using any recognized statistical method for determining normal variance, including standard deviation analysis. If the numbers fall within an expected variance, no further action is required.
- b. If the number is a statistically significant indication of abnormal distribution, the District shall determine whether discretionary individual decisions or uniform practices have produced the disproportionate enrollment. The District

shall then determine whether the decisions are justified by legitimate educationally-related reasons, and whether any standard rule for enrollment or participation which would further the same educational objectives would have less disparate impact on student participation or enrollment by sex.

c. If a legitimate educationally-related purpose justifies the practice or practices producing the statistical disparity, and no practice with less disparate impact would further that legitimate educationally-related purpose, the District shall note that reason and the process which justifies it and retain the analysis under procedures described in Section C.3 of this policy.

d. If there is no sufficiently strong justification for the disparity, the District shall caution responsible persons about misuse of discretionary decision-making, monitor future actions, affirmatively recruit students of the under-represented sex, and/or adopt rules with less impact upon persons of the under-represented sex, as required to reduce the disparity.

2. Athletics and Other Activities

By January 1, 2000 and every five (5) years thereafter, the District shall administer a written survey about athletic interests to all students. The survey shall seek to determine in which sports the students have an interest and whether that interest is currently being met by the athletic program. If the survey finds that a disproportionate number of students of a single sex feel their needs are not being met with respect to a particular sport, athletic program or practice, the District shall assess whether to adjust the practice highlighted by the survey in order to provide comparable sports learning continuity to both sexes. The District's assessment shall use the evaluation method described in Part C.1 of this policy.

By January 1, 2000 and every five (5) years thereafter, the District shall assess athletic program comparability for male and female students. Factors to be considered in assessing program comparability are the equivalency of:

1. Number of sports offered for males and females;
2. Levels of competition within each sport;
3. Length of sports seasons;
4. Availability of athletic programs throughout the calendar year;
5. Scheduling of practices and games at the most desirable time period in the locale;
6. Facilities, medical and training service;
7. Ratio of coaches to athletes;
8. Credentials, experience and compensation of coaches and officials;
9. Supplies and equipment;
10. Travel and per diem allowances;
11. Publicity;
12. Overall costs of male and female programs;
13. Revenue generated by each sport; and

14. Local interest in each sport.

15. Record Keeping

The District shall designate one person to maintain records of its five (5) year sex equity evaluation, plans, remediation efforts, inservice activities, data collection, analyses, grievances brought under this policy, and each grievance's disposition. The Board shall make these records available to State Board of Education reviewers at a reasonable time and place, upon State Board request reasonable in advance of inspection.

Grievances and other material identifying individual students shall be subject to non-disclosure under the *Students Records Act*. Grievances and other material identifying individual District employees are not subject to disclosure.

Records compiled under this policy shall be retained for three (3) years after compilation.

D. Grievances

1. Grievance Filing

A currently enrolled student or a currently enrolled student's custodial parent or legal guardian may file a charge of sexual discrimination on his/her own behalf under this policy within sixty (60) calendar days of the occurrence of discriminatory conduct. Such a charge must be in writing, signed by the complaining party and must identify the action or practice complained of, specifying what the practice is, who engaged in the practice, why it is sexually discriminatory, and how the practice harmed the complaining party. The charge must be filed with the principal of the building where the alleged act of discrimination occurred.

2. First Level Grievances

The principal shall conduct an investigation of the allegations, in consultation with the grievant. The investigation should be completed within thirty (30) working days of the filing of a charge. Upon completion of the investigation the administrator shall forward a written decision to the parties by mail.

3. Second Level Hearing

Appeals from a first level decision must be filed with the District Superintendent within ten (10) school days of mailing the first level decision. The Superintendent or his/her designee may convene a hearing within thirty (30) working days of receiving the appeal. If a hearing is held, the Superintendent must render a decision within fifteen (15) days after the hearing has been concluded. If no hearing is conducted, a decision shall be rendered within ninety (90) days of the filing of an appeal. No hearing is required if there are no contested facts, nor need a hearing be convened during summer recess or vacation periods, or for other good cause determinable within the Superintendent's sole discretion. This decision may be appealed to the Board of Education by the complaining party within ten (10) school days after the date of mailing of the decision.

4. Board Review

The Board shall not take new evidence on appeal, but shall review the Superintendent's findings and conclusions and exceptions to those findings and conclusions, and may accept oral argument. The Board shall render its decision by the third regular Board meeting after the day of the filing of the appeal. The Board's

decision may be appealed to the Regional Superintendent of Schools and from the Regional Superintendent to the State Board of Education.

5. Written Decisions

Every written decision is prepared as a result of a charge shall:

- a. State the allegations of the charge;
- b. Describe the facts of the alleged act of discrimination;
- c. State the reasons the charge is sustained or denied;
- d. Describe the relief provided, if any; and
- e. Describe the parties' next level of appeal and appeal filing deadlines.

E. Publication and Administration

The District shall appoint one (1) employee to monitor compliance with this policy and Title IX. The employee will also ensure that this policy is generally published to District employees, collective bargaining units, and students, that statements of non-discrimination are included in District publications where indicated, and that grievances arising under this part are filed in the appropriate place.

LEGAL REF.:

[20 U.S.C. \(1986\), T20§1681](#)

Regulations [34 C.F.R. §106](#) *et. seq.*

Illinois Rev. Stat (1985) ch. 122, §§10-22.5 and 27-1 [Illinois Ad. Code T23§200.10](#) *et. seq.*

Student Records Act (Ill. Rev. Stat. 1985, ch. 122 §50-5 [34 C.F.R. §106.3\(d\)](#))

Illinois Rev. Stat (1985, ch. 122, §3-10)

Adopted: 01/04/88

Revised: 10/18/99

Butler School District 53

Policy 6370 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental

disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, 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.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

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

Complaint Managers:

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

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

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments. [34 C.F.R. Part 106](#).
[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).
[775 ILCS 5/1-101](#) *et seq.*,
Illinois Human Rights Act. [23](#)

[Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Board of Education](#), 119 S.Ct. 1661 (1999).

[Franklin v. Gwinnett Co. Public Schools](#), 112 S.Ct. 1028 (1992).

[Gebser v. Lago Vista Independent School District](#), 118 S.Ct. 1989 (1998).

[West v. Derby Unified School District No. 260](#), 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: [1400](#) (Uniform Grievance Procedure), [4970](#) (Workplace Harassment Prohibited), [6935](#) (Equal Educational Opportunities), [6371](#) (Prevention of and Response to Bullying, Intimidation, and Harassment), [6615](#) (Student Discipline)

Adopted: 08/09/99

Revised: 02/13/06, 09/18/06, 03/10/08, 03/09/09, 03/08/10, 12/13/10, 06/11/12, 01/12/15

Butler School District 53

Policy 6371 Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school

if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code ([105 ILCS 5/27-23.7](#))

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the

likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7\(b\)](#) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free [exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Superintendent, Building 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 District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an

opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's

website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. [7200](#), *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- b. [7201](#), *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- c. [7250](#), *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- d. [6370](#), *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- e. [6372](#), *Teen Dating Violence Prohibited*. - Teen dating violence is prohibited on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- f. [6615](#), *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- g. [6955](#), *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[405 ILCS 49/](#), Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), [5/24-24](#), and [5/27-23.7](#).

[23 Ill.Admin.Code §§1.240](#) and [§1.280](#).

CROSS REF.: [1105](#) (Formulation of Policies), [8040](#) (Safety), [4430](#) (Maintenance of Discipline), [7200](#)(Curriculum Content), [7201](#) (Student Social and Emotional Development), [7250](#) (Access to Electronic Networks), [6370](#) (Harassment of Students Prohibited), [6615](#)

(Student Discipline), [6330](#) (Bus Conduct), [6630](#) (Misconduct by Students with Disabilities), [6955](#) (Restrictions on Publications)

Adopted: 03/10/08

Revised: 03/08/10, 12/13/10, 05/11/15, 6/04/18

Butler School District 53

Policy 6372 Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
 - a. [6370](#), *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. [6371](#), *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy [6370](#), *Harassment of Students Prohibited*.

3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy [7200](#), *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy [7201](#), *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

LEGAL REF.:

[105 ILCS 110/3.10](#).

CROSS REF.: [1106](#) Board Policy Development, [4715](#) Staff Development, [6330](#) Bus Conduct, [6370](#) Harassment of Students Prohibited, [6371](#) Preventing Bullying, Intimidation, and Harassment, [6605](#) Student Discipline, [6615](#) Student Discipline, [6630](#) Misconduct by Students with Disabilities, [7200](#) Curriculum Content, [7201](#) Student Social and Emotional Development, [7225](#) Extracurricular Activities

ADOPTED: 05/12/14

Butler School District 53

Policy 6510 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it

becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal

custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Family Educational Rights and Privacy Act, [20 U.S.C. §1232g](#) implemented by [34 C.F.R. Part 99](#). Children's Privacy Protection and Parental Empowerment Act, [325 ILCS 17/](#).

[105 ILCS 5/10-20.21b](#), [5/20.37](#), [5/20.40](#), and [5/14-1.01](#) *et seq.*

[105 ILCS 10/](#), Illinois School Student Records Act.

[50 ILCS 205/7](#).

[750 ILCS 5/602.11](#).

[23 Ill.Admin.Code Parts 226](#) and [375](#).

CROSS REF.: [4715](#) (Staff Development Program), [6520](#) (Student and Family Privacy Rights), [6330](#) (Bus Conduct)

Adopted: 07/14/97

Revised: 06/09/97, 11/12/12, 04/10/17, 02/12/18

Butler School District 53

Policy 6615 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy [6372](#), *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by:
 - (a) being a member;
 - (b) promising to join;
 - (c) pledging to become a member; or
 - (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a

staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary

measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy [6330](#), *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy [6617](#), *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy [6619](#), *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code ([18 U.S.C. § 921](#)), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act ([430 ILCS 65/](#)), or firearm as defined in Section 24-1 of the Criminal Code of 1961 ([720 ILCS 5/24-1](#)).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she:

- (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall

immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.:

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

Pro-Children Act of 1994, [20 U.S.C. §6081](#).

[410 ILCS 130/](#), Compassionate Use of Medical

Cannabis Pilot Program. [410 ILCS 647/](#), Powdered

Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#),
[5/10-22.6](#), [5/10-27.1A](#),
[5/10-27.1B](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), [5/31-3](#), and [110/3.10](#).

[23 Ill.Admin.Code §1.280](#).

CROSS REF.: [1025](#) (Committees), [1105](#) (Board Policy Development), [4430](#) (Maintaining Student Discipline), [6015](#) (Attendance and Truancy), [6940](#) (Student Rights and Responsibilities), [6625](#) (Search and Seizure), [6620](#) (Agency and Police Interviews), [6619](#) (Student Dress), [6371](#) (Prevention of and Response to Bullying, Intimidation, and Harassment), [6372](#) (Teen Dating Violence Prohibited), [6617](#) (Suspension Procedures), [6619](#) (Expulsion Procedures), [6330](#) (Bus Conduct), [6630](#) (Misconduct by Students with Disabilities), [6602](#) (Conduct Code for Participants in Extracurricular Activities), [6360](#) (Administering Medicines to Students), [6955](#) (Restrictions on Publications; Elementary Schools), [8108](#) (Visitors to and Conduct on School Property)

Adopted: 7/13/98

Reviewed/Revised: 10/18/99, 06/14/04, 9/12/05, 03/10/08, 12/14/09, 12/13/10, 6/11/12,
12/12/16

Butler School District 53

Policy 6920 Admission and Tuition Requirements of Non-Resident Pupils

Regular School Year

Amount and Schedule for Payment of Required Tuition Charges for Non-Resident Students

The Board of Education of Butler School District 53 (the "School District") shall set the amount of tuition chargeable to non-resident pupils in accordance with the provisions of Section 10-20.12a of The School Code ([105 ILCS 5/10-20.12a](#)).

Except as otherwise provided in this Policy [6920](#) or required by law, such tuition shall be charged for all non-resident students and shall be paid in advance on a quarterly basis. If a child enters school in the District during the course of a quarter, tuition shall be computed for the balance of the quarter and shall be payable at the time of registration.

Resident Student's Change of Residence During a School Year

A resident pupil who moves out of the School District during a school year shall not be charged tuition for the remainder of the school year in which he or she became a non-resident.

Resident Student's Change of Resident Due to Legal Custodian's Military Service

When a resident student's change of residence is due to the military service obligation of a person who has legal custody of the student, then upon the written request of the person having legal custody, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation, and non-resident tuition shall not be charged for the student's continued attendance in the School District during that period. However, the School District shall not be responsible to provide the student with transportation to or from school.

Admission of Non-Resident Students Who Will Become Resident Soon After Enrollment

Dependents of U.S. military personnel: If, at the time of requested enrollment, a dependent of United States military personnel lives in temporary housing located outside the School District, but the person in military service provides proof that his or her dependent will be living within the District within 60 days after the date of initial enrollment, the dependent shall be allowed to enroll as a student without payment of tuition. Proof of residency for this purpose may include, but is not limited to, postmarked mail addressed to the military personnel and sent to an address located within the District, a lease agreement for occupancy of, or proof of ownership of, a residence located within the District.

Other Non-Resident Students: A non-resident child whose parent or legal custodian will occupy a residence in the School District within one quarter of the school year may, after providing conclusive evidence that such residency is imminent, may enroll the child as a student as a non-resident student in the School District upon advance payment of one quarter's non-resident tuition. If the student establishes residence in the School District before the end of the quarter, tuition shall be refunded on a pro rata basis.

Admission on Tuition Basis of Other Non-Resident Students Who Reside in Oak Brook

The Board reserves the right to admit non-resident students who live outside the boundaries of School District 53 but who reside within the Village of Oak Brook. Admission of these students is authorized with the intent to promote cost-effective operation and full use of School District facilities, as well as to accommodate the desires of the parents and legal custodians of such non-resident students who desire to have their children attend school with the students they normally associate with during non-school hours and/or to allow for safer transportation of the students to and from school.

Non-resident students whose documented legal residence is located outside the boundaries of the School District but within the Village of Oak Brook or postal zip code 60523 may be enrolled in schools of the District upon approval of a written request to the Superintendent by the student's parent or legal custodian guardian for non-resident admission.

The Superintendent shall have discretion to approve the request, provided that:

1. There is sufficient room in the school, and the student's attendance can be accommodated in the appropriate grade level without exceeding class size standards or requiring the School District to hire additional classroom staff.
2. The student will attend on a year-to-year basis. Approval of attendance for any given year does not constitute authorization to attend in a subsequent year.
3. The student's parent(s) or legal custodian(s) will be charged and will sign a written agreement to pay non- resident tuition in the amount set by the Board of Education in accordance with The School Code.
4. The student's parent(s) or legal custodian(s) will be responsible to transport the student to and from school. LEGAL REF.:

[105 ILCS 5/10-20.12a](#), [5/10-20.12b](#), [5/10-22.5a](#)

Adopted: 04/21/75 Reviewed/Revised: 01/08/01

Revised: 02/13/06, 06/10/13

Butler School District 53

Policy 6955 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD- ROM, etc.) or online

(e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy [6371](#), *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

[105 ILCS 5/27-23.7](#)

[Hazelwood v. Kuhlmeier](#), 108 S.Ct. 562 (1988).

[Hedges v. Wauconda Community Unit School Dist. No. 118](#), 9 F.3d 1295 (7th Cir. 1993).

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), 89 S.Ct. 733 (1969).

CROSS REF.: [6371](#) (Prevention of and Response to Bullying, Intimidation, and Harassment), [7250](#) (District Technology System Use and Internet Safety Policy), [8050](#) (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

Adopted: 01/16/07

Revised: 02/07/11, 03/14/16, 6/19/17

Butler School District 53

Policy 7007 School Wellness

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

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy [7200](#), *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy [7200](#), *Curriculum Content* and Board policy [6956](#), *Exemption from Physical Education*.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy [7200](#), *Curriculum Content* and Board policy [6956](#), *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

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

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District’s implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy. LEGAL REF.:

Child Nutrition and WIC Reauthorization Act of 2004,

[PL 108-265](#), Sec. 204. Child Nutrition Act of 1966,

[42 U.S.C. §1771](#) *et seq.*

National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Healthy, Hunger-Free Kids Act of 2010, [42 U.S.C. §1758b](#), [PL 111-296](#).

[42 U.S.C. §1779](#), as implemented by [7 C.F.R. §§210.11](#) and [210.30](#).

[105 ILCS 5/2-3.139](#).

[23 Ill.Admin.Code Part 305](#), Food Program.

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

CROSS REF.: [3430](#) (Food Services), [4715](#) (Staff Development Program), [7200](#) (Curriculum Content), [6956](#) (Exemption from Physical Education)

Adopted: 08/14/06

Revised: 06/11/12, 04/11/16, 06/19/17

Butler School District 53

Policy 7250 Butler School District 53 Technology System Acceptable Use Policy
(AUP)

Access to Electronic Networks

Electronic networks, including the Internet, are a part of the Butler School District 53 instructional program and serve to promote educational excellence by facilitating resource sharing, collaboration, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint System administrator(s).

Butler School District 53 is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, Butler School District 53 will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the Butler School District 53 electronic networks shall: (1) be consistent with the curriculum adopted by Butler School District 53 as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy [7200](#), *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social media, and (2) cyber-bullying awareness and response. Staff members will use the Internet throughout the curriculum consistent with the Superintendent's implementation plan.

The Butler School District 53 electronic network is part of the curriculum and is not a public forum for general use.

Authorization for Technology Access

Each Butler School District 53 students' parent/guardian must read and agree with this AUP as provided during registration, as a condition for using the Butler School District 53 technology System. Please read this document carefully before acknowledging this agreement.

Butler School District 53 students have no expectation of privacy in their use of the System. Butler School District 53 has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the Butler School District 53 electronic mail System. Butler School District 53 has the right to and does monitor use of the System by students, including access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and Butler School District 53 policies and guidelines.

Rights and Responsibilities

All use of technology shall be consistent with the Butler School District 53 goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This AUP does not attempt to state all proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the AUP may result in the loss of privileges, disciplinary action, and/or

appropriate legal action. Butler School District 53 reserves the right to take such action(s) in response to an individual's misuse of technology which occurs outside of or away from school, as for example on a home computer, a Butler School District 53 owned device utilized at home, or personal website, if there is a nexus between that misuse and the School. All users are responsible for knowing the terms of this AUP and any updates of this AUP, as posted on the Butler School District 53 website.

Usage Guidelines

1. Acceptable Use

Access to Butler School District 53 technology must be for the purpose of education or research, and be consistent with the educational objectives of Butler School District 53. All use of Butler School District 53 electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the Butler School District 53 electronic networks. The Butler School District 53 AUP contains the appropriate uses, ethics, and protocol.

Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

2. Privileges

The use of Butler School District 53 technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and/or discipline up to and including expulsion in the case of students. The Superintendent or Superintendent's designee will consult with necessary parties in determining whether a user has violated this AUP, and may deny, revoke, or suspend access at any time.

3. Unacceptable Use

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

- A. Knowingly using the network for any illegal activity, including violation of copyright laws, or transmitting any material in violation of any U.S. or State regulation;
- B. Disrupt the educational process or cause disruption of the System
- C. Unauthorized downloading of software;
- D. Downloading copyrighted material for other than personal use;
- E. Using the network for private financial or commercial gain;
- F. Wastefully using resources;
- G. Hacking or gaining unauthorized access to files, resources or entities;
- H. Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of personal information about anyone;

- I. Using another user's account or password without written authorization from that individual, approved by the technology System administrator;
- J. Posting material created by another without his/her consent;
- K. Posting anonymous messages;
- L. Using the network for commercial or private advertising;
- M. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- N. Using the network while the user's access privileges are suspended or revoked; and
- O. Using encrypted communication without prior approval from the Superintendent or Superintendent's designee.
- P. Conceal identity, forge or improperly alter electronic messages, use an account owned by another user, or disclose the user's individual password or that of another user.
- Q. Bypassing the Butler School District 53 network and firewall systems when using a Butler School District 53 owned device at school or home

4. Software Use

- A. Butler School District 53 licenses the use of copies of computer software from various publishers and distributors. Butler School District 53 does not own the copyright to this software or its related documentation and, unless authorized by the software publisher to do so, does not have the right to reproduce it for use on more than one computer.
- B. Butler School District 53 is committed to providing all users with information about intellectual property and copyright law and the policies for requisition, use, and auditing.
- C. With regard to use on local area networks (LANs) or on multiple machines, Butler School District 53 users will use the software only in accordance with the license agreement.
- D. Butler School District 53 users who learn of any misuse of software or related documentation within Butler School District 53 will notify the Principal or Superintendent.
- E. Butler School District 53 users who make, acquire, or use unauthorized copies of software will be subject to appropriate discipline consistent with due process requirements, and applicable policy and contract obligations. Such due process may include termination and payment of any copyright infringement liability.

5. Hardware

All computer hardware and peripherals used in Butler School District 53 for any purpose must be purchased or leased by Butler School District 53 or its designee. Equipment purchased without administrative authorization will not be supported, will not be asset tagged. **Students' parent/guardian are responsible for damage, destruction or loss to their assigned devices or any device that has been allocated for use for the student, whether intentional or accidental, and whether the damage occurs on or off school grounds.** Student must notify school authorities of loss or damage of any school-assigned device or the school-assigned technology peripherals within 24 hours of the incident,

6. Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette, including but not limited to the following:

- A. Be polite.
- B. Use appropriate language. Do not swear, or use vulgarities or any other abusive or inappropriate language.
- C. Do not reveal personal information, students or employees, such as their addresses or telephone numbers.
- D. Do not use the network in any way that would disrupt its use by other users.
- E. As required by federal law and Board policy [7200](#), *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response.

7. No Warranties

Butler School District 53 makes no warranties of any kind, whether expressed or implied, for the technology service it is providing. Butler School District 53 will not be responsible for any damages incurred by a user including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Butler School District 53 denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, Butler School District 53 denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.

8. Indemnification

The user agrees to indemnify Butler School District 53 for any losses, costs, or damages, including reasonable attorney fees, incurred by the Butler School District 53 relating to, or arising out of, any breach of this AUP including such incurred through copyright violation.

9. Security

Network security is a high priority. If you identify a security problem on the network, you must notify a representative of the Technology Department. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Unauthorized attempts to log on to the network as a System administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

10. Use of Electronic Mail

A. The Butler School District 53 electronic mail (e-mail) System, and its constituent software, hardware, and data files, are owned and controlled by the Butler School District 53. Butler School District 53 provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

B. Electronic mail is not private and is archived. E-mail System managers have access to all users accounts and may monitor and review their contents including (without limitation) any downloaded materials, at any time. Messages relating to or in support of illegal activities may be reported to the authorities. Butler School District 53 reserves the right to access and disclose the contents of any account on its System, without prior notice or permission from the account's user. Unauthorized access by any student or employee to an electronic mail account is strictly prohibited.

C. Users should use the same degree of care in drafting an electronic mail message as they would use in preparing any other written memorandum or document, and should not send in an e-mail any content that would be inappropriate or nonprofessional in a letter or memorandum.

D. Electronic messages transmitted via Butler School District 53 Internet gateway carry with them a registered domain name identifying the message with the Butler School District 53 and potentially reflecting on its name and reputation. Users will be held personally responsible for the content of any and all electronic mail messages they transmit to internal and external recipients.

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

F. Use of the Butler School District 53 electronic mail System constitutes consent to these regulations.

11. Internet Safety

A. Each Butler School District 53 owned computer is subject a device that monitors all Internet activity of all users. Technology protection measures shall be used on each Butler School District 53 computer with Internet access.

B. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are (1) obscene, (2) pornographic, or (3)

harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or Superintendent's designee. This monitoring and filtering System shall be included on any device taken home by the student.

C. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, with prior permission from the Superintendent or designee.

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

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure use, and dissemination of personal identification information, such as, names and addresses.
6. Ensure Butler School District 53 filtering safeguards are included on devices used at home.

12. Vandalism

Vandalism will result in cancellation of privileges, an additional fee to the family, and other disciplinary action up to expulsion in the case of students or suspension or dismissal in the case of staff consistent with applicable policy and contract obligations. Vandalism may also be reported to law enforcement authorities, vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses, or damage to hardware. Student must notify school authorities of loss or damage of any school- assigned device or the school-assigned technology peripherals within 24 hours of the incident,

13. Charges

Butler School District 53 assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or on line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.

14. Copyright Web Publishing Rules

Copyright law and Butler School District 53 policy prohibit the republishing of text or graphics found on the Web or on Butler School District 53 Web sites or file servers without explicit written permission.

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

B. The absence of a copyright notice does not signify permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission. Permission must be in written (not electronic or verbal) form.

15. Social Media

Students will only use social media sites or apps as directed by teachers and or principal and in strict accordance with the guidelines designated by the teacher, principal or the superintendent.

16. Websites

Unless otherwise allowed by law, Butler School District 53 websites shall not display photographs or work of students without the written parental permission or via the online registration permission. Any website created by employee using the System must be part of a Butler School District 53 sponsored activity, or otherwise be authorized by the appropriate Butler School District 53 administrator. All contents of a web site created by an employee using the System must conform with this AUP 7250

17. 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.

18. Google Apps for Education Agreement

District SD 53 uses Google Apps for Education, a learning and teaching environment, from elementary school through high school. Advertising is turned off for SD 53's presence in Google. **Google Apps does not collect or use personal student information for commercial purposes.** Student information stored in Google's environment (first name, last name, student ID number, school, and graduation year) is used to create a Google account. Student education records (projects, documents, email, files, username and password) are stored by Google for District SD 53's use and for education purposes only. Google does not sell students' Google Apps for Education data to third parties, and Google does not share personal information placed in their systems with third parties. The information may be accessible to persons acting on behalf of Google or the District, but this does not include any student demographic or grade information stored in the District's PowerSchool Student Information system. Further

information about District SD 53's use of Google Apps for Education, including the Google Apps for Education.

District SD 53's agreement with Google provides students and staff with access to Google applications and cloud storage. While Google hosts these services off-site, District SD 53 maintains control over managing users, groups, and settings, much like other locally hosted systems. This means that District SD 53 can grant or remove user access and control other settings to ensure a safe and secure environment for students and teachers.

[Google's Policies on Student Privacy, Safety, and No Advertisements](#)

19. Services That Collect Personal Information

Some online services' terms of use require users to provide certain personal identifying information to the service in order for students to use them. A federal law, the Children's Online Privacy Protection Act (COPPA), also requires that children under 13 years of age must have verifiable parental consent to use certain online services that collect personal information. COPPA allows a school to gather consent from parents on behalf of its students, however, for services for the use and benefit of the school, and for no other commercial purpose, as long as the service complies with all other requirements of COPPA.

Some online services expected to be used with students in District SD 53 for the coming school year may require parent permission. District SD 53 has vetted these vendors and their terms of service and understands that, to the extent they collect personal information for users under the age of 13, that information will only be used for the use and benefit of the school, and for no other commercial purpose, and that all other requirements of COPPA have been met.

Users of technology will:

- Use or access Butler School District 53 technology for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators and other designated school officials have access to all email messages and may review files and communications to monitor responsible use.
- Be responsible at all times for the proper use of technology including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.

Users of technology will NOT:

- Access, submit, post, publish, display or create any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially/religiously offensive,

harassing, illegal or other material unsuitable in the educational setting or unrelated to the Butler School District 53's educational program.

- Interfere with or disrupt Network use by others users; create and/or propagate unsolicited advertising, political lobbying, chain letters, pyramid schemes, computer worms, viruses, or other acts of vandalism. Vandalism includes any attempt to harm or destroy data of another user, the internet, the Butler School District 53's Network or any other network.
- Use another user's account or password.
- Distribute user passwords, copyrighted or plagiarized material or material protected as a trade secret.
- Misrepresent themselves or others by participating in covert or hidden meaning activities.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Post personal contact or other private information about oneself, a student or staff member, or otherwise invade the privacy of individuals or violating the Illinois School Student Record Act or Federal right to Privacy Education Act.
- Use Butler School District 53 technology for non-school purposes.
- Forge or anonymously transmit email or other electronic materials.
- Use the Network while access privileges are suspended or revoked.

Disciplinary Actions

Violations of this policy, or any administrative regulations and/or guidelines governing the use of technology, will result in disciplinary action which could include loss of network access, loss of technology use, suspension, expulsion, or other appropriate legal or disciplinary action.

Student Expectations

I have read, understand and will follow the Butler School District 53 Digital Technology Acceptable Use Agreement. If I break the Agreement or any subsequent rules stated verbally or in written format from the school, the consequences could include suspension of privileges and/or disciplinary action. I also understand the school network and e-mail accounts are owned by the Butler School District 53 and that Butler School District 53 has the right to access any of the information used through the mediums provided through Butler School District 53 at any time.

Parent Expectations

As the parent or guardian of this student, I/We have read this Agreement. I/We understand that technology is provided for educational purposes in keeping with the academic goals of the Butler School District 53 and that student use for any other purpose is inappropriate. Butler School District 53 uses an Internet filtering system, which restricts access to

controversial materials. Despite this robust filtering system, it is remotely possible for a student to gain access to controversial content. In such a case, I/We will not hold the Butler School District 53 responsible for materials acquired on Butler School District 53 network. I/We understand that students' Internet activities at home should be supervised as they can impact the academic environment at school.

I/We understand and will support my student in adhering to this agreement. I/We also understand the school network and email accounts are owned by the Butler School District 53 and that Butler School District 53 has the right to access any of the information used through the mediums provided through the school at any time.

I/We further understand that should your student commit any violation, Butler School District 53 may revoke access privileges and take disciplinary action including suspension, consistent with applicable policy and contract obligations, and/or appropriate legal action. In consideration of being afforded the privilege of access to Butler School District 53 technology System, we hereby release Butler School District 53 and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

By agreeing to this form the student and the parent/guardian accept the following conditions:

1. We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned device.
2. We will not modify the device, change the configuration of the equipment in any way, disassemble any part of the device or attempt any repairs. The applications on the device are the licensed property of Butler School District 53.
3. The purpose of the device is for educational use by the student who is granted access.
4. We understand that Internet use is designed for educational purposes. However, we recognize that it is impossible for Butler School District 53 to restrict access to all controversial materials, and we will not hold Butler School District 53 responsible for materials acquired on the network. Further, we accept full responsibility for supervision of my student's (students') use of the Internet outside of the school. I hereby

give permission to Butler School District 53 to allow my student's (students') Internet privileges and/or issue an account for my student.

5. We understand that the school may use software vendors that collect personal information for users under the age of 13 and that information will only be used for the use and benefit of the school.
6. We understand that a violation of the terms and conditions set out in Butler School District 53 AUP will result in the restriction and/or termination of the student's use of technology.

Adopted: 09/12/05

Revised: 03/09/2015, 05/09/2016

Butler School District 53

Policy 9000 Visitors to and Conduct on School Property

The following definitions apply to this policy:

"School property"—District and school buildings, grounds, and parking areas, vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event,

Visitor—Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building.

Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law, or town or county ordinance.
7. Smoke or otherwise use tobacco products.

8. Consume, possess, distribute, or be under the influence of an alcoholic beverage or illegal drug.
9. Use or possess medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects the

District or a School function. Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion: or
2. The offender received permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000)
Pro-Children Act of 1994, [20 U.S.C. §7181](#) *et seq.*

[105 ILCS 5/10-20.5b](#), [5/24-24](#), and [5/24-25](#)

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program

[430 ILCS 66/](#), Firearm Concealed Carry Act

[720 ILCS 5/11-9.3](#)

CROSS REF.: [6615](#) Student Discipline, [7910](#) Exceptional Education Services, [8015](#) Community Use of District Facilities, [8040](#) Safety, [8041](#) Safety Program, [8110](#) Public Conduct on School Property,

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