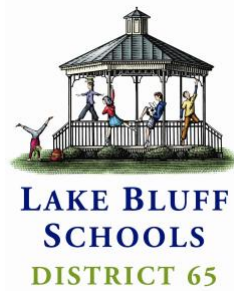


Lake Bluff Schools District 65

2018-2019 Parent & Student Handbook



Lake Bluff Elementary School District 65
District Office
121 E. Sheridan Place
Lake Bluff, IL 60044



Lake Bluff Elementary School
350 West Washington Avenue
Lake Bluff, IL 60044
847-234-9405



Lake Bluff Middle School
31 East Sheridan Place
Lake Bluff, IL 60044
847-234-9407

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ABOUT OUR DISTRICT

Mission

To provide each student with quality instruction, learning opportunities, and educational environments that inspire academic achievement, personal growth and responsible citizenship.

Vision

Excellence in Education, Enthusiasm for Life, Every Student, Every Day

Guiding Principles

We believe:

- Student Best Interest: The best interests of students must guide every decision.
- Student Learning: Students learn best when they are actively engaged and individually challenged.
- Quality Instruction: Academic achievement depends on the engagement of high-quality teachers and administrators.
- Fiscal Discipline: Fiscal discipline strengthens and stabilizes our District and community.
- Curriculum: A robust curriculum with enhanced curricular offerings promote development of the whole child.
- Communication: Transparency and communication involving all stakeholders facilitates optimal outcomes.
- Partnership: Education is a partnership involving students, parents, staff, and community.
- Continuous Improvement: Continuous improvement requires data-driven evaluation and decision-making.
- Fine Arts: Quality fine arts instruction and accessibility to all interested students is important.
- Overall Wellness: Social and emotional wellness of students is integral to the learning process.
- Technology: Innovative technology and curricular offerings enhance the core learning experience.
- Facilities: Our facilities should enhance the educational process.
- Nature of Community: Our District should reflect Lake Bluff's unique character and community spirit.
- Shared Partnerships: The school district benefits when it develops partnerships with non-profit groups, profit groups, and other school districts to share resources, services, and ideas.

BOARD OF EDUCATION

Board Members:

Mark Barry
Leigh Ann Charlot
Susan Rider-Porter
John Marozsan
Julie Gottshall
Richard Hegg
Philip Hood

Email:

mbarry@lb65.org
lacharlot@lb65.org
sriderporter@lb65.org
jmarozsan@lb65.org
jgottshall@lb65.org
rhegg@lb65.org
phood@lb65.org

Term Expires:

April 2019
April 2019
April 2019
April 2021
April 2021
April 2021
April 2021

Board of Education Meetings

Regular Board of Education meetings are typically held on the fourth Tuesday of each month at 7:00 p.m. in the Lake Bluff Village Hall, located at 40 East Center Avenue, Lake Bluff, Illinois. Board of Education Committee of the Whole (COTW) meetings, are typically held the second Tuesday of each month, beginning at 7:00 p.m. in the same location. Schedule changes or additional meetings are posted regularly on District 65's website and at the entrance to the District Administrative Office. Meetings are broadcast live within the limits of the Village of Lake Bluff on Comcast Channel 19.

Individuals with disabilities, as defined under the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, who require accommodations in order to attend and/or participate in a Board of Education meeting or who have questions regarding the accessibility of a Board meeting or the facilities, may contact District 65's ADA/Section 504 Coordinator at (847) 234-9400.

District Office Staff

121 E. Sheridan Road
Lake Bluff, IL 60044

Phone: (847) 234-9400

Fax: (847) 234-9403

Office Hours: 7:30 a.m. – 4:15 p.m.- Monday through Friday (when school is in session)

7:30 a.m. – 4:00 p.m.- Monday through Thursday (summer hours)

Staff Members:

Dr. Jean Sophie
Dr. Kevin Rubenstein
Mr. Jay Kahn
Mrs. Kellie Bae
Mrs. Shelley Gough
Mrs. Jennifer Sykora
Mrs. Jean Amundson
Ms. Tammy Robards

Role:

Superintendent of Schools
Director of Student Services, Technology, and Assessment
Director of Finance and Operations/CSBO
Director of Curriculum/Assistant Principal of Middle School
Administrative Assistant to the Superintendent/Board of Education
Payroll Benefits Specialist
Administrative Assistant to Director of Student Services, Technology, and Assessment/Registrar
Administrative Assistant to Director of Finance and Operations/CSBO

CHANNELS OF COMMUNICATION

Constructive comments regarding the schools are welcome whenever they are motivated by a sincere desire to improve the quality of the educational program or to help the schools do their job more effectively. Comments and suggestions are best handled and resolved as close to their origin as possible. Please use the following chain to resolve an issue/concern: classroom teacher, building principal, District office staff. The Board of Education should only be involved when a problem cannot be resolved through consultation with staff members.

Lake Bluff Elementary School

350 West Washington Avenue
Lake Bluff, IL 60044
Phone: (847) 234-9405
Fax: (847) 234-4819
Office Hours: 7:15 a.m. – 3:45 p.m.

Mrs. Margaret St. Claire, Principal
mstclaire@lb65.org

Ms. Tracy Roehrick, Assistant Principal
troehrick@lb65.org

Lake Bluff Middle School

31 East Sheridan Place
Lake Bluff, IL 60044
Phone: (847) 234-9407
Fax: (847) 615-9144
Office Hours: 7:45 a.m. – 4:15 p.m.

Mr. Nathan Blackmer, Principal/Assistant Director
of Curriculum
nblackmer@lb65.org

Mrs. Kellie Bae
Director of Curriculum/Assistant Principal
kbae@lb65.org

DISTRICT 65 SUPPORTING ORGANIZATIONS

Alliance for Excellence Education Foundation

The Alliance for Excellence is a nonprofit foundation established to support excellence in teaching every aspect of every child within School District 65. Since 1989, the Alliance, in partnership with donations from the Lake Bluff learning community, has supported innovative educational proposals to create unique and diverse learning experiences. For more information on the Alliance or to be become involved, please visit the Alliance's website, www.lb65alliance.org

Charmm'd Foundation

The Charmm'd Foundation supports the Emotional Wellness initiative in District 65, which focuses on social-emotional learning programs and interventions. This organization funds important activities that strengthen the social-emotional development of our students and staff. They also provide opportunities for community leaders to develop themselves and take action to strengthen their teams, succeed at their missions, and build a stronger sense of community. More information is available by visiting its website, www.charmmdfoundation.org

CROYA

CROYA stands for "Committee Representing Our Young Adults" and is a local community group that sponsors activities for students in grades 7-12 from Lake Bluff, Lake Forest, and Knollwood. Included are dances, movies and a student drop-in center. Their activities are coordinated with all schools and are publicized by mailings and school announcements. More information about CROYA is available on its website, www.croya.com.

Lake Bluff Parent Teacher Organization (PTO)

The Lake Bluff Parent Teacher Organization supports the District 65 Board of Education, the administration, teachers and staff in upholding the highest ideals of education for our students in Kindergarten through Eighth Grade. The PTO is made up of parents and teachers who volunteer to take a role in enhancing the educational experience of the children. The mission of the PTO is to facilitate a partnership among parents, teachers, and staff, where goals and needs are fulfilled through volunteer service. More information about the PTO is available on the District's website.

Lake Bluff Park District

The Lake Bluff Park District operates before and after-school programs for students of Lake Bluff School District 65. For information or to register, please contact the Park District directly at (847) 234-4150 or visit its website, www.lakebluffparks.org.

VOTE Lake Bluff (Formerly Lake Bluff School Board Caucus)

VOTE Lake Bluff is an open, non-partisan, volunteer committee of Lake Bluff/unincorporated Lake Bluff residents organized to recruit and identify candidates for positions of trust and responsibility on local boards, including the Village Board of Trustees, Village President, Village Clerk, Library Board of Trustees, Park Board and both the District 65 and District 115 School Boards. For more information, please visit www.votelakebluff.org.

Lake Forest-Lake Bluff Learning Disabilities Association (LDA)

Lake Forest-Lake Bluff Learning Disabilities Association is a non-profit organization where parents, educators and professionals come together to support, educate, and provide resources for our children and each other. We believe that every child learns differently and can be successful with the right tools and opportunities. Since 1988, our group of volunteers has been dedicated to enhancing the learning experience of our children in the Lake Forest and Lake Bluff communities through awareness, education, and advocacy. We accomplish our goals through grants, speaker series, awareness events, and our annual spring fundraiser. If you are interested in learning more about us, please contact us at lflblda@gmail.com or visit our website, <http://lflblda.com>.

LEAD

LEAD stands for "Linking Efforts Against Drugs" and is a community organization dedicated to parents and other adults in their role to promote healthy family relationships and prevent alcohol, tobacco, other drug use, and risky behavior by youth. LEAD offers a variety of parenting programs throughout the school year. Program information can be obtained by calling the LEAD office at (847) 295-9075 or visiting its website, www.leadweb.org.

Speak-Up! Prevention Coalition

The mission of the Speak Up! Prevention Coalition is to significantly reduce the level of underage drinking and other drug use in the Lake Forest, Lake Bluff and Knollwood communities. More information is available by visiting its website, www.speakuplflb.com.



**LAKE BLUFF
SCHOOLS
DISTRICT 65**

2018-2019 SCHOOL CALENDAR

2018

August 16-17	New Teacher Orientation	No School
August 20-21	Teacher Institute Days	No School
August 22	FIRST DAY OF SCHOOL– Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
September 3	HOLIDAY – Labor Day	No School
September 12	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
October 8	Columbus Day	No School
October 9	Teacher Institute Day	No School
October 10	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
November 1	Parent/Teacher Conference - ½ day (Dismiss: LBES 11:05am / LBMS 11:30am)	
November 2	Parent/Teacher Conference Day	No School
November 14	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
November 21-23	HOLIDAY – Thanksgiving	No School
December 12	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
December 21	Teacher Institute Day	No School
Dec 24 – Jan 4	Winter Holiday	No School

2019

January 7	Classes Resume	
January 9	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
January 21	HOLIDAY - Martin Luther King Day	No School
February 13	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
February 15	Teacher Institute Day	No School
February 18	President’s Day – Emergency Day if Necessary	No School
February 28	Parent/Teacher Conference - ½ day (Dismiss: LBES 11:05am / LBMS 11:30am)	
March 1	Parent/Teacher Conference Day	No School
March 13	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
Mar 25 – 29	SPRING BREAK	No School
April 1	Classes Resume after Spring Break	
April 10	Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
May 3	Teacher Institute Day	No School
May 8	Early Release Day (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
May 27	HOLIDAY - Memorial Day	No School
June 4	LAST DAY FOR STUDENTS Early Release (Dismiss: LBES 1:45 pm-LBMS 2:10 pm)	
February 18, June 5, 6, 7, 10		Emergency Days

*Last day for students will be June 4, 2019, however, if Emergency Days are needed, the school year will be extended and student attendance days will be implemented in this order: February 18, June 5, June 6, June 7 and June 10.

CURRICULUM NIGHTS/CONFERENCES

Curriculum Nights

LBES: PreK-5th ----Thursday, August 30, 2018, from 6:30–8:00 p.m.

LBMS: 6th/7th/8th Grade ---Thursday, September 6, 2018, from 6:30-8:00 p.m.

Parent/Teacher Conferences

Fall: November 1 and November 2

Winter: February 28 and March 1

NEW STUDENT REGISTRATION

Parents or legal guardians may register a child for school in District 65 by visiting the District's website and navigating to the registration tab under the "Parents" tab. If a parent or legal guardian cannot access the District's website, please contact Jean Amundson at 847-234-9400 for assistance with the registration process.

Upon initial enrollment in the District, parents/guardians must provide the District with a certified copy of the child's birth certificate as proof of age and identity. If the birth certificate is not provided within 30 days after enrollment, the District is required to notify the Illinois Department of State Police or local law enforcement. In such instances, the District shall also notify the parent enrolling the child that they have 10 additional days to provide the birth certificate.

All children in the State of Illinois must either (1) be 5 years of age on or before September 1st of the school year in which they enter Kindergarten, or (2) attain age 6 within 4 months after the commencement of the school year, have attended a non-public pre-school including Kindergarten, and have been assessed by the District to be ready for first grade.

Consistent with the Illinois Accelerated Placement Act, the District also admits some students early to kindergarten based upon an assessment of his or her readiness to attend school. In order to be admitted early to kindergarten, students must turn five on or before October 31 and meet certain readiness criteria established by the District. To be admitted early to first grade, students must turn six on or before October 31, meet certain readiness criteria established by the District, have been taught by an appropriately licensed teacher in the State of Illinois, and attended kindergarten.

A student seeking to transfer into the District must serve the entire term of any suspension or expulsion imposed for any reason by any public or private school, in this or any other state, before being admitted into the District.

Residency Verification

Only students who reside with a person who is a resident of the District and who has legal custody of the student may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence may be verified annually during the registration process.

Legal custody for regular education students means one of the following:

1. Custody exercised by a parent with whom the student resides.
2. Custody granted by order of a court of competent jurisdiction to a person with whom the student resides for reasons other than to have access to the educational programs of the District.
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment a court order is entered that establishes a permanent guardianship and grants custody to a person with whom the student resides for reasons other than to have access to the educational programs of the District.

4. Custody exercised by an adult caretaker relative who is receiving aid under the *Illinois Public Aid Code* for the student who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the District.
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the District.

The residence of a student with disabilities shall be determined consistent with the requirements and standards contained in Article 14 of the Illinois School Code (105 ILCS 5/14-1.11, 14-1.11a).

Homeless students shall be enrolled in accordance with Board policy and State and federal law. The District's Homeless Liaison is Dr. Kevin Rubenstein, Director of Student Services, Technology, & Assessment - 847-234-9400 - krubenstein@lb65.org.

A student may also attend school in this District on a tuition-free basis if the student has been placed under the temporary custody or guardianship of the Guardianship Administrator of the Department of Children and Family Services ("DCFS") and the student was placed by DCFS with a foster parent or in another type of child care facility and that foster parent or child care facility is located in a school district other than the child's former school district and it is determined by DCFS to be in the child's best interest to maintain attendance at his or her former school district. For more information please see Board Policy 7:60.

Fees and Supplies 2018-2019

Student fees are charged for each student to purchase instructional materials and classroom supplies. Parents/guardians who are unable to afford student fees may apply for a waiver under Board Policy 4:140 by using the District's Fee Waiver Application Form, available on the District's website and at the District Office. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free and reduced meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The following fees are waived for students who meet the eligibility criteria for fee waiver: textbooks, instructional materials, transportation fees, athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To apply for a fee waiver, contact Jay Kahn, Director of Finance and Operations/CSBO, at the District Office at 847-234-9400.

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee will mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

The Board of Education has established the following student fee schedule for 2018-2019:

Lake Bluff Elementary School

Grade Level	Registration (Material/Tech)	Milk (Optional)	Band (Optional)
Pre- Kindergarten (Half Day)	\$2,650.00	NA	NA
Kindergarten (Half or Full Day)	\$205.00	\$12.00	NA
1 st – 4 th	\$205.00	\$12.00	NA
5 th	\$205.00	\$12.00	\$50.00

Lake Bluff Middle School

Grade Level	Registration	Wellness Uniform
6 th	\$205.00	\$20.00
7 th and 8 th	\$205.00	Optional

Bus Service

Grade Level	One Child	Family
Annual Regular Transportation	\$125.00	\$200.00
Annual Regular Transportation (after deadline, except for new students)	\$200.00	\$400.00

Free and Reduced Priced Lunch

Children need proper nutrition to learn. District 65 will provide milk and lunch every school day to families who qualify based on income level. To apply for free milk and lunch, please complete the Household Eligibility Application form which is mailed home in August. The application is also available on the District website and at the District's Administrative Office. For more information regarding the application process please contact Jay Kahn at 847-234-9400 x 1606.

EDUCATIONAL PROGRAMS

Common Core

The Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With American students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy. (Mission of Common Core found on <http://www.corestandards.org/>.)

Core Curriculum

A comprehensive core-curriculum is offered to all District 65 students. Beginning in Kindergarten, children are instructed in reading/language arts, mathematics, science, social studies, foreign language, physical education, and the fine arts (art, music, and drama). The curriculum is aligned with state and national standards and reflects the high academic expectations of the community.

Instructional strategies are developmentally appropriate and based upon research and best practices in education. If students are receiving programming funded by the District's Title I program, their parents/guardians will receive notice of parental involvement policies and activities.

Parents/guardians may request in writing the professional qualifications of their child's teacher(s). Parents can also find this information by going to <http://www.isbe.state.il.us/ELIS/default.htm>, clicking on "Public Search" and filling out the specific educator information. A student's achievement level in each Illinois academic assessment will be distributed to each student annually.

NextGen Science Standards

Illinois has approved the use of the Next Generation Science Standards (NGSS) a rigorous set of internationally benchmarked standards that focus the learning that is done in our classrooms across disciplines. These standards have three dimensions: disciplinary core ideas (content), scientific and engineering practices, and cross-cutting concepts. The integration of rigorous content and application reflects how science and engineering is practiced and ensures that our students will be well-prepared to participate in a global economy. During the course of the 2018-2019 school year, Lake Bluff teachers will collaborate to align our curriculum with these new standards.

Creative and Fine Arts

Students attending Lake Bluff Elementary School have the opportunity to receive instruction in art, music, drama, band, and orchestra. District 65 believes that middle school students should be given choices in the fine arts to diversify, differentiate, and develop appreciation in any or all of the arts. Lake Bluff Middle School offers exploratory subjects to provide an opportunity for students to try materials and activities that may be enjoyed throughout life as vocation or avocation. Classes are structured to enhance skill development on a continuum through 6th, 7th, and 8th grades.

Pre-Kindergarten Program

District 65's Pre-Kindergarten Program is designed to support social, language, cognitive, pre-academic and motor skill development for children between the ages of three and five. A certified early childhood educator and a certified special education teacher provide appropriate instruction for students of all backgrounds. Typically developing peers are educated with children with disabilities and developmental delays in a blended model. Children who are three years old on or before September 1, 2018, come to school in the morning from 8:05 a.m. – 10:45 a.m., and children who are four years old after September 1, 2018, come to school in the afternoon from 12:10 p.m. – 2:40 p.m. Transportation is available for all children in the program. Additionally, a speech pathologist, an occupational therapist, and an intervention specialist work collaboratively as a team to create an effective educational program designed to meet the needs of the children attending the program. To obtain more information about the Pre-Kindergarten Program, please contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Office.

English Learners (EL)

District 65 meets the needs of all students identified as English Learners through curricular supports in the core academic areas. When a child enrolls in District 65, the parent/guardian completes a Home Language Survey. If the survey indicates that the student speaks another language at home or that a person in the home speaks another language, then the child will be screened using a screener that is age and grade appropriate. Students who are eligible for services are those students who do not meet academic proficiency standards outlined by the State Board of Education. Each year, students in grades three through eight who receive EL services complete the ACCESS for EL assessment to assess their proficiency in speaking, listening,

reading, and writing in English. All information regarding a child's English language learning needs is shared with parents and families at regular intervals throughout the school year. Parents and families with questions about EL services should contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment or Kellie Bae, Curriculum Coordinator, Teacher Leader.

Field Trips

The purpose of field trips is to provide experiences to students that extend beyond classroom curricular offerings. Field trips are intended to directly relate to content areas studied by the students. A school field trip is defined as one or more students leaving the school campus for one day under the sponsorship of the school and supervision of District employees for the purpose of enhancing the classroom experience through a direct relationship to the curriculum of study. Field trips are approved at the building level by the Principal or designee. Field trips that do not meet the requirements of the District's policies and procedures, including this Handbook, are considered not to be school-sponsored and shall not be organized or promoted by District personnel during the school day.

Parents/guardians will be notified in advance of all field trips and must provide prior written consent for their child to participate in the field trip.

Transportation and/or admission fees are charged for each student on a pro rata basis. Parents/guardians who are unable to afford field trip fees may apply for a waiver under District 65 policy. To apply for a fee waiver, contact your Building Principal for more information.

Parents/guardians should notify their child's teacher and the School Nurse regarding any medications, special diets, or other health considerations that may need to be addressed while the student attends the field trip. Any student who is absent from school due to illness the day before the field trip will not be allowed to attend the field trip. The Building Principal may exclude a student from participation in field trips due to misconduct and/or behavioral issues.

Parents must sign a permission slip and liability waiver before their child is allowed to go on a field trip. Most trips are made on school buses. Charter buses may be contracted for special tours such as the 6th grade Springfield trip. While on field trips, students are expected to exhibit good conduct and to act in a responsible, courteous manner and in conformance with Board policy and this Handbook.

Overnight Field Trips

An overnight field trip is a school-sponsored educational trip under the supervision of District employees and requires one or more overnight stay(s). Overnight field trips must be approved in advance by the Principal or designee as well as the Board of Education upon written application. An overnight field trip may be cancelled without notice by the Superintendent or designee because of health, safety, or security concerns or because the extended trip is deemed not in the best

interest of the students or the District. The District assumes no liability for reimbursement of expense incurred for an overnight field trip cancelled by the Superintendent or designee.

While on overnight field trips, students are expected to exhibit good conduct and to act in a responsible, courteous manner and in conformance with Board policy and this Handbook.

Homework

Homework is defined as academically related work assignments given to students by classroom teachers that require time outside of the regular classroom for completion. Regardless of the form, homework is an important part of the instructional program and requires common understanding and support between home and school.

Homework will be assigned with the intent of serving the following purposes:

- Provide essential practice in needed skills
- Aid as a diagnostic tool for both student and teacher
- Promote independent study and self-direction
- Include the home as a valuable tool in the educational process
- Bring the student in contact with the community as a learning resource
- Develop good work habits and practice in budgeting time

Grades K-2

Homework assigned in Grades K-2 by classroom teachers may take 10 to 30 minutes to complete and is likely to take one or more of the following forms:

- Current events
- Data collection
- Math activities
- Reading of literature
- Review of class work
- Sharing
- Spelling practice

Grades 3-5

Homework assigned in Grades 3-5 by teachers may take 30-50 minutes to complete depending upon how well time has been used in class and at home. Children's varying abilities will also require different amounts of time. In the latter part of Grade 3 the regularity of homework will be increased. Homework by the end of Grade 5 will be increased in amount and difficulty. In addition to assigned homework, daily reading is expected of students in Grade 5. Homework in Grades 3-5 is likely to take one or more of the following forms:

- Current events
- Continuation of class work
- Note-taking
- Reading of literature
- Review
- Special projects, reports
- Studying for tests

Grades 6-8

Homework in grades 6-8 may take 30 minutes to two hours. Homework at these middle school levels is likely to take one or more of the following forms:

- Reinforcement of skill/concepts
- Study of texts or reading of literature
- Report or essay preparation
- Review of tests and/or notes in preparation of tests
- Completion of long-range projects

Preschool Screening

District 65 conducts screenings for children ages Birth-5 years old at the request of parents who have concerns about their child's readiness for kindergarten and/or to identify children ages 3-5 who may be eligible for special education and related services. These screenings are held several times each school year during early dismissal days. Notification of screening dates and locations are provided in school and District publications, area newspapers, and area pre-school programs. The pre-school screening focuses on speech/language, motor, socialization and school readiness skills. If you have any questions about the pre-school screening, please contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment at the District Office at (847) 234-9400.

Multi-Tiered Systems of Support

District 65 implements a three-tiered Response to Intervention (Rtl) prevention model that is used to provide scientific, research-based interventions with increasing levels of intensity to students who are struggling with the general curriculum.

At all stages of the process, Rtl focuses on assisting students to be successful at learning. Through the use of the Rtl model, differentiated instruction and/or targeted interventions are provided to students, the students' progress while receiving those interventions is closely monitored, and data is collected to drive instructional decisions. The information obtained through the Rtl process is used by school personnel to plan appropriate instructional programs for District students.

One of the purposes of the Rtl model is to determine whether struggling students are able to be successful by receiving general education interventions, reducing the risk of over-identifying these students as having disabilities in need of special education. However, consideration for special education referral may occur at any point prior to, during, or after the Rtl process.

Accelerated Placement

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing outstanding educational programs for all students. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. In Lake Bluff, APP options include:

- (a) accelerating a student in a single subject;
- (b) other grade-level acceleration; and
- (c) early entrance to kindergarten or first grade.

Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

Any parent/guardian may refer their child for Accelerated Placement by completing the application and a release of information (available on the District's website). Early Entrance requests must be submitted between March 1st and July 1st and referrals will only be accepted from families who currently live within school district boundaries. Parents/guardians will submit the Parent Application and submit it to the principal at Lake Bluff Elementary School. For the District to consider Early

Entrance into Kindergarten, the child must turn 5 on or before October 31 of kindergarten year and for the District to consider Early Entrance into first grade, the child must turn 6 on or before October 31 of first grade year and must have completed a full year of kindergarten with a licensed teacher. The District will then send a Teacher Questionnaire/Rating Scale to a teacher who has worked with the child within the last six months. Parents/Guardians with questions or concerns about Accelerated Placement may contact Mrs. Kellie Bae, Director of Curriculum/ Assistant Principal at 847-234-9400 or kbae@lb65.org.

Enrichment Programming at Lake Bluff School District

Lake Bluff Elementary School District believes in a continuum of services for enrichment and gifted programming so that all children have access to high levels of learning opportunities. Based on the analysis of assessments administered throughout the school year, our Enrichment Team partners with classroom teachers to determine needs and services for students in grades Kindergarten through Eighth. Our continuum of services includes, but is not limited to: grade level acceleration, subject area acceleration, curriculum compacting, enrichment menus, independent study, tiered learning, and co-curricular experiences

Parents Interested In Enrichment

All parents are invited to attend and participate in our Parents Interested in Enrichment (PIE) meetings scheduled to convene three times during the 2018-2019 school year. PIE meetings are an opportunity to hear presentations, interact with the Lake Bluff 65 Enrichment Team, and engage in conversations to learn more about Enrichment services and experiences at Lake Bluff School District. Please email Kellie Bae, Director of Curriculum/LBMS Assistant Principal to be added to our PIE contact list. kbae@lb65.org

Parents and families with questions about The School Wide Enrichment Model, Enrichment Services, or our Parents Interested in Enrichment group should contact Kellie Bae, Director of Curriculum/LBMS Assistant Principal.

Special Education

District 65 provides a free appropriate public education in the least restrictive environment to all eligible children with disabilities enrolled in the District, as required by the *Individuals with Disabilities Education Act* (IDEA), Article 14 of the Illinois *School Code*, Section 504 of the *Rehabilitation Act of 1973*, and their implementing regulations. The term “children with disabilities” for purposes of the IDEA and the *School Code* means children between ages 3 through 21 years for whom it is determined that special education and related services are required.

District 65 is a member of the Northern Suburban Special Education District (NSSSED), which is a special education district comprised of 18 public school districts and which provides a continuum of services, programs and accommodations for students with disabilities. NSSSED is located at 760 Red Oak Lane, Highland Park, IL 60035, and may be contacted at (847) 831-5100.

District 65’s brochure, *Response to Intervention and Learning Issues, A Guide for Parents*, is available in each school office. For further information regarding programs and services for children with disabilities or how to request an evaluation of your child, contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Office at 847-234-9400.

Positive Behavioral Interventions, Use of Isolated Time Out and Physical Restraint

The District has adopted policies and procedures requiring the use of positive behavioral interventions with students to promote and strengthen desirable behavior and to reduce or eliminate identified inappropriate behaviors.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. (Refer also to the section of this Handbook entitled “Student Conduct, Expectations & Discipline.”) Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP.

A copy of the District's behavioral interventions policy, which, together with the regular discipline policy and physical restraint procedures, applies to the discipline of special education students, is available at the District Office and is provided to any parent/guardian of a student with a disability when their child initially becomes eligible for special education services. Parents interested in reviewing the policies may contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment.

Public Agency Access to Public Benefits

Pursuant to Part B of the *Individuals with Disabilities Education Act* ("IDEA"), parents of children with disabilities have legal protections when public agencies seek to access public benefits or insurance (e.g., Medicaid) to pay for services required under the IDEA. Pursuant to such a request, the following disclosures are required:

- Personally identifiable information may be disclosed;
- The purpose of the disclosure (e.g., billing for services);
- The agency to which disclosure will be made (e.g., Medicaid);
- The following no-cost statements: (i) parents may not be required to enroll in public benefits in order for their child to receive a Free Appropriate Public Education (FAPE); (ii) parents may not be required to incur out-of-pocket expenses such as a deductible or co-pay; (iii) a district may not use a child's benefits if that use would decrease lifetime coverage, increase premiums, result in the family paying for services that would otherwise be covered, or risk loss of eligibility for certain waivers.
- Parents have the right to withdraw their consent at any time;
- The withdrawal of a consent or a refusal to consent does not relieve the district of its obligation to provide all required services at no cost to the parents.

Sports Programs

School-sponsored extracurricular activities are a privilege and not a right. Interscholastic and Intramural Sports are school-sponsored organized programs involving supervised team, group or individual physical activities. Sports programs are offered to all Grade 6-8 students who wish to participate in soccer, field hockey, volleyball, basketball, cheerleading, pompoms, and track. District 65 offers both junior varsity and varsity teams at the middle school level. **All Lake Bluff Middle School students must be at school by 12:00 PM in order to participate in extracurricular activities/sports activities for that particular day.**

A fee is charged for each student who participates in an intramural or a team sport on a pro rata basis. Parents/guardians who cannot afford the sports fees may apply for a fee waiver. A medical physical is required prior to a student's participation in an extracurricular sports activity.

Wellness (Physical Education)

All students will participate in daily wellness (physical education) classes, to establish a foundation for a lifetime of healthy activity. In addition, all students will participate in outdoor recess when the temperature/wind chill is at least 0° F or higher. Students must be dressed appropriately for the outdoor weather. Physical activity provides students with fresh air, exercise, and a break from studying and sitting in class.

A student maybe excused from physical education for medical and religious reasons. To be excused from participation in wellness (physical education), a student must present an appropriate excuse from his or her parent/guardian or from the student's physician. A student who needs to be excused from wellness (physical education) for a period of longer than two (2) classes must provide a written excuse from the student's physician. The physician's note must be provided to the School Nurse or the Principal's office. The physician's statement must provide the nature of

the restriction and the length of time that the student will be unable to participate in certain or all physical activities. If the physician's note does not state the period of time that the student is to be excused from wellness (physical education), a second physician's note stating the student may return to wellness (physical education) is required before the student will be permitted to participate in physical education. PLEASE NOTE: Students who are excused from wellness (physical education) will not be permitted to participate in any applicable and related activities including, but not limited to, physical education class, recess, intramural sports, interscholastic sports, and field day. An alternate activity will be provided to students excused from physical education.

A student with disabilities, as defined under the *Individuals with Disabilities Education Act* (IDEA), Article 14 of the Illinois *School Code*, or Section 504 of the *Rehabilitation Act of 1973*, will participate in physical education as provided in the student's IEP or Section 504 plan.

World Languages

In Kindergarten through 5th grades, students receive Spanish instruction. Beginning in 6th grade, students are given the choice of French or Spanish instruction.

Safe & Drug Free School Policy

The District prohibits the use of drugs, including tobacco products and alcohol, on school property or at school-sponsored activities in accordance with the *Safe and Drug-Free Schools and Communities Act*.

Violence and Drug Prevention Efforts

In Kindergarten through Grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution will be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, each grade contains instruction on subjects including drug and substance abuse prevention and age-appropriate sexual abuse and assault awareness and prevention. Parents are invited to participate in these efforts. Contact the Superintendent for more information.

Parental Objections to Family Life, Sexual Abuse and Sexual Education Instruction

State law requires that all sex education instruction must be age appropriate, evidence-based, and medically accurate. Courses that discuss sexual intercourse place substantial emphasis on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases. Instruction will emphasize that abstinence is a responsible and positive decision and the only 100% effective prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS.

No student shall be required to take or participate in any class or course providing instruction on recognizing and avoiding sexual abuse, AIDS or sexual education or family life instruction if the parent or guardian submits written objection, and refusal to take or participate in such course or program will not result in any penalty for the student. Parents or guardians may also request to inspect the instructional materials and course outlines for these courses. Please contact the Principal for more information.

Students will also be provided instruction in recognizing and avoiding sexual abuse. Parents/guardians will be provided written notice not less than 5 days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parental opportunity to object to participation. Parents/guardians have the right to have their children excluded from any program by making such a request in writing to the Principal.

Equal Access – Homeless Students

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Homeless students shall not be separated or stigmatized.

Equal Access – Boy Scouts/Girl Scouts

Upon request, any Boy Scout or Girl Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or other designated youth group, except that the District will remain viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.

Computer Network and Internet Safety

All students who have access to a computer or who utilize technology must have authorization from his/her parent/guardian. This authorization occurs through the registration process each school year and students in fifth through eighth grade are provided instruction on the proper care for technological devices and about their responsibilities under the Student Acceptable Use Policy and Procedures. For more information, please see the Student Acceptable Use Policy (Board Policy 6:235) and Procedures, which governs acceptable use of the District network, internet safety and use, and is available on the District's website and administrative offices.

ATTENDANCE

District 65 discourages parents/guardians from removing students during the regular school day. Such absences disrupt the continuity of a student's learning and create educational problems. Nonetheless, the District realizes that there are valid reasons for a student's absence. A valid cause for absence as authorized under Board Policy 7:70 includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A medical statement from a physician may be requested to confirm illness absences. Students who are absent for invalid reasons are considered truant and may be subject to the procedures detailed below regarding "truancy."

In the event of an absence for observance of a religious holiday, each child will be given an equal opportunity to make up any schoolwork requirements missed due to the absence. 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) for observance of a religious holiday. This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

It is important that the parent/guardian telephone their child's school in the event of ANY absence. If the school's morning attendance shows that a student is absent, but the absence was not reported by the parent/guardian, a phone call will be made to the student's home within two hours to confirm the absence. If there is not response at the home, a call will be made to the parent/guardian at an alternate work or cell phone number.

Lake Bluff Elementary School (LBES)

The LBES school day begins at 8:05 a.m. Any student who is not in his/her classroom at this time will be marked tardy. If the student will be absent from school for any reason, the parent/guardian is responsible for calling the Attendance Hotline at (847) 234-9405, then pressing #1 when prompted. The parent/guardian should leave a message that includes the child's name, the child's classroom teacher, and the reason for the absence. Absences are to be reported prior to 8:30 a.m.

Lake Bluff Middle School (LBMS)

The LBMS school day begins at 8:30 a.m. Any student who is not in his/her homeroom at this time will be marked tardy. If the student will be absent from school for any reason, the parent/guardian is responsible for calling the Attendance Hotline at (847) 234-9407. The parent/guardian should leave a message that includes the child's name, the child's Advisory Teacher's name, and the reason for the absence. Absences are to be reported prior to 9:00 a.m. **All Lake Bluff Middle School students MUST be in school by 12 p.m. in order to participate in extracurricular activities for that particular day.**

TRUANCY

Individuals who have custody or control of a child between the ages of 6 and 17 years must send the child to a public or private day school on a regular basis. The Lake County Regional Office of Education states that all students in Lake County Area Schools are expected to attend every day. Truancy may result in disciplinary and/or legal action in accordance with Board policy and State law.

According to the Illinois *School Code*, a student is "truant" when the student subject to the compulsory school attendance laws has been absent without valid cause from attendance for a school day or portion thereof as defined above under "Attendance." A "chronic or habitual truant" is any child subject to compulsory school attendance who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

A "truant minor" is a chronic truant to whom, supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

If the student is determined to be truant, a chronic or habitual truant, or a truant minor, the appropriate District staff will develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. These procedures shall include, but are not limited to, the following:

1. Excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. Telephoning, within 2 hours after the first class, the parents/guardians of students in Grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.

5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Regional Office of Education. The Board of Education, Superintendent, District administrators, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

EMERGENCY SCHOOL CLOSINGS

Should severe weather or another emergency require the closing of school, information will be conveyed to parents/guardians as early as possible (6:00 a.m. – 7:00 a.m.) using the following methods:

- School Messenger, email, text, and phone contact
- Online (www.lb65.org and www.Emergencyclosing.com)
- Television (CBS, NBC, ABC, WGN, FOX, CLTV)
- Radio (WGN 720, WBBM 780, WKRS 1220)
- District website at www.lb65.org

In the case of severe changes in weather that occur toward the end of the school day, the following procedures will be followed:

- Parents will be notified via School Messenger, text, email, and phone contact
- The students will be kept in the school building until the weather has cleared or a parent/guardian has come to school to pick up his/her child
- The students will be released when the buses can safely transport and drop off students to their regular bus stops.
- In the event that a parent/guardian wants to come to school to pick up his/her child, the parent/guardian must sign out the child in the school office.

SCHOOL MESSENGER

District 65 has a system in place to notify all parents/guardians quickly in the event of emergency or other time-sensitive material. Parents/guardians may register their current e-mail, home phone, cell phone, pager, etc. with this system to be contacted automatically when District 65 makes announcements.

SCHOOL SAFETY DRILLS

In the interest of safety, three district practice drills are conducted during the school year. Early in the school year, forewarned school evacuation drills are performed, followed by periodic "surprise" drills. A severe weather and shelter-in-place drill, with a signal distinctly different from that of the

school evacuation drill, is planned to respond to an emergency created by a natural or man-made disaster. This type of drill is utilized when there is a Civil Defense alert. Bus evacuation drills are also conducted with all students. In the event of an emergency that threatens the safety of any person or property, District 65 students and staff are to use any available telephone including, but not limited to, personal cell phones.

In addition, the District, in cooperation with local law enforcement agencies, conducts at least one law enforcement safety drill per school year. This drill may occur on non-student attendance days.

STUDENT CONDUCT, EXPECTATIONS & DISCIPLINE

Every student and employee of District 65 is entitled to learn and work in a safe school environment. District 65 has standards and procedures to address individual misconduct and control in order to maintain an environment conducive to learning in all disciplinary action. District 65 is mindful that students have individual personalities, and it is sometimes more important to determine the cause of misbehavior rather than merely penalize the student. Thoughtful discipline may be a means of fostering student growth toward maturity and responsibility. Each disciplinary issue will be considered on an individual, case-by-case basis. Cooperation among parents, teachers, and administrators is both necessary and desirable.

Students are expected to conduct themselves in accordance with federal, State, and local laws and rules; in accordance with District 65 and school policies and regulations; and in a way that respects the rights and safety of others. Staff will take corrective action when a student's behavior does not meet these expectations.

The classroom teacher will determine appropriate consequences for routine, inappropriate student behavior. When a student's conduct disrupts or interferes with the learning of other students or is a threat to the safety of others or the school, the student will be referred to the Building Principal, who will determine appropriate discipline according to District 65 and school policies and rules.

The goals and objectives of District 65 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. Gross disobedience and misconduct is any behavior that is of such an egregious nature as to constitute, on its face, gross disobedience or misconduct. Gross disobedience or misconduct also includes any conduct, behavior, or activity, as defined by the Board of Education in its policies, procedures, rules, and codes of conduct, which causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities, with the rights of other students or school personnel, or the risk of same.

Gross disobedience or misconduct includes, but is not limited to, the following:

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, controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless 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 of possession of medical cannabis even by a student for who 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 or controlled substance; 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 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 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 7:185, 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 signaling 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 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.
21. 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 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 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, 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 7:210, 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 Illinois law.
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 in Board Policy 7:190 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 2 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 1 or 2 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.

The District’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 licensed educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Out-of-School Suspension

Students may receive an out-of-school suspension for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District 65 policy. A school administrator will notify a student's parent/guardian when a student is assigned an out-of-school suspension. District 65's out-of-school suspension procedures are set forth in Board Policy 7:200. A student who has been suspended from school shall have the opportunity to complete or make up work for equivalent academic credit.

Expulsion

Students may be recommended for expulsion for misconduct or gross disobedience in violation of the student behavior policy or a violation of school rules or other District 65 policy. Before a student may be expelled, the student and his/her parent/guardian will be provided a written request to appear at a hearing before the Board of Education or a hearing officer appointed by the Board, to determine whether the student should be expelled. District 65's expulsion procedures are set forth in Board Policy 7:210.

Mental Health – "Clear and Present Danger Determinations"

District 65 has developed procedures to guide staff members in supporting students with significant social and emotional challenges including, but not limited to, children who demonstrate suicidal or homicidal ideation. Students who express thoughts of hurting themselves or others should be brought to the attention of school staff as soon as possible. School staff members will meet with the student to assist in seeking the appropriate supports. If you are concerned about your child (parents/guardians) or you have heard someone talking about hurting themselves or others (students), please contact the social worker or school psychologist at your school as soon as possible. Consistent with the requirements of the *School Administrator Reporting of Mental Health Clear and Present Danger Determinations Law*, within 24 hours of identifying a student who presents a "clear and present danger" to themselves or others, the administrator will contact the Illinois State Police to inform them of the determination so that the police can take appropriate

actions. The law was designed to ensure that students who demonstrate a “clear and present danger” of suicidal or homicidal actions do not have access to firearms or weapons.

Suicide 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 student’s ability to educate. Suicide and depression awareness and prevention are important Board goals. See Board Policy 7:290 for more information regarding District 65’s suicide and depression awareness and prevention policy.

Video Surveillance

Video Surveillance is used at the elementary and middle school buildings. Notifications of video surveillance are posted throughout the building. The content of the electronic recordings may become part of a student’s school record and, if so, are subject to District policy and procedure concerning school student records.

Search and Seizure

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

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

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

The Superintendent 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 District’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities, and

disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Student Accounts or Profiles on Social Networking Websites

In accordance with the *Right to Privacy in the School Setting Act* (105 ILCS 75/1):

1. School officials may not request or require a student or his/her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Prevention of and Response to Bullying and Other Aggressive Behaviors

A student's ability to learn and a school's ability to educate is diminished by bullying, intimidation and harassment. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Students are expected to act respectfully toward their peers and to avoid bullying and aggressive behaviors in their interactions with other students. The District prohibits and will not tolerate aggressive student behavior, including bullying conduct of any type or on any basis, as defined below. Further, the District will protect students against retaliation for reporting incidents of aggressive behavior and bullying, and will take disciplinary action against any student who participates in such conduct.

In addition, bullying on the basis of actual or perceived race, color, national origin, military/unfavorable discharge status, sex, sexual orientation, gender identity or expression, ancestry, age, religion, physical or mental disability, or marital status; association with a person or group with one or more of these actual or perceived characteristics; or any other distinguishing characteristic protected by law **is prohibited**.

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 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 in cases in which a school administrator or teacher receives a report that bullying through this means has occurred. It does not require the School District to monitor any nonschool-related activity, function, or program.

Legal Definitions (105 ILCS 5/27-23.7)

As defined under the Illinois *School Code* and Board Policy 7:180, the terms used mean the following:

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

Aggressive conduct toward other students that is not severe or pervasive shall not be deemed as bullying, but may constitute gross disobedience or misconduct leading to discipline under Board Policy 7:190, Student Discipline, of any student who engages in such behavior. Students who engage in bullying conduct also shall be disciplined under Board Policy 7:190.

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, which reflect the required policy components in 105 ILCS 5/27-23.7(b).

1. 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.
2. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Managers or any staff member. Anonymous reports also are accepted and may be reported to the Superintendent.

Complaint Managers:

Ms. Margaret St. Claire
350 West Washington,
Lake Bluff IL
mstclaire@lb65.org
847-234-9405

Dr. Kevin Rubenstein
121 E. Sheridan Place
Lake Bluff IL
krubenstein@lb65.org
847-234-9400

3. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parents/guardians 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.
4. 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.
 - e. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and the District shall provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

5. The District 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.
6. 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 met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
7. 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 met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.
8. 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.
9. This policy shall be posted on the District's Internet website, if any; included in the student handbook; and, where applicable, posted where other policies, rules, and standards of conduct are currently posted. The policy also must be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
10. The District shall review and re-evaluate this Policy and make necessary and appropriate revisions every two years, and file its updated Policy with the Illinois State Board of Education. 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 include the use of relevant data and information that the District already collects for other purposes. The District shall 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.
11. This Policy must be consistent with other Board policies.

Harassment of Students Prohibited

Students are entitled to be educated in an environment that is respectful of their backgrounds, characteristics, and differences. The District prohibits any conduct that harasses, intimidates or bullies students, whether that conduct is student-to-student or District employee-to-student, on the basis of actual or perceived protected characteristics as identified under Board Policy 7:10, *Equal Educational Opportunities*, or as may otherwise violate a student's civil rights, including race, color, nationality, sex, sexual orientation, gender identity or expression, ancestry, age, religion, or physical or mental disability.

The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual or visual, that affects 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, 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 protected characteristics in Policy 7.10.

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. "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. Anyone with information about incidents of teen dating violence should report them to the Building Principal, Assistant Principal, or 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.

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 acts, including sexual assault, rape, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of harassing conduct based on a protected characteristic or other civil right, including sexual harassment, to the Building Principal, Nondiscrimination Coordinator, Complaint Manager, or any other District employee. For personal comfort, a student may choose to report a harassment claim to a person of the student's same sex. Any claim or allegation reported to any District employee that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. A student or his/her parents or guardians may request a complaint of harassment under this policy be investigated under Board Policy 2:260, *Uniform Grievance Procedure*.

District 65's current Nondiscrimination Coordinator and Complaint Managers are the following individuals:

Nondiscrimination Coordinators	Complaint Manager
Dr. Kevin Rubenstein Mrs. Margaret St. Claire 121 E. Sheridan Place Lake Bluff, IL 60044 (847) 234-9400	Dr. Kevin Rubenstein Mrs. Margaret St. Claire 121 E. Sheridan Place Lake Bluff, IL 60044 (847) 234-9400

The Board of Education has adopted policies concerning sexual harassment and sex equity. Copies of these policies are on file in each school and at the District Office. Any students or parents who allege sex discrimination or sexual harassment may file a complaint with the Superintendent or designee in accordance with Board Policy 2:260, Uniform Grievance Procedure. A description of this procedure and copies of this policy may be obtained at the District Office.

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 Board policy 7:190, Student Discipline. 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.

Distribution of Non-Curricular Literature

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.

For purposes of this section and the following section, a “publication” includes, without limitation: (1) written or electronic print material, and (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 on-line (e.g., any website, social networking site, database for information retrieval, etc.).

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 Board policy and this Handbook;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in Kindergarten through 8th grade and is primarily prepared by non-students, unless it is being used for school purposes. This does not 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.

DRESS CODE

Students and/or their parent(s)/guardian(s) will generally make decisions about student dress, grooming, and personal adornment. However, a student’s dress, grooming, or personal adornment is not acceptable if it disrupts the educational process, interferes with the maintenance of a positive teaching/learning environment, compromises reasonable standards, of decency, or constitutes a threat to the safety or health of the student or others. If a student is inappropriately dressed, a parent/guardian will be called to bring appropriate clothing to school, or the student will be given temporary clothing to wear for the remainder of the school day. The Administration will make the final decision regarding the appropriateness of any questionable student attire, grooming, or adornments.

The following is a non-exhaustive list of clothing items, grooming, and adornments that are prohibited during school hours:

- Clothing with suggestive or inappropriate writing or pictures
- Clothing that depicts alcohol, drugs, tobacco, or violence
- Clothing that exposes the student’s undergarments or midriff (back and front)
- Hats or head coverings except those worn for religious purposes.
- Birthday dress that distracts from the learning process, creates a risk or threat to overall safety or includes hair coloring or painted faces

Exceptions to these standards may be made by the Administration on a case-by-case basis.

TRANSPORTATION

District 65 provides a voluntary transportation program for all students. Buses service areas only within District boundaries. Contact Jay Kahn, Director of Finance and Operations CSBO, at the District Office for more information about transportation services.

Pick-Up and Drop-Off Locations

Students will be assigned one pick-up and one drop-off location within District boundaries for students receiving transportation to or from school. Unless provided in a student’s individual education plan (IEP) or Section 504 plan, transportation will not be provided to a specific location if it requires a change to the District’s established routes or an additional stop on a route.

Transportation is not provided to any areas outside District boundaries unless required by a student’s IEP.

Bus Conduct

Proper student bus behavior is essential for the safety of all students. Misconduct or disobedience on school buses endangers the welfare of students and others and will not be tolerated. All students must follow District 65’s School Bus Safety Guidelines. Listed below are the rules and regulations to be followed by all students who, at some time or other, will be passengers on a school bus, whether traveling between home and school, going on a field trip, or attending an extra-curricular activity before or after school. Please review these rules periodically with your child:

1. Students may only ride their assigned bus. The District cannot accommodate requests to ride buses other than the one assigned to the student.

2. Be at the designated school bus stop five (5) minutes before the scheduled pick-up time. When you walk to and from the bus, remember to follow these safety rules: Check for oncoming cars when crossing the street and when you get on or off the bus. Always walk on the sidewalk. Look both ways before crossing the street. Cross only at crosswalks. Obey all traffic signals. Always cross in front of the bus and wait for the driver's signal.
3. Wait for the bus in an orderly manner. Be mindful of the rights of property owners. Playing in the road can be dangerous.
4. Students should wear weather-appropriate clothing.
5. Stay off the road at all times while waiting for the bus. Do not move toward the bus until it has been brought to a complete stop.
6. Drivers may assign seats to students for safety or disciplinary reasons. Students must not stand or leave their seats while the bus is moving.
7. Remain in the bus in the event of a road emergency until instructions are given by the bus driver or administrator.
8. Be absolutely quiet when approaching a railroad crossing.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus window.
10. Assist in keeping the bus safe and sanitary at all times. Never tamper with the bus or any of its equipment.
11. Food and drinks are not allowed to be consumed on the bus.
12. Keep books, packages, coats, and other object out of the aisles. Do not leave books, lunches, or other articles on the bus.
13. Be courteous to fellow students and the bus driver. Help look after the safety and comfort of younger children.
14. Do not ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this.
15. Observe safety precautions when leaving the bus. If necessary to cross the street, proceed to a point at least 10 feet in front of the bus on the right shoulder of the street where traffic may be observed in both directions. Wait for the signal from the bus driver allowing you to cross.
16. Observe the same rules and regulations of other trips under school sponsorship as you observe between home and school.

A student's gross disobedience or misconduct while on the bus or at bus stops may result in suspension from transportation and /or school attendance privileges. The Superintendent, or any designee as permitted by the Illinois School Code, may suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited conduct as defined in the Board Policy 7:190, *Student Behavior*, and in this Handbook (Student Conduct, Expectations & Discipline)
2. Willful injury or threat of injury to a bus driver or to another bus rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus, its occupants, or others.

The Board of Education may suspend a student from riding the bus for gross disobedience or misconduct on the bus for a period in excess of 10 days for safety reasons. District 65's standard suspension procedures apply to a suspension of a student's privilege to ride the school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and District employees/officials when transportation is provided for any school-related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with Illinois law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

INSURANCE

District 65 provides each student with secondary insurance that covers accidents while at school. This insurance is provided at no cost to parents/guardians. Parents/guardians may request an insurance claim form from the Building Principal's office. Parents/guardians may also purchase optional 24-hour Comprehensive Coverage for their child. Additional information is available at the school office.

SCHOOL HEALTH

Each school building has a health office equipped for the administration of first aid. A school nurse and other trained staff supervise these offices at all times during the school day to maximize health and wellness in the school community.

Emergency contact information must be provided when a child registers for school and shall be updated annually. Parents who wish to review or update the emergency contacts for their child can do so by contacting the District Office at 847-234-9400. Parents/guardians are also encouraged to notify the School Nurse and/or other staff if a child has any health issues/needs.

Absences due to illness are to be reported no later than 8:30 a.m. for LBES students and 9:00 a.m. for LBMS students. Please report any communicable diseases (e.g., chicken pox, impetigo, strep throat, conjunctivitis) to the School Nurse and/or Building Principal's office immediately. The school will maintain the confidentiality of the child's health status and will disclose information about any communicable disease only to the extent necessary to notify District families of possible exposure that may threaten the health of students and others. The District's policies, rules and regulations regarding managing children with communicable and chronic infectious diseases are consistent with guidelines published by the State Board of Education and the Illinois Department of Public Health, and include evaluation of students with a chronic infectious disease on an individual case-by-case basis. Contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, for more information.

Head Lice

Head Lice is not a life-threatening disease but is difficult to control. Head lice are mainly spread by direct contact with the hair of an infested person. The most common way to get head lice is by head-to-head contact with a person who already has head lice. Such contact can be common among children during play at school or home. Please notify the School Nurse and/or Building Principal's office if a student has been treated for head lice so that the school may notify District families and take preventative measures. The school will maintain the confidentiality of the child's health status and will disclose information only to the extent necessary to notify District families of possible exposure that may threaten the health of students and others. In circumstances where a child has had multiple cases of head lice, the school will work with the child's family to identify solutions. Any child treated for head lice must be checked and cleared by the School Nurse before returning to school.

To help prevent the spread of head lice, children and families are encouraged to adhere to the following guidelines:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (e.g., sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid re-infestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.

Screening Programs

Hearing and vision screening is conducted in accordance with the rules and regulations of the Illinois Department of Public Health. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents/guardians will be notified if the screening results indicate further evaluation may be needed.

Health Examinations & Immunizations

In compliance with the Illinois School Code and the rules and regulations of the Illinois Department of Public Health, a student's parent/guardian must present proof that the student received a health examination, including proof of the required immunizations, proof of an age-appropriate developmental screening, and proof of a social and emotional screening, within one year prior to entering early childhood; kindergarten or 1st grade; 6th grade; and enrolling in an Illinois school.

A summary of the requirements is as follows:

- The health exam and proof of immunizations, an age-appropriate developmental screening, and a social and emotional screening must be provided on the Illinois Department of Human Services Certificate of Child Health Examination form, which is available on the ISBE or IDPH website, and on the District 65 website and from the nurse's office.
- The required form must be signed and dated by a qualified health care provider. The health care provider's name, address, and telephone number must be clearly written or stamped on the form.
- The Health History section of the form must be completed, dated, and signed by the parent/guardian.
- The Lead Risk Assessment section of the form must be completed for all children between the ages of one and seven years.
- The Diabetes Screening section of the form must be completed for students at the required intervals, which corresponded with when a health examination is required.
- Immunizations must be completed according to the schedule of the Illinois Department of Public Health, unless otherwise provided under State Law.

No child will be permitted to attend school if District 65 does not receive proof by October 15th of the current school year. A child will not, however, be excluded if District 65 does not receive proof of the age-appropriate developmental screening and/or social and emotional screening.

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 student's physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

New students to District 65 who register after October 15th of the current school year have 30 days following registration to comply with the health examination and immunization requirements and provide proof to the District. Students transferring into District 65 from out-of-state or from another country must present the required proof of having had a health examination and immunizations by October 15th. Out-of-state transfer students who do not provide proof by October 15th may attend school if the student provides proof of an appointment for the required vaccinations. If proof is not provided within 30 days after the student is permitted to attend classes, the student will not be permitted to attend school until District 65 receives proof of compliance.

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

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

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

Please contact the School Nurse with any questions regarding the physical exam and/or immunization requirements.

Vision Examinations

Eye examinations are conducted for all children enrolling in kindergarten and for any student enrolling in school for the first time. The eye examination must be recorded on the Illinois Department of Public Health's Eye Exam Report form. The eye exam report must be submitted to the school by no later than October 15th of the current school year and must have been completed within one year prior to that date. If proof is not received by October 15th, District 65 may hold the student's report card until such proof, or proof that an eye examination is scheduled to be conducted within 60 days of October 15th, is provided.

The parent/guardian of any child who is visually impaired will be provided with written notice of the existence and services of the Illinois School for the Visually Impaired or similar local schools, including information on school services, admission criteria and contact information.

Notice of Services for Deaf, Hard of Hearing, Blind, or Visually Impaired Students

The parent/guardian of any child who is deaf, hard of hearing, blind, or visually impaired will be provided with written notice of the existence and services of the Illinois School for the Deaf, Illinois School for the Visually Impaired, or similar local schools, including information on school services, admission criteria and contact information.

Dental Examinations

The State of Illinois requires dental examinations for all students in Kindergarten, 2nd, and 6th grades. The dental examination must be recorded on the Illinois Department of Public Health's Proof of School Dental Examination form. The dental exam must be submitted by no later than May 15th of the school year and must have been completed within 18 months prior to that date. If proof is not received by May 15th, District 65 may hold the student's report card until such proof, or proof that a dental examination is scheduled to be conducted within 60 days of May 15th, is provided.

Exemptions

In accordance with rules adopted by the IDPH, a student may be exempted from the required health, dental, or eye examinations, or any part thereof; to immunizations; or to vision and hearing screenings on the following grounds. Any exemption must be submitted to District 65 with the required form of proof.

Religious grounds: The student's parents/guardians present a completed Certificate of Religious Exemption form to District 65 by October 15. The form is available on the District's website as well as IDPH's website.

Medical grounds if a physician provides written verification.

Waiver

A waiver is available for the required dental and/or eye examinations for students who show undue burden or lack of access to a dentist and/or an optometrist or physician who performs eye exams. The dental examination waiver is due by May 15 of the current school year, and the eye examination waiver is due by October 15 of the current school year. The Illinois Department of Public Health's waiver forms are available from the nurse's office.

Sports Physicals

A valid physical examination is required **each school year** for students who participate in any school sponsored interscholastic or intramural sport after the school day or on weekends. Physical exams are valid for only one calendar year from the date of completion. A physical exam must be on file in the school office **before** the student may participate in any interscholastic or intramural sport tryout, practice, or competition. The Physical Exam, section of the Certificate of Child Health Examination form or a camp sports physical form may be used; copies are available in the Middle School office.

Medication

Administration of Medication to Students

No student shall possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as provided for in Board policy and District 65 school procedures, which will be provided to students within 15 days of the beginning of the school year or within 15 days after starting classes for a pupil who transfers into the District.

When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must submit a properly completed Medication Authorization form to the School Nurse or Building Principal's office. The parent(s)/guardian(s) and student must also follow the District's procedures for the administration of medication. No student will receive any prescription or non-prescription medication until the school receives a properly completed and signed Medication Authorization Form. The District's complete policy and forms on administration of medication are provided to parents via **the registration process** and are available on the District website.

District 65 retains discretion to reject requests for the administration of medication subject to the requirements of the *Individuals with Disabilities Education Act (IDEA)*, Article 14 of the *Illinois School Code*, Section 504 of the *Rehabilitation Act of 1973*, and their implementing regulations. Nothing prohibits any school employee or official from providing emergency assistance to students, including but not limited to, administering medication.

Self-Administration of Medication by Students

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion only if properly executed Parent/Student Agreement To Carry Epinephrine Auto-Injector and Physician Request for Self-Administration of Epinephrine Auto-Injector forms are submitted to the School Nurse or Building Principal. No student will be permitted to possess or self-administer medication until these properly completed and signed forms are received by the school. The District's complete policy and forms on administration of medication are provided to parents **through the registration process** and are available on the District website.

School District Supply of Undesignated Epinephrine Auto-Injectors

The District does not maintain a supply of undesignated epi-pens.

Care of Students with Diabetes

The District will address the needs of students with diabetes who attend its schools. The District will not deny a student access to any school or school-related activity on the basis that a student has diabetes and will not restrict the assignment of a student with diabetes to a particular school on the basis that the school does not have a full-time nurse. The District will comply with the requirements of the *Individuals with Disabilities Education Act*, Section 504 of the *Rehabilitation*

Act of 1973 and the *Care of Students with Diabetes Act* and has implemented procedures accordingly. More information is available from Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment.

Food Allergy Management Procedures

Summary of Procedures

As provided by Board Policy 7:285, District 65's procedures for the management of students with food allergies are summarized as follows:

Identification of Students with Food Allergies

- Parents/guardians are responsible for notifying the School Nurse or Building Principal of their child's food allergies, completing an Allergy History form and any applicable form(s) regarding the student's need for medication at school or school related function and providing the school with the student's needed medication. If the student has a prior or current IEP, Section 504 plan, Individual Health Care Plan (IHCP), and/or Emergency Action Plan (EAP), parent(s)/guardian(s) are strongly encouraged to provide a copy of the document to the school immediately.
- The School Nurse or Building Principal will convene a meeting with appropriate school personnel and the student's parent(s)/guardian(s) to assess the student's allergy management needs in the school environment.
- For a student who is not already identified as eligible for special education and related services under the IDEA or for accommodations under Section 504, the school will review all available information and determine whether a referral for an evaluation is warranted under IDEA or Section 504 pursuant to Board Policy 6:120, Education of Children with Disabilities.
- For a student who is deemed to have a food allergy, school personnel and the parent(s)/guardian(s) will develop an IEP, Section 504 plan, or IHCP that includes: (a) procedures for reducing the student's risk of exposure to food allergens; (b) identification of personnel and volunteers who need to be familiar with the student's food allergies and plan; (c) identification of personnel and volunteers who are trained to administer an epinephrine auto-injector and if not a nurse, who volunteer to do so; (d) identification of the location(s) in which the epinephrine auto-injector will be stored; (e) a process for the School Nurse, non-certified registered nurse, or designee to monitor the epinephrine auto-injector; and (f) an emergency action plan (EAP) with procedures to be followed by school personnel if the student is or is suspected of being exposed to the food allergen and/or having an allergic reaction at school or school-related activities.
- Parent(s)/guardian(s) are strongly encouraged to review with their child the responsibilities in managing his/her allergy and ensuring that their child understands his/her age-appropriate role.

Prevention of Students' Exposure to Known Food Allergens

- The School Nurse, Building Principal, and/or other designated staff member will convene a meeting to educate all the staff who will implement the student's IEP/Section 504 Plan/IHCP about their responsibilities.
- Any additional staff training needed to implement the IEP/Section 504 Plan/IHCP will be determined and provided to the responsible staff members.

- The School Nurse, Building Principal, or other designated staff member will monitor the implementation of the student's IEP/Section 504 plan/IHCP.
- The school will disseminate information to appropriate school personnel and volunteers about the student's food allergy.
- The school will disseminate information to parents/guardians and students about the student's food allergy while maintaining the confidentiality of the student's information. The school may provide information through activities such as:
 1. Displaying food allergy posters (not identifying the specific student) outside classrooms and in specific allergen-free areas as reminders
 2. Sending letters, emails, or other communications to parents/guardians that;
 3. Provide notice that a student with life-threatening allergies is in their child's class (not identifying the specific student unless parental permission is obtained);
 4. Request strict adherence to snack lists which are peanut/nut free and minimize other allergens and inform parents/guardians that they will be notified for any lapse in procedure;
 5. Provide snack lists with suggestions for alternate foods;
 6. Provide information about food labeling as it applies to the allergen in question;
 7. Request that parents/guardians raise questions or concerns with the Building Principal, not the parent(s)/guardian(s) of the student with food allergies; and
 8. Share age-appropriate information with students about food allergies, anaphylaxis, avoidance measures, and being sensitive towards students with food allergies.

Students with food allergies are encouraged to wear Medic Alert bracelet or necklace that identifies specific allergens.

Avoidance Measures

The goal of implementing avoidance measures is to reduce risk of accidental exposure to allergens without unreasonably restricting the student from engaging in peer interactions and /or participating in activities in the school.

When determining appropriate avoidance measures, District 65 will take into consideration the child's age, maturity, and social-emotional development; the organizational and physical environment in different schools; and the properties of the allergen. As the child matures, he/she will be expected to take increasing personal responsibility for avoiding the allergen.

In general, a student with allergies is expected to follow these measures:

1. Do not trade or share foods, utensils and containers
2. Wash hands or use hand wipes before and after eating
3. Do not eat anything with unknown ingredients or ingredients known to contain an allergen
4. Always read ingredients before eating food
5. Eat at designated allergen-free areas
6. Avoid sitting in areas where students are known to have foods that may contain the allergen
7. Do not participate in general clean-up of cafeteria tables, garbage disposal and playground areas that might involve-contact with the allergen
8. Do not share musical instruments, that are placed in the mouth, with other students
9. Self-advocate with peers and staff in situations that may cause exposure to the allergen (e.g., asking a peer to move from an allergen-free area if the student has food that appears unsafe).

In general, **all** students are expected to follow the following measures:

1. Do not trade or share foods, utensils, and/or containers
2. Wash hands or use hand wipes before and after eating
3. Respect allergen-free areas by keeping food that may contain the allergen away from the area
4. Comply with requests from students and/or instructions from staff members to move food away that is believed to be potentially dangerous to a student with allergies
5. Follow all school rules about keeping allergens out of the classroom

District 65 implements procedures to minimize risk of students' exposure to food allergens in classrooms, the cafeteria, and other areas of the school building. Procedures are also implemented to minimize exposure to food allergens during school-related activities including, but not limited to, field trips, transportation to/from school, and extracurricular activities.

School personnel may request that a student's parent(s)/guardian(s) take particular actions to assist in minimizing the student's risk of exposure, such as:

- Provide consent for School Nurse and other school personnel to communicate and exchange information with the student's physician.
- Attend the student's field trips, extracurricular activities, or other non-routine school events.
- Carefully review notices/plans of school and school-related activities, assess the student's risk in participating in an activity and, if the risk factors are too great, consider asking that the student not participate in the activity.
- Provide more than one epinephrine auto-injector to the school for storage in multiple locations in the building
- Carefully manage situations in which lunch or snacks are needed for the student at school or school related activities

All parents/guardians of District students are expected to work cooperatively with District 65 to minimize the risk of exposing a student with life-threatening allergies to the allergens. This may include, but is not limited to, ensuring that the allergens are not included in their child's packed lunch, snacks, or foods brought into school for parties/celebrations.

Other Allergies

The procedures governing the management of food allergies also apply fully with respect to students with other types of allergies including, but not limited to, the development and implementation of an IEP, Section 504 plan, or IHCP. Specific avoidance measures will depend on the type of allergy.

Emergency Response Plan

Despite District 65's efforts to minimize the risk of exposure, a student may come into contact with a life-threatening allergen while at school or school-related activities. District 65 has a School Emergency Response Plan with procedures for school personnel to prepare for and respond to anaphylaxis emergencies where the student is or is suspected of being exposed to the allergen and/or having an allergic reaction at school or school-related activities.

Non-School Sponsored After-School Activities

While we strongly encourage non-school providers to follow similar procedures for managing allergies, non-school sponsored after-school activities are not controlled or operated by District 65.

Parent(s)/guardian(s) must communicate with the non-school providers directly regarding their child's allergies and needs.

Notice of CPR and AED Videos

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available through the Illinois State Board of Education's website at <http://www.ccares.northwestern.edu/>.

Policy on Concussions and Head Injuries

District 65 takes the safety of its students seriously and has developed a program to manage student concussions and head injuries. District 65's concussion management resources, including consent forms, return-to-play protocol, and return-to-learn protocol, are available from the school nurse. If you have questions regarding concussions or District 65's concussion management program and resources, please contact Kevin Rubenstein, Director of Student Services, Technology and Assessment.

Students and their parents/guardians will receive information about the District's concussion management program as part of the written consent form(s) that must be signed before participating in an interscholastic athletic activity. In addition, students and their parents/guardians will receive information that explains concussion prevention, symptoms, treatment, and oversight, and that includes guidelines for safely resuming participation.

CHILD ABUSE/NEGLECT REPORTING

The *Illinois Abused and Neglected Child Reporting Act* requires any school personnel having reasonable cause to believe a child known to them in their professional capacity may be an abused or neglected child to immediately report or cause a report to be made to the Illinois Department of Children and Family Services.

SCHOOL VISITATION RIGHTS ACT

Under the *Illinois Visitation Rights Act*, employed parents/guardians who are unable to meet with educators during the school day because of a work conflict have the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school.

A copy of this law is available in the District Office for review by parents/guardians upon request. Please contact the Superintendent's Office to make an appointment.

VISITORS AND CONDUCT ON SCHOOL PROPERTY

Board Policy 8:30 defines the following terms:

School property – District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a 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 badges. 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 or who violates Board policy 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 should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, 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.

Prohibited Conduct –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:

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 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 District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of alcoholic beverages or illegal drugs; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred;
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 of Education;
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 ; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Accommodation at Parent Conferences or in School Services, Programs or Activities

District 65 complies with Title II of the *Americans with Disabilities Act of 1990* and with Section 504 of the *Rehabilitation Act of 1973*. Individuals with disabilities who require accommodations to

attend parent conferences or to participate in school programs, services or activities, or who have questions regarding the accessibility of school programs, services, activities, or facilities may contact District 65's ADA/Section 504 Coordinator at (847) 234-9400.

Visits for Observation/Evaluation of Students with Disabilities

The parents/guardians of students with disabilities who attend District programs will be permitted reasonable visits to observe their child or their child's current or proposed educational placement, services, or program as provided in Board Policy 6:120, *Education of Children with Disabilities*, Board Policy 8:30, *Visitors to and Conduct on School Property*, and their administrative procedures.

An independent educational evaluator or a qualified professional retained by or on behalf of the parent(s)/guardian(s) will be permitted reasonable visits to observe and/or to conduct an evaluation of a student with disabilities or the student's current or proposed educational placement, services, or program as provided in Board Policy 6:120, *Education of Children with Disabilities*, Board Policy 8:30, *Visitors to and Conduct on School Property*, and their administrative procedures. If an evaluation includes interviews with District personnel, the interviews must be scheduled in advance of the visit with the Building Principal or other Administrator. The Principal or other Administrator may limit interviews to only District personnel who have information relevant to the student's current or proposed educational placement, services, or program.

To request and/or to receive more information about visits to observe or evaluate students with disabilities, contact the building principal or Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Office.

SCHOOL STUDENT RECORDS

Rights of Students and Parents/Guardians With Respect to Student Records

The *Illinois School Student Records Act* ("ISSRA") and the federal *Family Educational Rights and Privacy Act* ("FERPA") grant students and their parents/guardians certain rights regarding the student records maintained by District 65, including the right to inspect, copy, and challenge student records.

Permanent Records

A student's Permanent Record consists of the following:

1. Identifying information, including the student's and parent(s)/guardian(s)' names and addresses, and student's gender, and date and place of birth;
2. Certified copies of birth certificates or other reliable proof of a child's identity;
3. Academic transcript; including grades, class rank, graduation date, grade level achieved, and the unique student identifier assigned and used by the student information system;
4. Attendance record;
5. Health Records (i.e., those medical and dental documentation necessary for enrollment); and
6. Record of release of permanent record information.

Temporary Records

A student's temporary records consist of all other records maintained by the District concerning the student and by which the student may be individually identified. The Temporary Record must contain:

1. A record of release of information contained in the Temporary Record,

2. Scores received on the State assessment tests administered in the elementary grade levels (K-8),
3. A completed home language survey form,
4. Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction,
5. Biometric information
6. Information regarding an indicated report pursuant to the *Abused and Neglected Child Reporting Act*,
7. Health-related information, and
8. Accident reports.

The Temporary Record also may include family background information, intelligence test scores, aptitude test scores, psychological and personality tests results, elementary and secondary achievement level test results, participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations), honors and awards received, teacher anecdotal information, other disciplinary information, special education records, records associated with plans developed under Section 504 of the *Rehabilitation Act of 1973*, and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Temporary records are maintained by District 65 for at least 5 years after the student has transferred, graduated or otherwise withdrawn from the school. Student temporary records are reviewed by the District every four years or when a student changes attendance centers. A parent/guardian has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted. Permanent records are maintained by District 65 for at least sixty years after the student has transferred, graduated, or otherwise withdrawn from the school. All permanent and temporary records are housed at each of the school sites. For copies of your child's permanent and/or temporary records, please contact the District's Records Custodian, Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Office. The District charges \$0.15 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost.

Right to Inspect Records

Students over the age of 18 have the right to inspect and copy their permanent records. Parents/guardians have the right to inspect and copy their child's permanent and temporary records. Such requests will be granted no later than 10 business days after the date of receipt (with an additional 5 business day under certain circumstances specified by law). The Building Principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place the records may be inspected. The District charges \$0.15 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost.

Access to Records

Access to student records will be limited to parents/guardians and other authorized persons, except that:

- Information may be released in connection with an emergency or in response to a court order, as provided in ISSRA and FERPA and their regulations.

- Information may be released in response to an ex parte court order requiring District 65 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 parents/guardians.
- Directory Information may be released as permitted by ISSRA and FERPA and their regulations. The District may release Directory Information to the general public from time to time, including in a student yearbook or in student directories, newspapers, and other publications. The District has designated the following as Directory Information:
 - A student's name, address, grade level, birth date and birthplace;
 - Parents'/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers;
 - Academic awards, degrees, and honors received;
 - Information in relation to school-related activities, organizations and athletics;
 - Period of attendance in school; and
 - Photographs or video recordings of students (but not images from school security video recordings or photographs highlighting individual faces that are to be used for commercial purposes).

If a student's parent/guardian wishes to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent/guardian must inform the District in writing to the Building Principal within 10 days of the date of this notice that information concerning his/her child should not be released, or that the parent/guardian desires that some or all of this information not be designated as Directory Information. No Directory Information will be released within this time period, unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

- A certified copy of the records of a student will be transferred by District 65's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10 days of receipt of the request.
- Access will be granted to persons authorized or required by State and Federal law, as provided in the ISSRA and FERPA regulations. In particular, access to student records without parent consent will be granted to school officials with legitimate educational and/or administrative interests. A school official is a person employed by District 65 as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom District 65 has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, cloud computing providers and/or providers of educational software or apps, such as Google); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate or administrative interest if the school official needs to review the student record(s) in order to fulfill his/her professional responsibilities.
- Disclosure is also permitted without consent in the following situations:
 - any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting, or planning, is permissible under and undertaken in accordance with FERPA;
 - pursuant to a court order;
 - to appropriate persons if the knowledge is necessary to protect the health or safety of the student or other persons; and

- to juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

For any release of information other than specified above, District 65 must receive the prior, specific, dated, written consent of the student's parent/guardian. The student's prior written consent is also necessary where the student is age 12 or older and the student records include information protected under the *Illinois Mental Health and Developmental Disabilities Confidentiality Act*.

Unless the District has actual notice of a court order or a notice of a parenting plan under the *Illinois Marriage and Dissolution of Marriage Act*, indicating otherwise:

1. Divorced or separated parents/guardians with and without parental responsibility (formerly custody) are both permitted to inspect and copy the student's school student records.
2. The Building Principal shall send copies of the documents listed below to both divorced and separated parents/guardians at either's request:
 - a. Academic progress reports or record;
 - b. Health reports;
 - c. Notices of parent-teacher conferences;
 - d. School calendar regarding the student;
 - e. Notices about open houses, graduations, and other major school events including student-parent/guardian interaction.

The school will deny access to a student's school records to a parent against whom an order of protection was issued. The school will also deny access to a student's school records to a parent/guardian who is not allocated parenting time (formerly visitation), unless the parent/guardian presents a court order with a finding that it is in the child's best interests to provide those records to the parent.

Challenge of Records

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or official records custodian, clearly identify the part of the record they want changed, and specify the reason. A hearing may be requested and District 65's decision may be appealed. For more information about challenging student records, please contact the Superintendent's office. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring; and (3) the name and contact information of the official records custodian.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.

Complaints

Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by District 65 to comply with the requirements of FERPA. Such complaints may be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, S.W.
Washington, D.C. 20202

ASSESSMENTS

District 65 personnel frequently use informal assessments (i.e., running records, observations, unit tests) to identify student needs. This information is used to plan instruction based on the needs of students.

Standardized Testing

PARCC

Beginning in the 2014- 2015 school year, all students in grades 3-8 took the PARCC (Partnership for Assessment of Readiness for College and Careers) Assessments. The PARCC Assessment is a high quality, computer based assessment in the area of Math and English/Language Arts (ELA). Given in the Spring, the assessment consists of performance-based tasks (essays, multi-step equations, etc.) and some questions that are multiple choice in nature which are designed to measure reading comprehension and conceptual understandings in math and language arts. The PARCC Assessment is required by state and federal laws and provides the district with information about how our students are learning relative to international benchmarks.

MAP

The Measures of Academic Progress (MAP) in Reading and Mathematics are administered to students in Grades 2-8 in the fall, winter, and spring of each school year. MAP tests are computer-based and measures students' academic growth in the assessed areas. These assessments serve as the universal screening assessment for all children in grades two through eight.

STAR Learning Assessments

Students in kindergarten and first grade are assessed three times (fall, winter, spring) per year using the STAR Learning Assessments. These assessments are designed to give teachers and parents information about the individual learning profiles for children in an effort to better differentiate instruction in the areas of reading and math.

CogAT

The CogAT (Cognitive Abilities Test) measures the level and pattern of cognitive development of students compared to age and grade level of their peers. The CogAT measures verbal, quantitative, and non-verbal cognitive abilities. These general reasoning abilities, which start developing at birth and continue through early adulthood, are influenced by experiences gained both in and out of school. This assessment is administered to students in Grade 2.

AAPPL

Assessment of Performance toward Proficiency in Languages (AAPPL) assesses Interpersonal Listening/Speaking (ILS), Interpretive Reading (IR), Interpretive Listening (IL), and Presentational Writing (PW) in an online format. AAPPL assesses performance, the language that learners have learned and practiced within a classroom setting, providing evidence that points toward a learner's proficiency level. AAPPL assesses language proficiency within a familiar classroom context. This assessment is administered to students in Grade 8 who are enrolled in Spanish or French.

Science Assessment

In compliance with federal testing requirements, Illinois will administer a science assessment to all students enrolled in grades 5 and 8 during the Spring of 2019. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards (NGSS), which were adopted in 2014. More information about the Illinois Science Assessment including testing dates and times will be shared with parents and families as they become available.

Physical Fitness Assessment

Students in grades 3 - 8 are tested to determine where students achieve and maintain a health-enhancing level of physical fitness. Based upon continual self-assessment, fitness testing can help students identify their fitness levels and set goals for improvement. Gathering this data also enables parents and schools to better understand the health trends within their region and encourage enhancements in a school's physical education program. Results of these assessments will be reported in aggregate to the Illinois State Board of Education. Specifically, all students in grades 3-8 will be tested twice per year using four tests:

- The PACER Test of Aerobic Activity (Grades 4-8)
- The Back-Saver Sit and Reach Test of Flexibility (Grades 3-8)
- The Curl-Up Test of Muscular Endurance (Grades 3-8)
- The Push-Up Test of Muscular Strength (Grades 3-8)

Notification of Rights Under the Protection of Pupil Rights Amendment Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

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

Survey Requesting Personal Information

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.

7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

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

Illinois Youth Survey

Students in Grades 6-8 anonymously take the Illinois Youth Survey (IYS) every other year, which seeks information regarding their perceptions and beliefs on drug and alcohol use, student behavior, and school culture. Information from this survey is used to create and implement important prevention programs at LBMS.

5 Essentials Survey

District 65 places a high value on the learning climate and has partnered with the Illinois State Board of Education to administer the Illinois 5Essentials Survey. The Illinois 5Essentials Survey (Organizing Schools for Improvement) provides a comprehensive assessment of school organizational culture with actionable reports to help drive school improvement on the five indicators or "essentials" of effective leaders, collaborative teachers, involved families, supportive environment, and ambitious instruction.

Illinois 5Essentials generates data that helps our schools to target resources and make decisions that help to accelerate learning. Many of the teaching staff have chosen to participate in this survey and the results are printed on the school report card published by the State of Illinois. Students in grades six through eight have the option of completing this survey in January and February of each school year and additional communications about survey administration are sent to all parents as the date for this survey approaches. Any person with questions about this survey or the survey results for District 65 should contact Dr. Jean Sophie, Superintendent of Schools.

Instructional Materials

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

VOLUNTEERING

District 65 encourages parents/guardians to be actively involved in their child's learning. Individual classroom teachers have various opportunities for parents/guardians to support the learning within their child's classroom. Please contact your child's teacher to learn more about these opportunities.

The Parent-Teacher Organization (PTO) is another way to support the educational programs of District 65. This volunteer group welcomes all parents/guardians to become involved in its activities and programs. More information about the PTO is available on District 65's website.

SCHOOL ASSEMBLIES

All-school assemblies in District 65 are designed to enhance the academic curriculum and support the overall development and education of our students. Assemblies are scheduled by district administration and include involvement from the Lake Bluff PTO. Assembly schedules are reviewed annually to ensure complete alignment with school curriculum and overall appropriateness for the school environment.

LEGAL NOTIFICATIONS

Compliance with Local, State, and Federal Laws

District 65 complies with all applicable federal laws and regulations prohibiting discrimination and legal and applicable requirement and regulations of the U.S. Department of Education. The District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge from military service, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

Equal Education Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorder), immigration status, gender identity, status of being homeless, order of protection status, actual or potential martial or parental status, including pregnancy, or any other legally protected category. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facility under School Board Policy 8:20, Community Use of School Facility. Any student may file a discrimination grievance by using Board Policy 2:260, Uniform Grievance Procedure.

Lawn Care Products, Application and Notification

Our schools maintain a registry of parent/guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. We respect the concern that some children who suffer from allergies may be impacted by weed control products. However, we also recognize that many children suffer when weeds are left to grow and multiply. The time of applications will occur during weekends, providing a sufficient dissipation period. The notification shall be given at least 4 business days before applying pesticides or having pesticide applied to school grounds and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. If you would like to be notified before the application of pesticides/herbicides to school grounds, please contact Mr. Jay Kahn, Director of Finance and Operations CSBO at the District Office.

Asbestos Management Plan

It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials.

As required, the District's buildings were initially inspected for asbestos. Our inspection was conducted in February 2014. The Asbestos Hazard Emergency Response Act requires that a visual surveillance of asbestos-containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available at the District Office.

Pest Control Notification

Lake Bluff School District participates in integrated pest management to keep our schools free of insects and pests. The system uses non-toxic methods of eliminating pests and uses pesticides on an emergency basis only. If you wish to be contacted for any scheduled insecticide sprayings, should they be necessary, please contact Mr. Jay Kahn, Director of Finance and Operations CSBO at the District Office and ask to be placed on the notification list.

Sex Offender Notification

Pursuant to the *Sex Offender Community Notification Law*, information about sex offenders is available to the public. The Illinois Department of State Police has a Statewide Sex Offender Database that is accessible via the Department's home page, available at www.isp.state.il.us/sor. Parent(s)/guardian(s) may access the database and view all registered sex offenders residing in a particular city or zip code.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above prohibition does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

Under no circumstances will a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

Board of Education Policies

Policies of the Lake Bluff District 65 Board of Education protect the rights of all students and are in compliance with state and federal laws. The policies are available for inspection in the District Office and will be posted on the District website during the course of the school year. No statement within this Handbook is intended to supersede Board of Education policy.

THIS HANDBOOK IS ONLY A SUMMARY OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES GOVERNING THE DISTRICT AND MAY BE AMENDED DURING THE YEAR WITHOUT PRIOR NOTICE. BOARD POLICIES ARE AVAILABLE TO THE PUBLIC AT THE DISTRICT OFFICE AND ON THE DISTRICT'S WEBSITE. PARENTS WILL RECEIVE NOTICE VIA SCHOOL MESSENGER IF THE HANDBOOK IS AMENDED DURING THE SCHOOL YEAR.

ACKNOWLEDGMENT FORM

I have read, or have had explained to me, this Parent/Student Handbook which contains the Rules and Regulations regarding student behavior and other District policies. I agree that I will follow these rules, and I understand that if I violate the rules, I can be disciplined. Discipline may include a loss of privileges, detention, suspension, expulsion, or other consequences. By signing below, I demonstrate that I understand and agree to abide by the Board Policies, Rules, and Regulations contained in the Handbook.

This Handbook is only a summary of Board Policies and administrative procedures governing the District and may be amended during the year without prior notice. Board Policies are available to the public at the District office and on the District's website. Parents will receive notice via School Messenger if the Handbook is amended during the school year.

Signed: _____
 (Student) (Date)

Student's Name Printed: _____
(Parents/guardians of elementary students may sign for their students.)

By signing below, I certify that I have received and reviewed with my child the Handbook.

Signed: _____
 (Parent/Guardian) (Date)