Superintendent’s Greeting

Dear District 58 Families,

Welcome to the 2020-21 school year. As District 58’s superintendent, it is an honor and privilege to serve you during your child’s District 58 educational journey.

I invite you to review the Schools of 58 Parent Handbook with your children and reference it throughout the year as needed. This handbook provides useful information about District 58’s policies, procedures, resources and student expectations. It also outlines some changes we are implementing for online learning and ones that we will implement when we return to onsite learning if conditions warrant it.

District 58 highly values two-way communication between parents and staff. If you have a question about District 58 that cannot be answered within these pages, I invite you to visit the District’s website at www.dg58.org or reach out to your child’s teacher, principal or me.

I look forward to working with you to ensure your child’s academic experience in District 58 is a great one.

Yours in Education,

Dr. Kevin Russell
Superintendent of Schools

Board of Education

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

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

Information regarding Board meetings — including official agendas, meeting video, meeting audio, minutes and the Board Briefs news report — can be found on the District 58 website at www.dg58.org.

Board members, 2020-21

Darren Hughes, President
Gregory Harris, Vice President
Kirat Doshi
Emily Hanus
Steven Olczyk

Jill Samonte
Tracy Weiner
Melissa Jerves, Secretary

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

Members of the Board of Education can be contacted through Board Secretary Melissa Jerves by calling 630-719-5803. Board members can also be reached by email at boe@dg58.org or by mailing a letter to the Board of Education, District 58 Administrative Service Center, 1860 63rd Street, Downers Grove, IL, 60516.

All communication to the Board or individual Board members is shared with the superintendent and the entire Board. Communications to the Board are also listed in the Board’s monthly meeting agenda.
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ABOUT DISTRICT 58

OUR MISSION

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

OUR CORE BELIEFS

• Each student is capable of learning and deserves to be educated and challenged to reach his/her highest potential.

• Education is the foundation for success, both in academic achievement and social emotional development.

• Within each child, we will cultivate the social awareness, self-management and responsible decision-making skills necessary to be a contributing member of society.

• Educators, students, families and community members should work together to support the healthy development of all students.

• The school environment should be stimulating and engaging, with opportunities for creative, collaborative and meaningful learning experiences.

• The school environment should be safe, friendly and nurturing, where everyone comes to learn, grow and develop.

OUR VISION

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

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

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

STRATEGIC PLAN

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

GOAL 1: FOCUSING ON LEARNING
Enhance and support learning to meet the needs of all students.

GOAL 2: CONNECTING THE COMMUNITY
Cultivate and strengthen community relationships by focusing on communication, collaboration and consistency.

GOAL 3: SECURING THE FUTURE
Provide safe and effective learning environments in fiscally-responsible ways.
DISTRICT 58 AT-A-GLANCE

Our Schools

11 elementary schools
2 middle schools
1 preschool program (2 locations)

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

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

Our Students

5,116 students

- 76% White
- 11% Hispanic
- 5% Asian
- 5% Two or More Races
- 4% Black
- 0% American Indian

District 58 measures student academic growth with the Measures of Academic Progress test, a nationally-normed assessment. District 58 students achieved tremendous achievement and growth last school year.

The median achievement for District 58 students in Reading is at the 74th percentile nationally.

The median achievement for District 58 students in Math is at the 71st percentile nationally.

When compared to the more than 7,800 schools nationwide that take MAP, this achievement places District 58 among the top 9 percent of schools in Reading and the top 13 percent of schools in Math.

Our Community

Downers Grove, population 49,000, resides in the southeastern portion of DuPage County, about 25 miles west of Chicago.

District 58 serves preschool-through-eighth grade students living in Downers Grove and portions of Darien, Lisle, Lombard, Oak Brook, Westmont and Woodridge. The geographical area extends roughly from Butterfield Road on the north to 75th Street to the south, and from Walnut Avenue on the west to Williams Street on the east.

Visit www.dg58.org for precise boundary maps.

Our Budget

The District 58 budget is posted on the District website, www.dg58.org, within 10 business days of its formal adoption by the Board of Education in September.

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

This approach has earned District 58 the Illinois State Board of Education’s (ISBE) highest financial strength rating for 19 straight years, as well as a commendable Aa1 rating by Moody’s Investors Services.

District 58 spends $13,451 per student, which is less than state average, and has the lowest property tax rate among all DuPage County large elementary school districts, as defined by ISBE.

District 58 spending

Where does District 58 receive its funding?

- Salaries: 60%
- Benefits: 16%
- Purchased services: 10%
- Supplies: 4%
- Capital projects: 1%
- Debt service/other: 10%

What does District 58’s funding support?

- Residential Property Taxes: 64%
- Non-Residential Property Taxes: 17%
- Other Local Funding: 7%
- General State Aid Funding: 5%
- Special Education State Reimbursement: 1%
- Other State Funding: 3%
- Federal Funding: 3%
2020 – 21 Calendar

Visit www.dg58.org to access the full District 58 calendar and individual school calendars.

| AUG 24       | Institute Days for all certified staff: No School for students |
| AUG 25       | Institute Days for all certified staff: No School for students |
| AUG 26       | Training Day for instructional assistants |
| AUG 27       | State-approved teacher planning day |
| AUG 28       | State-approved teacher planning day |
| AUG 31       | State-approved teacher planning day |
| SEPT 1       | First day of remote learning for students |
| SEPT 1 – 4   | Transition Days and small group meetings with teachers |
| SEPT 7       | Labor Day * |
| OCT 12       | Columbus Day * |
| OCT 23       | School Improvement Day – No School * |
| OCT 23       | Evening Parent Teacher Conferences |
| NOV 3        | Election Day – No School * |

| NOV 20       | End of First Trimester |
| NOV 11       | Veterans Day – School in session |
| NOV 25-27    | Thanksgiving Break * |
| DEC 21 – JAN 3 | Winter Break * |
| JAN 4        | Teacher Inservice Day – No School * |
| JAN 18       | Martin Luther King, Jr. Day – No School * |
| FEB 2        | Evening Parent-Teacher Conferences |
| FEB 4        | Evening Parent-Teacher Conferences |
| FEB 15       | Presidents’ Day – No School ** |
| FEB 26       | Teacher Inservice Day – No School * |
| MAR 5        | End of Second Trimester |
| MAR 29 – APR 2 | Spring Break * |
| MAY 31       | Memorial Day * |
| JUN 8        | Last Day of School |
| JUN 9 – 15   | Emergency Days - To be cancelled if not used |

* No school for students
** Emergency Days. If inclement weather or other emergencies require District 58 to cancel school, the District will use an Emergency Day to make up the lost instruction. Feb. 15 (Presidents Day) and June 9–15 are Emergency Days and may be declared holidays if not needed for emergencies. If no Emergency Days are used, the last day of school will be June 8, 2020.
Remote Learning Plan
District 58 has developed a remote learning plan that is fully compliant with the most current guidance from the Illinois State Board of Education regarding instruction during the COVID-19 pandemic. Due to the uncertainty of the ongoing pandemic, changes or movement of phases in the Illinois Reopening Plan, remote learning or a blended program of on-site instruction and remote learning may need to be deployed at times for the 2020–21 school year. Our commitment is to continue to communicate any changes with you. Please note that some handbook information may be subject to change depending on the pandemic and remote learning status. Go to www.dg58.org for details.

COVID-19 Update
The COVID-19 pandemic prompted many changes in our traditions, schedules and procedures. Please note that when we return to full in-person learning that we will publish an addendum to this Parent Handbook. The addendum will address any updated health policy and procedures, travel, flow of foot traffic and social distancing, morning drop off and pick up procedures, school cleaning protocols and classroom guidelines. Any procedures will align with guidance from the following:

**ISBE/IDPH Joint Transition Guidance**
Released on June 23

**ISBE FAQ on Joint Transition Guidance**

**DuPage County Health Department**
Released on July 8

**ISBE – Fall 2020 Learning Recommendations**
Released on July 23

**CDC Preparing K-12 School Administrators for a Safe Return to School in Fall 2020**
Released on July 23

**FAQ for School Administrators on Reopening Schools**

**IDPH FAQ for Schools**
Released on August 12

**IDPH Adaptive Pause and Metrics: Interim School Guidance for Local Health Departments**
Released on August 17

Temporary Policy on Face Masks
All students, staff, visitors, and others are required to wear a face mask covering their nose and mouth while indoors on school property, including on school buses, and at any indoor school activity. This is a temporary rule for the duration of the Governor’s disaster proclamation pertaining to COVID-19 and can be rescinded by the Board. A face mask is required even if social distancing of six feet between individuals is maintained unless they have a medical exception, are under age 2, have trouble breathing or are unconscious or are eating lunch or a snack. Those who arrive at school without a face mask will be provided a disposable face mask at no cost. Students and staff requiring a medical exception must produce medical certification of their medical condition and how it impacts their ability to wear a face covering so the Administration can make an appropriate determination of whether an exception is warranted.

Board Policy 4:180

Early Release Mondays*
Early Release Days will be suspended during Phase 4 as school start and end times will be altered. However, staff will still participate in professional development sessions after student dismissal. Professional growth time helps teachers implement new curriculum resources, improve their instructional practice, and ultimately provide students with the highest-quality learning experiences. Early Release Mondays may be instituted when schools return to onsite instruction.

Student Learning Schedules
During remote learning, the instructional day will be held between 8:15 a.m. – 2:30 p.m. for Grades 1–8. Students will meet five days a week on regular school days. Kindergarten sessions will be 8:15 – 10:45 a.m. for the AM session and 12:00 – 2:30 p.m. for the PM session. For some students, support services will be interwoven into the framework of remote learning and will be personalized based upon each student’s identified needs and minutes of support. These supports could include a blend of synchronous and asynchronous instruction to allow for ongoing progress in identified learning standards.

If during Phase 4 of Restore Illinois the schools open for in-person instruction, there will likely be modifications to the traditional school schedule. The modifications may include staggered start and ending times to allow for social distancing, an alternating day schedule and other measures to allow for social distancing.

Due to the pandemic and the quickly changing landscape and in effort to provide families with the most current and updated information, we ask you to visit www.dg58.org.

Here is the approved 2020-21 calendar

* Please note that the District’s optional full-time kindergarten program, OKEEP, will be suspended at this time due to COVID-19.
Admission

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

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

Incoming kindergarten parents may visit www.dg58.org/kindergarten or their school’s webpage for more information.

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

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

Early admission is based on the successful attainment of standards established by District 58, with final approval by school personnel. The same procedure applies for early admission to first grade if the sixth birthday of that child occurs after Sept. 1 of that year. (Reference: Board Policy 7:50)

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

Regular student attendance is critical to successful student achievement. Research indicates that student attendance is highly correlated with success in school.

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

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

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate, and follow CDC guidelines for discontinuation of isolation. Individuals who have had close contact with an individual who has tested positive for COVID-19 or is suspected of having COVID-19 infection should isolate at home and monitor for symptoms for 14 days. Individuals who did not have close contact can return to school immediately after disinfection. NOTE: Requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Please consult guidance from the Illinois Department of Public Health http://dph.illinois.gov/.

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

Vacations
The District asks parents to schedule vacations during normal school holidays and break periods. In the event of an unavoidable family trip over school attendance days, every effort will be made to provide work for students to make up. Parents should contact their child’s principal to make these arrangements. The District is also asking parents to be mindful of travel restrictions related to COVID-19 outbreaks that are imposed by the state of Illinois and DuPage County. District 58 will enforce any mandatory quarantine orders by the State of Illinois and/or DuPage County.

Religious Holidays
Students who are absent from school due to a family emergency or the observance of a religious holiday will be given an equal opportunity to make up any school work requirements missed due to the absence.
Unexcused absences
An absence without valid cause (such as those described above), class cut, or an absence without a parent or guardian telephone call to the school office verifying the absence will be considered unexcused.

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

A student is considered chronically absent by ISBE if they miss 10 percent or more of the school year regardless of whether absences are excused or unexcused. A student missing more than 18 days in a school year for any reason will be considered chronically absent. Exceptions include only student hospitalizations and deaths in the immediate family.

Student absences are reported on each student’s report card and are maintained within each student’s permanent record. A school’s chronic absenteeism rate also is factored into the school’s overall ISBE school rating.

Before- and After-School Care
The before and after school program with Champions at all elementary schools is suspended for the start of school year 2020-21. This may change when in-person instruction resumes. For more information, please visit www.dg58.org.

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

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

Facility Rental
District 58 rents school facilities to community groups. However, because of the pandemic, the District is currently suspending rentals for indoor spaces. However, rentals may be permitted later in the year. Outdoor rentals are still permitted.

Fees
Fees for students in preschool through eighth grade are set annually by the Board of Education. Fees for the 2020–21 school year are as follows:
• Instructional Materials Grades 1–8: $206
• Instructional Materials Kindergarten: $126
• Middle school yearbook: $20
• Bussing: $37 (Greater than 1.5 miles);
  $527 (Less than 1.5 miles)
• Outdoor education (6th grade only): $188
• Milk (1st–6th grade only): $30
• Recorder Kit (4th grade only): $11.40
• Recorder Only (4th grade only): $4.55
• Novel Fee (7th–8th grade only): $10
• Optional Kindergarten Enrichment and Enhancement Program: $2,720
• Preschool Tuition: $3,750
• Preschool Application: $50

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

Procedure for Applying/Resolution of Disputes
The application for the Waiver of Fees shall be completed by a parent and submitted to the child’s school for approval by the building principal. All information submitted shall remain confidential.

Fees Not Waived
Fees not included in the waiver process include summer school fees; library fines and other charges made for the loss, misuse or destruction of District 58 property; charges for the purchase of yearbooks and school pictures; charges for paid bus transportation; and charges for admission to school dances, athletic events or other social events. Reference: Board Policy 4:140

Homeless Liaison
The District’s homeless liaison is Jessica Stewart. She may be reached at 630-719-5824 or jstewart@dg58.org. Families who meet any of the following criteria qualify for homeless status:
• Live in a shelter or motel
• Live in a campground, car, old building or other temporary shelter
• Share housing with others due to lost housing or economic hardship
• Lack a permanent address
Families who meet these criteria may enroll their children in school immediately, even if they do not have school or medical records. The District’s homeless liaison will help these families access immunizations and/or medical records. Homeless families also have the right to enroll their children in their previous school or their school of current residence. The District will help to remove any barriers that interfere with a student’s access to educational services.

Registration
Preschool registration begins each winter at www.dg58.org/preschool. Registration for kindergarten through grade 8 begins in the spring. Both returning and new families may register their child online at www.dg58.org/registration and pay applicable fees online via credit card or echeck. Families may also complete and submit registration paperwork and fees by paper directly to their child’s school.

Families who prefer to register their children via paper forms can still pay annual student fees via credit card using the PushCoin system at www.pushcoin.com. Accepted forms of payment are Visa, Mastercard, Discover and American Express. All information is kept secure and confidential. Parents can use PushCoin to pay fees for kindergarten, first through eighth grade instructional materials, middle school yearbook, milk, transportation and outdoor education and more. Visit www.dg58.org/registration for more information.

Residency
Prospective District 58 students must be a legal resident of the school district. Criteria describing a “legal resident” are included in Board Policy 7:60. It is the general practice of the Board of Education not to accept non-resident students.

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

Student Rights and Responsibilities
As charged by Board Policy 7:130, all students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

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

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

If the student is moving out of District 58, the building principal should be notified as soon as possible and given the departure date. On the final day of attendance, the student is given a transfer card. Student records will be released to the new school upon request.

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

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

For intra-district transfers approved on or after March 1, 2019, the intra-district transfer approval shall remain in effect throughout the school year for which the transfer was approved. For each subsequent year, the family must submit to the superintendent a written request for intra-district transfer for the subsequent year of attendance. Approval for subsequent years of attendance will be considered in accordance with Board Policy 7:30.

Please reference Board Policy 7:30 for more information about student transfers.

Upon the successful completion of eighth grade, student records are automatically transferred to Community High School District 99 unless a parent indicates otherwise in a letter to District 58. Additional procedures for intra-district transfer related to the Unsafe School Choice Option are included in Board Policy 4:17.
S T U D E N T  L E A R N I N G

Assessments and Testing
Various assessments are routinely used in District 58. Assessment information is collected and analyzed on an ongoing basis to assist in effective instructional planning, and to identify students who may need extra assistance or may have additional challenges to meet their full potential (see also: Response to Intervention). These assessments may be impacted by the COVID-19 pandemic.

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

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

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

Middle School Areas of Study

Learn more at www.dg58.org/curriculum.

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

Extracurricular Activities
A variety of extracurricular activities, including athletics at the middle school, are offered to promote student involvement. Information regarding specific activities and programs is available at each school. Extracurricular activities and athletics, however, may be impacted by the pandemic. Administrative Regulation 5114 regarding eligibility for extracurricular middle school activities is printed below in its entirety.

Administrative Regulation 5114 – Students – Eligibility for Extracurricular Middle School Activities
The intent of this regulation is to focus the participating students’ attention on academic growth as their primary objective. This regulation is but one of several motivational strategies available to encourage academic growth as students’ first priority. The building principal or his/her designee has discretionary authority in administering the eligibility standards in such a manner as to provide for the academic, social and emotional needs of participating students. The District’s eligibility policy will be included in student handbooks or other similar publications made available to students. At the beginning of each extracurricular activity program period, the coach/sponsor will review the eligibility policy with their respective participants. The coach/sponsor will provide teachers with a list of participants. Upon receipt of the participant list, each teacher will notify the respective coach/sponsor of any participating student who is failing or whose academic performance drops to a failing level. The coach/sponsor will inform the student and his/her parents of the child’s probationary status. The student’s progress shall be monitored weekly by the respective coach/sponsor until the student’s academic performance improves to a passing level. The academic eligibility of each participant will be checked on a weekly basis. Students who become ineligible during the season will not participate in the activity until the academic performance improves to a passing level. The coach/sponsor will inform the student and his/her parents of the child’s probationary status. If after three weeks of probationary status the student does not demonstrate adequate improvement, the building principal shall be informed by the coach/sponsor. The principal or his designee will determine if continued participation of the student in the extracurricular program should continue and, if so, under what conditions continued participation may occur. Once the eligibility status of the student is determined, the student, parents, coach/sponsor and appropriate teacher(s) will be informed.
Field Trips
Field trips are an important part of the school curriculum, as they serve to enhance the educational program. Parents are notified of planned field trips and are required to sign verification forms. Students will not be allowed to participate in field trips without parent permission. Some trips may involve a modest fee to cover the cost of admission.

Gifted
District 58 recognizes uniqueness in all children with different learning styles, different intellectual talents and different ways of understanding. The Gifted Program serves identified students with high abilities, outstanding talent and potential for performing at remarkably high levels of accomplishment. View https://www.dg58.org/academics/gifted-and-talented for more information about gifted services, including eligibility criteria.

Homework
Homework is part of the District’s instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student’s educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Encourages independent thought, self-direction, and self-discipline; and
4. Is of appropriate frequency and length, and does not become excessive, according to the teacher’s best professional judgment.

Illinois School Report Card

Libraries
The library in each school building provides materials and services to students and teachers that support teaching and learning. Students receive instruction in locating and using materials through print and electronic resources. The library encourages a love for reading and offers many support services (such as computer and related technologies, audiovisual materials, teacher services, interest centers and special projects), supplements classroom instruction and assists with the Intervention and Referral Team. The library is under the direction of a certified teacher, an instructional assistant, parent volunteers, the principal and the assistant superintendent for curriculum and instruction.

Physical Education Exemptions
A student may be exempted from some or all physical education activities when an appropriate excuse is submitted to the school by the parent/guardian or a person licensed under the Medical Practice Act. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

Preschool/Developmental Screenings
District 58 offers free preschool/developmental screenings to help parents identify and address potential developmental delays in children ages 0–5. Parents may make an appointment by calling 630-719-5800. Screenings examine a child’s development in speech/language, vision, hearing, cognitive/pre-academic skills, independence, fine and gross motor skills, and social/emotional/behavioral skills. Preschool/developmental screenings can help determine if a child needs further evaluation for potential special education eligibility within the school district.

The screening process also helps to identify children who may be eligible to participate in the District’s Preschool For All program or who may be eligible to receive special education supports and services. The Preschool For All program serves children found to be at-risk for future academic failure as the result of environmental, biological, cultural or socio-economic factors. Program eligibility is determined through a child’s participation in the preschool screening process. Children found eligible for the Preschool For All program may be invited to participate in high quality early education programming through Grove Children’s Preschool at no cost to the parents. Preschool/developmental screenings are a two-stage process. Those who progress to stage two can expect screenings to take about 90 minutes. Parents must attend with their child.

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

Professional Learning
The 2020-21 District 58 calendar provides teachers time for dedicated and structured professional learning. This time will help teachers implement new curriculum resources, improve their instructional practice, and
ultimately provide students with the highest-quality learning experiences. Learn more about professional learning at www.dg58.org/pro.

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

- Successful completion of the curriculum
- Attendance
- Performance within the classroom and based on standardized assessments, local assessments and individual education plans or accommodation plans for disabled students

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

The superintendent may establish rules and regulations to implement this policy.

Reference: Board Policy 6:280

Response to Intervention
District 58 uses Response to Intervention (Rti) protocols to identify at-risk and struggling students; provide them with high-quality, research-based interventions matched to their needs; and monitor their progress. Rti also is designed to ensure the educational success of all students by strengthening and enhancing the core curriculum. Staff use quantitative data to monitor a student’s rate of improvement (growth over time) and level of performance compared with peers across the country, district or school. A core principle of Rti is that all children can learn, though not necessarily all in the same way. Another key concept is that staff must intervene early when there are needs identified through screening. All children in District 58 are screened a minimum of three times per year, and the progress of students determined to be in need of interventions is monitored more frequently.

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

Social-Emotional Learning
A District 58 education focuses on the whole child, and social-emotional learning (SEL) is an important component. SEL, as defined by the not-for-profit Collaborative for Academic, Social and Emotional Learning, is the process through which children and adults develop essential social and emotional skills, knowledge and attitudes related to the core areas of social and emotional competency: self-awareness, self-management, social awareness, relationship skills and responsible decision-making. SEL supports and boosts academic achievement and provides the foundation for improved social, health and behavioral outcomes. SEL promotes key competencies through instruction and modeling, as well as through the creation of learning environments where students feel safe, cared for and engaged in learning. District 58’s goal is to create a learning environment where students show up eager to learn; feel a sense of connectedness to their school and teachers; feel safe from being treated poorly; perform to their fullest potential; treat all others with respect; and contribute to the well-being of the community. More information regarding SEL is available on District 58’s website, https://www.dg58.org/academics/social-emotional-learning-selis.

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

District 58 offers a full continuum of special services to assess and assist children who may be in need due to the educational impact of disabling conditions. Parents, staff members or others may request an investigation of a suspected problem by contacting the building principal. Preschool children (ages 3 – 5) suspected of having a disability are ordinarily seen at one of the District’s periodic developmental screening sessions (see also: Preschool/Developmental Screenings). Concerns regarding school-age children are reviewed by the building’s Intervention and Referral Team, which provides observation, screening, consultation and evaluation regarding student problems.

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

District 58 is a member of SASED (School Association for Special Education in DuPage County). The District uses these resources to extend its continuum of services for students unable to be served by the District’s own extensive special education services.
For eligibility information, contact your child’s principal, or contact the assistant superintendent for special services at 630-719-5824.

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

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

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

Special Services Personnel
District 58 Special Services personnel include:

- Assistant superintendent for special services
- Special programs coordinators
- Therapists (occupational, physical and speech and language)
- Guidance counselors
- Low-incidence disability teachers
- School nurses
- Special education resource teachers
- Instructional program special education teachers
- School social workers
- School psychologists
- Preschool coordinator
Administrative Regulation 6003 - Instruction - Parent-Teacher Advisory Committee

I. Establish and Maintain a Parent-Teacher Advisory Committee
The District will establish a parent-teacher advisory committee consisting of the Assistant Superintendent for Special Services, one principal, the behavioral consultant(s), one general education teacher, one special education teacher, one additional support staff, with the advice of at least one parent of a student with disabilities receiving special education and related services and an advocate for persons with disabilities.

Duties of this committee include the following:

A. Develop policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral intervention, by level of restrictiveness, for special education students with a behavioral management plan included in their IEP.

B. Annually review the use of restrictive interventions and an evaluation of progress toward less restrictive interventions.

C. Prepare a written annual report to the Superintendent which includes:
   • number of students with active IEPs
   • number of students with behavioral plans as a component of their active IEPs
   • number of students requiring behavioral interventions by level of restrictiveness
   • nature of staff development activities.

D. Review and consider the guidelines of the Illinois State Board of Education regarding behavioral interventions, which can be obtained by writing to the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777-0001.

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

III. Designation of Behavioral Interventions by Level of Restrictiveness
The District will establish the following categories of interventions based on level of restrictiveness:

A. Nonrestrictive Interventions
Nonrestrictive interventions are preferred because of the low risk of negative side effects and the high priority placed on positive behavior change rather than on behavior control.

The following nonrestrictive interventions may be used without the development of a written behavioral management plan or inclusion in the student’s IEP.

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

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

B. Restrictive Interventions
Interventions listed as restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with a higher risk of negative side effects. Therefore, greater caution should be exercised in their use and should be used only after a functional analysis of behavior has been completed and documented, a behavioral management plan written, and appropriate modification of the student’s IEP completed. Except in emergencies, restrictive interventions shall be used only when less restrictive interventions have been attempted unsuccessfully. Additionally, restrictive interventions shall be used for the minimum amount of time necessary to control the individual’s behavior, shall be used in conjunction with
positive interventions designed to strengthen competing behaviors, and shall be replaced by less restrictive procedures as quickly as possible. Isolated time out and physical restraint strategies are to be used only when necessary to preserve the safety of students and others and may not be used as a form of punishment for non-threatening or non-violent student misconduct.

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

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

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

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

D. Prohibited Interventions:
Prohibited interventions are interventions that are illegal such as corporal punishment.

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

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

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

V. Emergency Use of Restrictive Interventions
The District acknowledges that “emergency” situations may arise in which immediate restrictive intervention is necessary to protect the child, other children, the staff, or the physical site.

If a restrictive emergency intervention is used more than two times in a one month period, the Behavioral Intervention Team will:
A. Document the use of the emergency intervention (Appendix A)
B. Attempt to inform parent within 24 hours
C. Revise or develop a new behavioral management plan based on functional analysis of behavior.
VI. Procedural Safeguards
A. Parents and/or guardians will receive notification of the IEP meeting and may be involved in the design, implementation, and evaluation of interventions.
B. If not present at the IEP meeting, the parents and/or guardians will be fully informed of the design, implementation, and evaluation of interventions.
C. Parents and/or guardians shall be given copies of the functional analysis summary and written behavioral plan.
D. All behavioral management plans will be documented and attached to the IEP.
E. Parents and/or guardians have the right to mediation and an impartial due process hearing as required through the Individuals with Disabilities Education Improvement Act and The School Code to resolve disputes involving behavioral intervention plans.
F. Parents and/or guardians have the right to request a Level I due process hearing as provided by Sections 226.605 and 226.615 of 23 Illinois Administrative Code.
G. The District is responsible for informing the parents of their due process rights.

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

Student Report Cards
The standards-based report card is designed to be an easy-to-understand student progress reporting tool. Standards are statements about learning expectations for students, and a standards-based report card gives students, teachers and parents a clear message about what children know, what they are able to do, and what they need to learn in relation to the Common Core State Standards. Students are evaluated on standards listed in each content area, and progress is reported three times per year in relation to expected levels of performance at that point in time. Students also are evaluated on their work habits and social skills, as feedback in these areas is an important part of the communication between school and home. Learn more and see sample report cards at [https://www.dg58.org/academics/report-card](https://www.dg58.org/academics/report-card).

Summer Programs
District 58 students can enroll in regular education summer school, which includes reading, math, kindergarten prep, band, orchestra and art classes. Please check the District website, [www.dg58.org/summer](http://www.dg58.org/summer), in the spring for details on specific program offerings and dates.

District 58 also offers an extended school year program for students who receive special education services and have been found eligible for these services by their Individualized Education Program (IEP) team.
Computer Network and Internet Safety

Board Policies 6:235 and 6:60 and the Parent Technology Notification Letter are written below in their entirety.

**Board Policy 6:235 – Instruction – Access to Electronic Networks**

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

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

**Curriculum and Appropriate Online Behavior**

The use of the District’s electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent’s implementation plan, use the Internet throughout the curriculum.

The District’s electronic network is part of the curriculum and is not a public forum for general use. Acceptable Use All use of the District’s electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District’s electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District’s administrative procedure, Acceptable Use of the District’s Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user’s account but not erased, may be monitored or read by school officials.

**Internet Safety**

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy’s implementation plan to address the following:

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

**Authorization for Electronic Network Access**

Each staff member must sign the Authorization for Access to the District’s Electronic Networks as a condition for using the District’s electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

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

The failure of any student or staff member to follow the terms of the District’s administrative procedure, Acceptable Use of the District’s Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.
Administrative Regulation 6111 – Instruction – Computer Network and Internet Safety, Access and Use

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

Conditions and Rules for Use

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

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

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

4. Procedures for Use
   • Student users should notify an adult immediately if materials which violate appropriate use are encountered.

5. Network Etiquette
   • All users are expected to abide by the generally accepted rules of network etiquette when using the Internet. These include, but are not limited to the following:
     • Be polite. Do not use language that is abusive to others in your messages and replies.
     • Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities which are prohibited under state or federal law.
     • Do not reveal any personal information including last name, personal address and phone number or those of other students or staff.
     • Note that electronic mail (E-mail) is not guaranteed to be private. Teachers, people who operate the system, and building administrators have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
     • Do not use the network in such a way that you would disrupt the use of the network by other users.

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

7. Vandalism and Harassment

Vandalism and harassment is prohibited. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, or network systems. This includes, but is not limited to, the uploading or creation of computer viruses. Harassment is defined as the persistent annoyance of another user, or the interference with another user’s work.
8. Authorization for Internet Access
Prior to student use of the Internet, the Parent Notification Form must be signed by a parent or guardian and returned to the school. Students must agree to follow the rules of this regulation and sign the User Agreement.

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

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

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

1. Students should not give out such personal information as their name, age, home address, telephone number(s), photograph, their parents’ or guardians’ work address or telephone number, or the name or location of the school over the Internet or through email. Students should not give out such personal information about other individuals over the Internet or through email.

2. Students should immediately inform their parents, guardians, or a member of District staff if they come across any information on the Internet or in an email that makes them feel uncomfortable. Students should not respond to any email or other message, which makes them feel uncomfortable.

3. Students should never agree to meet someone in person whom they have “met” online without parental knowledge, permission, and supervision.

4. Students should never agree to send or accept any item to or from a person whom they have “met” online without parental knowledge, permission, and supervision.

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

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

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

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

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

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

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. Students and their families may be held responsible for charges and/or fees for unauthorized use. Policy Reference 6:235

Personal Cell Phones and Electronic Devices

As charged by Board Policy 7:190, students may possess cellular phones and other personal electronic devices in school or on school property, only in accordance with the following requirements:

1. All personal electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission (b) use of the device is specifically provided in the student’s IEP; or c) it is used during the student’s lunch period, or d) it is needed in an emergency that threatens the safety of students, staff or other individuals.

2. Cellular phones and other electronic devices may not be used to conduct any activities which violate Board policy, school rules, state law or federal law.

3. Cellular phones and other electronic devices may not be used in any manner which interferes with, or is disruptive to, educational or extracurricular activities or events.

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

Any student found to be in violation of this policy shall be disciplined consistent with the Board’s written disciplinary standards for such a violation as set forth in Board Policy 7:190 (Student Discipline), including suspension and/or expulsion.
Overview
District 58 uses several communication channels to effectively share news and information with its 5,200 students, 640 employees, parents and community members.

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

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

In the case of a crisis situation, such as the COVID-19 pandemic, some communication channels may go on hiatus to keep our focus on essential information.

District 58 Communication Guide

<table>
<thead>
<tr>
<th>TOOL</th>
<th>FREQUENCY</th>
<th>PURPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newsletters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate 58 Newsletter</td>
<td>Every 2 weeks during the school year</td>
<td>Communicate 58 shares District, School and Board news via email with all parents, all staff and community members who subscribe.</td>
</tr>
<tr>
<td>Board Briefs Newsletter</td>
<td>Published about 2 days after each Board meeting</td>
<td>Board Briefs shares Board meeting decisions and discussion points with parents, staff, local media and community partners via email.</td>
</tr>
<tr>
<td>School Newsletters</td>
<td>Weekly</td>
<td>School newsletters are principal-led communications regarding school news and calendar reminders.</td>
</tr>
<tr>
<td>PTA Newsletter</td>
<td>Varies by school</td>
<td>Many PTAs regularly email parents information about PTA and school activities and events.</td>
</tr>
<tr>
<td>E-flyer Digest</td>
<td>1st and 3rd Monday, during the school year</td>
<td>The District-created E-flyer Digest shares relevant community non-profit activities; it is emailed to parents and staff.</td>
</tr>
<tr>
<td>Announcements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Communication</td>
<td>Varies but typically 1 District message per week; school messages as needed</td>
<td>The District and schools directly email parents regarding timely and important topics using the SchoolMessenger system.</td>
</tr>
<tr>
<td>Phone Calls and Text Messages</td>
<td>Rare, in emergencies only</td>
<td>The District sends emergency and school cancellation information to parents and staff via automated phone calls and text messages.</td>
</tr>
<tr>
<td>News Releases</td>
<td>Varies, but about 2-3 per week</td>
<td>News releases share pertinent information regarding District initiatives, news and accomplishments. They are emailed to local media, school district leaders and community partners, and occasionally to parents and staff.</td>
</tr>
<tr>
<td>Websites and Apps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District, School and Classroom Websites</td>
<td>District website updated regularly; school/classroom sites updated as needed</td>
<td>District website: District information, news, events, achievements, decisions, resources and emergency information.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School websites: School information and events.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Classroom websites: Class news, homework (Note: not all teachers have a website).</td>
</tr>
<tr>
<td>PTA Websites</td>
<td>Varies by PTA</td>
<td>PTA web pages include school-specific information.</td>
</tr>
<tr>
<td>Online Classroom</td>
<td>Ongoing throughout the school year</td>
<td>Teachers and students share daily student assignments and activities, as well as classroom and school news, directly using these tools. Common tools used include: Seesaw, Dojo, Remind, and Google Classroom.</td>
</tr>
<tr>
<td>Communication Tools</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SQUIRREL</td>
<td>Continuous online access</td>
<td>SQUIRREL is an online portal that shares student assessment scores, student information, parent-teacher conference sign-up, curriculum standards and curriculum blueprints.</td>
</tr>
<tr>
<td>Calender</td>
<td>Updated regularly</td>
<td>Subscribe to the District and/or school calendar with iCal to keep updated on events.</td>
</tr>
<tr>
<td>Social Media</td>
<td></td>
<td></td>
</tr>
<tr>
<td>District 58 Facebook</td>
<td>Varies, but typically 3 posts per weekday</td>
<td>The District 58 Facebook page features District, school and classroom information with photos and short stories.</td>
</tr>
<tr>
<td>District 58 Twitter</td>
<td>Varies, but typically 3 posts per weekday</td>
<td>The District 58 Twitter page tweets and re-tweets District, school and classroom information with photos and short stories; Use hashtag #dg58learns and #dg58pride to follow the district-wide conversation.</td>
</tr>
<tr>
<td>District 58 YouTube</td>
<td>Varies</td>
<td>The District 58 YouTube page includes School Board meeting videos, as well as short videos regarding District news, stories and celebrations.</td>
</tr>
<tr>
<td>Printed Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Report</td>
<td>Annual (published in August)</td>
<td>The Annual Report is a 16-page publication mailed to all households within District 58 highlighting District and school achievements.</td>
</tr>
<tr>
<td>At-a-Glance Flyer</td>
<td>Annual</td>
<td>This flyer highlights District 58 achievements at-a-glance. It is shared with current and prospective families, realtors, local businesses and the general community.</td>
</tr>
<tr>
<td>Schools of 58 Family Handbook</td>
<td>Annual (published in August)</td>
<td>The Family Handbook shares District policies and procedures with parents and students.</td>
</tr>
</tbody>
</table>

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

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

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

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

Parent Notification System
District 58 uses a parent notification system to directly communicate with parents and guardians via telephone, email and/or text message. The system is used to send emergency notifications, such as emergency school closings, as well as to notify parents of activities and events at the District and/or building level. District 58 also uses this system to provide parents with occasional email notifications regarding new online postings of approved community e-flyers. Parents should promptly notify their school(s) of any changes to their email address(es) and/or phone number(s) to ensure timely communication, especially in cases of emergency. Learn more about this and other communication channels on page 22.

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

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

Superintendent’s Community Advisory Council
The Superintendent’s Community Advisory Council comprises a representative group of parents who meet regularly with the superintendent to collaboratively work on different District 58 initiatives, particularly those in support of the Strategic Plan Goal 2: Connecting the Community. For more information on joining this Council, please call 630-719-5805. District 58 occasionally recruits parents to participate on this council, as well as on other councils and committees. Such recruitment endeavors are communicated by direct email and in District newsletters.
Accident and Illness

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

Asthma Action Plan

Per House Bill 6333, District 58 requests an annual asthma action plan from the parents/guardians of students with asthma.

If a parent/guardian provides District 58 with their child’s asthma action plan, it must be kept on file in the office of the School Nurse or Building Principal. Copies of the asthma action plan may be distributed to appropriate school staff who regularly interact with the student and, if applicable, may be attached to the student’s Section 504 or IEP. The child’s asthma action plan will help school personnel better manage the child’s asthma.

Chronic Infectious Disease

The District 58 Board of Education’s Policy 7:280 states that a student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the School Board’s policies. As developed by the superintendent or designee, administrative regulations and procedures will govern these rights while managing health and safety concerns.

Concussion and Head Injuries (Student Athletes)

Board Policy 7:305 specifies that the Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student’s return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
   c. Each student and the student’s parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believe that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student’s parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student’s return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a District employee) of interscholastic athletic activities; nurses; licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers, game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic
athletic activities to address the serious injuries and acute medical conditions in which a student’s condition may deteriorate rapidly.

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion, which includes its Return to Play (RTP) Policy. These specifically require that:
   a. A student athlete who exhibits signs, symptoms or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require all student athletes to view the Illinois High School Association’s video about concussions.

4. Inform student athletes and their parent(s)/guardian(s) about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

5. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available.

Emergency Preparedness and Drills

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

All schools within District 58 receive severe weather information. If a tornado watch has been issued, all students participating in outdoor activities are brought into the school building. Regular bus service continues during a tornado watch. If a tornado warning has been issued, all regular school activities cease. Students move to a designated area until the warning is lifted.

If the warning is not lifted, a student will not be dismissed until his/her parent (or the parent’s designee) arrives at the school to take the child home. The classroom teacher and Building Principal must be advised before a student leaves the building. Tornado drills are scheduled throughout the school year.

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

Learn more at https://www.dg58.org/family-resources/emergency-preparedness.

Emergency School Closings

In the event of hazardous weather, a COVID-19 case or other emergencies that present threats to the safety and well-being of students, staff or property, the superintendent may deem it necessary to close school. District 58 uses an automated calling system to alert parents of school closings (see also: Parent Notification System). The District also posts information on the District’s social media pages and website, and places a message on the District’s answering machine, which can be accessed by calling 630-719-5800. Parents may also check a school’s closing status at www.emergencyclosings.com.

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

Visitors to School Property

All visitors to school property are required to report to the main office and receive permission to remain on school property. All visitors must sign a visitors’ log, show identification, and wear a visitor’s badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians,
friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials’ instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. (Reference: Board Policy 8:30)

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

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

**Food Allergy Management Plan**
District 58 aims to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. District 58’s plan of support, which is available at [www.dg58.org](http://www.dg58.org), addresses the identification of individual needs, staff awareness, necessary curricular and procedural modifications, and emergency plans.

Protecting students with life-threatening allergies is the shared responsibility of families, schools and the community. Although District 58’s food allergy management plan focuses on life-threatening food allergies, other life-threatening allergies can include bee/insect stings, medications and latex. Therefore, some of the documents also apply to these situations.

District 58 cautions that an all allergen-free environment is impossible to achieve, and to expect it is to harbor a false sense of security. The purpose of the food allergy management plan is to reduce unintended allergic reactions by outlining the problem, providing education on allergen avoidance strategies, establishing emergency response procedures, and outlining the responsibilities for the student, families and the school system. District 58 will continue to monitor and evaluate this issue to ensure the proper implementation of guidelines across its jurisdiction.

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

The District encourages prompt treatment for students who are affected. While school-wide and class-wide head checks and screenings are not recommended, the District nursing staff are prepared to support appropriate identification and to assist with education regarding recommended treatment. Principals will notify parents when there is one confirmed case of lice in their child’s grade. If there is more than one confirmed case in your school, across multiple grade levels, they will send a message home to the entire school. This notification may come either as a standalone email or within the weekly school newsletter.
Board Policy 7:100 – Students – Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students

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

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

Proof of immunization against meningococcal disease is required for students in grade 6. As required by State law:

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

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

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

Eye Examination
Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

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

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

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

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

1. Religious grounds, if the student’s parent(s)/guardian(s) present the IDPH’s Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced registered practice nurse, or physician assistant provides written verification.

3. Eye examination requirement, if the student’s parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.

4. Dental examination requirement, if the student’s parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

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


Adopted: 8/10/20
Health Services Overview
District 58 provides the following services, which are monitored by a certified school nurse:

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

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

Hearing and Vision
District 58 conducts hearing and vision screening programs annually, as mandated, in designated grade levels. The program’s purpose is to detect problems early and refer students for treatment. Each student is screened twice before a referral is made.

Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo a vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. However, parents and guardians of students entering kindergarten or an Illinois school for the first time must present proof before Oct. 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. Parents and guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

In the case of a hearing problem detected during screening, a complete audiogram is done, and a copy is provided to the parent so that the physician may be made aware of the school’s findings. A parent may request a screening at any time if a concern exists.

Immunizations
The dates of all immunizations are required by Illinois Law (Title 77, Part 665, Section 665.240). The dates must be verified by the signature of the health provider. Please visit www.dg58.org/parents and view the “Health Services” section for the full schedule of immunizations, examinations and screenings. Additionally, parents are notified in the spring of any vaccination(s), examination(s) and/or screening(s) their child will need to receive prior to entering school the following year.

Medication Administration
The Board of Education recognizes that it is necessary for the critical health and well-being of students in certain circumstances to take medication during school hours. The Board authorizes school personnel to administer to students, or to allow the self-administration of, both prescription and over-the-counter medication during the school day when students require such medication in an emergency, in order to attend school, or in order to gain access to the District’s educational programs. The Board also authorizes the school personnel to render additional emergency medical assistance when necessary to protect the students’ health, safety, and welfare.

The superintendent is authorized to establish administrative regulations to implement this policy. These administrative regulations shall include a designation of employees authorized to administer medication; the manner in which both prescription and over-the-counter medication will be administered to students; and procedures for self-administration by students.

Reference: Board Policy 7:270.
Board Policy 7:270 is written below in its entirety.

Administering Medicines to Students
Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA Form) is submitted by the student’s parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication
A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed an SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.
A student may self-administer medication required under a qualifying plan, provided the student’s parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

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

School District Supply of Undesignated Asthma Medication
The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors
The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Administration of Medical Cannabis
The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student’s parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
   a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
   b. Copies of the registry identification cards are provided to the District;
   c. That student’s parent/guardian completed, signed, and submitted a School Medication Authorization Form – Medical Cannabis; and
   d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.

2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child’s school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.

3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy
The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school asthma medication.

The School District Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for
undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school epinephrine injectors.

The Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication
Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

<table>
<thead>
<tr>
<th>Administrative Regulation 5148 – Students – Administration/Self-Administration of Medication and Emergency Medical Assistance</th>
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<tbody>
<tr>
<td><strong>I. Authorization for the Administration/Self-Administration of Medication and Emergency Medical Assistance</strong></td>
</tr>
<tr>
<td><strong>A.</strong> School employees shall not administer to a student or permit a student to self-administer prescription or over-the-counter medication in non-emergency situations unless a completed Medication Administration/Self-Administration Consent Form is obtained. Such form shall contain the following:</td>
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<tr>
<td>1. A written order from the student's physician, dentist or other person legally authorized to prescribe medication. The written order shall contain:</td>
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<tr>
<td>a. the student’s name;</td>
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<tr>
<td>b. date of birth;</td>
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<tr>
<td>c. licensed prescriber’s name, signature, and phone number;</td>
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<tr>
<td>d. name of medication;</td>
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<tr>
<td>e. whether the prescribed medication is for an asthmatic condition;</td>
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<td>f. whether the prescribed medication is an epinephrine auto-injector;</td>
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<td>g. dosage of medication;</td>
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<td>h. route of administration of medication;</td>
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<tr>
<td>i. frequency and time of administration of medication;</td>
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<tr>
<td>j. date of prescription and order;</td>
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<td>k. discontinuation date;</td>
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<tr>
<td>l. diagnosis requiring medication;</td>
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<tr>
<td>m. intended effect of medication;</td>
</tr>
<tr>
<td>n. possible side effects;</td>
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<tr>
<td>o. other medications the student is receiving;</td>
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<tr>
<td>p. other requirements or special circumstances;</td>
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<tr>
<td>q. whether student possession and self-administration is authorized; and</td>
</tr>
<tr>
<td>2. A written request and waiver of liability from the parents and/or guardian requesting the administration of medication by school employees or requesting that the District permit the student to self-administer his/her medication.</td>
</tr>
<tr>
<td><strong>B.</strong> Emergency medical assistance shall be provided, during school hours or at school sponsored activities, to all students whose parents have signed a written authorization for the provision of such assistance.</td>
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<tr>
<td><strong>C.</strong> Authorization required by this Section shall be placed in the student's cumulative file, with a copy to the school nurse and principal of the school which the student attends.</td>
</tr>
</tbody>
</table>

| **II. Administration of Medication** |
| When the conditions contained in Section I.A. of these Administrative Regulations are satisfied, medication shall be administered to students in the following manner: |
| **A.** Prescription medications shall be brought to school in the original container which shall display: |
| 1. the student’s name; |
2. prescription number;
3. medication name, dosage, route of administration and other required directions;
4. licensed prescriber’s name;
5. date and refill instructions;
6. pharmacy name, address, and phone number;
7. name or initials of pharmacist.

B. Over-the-counter medications shall be brought to school in their unopened original container with the seal unbroken and the student’s name affixed to the container.

C. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area.

D. The Principal shall designate the employee or employees authorized to dispense the medication including employees who are required to administer medication in an emergency situation. Teachers or other non-administrative school employees, except school nurses, who may be certificated or non-certificated registered professional nurses, shall not be required to administer medication to students. However, such employees may be so designated if they agree or volunteer to administer the medication. When necessary, the school nurse shall instruct these employees concerning the manner in which the medication shall be administered, the circumstances requiring the administration of medication and the possible side effects.

E. Each dose of medication shall be documented for the student’s health records. Documentation shall include date, time, dosage and route, and signature or initials of the person administering or supervising the administration of the medication. In the event the medication is not administered as ordered, the reasons therefore shall be entered in the record.

F. When requested by the student’s physician, the medication’s effectiveness and side effects shall be assessed and documented.

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

IV. Emergency Medical Treatment
School personnel shall render emergency medical assistance to any student whose parents have authorized such assistance when paramedical personnel or licensed physicians are not available or have not arrived and such assistance is necessary to protect the student’s health, safety or welfare. The school personnel providing emergency medical assistance shall attempt to contact the principal as soon as possible and contact a licensed physician or certified paramedical personnel to provide or assist in providing emergency medical assistance.

The student’s parent or guardian shall be contacted as soon as possible after the injury giving rise to the need for emergency medical assistance.

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

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

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

VII. Disposal of Medication
The parent(s) or guardian of a student will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s) or guardian does not pick up the medication by the end of the school year, the school nurse will dispose of the medication and document that the medication was discarded. Medications will be discarded in the presence of a witness.
VIII. Dissemination of the Policy
A copy of the Policy and these Administrative Regulations shall be distributed to the parents or guardians of each student within 15 days after the beginning each school year or within 15 days after starting classes for a student who transfers into the school during a school year. A copy of the Policy and these Administrative Regulations shall also be printed in the Schools of 58: a handbook for parents.

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

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

Sex Offenders
All child sex offenders, as defined by law, are prohibited from being present on school property or loitering within 500 feet of school property when children under the age of 18 are present, unless the offender meets either of two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal. In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child’s vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening
The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors’ employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians
The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Legal References: 20 ILCS 2635/, Uniform Conviction Information Act; 720 ILCS 5/11-9.3. 730 ILCS 152/, Sex Offender Community Notification Law; 730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law

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

Board Policy 7:20, Board Policy 7:180 and Board Policy 7:185, regarding harassment, bullying and intimidation, are written on the following pages in their entirety.

**Board Policy 7:20 – Students – Harassment of Students Prohibited**

**Bullying, Intimidation, and Harassment Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student’s academic status; or

2. Has the purpose or effect of:

   a. Substantially interfering with a student’s educational environment;

   b. Creating an intimidating, hostile, or offensive educational environment;

   c. Depriving a student of educational aid, benefits, services, or treatment; or

   d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

**Making a Complaint**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant 7:20 Page 2 of 3 Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student’s same sex.

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

**Nondiscrimination Coordinator:**

Dr. Jayne Yudzentis
1860 63rd St, Downers Grove, IL 60516
jyudzentis@dg58.org
630-719-5807

**Complaint Managers:**

Dr. Jayne Yudzentis
1860 63rd St, Downers Grove, IL 60516
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630-719-5807

Mr. Justin Sisul
1435 Prairie Ave, Downers Grove, IL 60516
jsisul@dg58.org
630-719-2768
The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District’s student handbook(s), on the District’s website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.

2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process
Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse
An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting, in addition to any response required by this policy.

Enforcement
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 up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.


Adopted: 03/13/95; Reviewed: 04/19/02; Revised: 05/12/08; Revised: 04/12/10; Revised: 01/10/11; Revised: 01/12/15; Revised: 06/08/15; Revised: 05/08/17; Revised: 05/13/19; Adopted: 07/13/20

Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

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

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.
Definitions from 105 ILCS 5/27-23.7

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

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

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

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

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

Bullying Prevention and Response Plan

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

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

Nondiscrimination Coordinator:
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Board Policy 7:185 – Students – Teen Dating Violence Prohibited

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

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

1. Fully implements and enforces each of the following Board policies:
   a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing intimidating, or bullying a student based on the student’s actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
   b. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
   a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District’s established procedures for the prevention, identification, investigation, and response to bullying and school violence.
   b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager identified in policy 7:20, Harassment of Students Prohibited.

3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.

4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager.

5. Notifies students and parents/guardians of this policy.

Legal Reference: 105 ILCS 110/3.10
Revised: 01/12/15; Adopted: 08/10/20

Dress

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.


Locker Inspections

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

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

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

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

11. Teen dating violence, as described in Board policy 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 signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and Board of Education 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.

Board Policy 7:200 – Suspension Procedures

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

1. Prior to assigning an in-school suspension, the building administrator must contact the Superintendent or designee.

2. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.

3. Students are supervised by licensed school personnel.

4. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

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

1. Prior to assigning an out-of-school suspension, the building administrator must contact the Superintendent or designee.

2. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

3. A pre-suspension conference is not required, and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

4. An attempted phone call to the student’s parent(s)/guardian(s).

5. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
   a. Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension;
   b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
   d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
   e. Depending upon the length of the out-of-school suspension, include the following applicable information:
      i. For a suspension of 3 school days or less, an explanation that the student’s continuing presence in school would either pose:
         a. A threat to school safety, or
         b. A disruption to other students’ learning opportunities.
ii. For a suspension of 4 or more school days, an explanation:
   a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
   b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
   c. That the student's continuing presence in school would either:
      i. Pose a threat to the safety of other students, staff, or members of the school community, or
      ii. Substantially disrupt, impede, or interfere with the operation of the school.

iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

6. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

7. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.


Board Policy 7:210 – Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student’s prior suspension(s).
   e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney’s name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
   d. Document how the student’s continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: 105 ILCS 5/10-22.6(a). Goss v. Lopez, 95 S.Ct. 729 (1975). CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

ADOPTED: 8/10/20
NOTIFICATIONS

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

Students with disabilities may receive related services as part of their individual education programs (IEPs). The school district or special education cooperative will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child’s annual review IEP meeting. Parents/guardians of students with disabilities may also request copies of their child’s related service logs at any time.

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. Questions about the identification, assessment and placement of students should be directed to Assistant Superintendent of Special Services Jessica Stewart at 630-719-5824.

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

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

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

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

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

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

District 58 provides for student and family privacy rights in accordance with the Protection of Pupil Rights Act. Board Policy 7:15 is written below in its entirety.

Board Policy 7:15 - Instruction - Student and Family Privacy Rights

**Surveys**

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

**Surveys Created by a Third Party**

Before a school official or staff member administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey, 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. If the survey requests personal information, additional requirements apply as set forth below.

**Surveys Requesting Personal Information**

No student shall be required to submit to a survey, analysis, or evaluation that reveals personal information as part of a U.S. Department of Education (ED) program (such as through an ED-administered grant program) without the prior written consent of a student’s parent(s)/guardian(s). For any survey that reveals personal information that is not administered as part of an ED program or to which the student is not required to submit, the student’s parent(s)/guardian(s) may inspect the survey, upon their request and within a reasonable time of their request. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey, analysis, or evaluation revealing personal information. Surveys, analyses, or evaluations reveal personal information if they contain 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.

**Instructional Material**

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

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

**Physical Exams or Screenings**

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is administered pursuant to the District's extracurricular drug and alcohol testing program (see Policy 7:240, Conduct Code for Participants in Extracurricular Activities).
4. Is otherwise authorized by Board policy.
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 paragraph 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 may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.


Student Records/FERPA

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

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

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

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

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

1. A District or State Board of Education employee or official with a current, demonstrable, educational or administrative interest in the student when the records are in furtherance of such interest including the educational interests of the child for whom consent would otherwise be required. A District official is a person employed by District 58 as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor,
medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

2. Any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records.

3. In an emergency situation, if the information is necessary for the health and safety of the student or other persons.

4. If the disclosure is in connection with a student’s application for or receipt of financial aid, provided that personally identifiable information from the student’s record may be disclosed only as may be necessary for determining the eligibility, amount, conditions or enforcement of the financial aid.

5. If disclosure is necessary to the audit and evaluation of federally-supported education programs.

6. As allowed under the Serious Habitual Offender’s Compensation Action Program.

7. A governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student’s school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency’s employees or agents who are designated by the agency to be working on behalf of the District.

8. If the information is directory information, as explained below, and the parent has not informed the district that such information is not to be released. Directory information includes:

   • Student’s name, address, gender, grade level, birth date and place, and parents’ names and addresses.
   • Academic awards or honors.
   • Information in relation to school-sponsored activities,
   • Organizations and athletics.
   • Period of attendance in the school.

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

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

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

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

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

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

The Illinois School Student Records Act (ISSRA) and the Family Educational Rights and Privacy Act (FERPA) require the Board of Education adopt a Student Records policy. District 58’s policy that pertains to students records is Board Policy 7:340.
Visit Us Online!
District 58 uses its website, www.dg58.org, as a teaching and learning tool, as well as a means of sharing information with parents, community members and other visitors wishing to know more about the District and its programs. Items available for viewing on the District’s website include board policies; board agendas, meeting minutes and Board Briefs meeting reports; curriculum information; community e-flyers; parent resources; latest District news; upcoming event listings; financial information; and story/photo galleries from school and district events and activities.

We hope you find this annual publication to be informative and useful, and we welcome your feedback. If you have a question about this or any other District 58 publication, please contact Community Relations Coordinator Megan Hewitt at mhewitt@dg58.org or 630-719-5805.

District 58 partnered with USPS to deliver these reports for about $.09 a household.

THE RESOURCE TEAM IS AMAZING. MY DAUGHTER IS MAKING GREAT PROGRESS AND FINALLY FEELS LIKE SHE CAN BE SUCCESSFUL IN SCHOOL.

“ District 58 Parent

THERE IS MUCH MORE FLEXIBILITY NOW. WHEN THE QUANTITY OF ASSIGNMENTS DECREASED, IT ALLOWED US TO DO A MUCH BETTER JOB INCORPORATING FAMILY PRIORITIES. THIS IS A CALMER APPROACH FOR EVERYONE RATHER THAN THE PRIOR FRENZY.

“ District 58 Parent

I LOVE THAT THE SCHOOL FEELS LIKE A SECOND HOME FOR MY CHILDREN.

“ District 58 Parent

I FEEL AS THOUGH THE TEACHERS TRULY KNOW MY CHILDREN AND THAT WE ARE ON THE SAME TEAM IN HELPING OUR KIDS TO GROW AS MUCH AS THEY CAN.

“ District 58 Parent

THE RECENT FOCUS ON SOCIAL EMOTIONAL LEARNING HAS BEEN VERY IMPORTANT AND I WOULD LIKE TO SEE THAT CONTINUE.

“ District 58 Parent

District 58 seeks substitute teachers!  
Earn $115 per day!  
Enjoy a flexible schedule! 
Visit www.dg58.org/about/employment to learn more.