

Code of Conduct and Student Information Handbook



**Proudly Serving Students
At
Oakwood Elementary School (EC and K-2)
River Valley Elementary School (3-5)
Old Quarry Middle School (6-8)**

2018-2019 School Year

Dear Parents/Guardians:

Our goal is to provide a supportive and respectful school community. To further this cause, it is important for every student and parent to know and understand the provisions of the Illinois School Code that Lemont-Bromberek CSD 113A District is required to follow. This handbook is provided to all parents, students, staff and the public to communicate information that sets the standards for good behavior that leads to academic success.

The Lemont-Bromberek CSD 113A School District Board of Education Policies are cited throughout this handbook. Full policies can be accessed on the district web page at www.sd113a.org. Should you have questions concerning this handbook, please contact your child's teacher or the school principal. Telephone numbers of the District 113A schools and District offices are listed on page 56 of the handbook.

We hope you find this information helpful. If you need assistance with these or any other matters please contact your child's teacher directly. If the teacher cannot assist you they will refer you to the school principal. We wish you and your child(ren) a very successful school year.

Thank you for your support,

Courtney Orzel, Ed. D.
Superintendent of Schools

**Lemont-Bromberek Combined School District 113A
Code of Conduct and
Handbook for Students and Parents
2018-2019**

Parent/Guardian Signature Page

*Please sign, date and return this form to the school office by
FRIDAY, August 24, 2018. Thank you.*

Student Name

Grade

My signature below confirms that I have received and read a copy of the Lemont-Bromberek Combined School District 113A *Code of Conduct and Student Information Handbook* and have discussed the guidelines and rules with my child named above. Additionally, my signature confirms receipt of and consent for the following items which appear in their entirety in the handbook and which are required by Board of Education policy:

Authorization for Electronic Network and Resource Use: Board Policy 6:235

_____ **Sign here to authorize electronic network and resource use for your child for the 2018-2019 school year.**

Use of Student Work or Images: Board Policy 7:340

_____ **Sign here to allow the district to identify an image or photograph of your child by full name and/or the school he/she attends, as described in the handbook; consent applies for the 2018-2019 school year.**

_____ **Sign here to allow the district to identify work of your child by full name and/or the school he/she attends, as described in the handbook; consent applies for the 2018-2019 school year.**

Administration of Epi-Pen by School Personnel in Emergency: Board Policy 7:285

_____ **I acknowledge I have been notified that while the school district is not required to keep a supply of and administer its own epinephrine auto-injectors, the school district is authorized under standing protocols from a physician to allow the administration of an epinephrine auto-injector to any student that the school nurse or trained personnel in good faith believes is having an anaphylactic reaction.**

Administration of Opioid antagonist in an emergency: Board Policy 7:270

_____ **I acknowledge I have been notified that while the school district is not required to keep a supply of and administer its own opioid antagonist, the school district is authorized under standing protocols from a physician to allow the administration of an opioid antagonist to any student the nurse or trained professional believes in good faith is experiencing an opioid overdose.**

I understand that if requested, the school administration will make itself available to clarify, explain or discuss items covered within the handbook.

I also understand that the provisions of this handbook are not to be considered as irrevocable contractual agreements between student and school. Rather, this handbook reflects the current status of the rules, practices and procedures as currently practiced in Lemont-Bromberek Combined School District 113A and are subject to change as determined to be necessary.

Parent/Guardian Signature _____ Date _____

PURPOSE OF THIS HANDBOOK

This Handbook governs conduct which takes place on school grounds or school property; on school buses and bus stops and on the way to and from school; and at school activities whenever and wherever they may take place. In addition, the school district reserves the right to impose disciplinary consequences for any student's conduct (whenever and wherever it may occur) if such conduct is prejudicial to good order and discipline in the schools or tends to impair the morale or good conduct of the pupils. Finally, the school district reserves the right to suspend any pupil who has been charged, convicted or pled guilty in a court of general jurisdiction for the commission of a felony violation of state or federal law in accordance to Illinois School Code. It must be noted that each school will likewise establish a school discipline plan that is congruent with the policies of District 113A, as well as, this handbook.

NOTE: All requirements and procedures will be followed for students who have Individual Education Plans (IEP) under IDEIA or an Individual Accommodation Plan (IAP) under Section 504 of the Rehabilitation Act. Discipline for students with disabilities who have an IEP will be administered in such a manner as to provide appropriate consequences. Students whose behavior is related to their disability may receive modifications to their Special Education services or placements, as determined by the IEP Committee.

This handbook and its contents may also be found on the District 113A webpage at www.sd113a.org.

TABLE OF CONTENTS

Handbook Receipt	2
Purpose of this Handbook.....	3

ACADEMICS

Student Testing and Assessment Program	8
Title I Programs	8-9
Response to Intervention/MTSS.....	9
School Material Care.....	10
Social Emotional Support	10
Reporting to Parents.....	10
Academic Support	10
Conferences (Parent)	10
Curriculum Development—Board Policy	11
Sex Education Instruction.....	12
Grading and Promotion and Promotion/Retention.....	12
Homework Information	12
Teacher Qualifications	12

ATTENDANCE

Attendance and Truancy.....	13-14
Attendance— Extended Absences from School	14

CODE OF CONDUCT

Philosophy	7
Student Behavior Expectations & Consequences	14-17
Discipline of Students with Disabilities.....	18
Bullying Policy	18-21
Social Media.....	21
Bus Rules and Procedures.....	22-24
Lunchroom Behavior.....	24
Concealed Carry Law.....	24
Search and Seizure	24-25
Gang Prohibition	25
Dress Code (Students)	25
Leaving School Grounds	25
Teen Dating Violence Prohibited	25-26

GENERAL SCHOOL INFORMATION

Safety/Avoiding Abduction	26
Safety Information.....	26-27
School Hours	27
School Visitors.....	28
Volunteers in the Schools	28
Class Assignments.....	28
Communications (e-mail/voice mail/web page).....	28-29
Athletics—Rules for Participation	29-30
Animals on School Property	30
Anonymous Tip Line	30
Emergency Closing	30

Emergency Information	30
Emergency Safety Net Hot Line	31
Fees	31
Fee Waivers (Registration and Free & Reduced Food Services)	31-32
Food Service	32
Gifts to Staff Members	32
Lost or Stolen Articles	32
Non-Custodial Parent Guidelines.....	32-33
Party Invitations	33
Request to Access Classroom or Personnel	33
Student Records	33-37
Sexual Harassment	37
Video Surveillance.....	37

HEALTH AND MEDICAL

Accident Insurance	38
Asthma Action Plan.....	38
Student Athlete Concussions and Head Injuries.....	38
Care of Students with Diabetes	38-39
Communicable Diseases	39
Food Allergy Management Program	39-40
Food Allergies—Life Threatening.....	40
Health Services.....	40-42
Hearing and Vision Screening Program.....	42
Medical/Dental/Eye Examinations and Immunizations.....	43
Notification of CPR and AED Video.....	43
Wellness Policy	44-45

MANDATED NOTIFICATIONS

Asbestos Hazard Emergency Response Act	45
Equal Opportunity and Sex Equity.....	45-46
Grievance Procedure	46
Pesticide and Herbicide Notification.....	46
Sales Contracts with Private Companies.....	46
Sex Abuse Awareness	47
Offender Notification.....	47

STUDENT SERVICES

Admission Requirements	47
Homeless Child’s Right to Education	47-48
Pre-School Screening for 3 and 4 Year Olds	48
Student Services	48
Suicide and Depression Awareness and Prevention	49

TECHNOLOGY

Acceptable Use of Electronic Networks.....	49-53
Authorization for Electronic Network Access	53-54
Using an Image or Work of a Student	54-55

TRANSPORTATION

Bicycles.....55
Skateboards55
Transportation Emergencies55

District Administration Directory56
School Directory.....56
Board of Education.....57

PHILOSOPHY

We believe that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected of all students. We believe that all children have the potential for behaving appropriately, that children choose their behaviors, and that children can be guided and taught to make appropriate choices.

- In order to accomplish this, the district will endeavor to provide a school environment that gives each student opportunities to experience success, thus enhancing the sense of security, self-concept, and personal worth.
- The program will aim to develop self-respect, individual responsibility, and mutual esteem for each person and/or the rights of others.
- A child's regular and punctual attendance at school is a critical factor in his/her academic success. Student achievement, performance, advancement and self-esteem are of the utmost importance and may be positively influenced by exemplary attendance.
- The student discipline guidelines also become an integral component of the educational process and a symbol of the commitment of parents, students, teachers, educational support staff, administrators, and community members to the maintenance of an effective learning environment.
- For the purpose of this document, discipline shall be defined as: The POSITIVE action taken by the supervising adult directed toward the correction of unacceptable actions/behaviors on the part of a student. It should be noted that actions directed toward preventive measures are far more effective as deterrents to behavior problems than reactive measures.
- Professional judgement will be used by administrators to determine the dispositions of specific incidents.
- Most types of school discipline issues are listed in this guide. However, it is impossible to list every problem which might interfere with the smooth operations of the school.
- Administrators have the responsibility and authority to deal with all issues even though the specific problems might not be listed in this guide.

ACADEMICS

STUDENT TESTING AND ASSESSMENT PROGRAM

The District student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to the Board to allow it to monitor the program's results. The program will:

Use appropriate assessment methods and instruments. It may include norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.

Be uniformly applied to all students who are required to be tested.

Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.

Emphasize the code of ethics for test administration.

Students in grades three through eight will take the PARCC (Partnership for Assessment of Readiness for College and Careers) assessment in the spring of 2019. Details regarding this state-required assessment will be distributed to parents/guardians during the school year.

Students in all grade levels K - 8 also participate in universal screening for reading and math in the fall, winter and spring. The universal screenings are short tests that provide information about each student's level of proficiency in the academic area tested. Universal screenings for the current school year may include the DIBELS (Dynamic Indicators of Basic Early Literacy Skills) Next for grades K-5 as well as other assessments that may be deemed necessary and appropriate by the professional staff. The MAP (Measures of Academic Progress) assessment is also administered to students in grades K-8. The MAP tests assess the instructional level of each student and measure academic growth over time. Parents will be informed about such tests in advance of their administration.

All test results shall be recorded in the student's temporary school record. All test results are available only to the student, the student's parent(s)/guardian(s), and school personnel directly involved with the student's education program, pursuant to Board policy 7:340, *Student Records*. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card.

TITLE I PROGRAMS (Board Policy 6:170)

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parent and Family Engagement

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are

described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The Superintendent or designee shall develop a *District-Level Parent and Family Engagement Compact* according to Title I requirements. The *District-Level Parent and Family Engagement Compact* shall contain: (1) the District’s expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. This *School-Level Parent and Family Engagement Compact* shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State’s high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Incorporated

by Reference: 6:170-API, E1 (District-Level Parent and Family Engagement Compact) and 6:170-API, E2 (School-Level Parent and Family Engagement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: February 15, 2017

RESPONSE TO INTERVENTION/MTSS

District 113A implements a ***Response to Intervention Model*** in its schools. Federal laws (No Child Left Behind Act, 2001, and Individuals with Disabilities Education Improvement Act, 2004) comprise the driving force behind the implementation of this model.

Response to Intervention (RTI) is a flexible approach to providing appropriate academic and behavioral supports as determined by students’ individual needs. RTI allows schools to intervene early for struggling learners, rather than waiting for them to fail, by supporting them within a multi-tier model. RTI encompasses a variety of procedures used to determine how specific changes in instruction affect student achievement. RTI allows problem solving teams within schools to design, implement, and evaluate educational interventions. Benefits of the RTI approach include helping students receive prompt, appropriate support within a general education setting. The number of students who are successful within regular education will increase as tiered supports are provided. Students will be less likely to be identified as having a disability when achievement problems may be due to other issues, such as cultural or linguistic differences. Additional information is also available from your child’s Principal.

SCHOOL MATERIAL CARE

To ensure that textbooks and other instructional materials withstand normal use, we ask the cooperation of parents in teaching children to care for books and materials. Appropriate fines will be assessed in cases of damage to or loss of school books and other school property. End-of-year fines will be assessed for misuse of textbooks and materials. The fine for a lost or damaged library book will be the replacement cost of the book.

SOCIAL EMOTIONAL SUPPORT

The school provides a psychologist and social worker for students. The school's psychologist and social worker are available to those students who require additional assistance.

REPORTING TO PARENTS

Parents will be informed at regular intervals of their children's progress. These notifications may be in the form of mid-trimester or other progress reports. In addition to these reports, parent-teacher conferences will be scheduled, as needed, to discuss student progress.

Academic Trimester

August 15th – November 9th

November 12th – February 22nd

February 25th – May 24th

Report Cards

November 16, 2018

March 1, 2019

Last day of school

ACADEMIC SUPPORT

Students experiencing academic difficulties may receive additional support by specialized teachers, paraprofessionals and/or volunteers. Students will receive individualized help so that the deficiencies that led to academic difficulties and/or failing grades will be addressed promptly and effectively. The goal of such services is to provide early intervention and focused support for students' learning.

CONFERENCES (PARENT)

A student's educational program is enhanced by conferring with the child's teachers. Parent conferences are welcomed at any time. Teachers should be contacted in advance so that arrangements can be made.

Parent/Teacher Conferences

Thursday, November 1st OQ

Friday, November 2nd OQ

Thursday, November 1st RV

Friday, November 2nd RV

Thursday, November 1st OW

Friday, November 2nd OW

Hours

12:30 p.m. - 8:00 p.m.

12:30 p.m. - 8:00 p.m.

12:30 p.m. - 8:00 p.m.

12:30 p.m. - 8:00 p.m.

12:30 p.m. - 8:00 p.m.

12:30 p.m. - 8:00 p.m.

CURRICULUM DEVELOPMENT (6:40)

Adoption

The School Board is responsible for curriculum adoption and must approve all significant changes, including the adoption of new textbooks and new courses, before such changes are made. The Superintendent is responsible for making curriculum recommendations.

Design and Content

The curriculum shall be designed to accomplish the learning objectives and goals for excellence contained in the District's School Improvement Plan.

Development

The Superintendent shall implement a curriculum development program to monitor the current curriculum and suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, and the rapid expansion of knowledge, student needs, and community expectations. The Superintendent shall establish a Faculty Curriculum Committee or program to assist in the curriculum development program as needed.

Experimental Educational Programs and Pilot Projects

The School Board, upon the Superintendent's recommendation, may approve experimental educational programs and/or pilot projects. Proposals must include goals, material needs, anticipated expenses, and an evaluation process. The Superintendent shall submit periodic progress reports for programs which exceed one year in duration and a final evaluation with recommendation upon the program's completion.

Curriculum Guides and Course Outlines

The Superintendent is responsible for the development of curriculum guides for the various subject areas and their provision to appropriate staff members.

Federal Programs

Parental consent is needed before requiring a student, as part of a federal program, to submit to a survey, analysis, or evaluation that reveals personal or family affiliations, problems, behavior, or other information listed in Section 439 of the General Education Provisions Act. Parent(s)/guardian(s) shall be informed whenever their child/ward will be participating in a survey, analysis, or evaluation which is part of a federal program and shall be informed of their right to inspect such material and to refuse to allow their child/ward to participate if information is elicited on one of the subjects listed above.

LEGAL REF.: General Education Provisions Act, 20 U.S.C. § 1221 et seq.
105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.: 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 6:80 (Teaching About Controversial Issues), 6:100 (Experiments Upon or Dissection of Animals), 6:120 (Special Education) 6:160 (English Learners), 7:10 (Equal Educational Opportunities)

ADOPTED: February 15, 2017

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

GRADING AND PROMOTION

School report cards are issued to students on an annual basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

HOMEWORK INFORMATION

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Teachers will be attempting to accomplish several of the following objectives through homework assignments:

- Practice to strengthen new skills.
- Complete unfinished classroom assignments.
- Work on projects of a short-term or long-term nature.
- Participate in research activities.
- Extend reading for practice, pleasure and enjoyment.

If homework is desired for a student who is absent from school, the request for the homework should be made when the parent calls the attendance hotline to report the student's absence before 8:00 a.m. Requests made after 11:00 a.m. may not be able to be met until the next school day.

Daily homework assignments will be available on the District's website at www.sd113a.org under the individual teacher's page.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which the State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

ATTENDANCE

ATTENDANCE & TRUANCY: ABSENCES (UNEXCUSED)

Students who have excessive absences without excuse will be treated as truant and may be subject to disciplinary action. If such habitual unexcused absences should continue, a referral to appropriate authorities may be made.

ATTENDANCE & TRUANCY: COMPULSORY SCHOOL ATTENDANCE

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Students will not be excused from school except in cases of illness, emergency or observance of a religious holiday.

ATTENDANCE & TRUANCY: (CALL-IN)

Each student's progress in school is heavily dependent on the punctuality and regularity of attendance at school. Daily attendance, participation in class activities and the completion of homework assignments including study, are necessary to guarantee success at school. **It is important that students are in school and absences can have potentially serious negative repercussions on student learning.** For the good of the students and the continuity of their learning, parents should not take their children out of school for vacation and the like while school is in session.

In order to ensure the safety and welfare of the students, School District 113A uses a call-in attendance procedure. **WHEN ILLNESS OR EMERGENCY NECESSITATES A CHILD'S ABSENCE FROM SCHOOL, PARENTS MUST CALL THE SCHOOL'S ATTENDANCE LINE BEFORE 7:45 A.M. TO INFORM THE SCHOOL OF THE ABSENCE. IF PARENTS DO NOT INFORM THE SCHOOL OFFICE OF A CHILD'S ABSENCE AND THE PARENTS CANNOT BE REACHED, POLICE MAY BE CONTACTED TO MAKE A SAFETY VISIT TO THE HOME.**

Students will not be excused from school except in cases of illness, emergency or observance of a religious holiday. Any child who is out for a non-medical reason for more than 10 (ten) days will be disenrolled. Re-enrollment will be required upon return to school. Absences for vacation are unexcused. All work missed by students must be made up as soon as possible after returning to school.

REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES: Students must be present for at least a half-day of school in order to participate in any extracurricular activity scheduled for that day. This includes athletics, clubs, intramurals and social events at school.

RETURNING TO SCHOOL AFTER ABSENCE DUE TO ILLNESS: A student returning after a three consecutive day absence or more may be required to furnish, before re-admittance, a Doctor of Medicine's Certificate stating the cause of absence and fitness to return to school.

ATTENDANCE (EXTENDED ABSENCE FROM SCHOOL)

If there is documentation by a physician that a student will be absent from school for an extended period of time or on an “ongoing intermittent basis” due to a medical condition, please contact the student’s principal or school nurse so that the school can evaluate the need for home/hospital instruction to minimize the effect of absence on the student’s education.

CODE OF CONDUCT

Student Behavior

At Lemont-Bromberek CSD113A, the use of appropriate behavioral interventions for students starts with a district-wide multi-tiered framework of behavioral supports for all students. It includes such types of supports as universal screening measures for behavior, collection and analysis of school-wide discipline data, positive behavior interventions and supports, and acknowledgement of successes.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
 - f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

- h. 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 a tablet or powdered form.
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 have the prohibited substance, as applicable, in their possession.
- 4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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 and 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 telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other 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.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. 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.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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, and bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
- 16. Being absent without a recognized excuse.
- 17. Being involved with any public school fraternity, sorority, or secret society.
- 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 20. 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.
- 21. 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.

22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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. 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.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply 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.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where appropriate and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Removal from extracurricular activities.
6. Return of property or restitution for lost, stolen or damaged property.
7. In-school suspension.
8. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
9. Community service.
10. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
11. Suspension of bus riding privileges.
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
13. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

14. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. School officials may exercise their judgment and, in their discretion, may determine that there are no other current available behavioral or disciplinary measures which are appropriate given the particular misconduct involved, or based on prior interventions attempted, and that the proper, reasonable method to resolve the threat and/or address the disruption involved is a suspension or expulsion.

Corporal Punishment

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

Students are prohibited from engaging in gang activity. “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-engagement for Returning Students

Parent/guardian will be required to bring the child to school and attend a follow-up meeting with their child, building administrator, teacher, and a student support service team member upon return to school from a suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion. Within the context of the meeting, a discussion will take place to assist the student to restore his/her place in the school community, repair relationships, and be accountable for his/her actions. Extra supports or interventions will be considered at this time.

Make-up work policy – one day allotted for every day out of school. Academic support may be provided, if necessary, dependent on instruction missed during the suspension.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the provisions of the Individuals With Disabilities Education Improvement Act (IDEIA) and our school district's discipline policy 7:190 (Student Behavior) when disciplining students.

BULLYING 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code (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 following requirements:

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 District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Johnny Billingsley	Kelly Zimmerman	Debra Lynch
Name	Name	Name
16100 W 127 th St.	1130 Kim Place	15425 127 th St.
Lemont, IL 60439	Lemont, IL 60439	Lemont, IL 60439
Address	Address	Address
jbillingsley@sd113a.org	kzimmerman@sd113a.org	dlynch@sd113a.org
Email	Email	Email
630.257.2286	630.257.2286	630.257.2286
Telephone	Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

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

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

- 12. The District's bullying prevention plan must be consistent with other Board policies.
- 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident

- involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Behavioral Interventions and Discipline for Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

ADOPTED: August 19, 2015

REVISED: October 19, 2016; July 19, 2017

RESEARCH –BASED DEFINITION OF BULLYING

“A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other students.”

Bullying involves:

- A desire to hurt
- Hurtful action
- A power imbalance
- Repetition (typically)
- An unjust use of power
- Evident enjoyment by the aggressor
- Sense of being oppressed on the part of the victim

(National School Safety Center, 2006)

SOCIAL MEDIA

Under the *Illinois Right to Privacy in the School Setting Act*, the school district may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related information to gain access to the student’s account or profile on a social networking website. Example of *social networking website* include Facebook, Instagram, Twitter, and ask.fm. However, the school district does have legal authority to conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

BUS RULES AND PROCEDURES

School bus service is provided to all eligible students in the District. The District’s responsibility for supervision during transportation applies only to loading, transporting and unloading students at proper locations. With so

many regular bus stops, we cannot monitor student behavior at them, and therefore the school district is not responsible for student demeanor at such locations. We ask the cooperation of parents and community members to help the students meet civic responsibilities and demonstrate appropriate behavior. Moreover, the District does not check to see if students use alternate methods of transportation. The District bears no responsibility in such cases. To ensure safe operation of the school busses, students must obey the following rules. Failure to abide by these rules may result in the loss of bus transportation privileges. For your child's safety, video cameras have been installed on District busses to monitor and encourage good behavior. The camera enables the driver to concentrate on driving the bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Students should be at the designated school bus stop 5 minutes before the bus is due.
3. Students must stay off the road at all times while waiting for the bus.
4. Students must stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Students must be seated, in their assigned seats, at all times while the bus is in motion. Remain seated facing forward. Keep hands, arms, and head inside the bus.
6. Students must be quiet enough at all times in order to remain alert to a danger signal from the driver. No shouting or creating loud noises. Tablets, iPods, iPads, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Students must remain in the bus in the event of a road emergency until instructions are given by the driver. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated.
8. Students must keep hands and heads inside of the bus at all times. Absolutely nothing may be thrown out of the bus windows or anywhere within the bus.
9. Students must refrain from all loud talking, laughing or unnecessary confusion such as: fighting, vulgarities, bullying and disrespectful behavior, which might divert the bus driver's attention.
10. Students must be absolutely quiet when the bus is approaching a railroad crossing.
11. Students must treat bus equipment with proper respect. Tampering with the bus or any of its equipment is forbidden at all times.
12. Students must assist in keeping the bus safe and sanitary at all times. No eating of any food, candy, beverages or gum is allowed on the bus.
13. Students must never carry animals on the bus.
14. Students must keep books, packages, coats and all other objects out of the aisles and away from emergency exits at all times while the bus is in motion.
15. Students must leave no books, lunches or other articles in the bus.
16. Students may use cellular phones as long as they are following the District 113A Social Media Policy. Students may not use pagers, laser pointers and other such electronic devices. Music/Games with headphones are acceptable. Taking pictures with any electronic device is not permitted. (The District is not responsible for lost/stolen or damaged devices).
17. Students must be courteous to the driver and respectful of each other at all times. Older students must help maintain the safety of younger children on the bus, so that the younger children feel comfortable and secure.

18. Students must NOT ask the driver to stop at places other than the regular bus stop, since the driver is not permitted to do this unless authorized by school officials.
19. Students must observe all safety precautions when loading or unloading the bus. Students must stay out of the danger zone next to the bus where the driver may have difficulty seeing the student. It is recommended to take five giant steps away from the bus and out of the danger zone, until the student can see the driver and the driver can see the student. Never crawl under the bus.
20. Students must observe all bus rules while riding, whether it be to and from school or while riding during field trips of any kind.
21. If a student must cross a street after getting off the bus, they must wait for the driver's signal and then cross in front of the bus. The student may cross the street only after checking both ways for traffic.
22. Students should never run back to the bus, even if something has been dropped or forgotten.
23. DUE TO ROUTING SCHEDULES AND LOAD CONDITION REQUIREMENTS, STUDENTS WILL NOT BE ALLOWED TO RIDE ANY BUS OTHER THAN THE ONE THEY HAVE BEEN ASSIGNED. UNDER EMERGENCY CIRCUMSTANCES AND PRIOR APPROVAL BY ADMINISTRATION, CHANGES WILL BE CONSIDERED. TO CHANGE A ROUTE OR STOP THAT HAS BEEN PREVIOUSLY ASSIGNED, A MINIMUM OF 48 HOURS NOTIFICATION IS REQUIRED.

Bus Conduct (7:220)

Bus Conduct

All students must follow the District's *School Bus Safety Rules*.

School Bus Suspensions

Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

1. Prohibited student conduct as defined in Board of Education policy 7:190, *Student Behavior*.
1. Willful injury or threat of injury to a bus driver or to another rider.
2. Willful and/or repeated defacement of the bus.
3. Repeated use of profanity.
4. Repeated willful disobedience of the bus driver's or other supervisor's directives.
5. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Discipline Procedure

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.
105 ILCS 5/10-20.14, 5/10-22.6, and 10/
720 ILCS 5/14-3(m).
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Behavioral Interventions and Discipline for Students with Disabilities), 7:340 (Student Records)

ADOPTED: June 15, 2016

REVISED: July 19, 2017

LUNCHROOM BEHAVIOR

Student cooperation in lunchroom rules will ensure a neat, safe and pleasant place in which to eat.

1. Loud talking, unnecessary moving around the lunchroom, breaking milk cartons or bags or throwing things will not be allowed.
2. Tables must be cleared and all rubbish picked up before students will be dismissed.
3. All trash must be placed in the trash containers.
4. Food is not to be taken out of the lunchroom without staff approval.
5. Students must sit in assigned seats, if given.

CONCEALED CARRY LAW

The Illinois Concealed Carry Law allows individuals to apply for licenses to carry a concealed firearm. However, according to the law, carrying a concealed weapon is PROHIBITED in school buildings or on school property (430 ILC5 66/). “No concealed carry” signs are posted at all of the public entrances to our schools. The signs are required by state law as a reminder that firearms are not permitted in District 113A schools or on school grounds.

SEARCH AND SEIZURE

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

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

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

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

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district

policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

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

GANG PROHIBITION

The presence of, or student involvement in, gangs or gang-related activities on school grounds, while school is in session or at school-related events, including the display of gang symbols or paraphernalia is strictly prohibited. Actions which involve initiation, hazing, intimidation and/or related activities of such group affiliations and which are likely to cause bodily danger or physical or mental harm to students are prohibited. Also prohibited are the use of hand signals, graffiti or the presence of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or other attribute indicated or implies membership or affiliation with gangs.

DRESS CODE (STUDENT)

Students should dress appropriately for learning in a positive educational environment. Dress must be appropriate for the age level, sufficiently modest and in good taste. Each school will establish guidelines for appropriate dress. If the student is determined to be inappropriately dressed, he/she will be required to wear an assigned shirt or "cover up" until such time as parents can be contacted and suitable attire brought to school for the student. If the student or family does not cooperate in this area, disciplinary action may result. The building or district administration will make the determination of appropriateness. Parents are reminded that, even in winter months, students will likely be participating in outdoor recess or in outdoor physical education and it is essential that they have appropriate outerwear.

LEAVING SCHOOL GROUNDS

When school is in session, a child is permitted to leave school only with a parent or other adult designated by the parent. **THE PARENT MUST COME TO THE SCHOOL OFFICE TO SIGN OUT THE STUDENT.** Students are expected to remain in school for lunch. They are permitted to leave school grounds for lunch only when a note from the parent is on file in the school office. This note must state the date or dates the student is to go home for lunch. **STUDENTS MUST BE ACCOMPANIED BY AN ADULT WHEN SIGNING INTO SCHOOL DURING SCHOOL HOURS.** Students who leave school grounds without permission will be subject to disciplinary action.

TEEN DATING VIOLENCE PROHIBITED (Reference: Board Policy 7:185)

At our schools, teen dating violence is unacceptable. We are committed to providing our students with a school environment where they can learn free from worries about school violence. School Board policy, 7:185, *Teen Dating Violence Prohibited*, is a component of the District's anti-bullying program.

Research has shown that teen dating violence can form lifelong, unhealthy habits during young adults' formative years. Educating parents/guardians, students, and staff about teen dating violence can help us identify incidents of teen dating violence at school or school-related activities. The Board's policy states that *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.

Students in grades 6 through 8 will receive age-appropriate instruction on teen dating violence including its warning signs and prevention. School staff will also receive training on handling the signs and incidents of teen dating violence. School staff members should respond immediately and with compassion to a student who reports teen dating violence. After evaluating the situation to determine if an immediate referral is needed, a staff member will give the student our form for reporting bullying, 7:180-AP1, E5. *Report Form for Bullying and School Violence*.

Staff members should intervene immediately to stop incidents of teen dating violence occurring at school. They will proceed under our District's procedures for responding to incidences of bullying and school violence.

Below are some warning signs that your child may be involved in teen dating violence:

- Name-calling and *put-downs*. Does one individual in the relationship call the other person names? Does he or she use insults to put the other person down?
- Extreme Jealousy. Does one individual in the relationship act incredibly jealous when the other talks to peers? Does one person accuse the other of flirting even when it's innocent conversation?
- Making Excuses. Does one individual in the relationship make excuses for the other? Does he or she have to apologize for the other person's behavior?
- Canceling or changing plans. Does one individual cancel plans often, and at the last minute? Do the reasons make sense or sound untrue?
- Monitoring. Does one person call, text message, or check up on the other constantly? Does he or she demand to know the other person's plans or with whom the other person was with?
- Uncontrolled Anger. Have you seen one individual lose his or her temper? Does he or she throw things – or break things – when angry? Does one person in the relationship worry a lot about upsetting the other?
- Isolation. Has one individual in the relationship given up spending time with friends? Has that individual stopped doing activities that used to be important?
- Dramatic Changes. Have either of the individuals in the relationship had appearance changes? Has he or she lost or gained weight? Have his or her grades dropped? Does he or she seem depressed?
- Injuries. Does one person in the relationship have unexplained injuries, or does he or she give explanations that don't make sense?
- Quick Progression. Did the relationship get serious very quickly?

These signs do not necessarily mean that your child is involved in teen dating violence, but, if present, talk to your child about teen dating violence.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at:

www.cdc.gov/ViolencePrevention/intimatepartnerviolence/teen_dating_violence.html.

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation or harassment.

GENERAL SCHOOL INFORMATION

SAFETY/AVOIDING ABDUCTION

The law requires that school districts teach effective methods by which pupils may recognize the danger of and avoid abduction. This subject comes up informally from time to time during the school year. Additionally, every year, school staff members or a Lemont police officer provide formal instruction in this topic to all grade levels in our schools.

SAFETY INFORMATION

District 113A has an emergency response plan for the safety of its students and staff. All staff members have been oriented to the policies and procedures related to crisis situations that may occur in a school. Emergency response plans are on file in each school and with all of the safety agencies that service the district's communities. Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with

the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of administration. Drills may not be preceded by a warning to the students. The School Safety Drill Act requires that the annual law enforcement drill specifically address a school shooter situation. Should the school receive official notification of severe weather at dismissal time, students will be retained until safe weather conditions prevail. In the event that an emergency situation occurs at the school/s, every attempt will be made to notify parents via written or electronic communication or telephone. The parent organization calling trees, notices posted on the doors of the school/s and available technology (e.g., district’s web site or emergency call-out system) may also be employed to communicate important emergency information to parents. When an emergency occurs at a school site, the safety of the students depends upon parents’ cooperation with district and safety agency procedures. In all cases of a school emergency, students must be signed out by a parent/guardian in the school office or evacuation location.

SCHOOL HOURS

EARLY CHILDHOOD (Oakwood):	A.M. Classes 8:45 a.m. - 11:15 a.m. P.M. Classes 12:45 p.m. - 3:15 p.m.
KINDERGARTEN (Oakwood)	A.M. Classes 8:45 a.m. - 11:15 a.m. P.M. Classes 12:45 p.m. - 3:15 p.m.
GRADES 1-2 (Oakwood):	8:45 a.m.-3:15 p.m.
GRADES 3-5 (River Valley):	8:45 a.m. - 3:15 p.m.
GRADES 6-8 (Old Quarry):	7:30 a.m. - 2:30 p.m.

Supervision will not be provided and students should not be on the school grounds more than 10 minutes before the specific school’s starting time. As students arrive, they should report directly to their homeroom classroom. After school supervision will be provided for bus riders until the last school bus leaves the school. **Therefore, unless students are participating in a school-sponsored activity (if offered), they will be expected to leave promptly at the end of the school day.** Students at the Middle School who normally ride the bus or are picked up by parents must provide the school with a written note of permission for students to walk home from the school property. This note must state the date or dates the student is to walk, and be approved by a school employee or principal.

HALF DAY SCHEDULE

On days when school is in session for a half day, students will use the following schedule:

EARLY CHILDHOOD and KINDERGARTEN: A.M. and P.M. classes 8:45 A.M.—11:15 A.M.
(Oakwood School)

Half Days for EC and Kindergarten rotate using the following schedule:

September 13 th	AM Attends
October 31 st .	PM Attends
December 21 st	AM Attends
February 7 th .	PM Attends
March 5 th	AM Attends
April 18 th	PM Attends

GRADES 1-2 (Oakwood School):	8:45 a.m. – 12:00 p.m.
GRADES 3-5 (River Valley Schools):	8:45 a.m. – 12:00 p.m.
GRADES 6-8 (Old Quarry Middle School):	7:30 a.m. – 10:45 a.m.

SCHOOL VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors will be asked to provide a driver's license or picture identification. If the visitor intends to go into any area of the school apart from the office, the visitor will sign a visitor's record sheet and obtain a numbered visitor badge to wear during the visit. For the duration of the visit, the visitor will be required to leave his/her driver's license with the office staff. Visitors should not go to classrooms or anywhere else in the building without permission from the office. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

The Board of Education of School District 113A encourages parents to visit classrooms as observers. As a courtesy to the classroom teacher and a measure to guard against a disruption of normal educational program, appointments are required for such visits.

VOLUNTEERS IN THE SCHOOLS

District 113A welcomes volunteers in its schools. Volunteers offer valuable assistance in a variety of capacities that support and enrich the school program. Each time that a volunteer visits a school, the volunteer must register in the school office to follow the regular visitor procedures. Additionally, volunteers who work in the school/s on a regular basis will be asked to complete a "Volunteer Information Form and Waiver of Liability." Volunteers who work directly with students will also be required to participate in a criminal background check through the same process used for district employees. The office personnel will inform a volunteer if the criminal background check is required and will explain the procedure and provide the necessary form.

CLASS ASSIGNMENTS

Near the end of the school year, District 113A's teachers and administrators meet to build class lists for the next school year. In addition to considering the unique needs of each student, many other factors affect the construction of these class lists, such as balancing ability groups, placing special needs students, and so forth. *Dealing with the scheduling factors noted above does not permit the assignment of students to particular classes by parent preference.*

COMMUNICATIONS E-MAIL/VOICE MAIL/WEB PAGE

District 113A uses e-mail, voice mail and the web page as our two-way communication tools. District e-mail is intended to aid communications between parents/guardians and staff members regarding progress of students, current class projects/assignments, due dates, upcoming special events and other inquiries of a general nature. When contacting staff members via e-mail, please keep in mind that teacher plan time is (and always has been) very limited, and keep e-mail communications simple and to the point. We suggest to staff that they treat lengthy or involved e-mail as if it was a phone call, and that they respond with a phone call rather than e-mail.

A few "Rules of the Road" regarding e-mail and voice mail communications:

1. "Emergency", "need immediate attention" and urgent messages should be telephoned directly to the school office rather than sent by e-mail or voice mail.
2. Because of other teaching responsibilities, staff members may not be able to respond to e-mail quicker than within 24 hours/1 school day. Because of server delays, staff meetings and other disruptions to the

normal schedule, staff may not be able to review e-mail daily.

3. Teachers and office staff are often not given time (or responsibility) to pass along messages from parents to students unless they are emergency in nature.
4. Keep in mind that certain types of communications (e.g., regarding early dismissal, absences, vacations, health information, medical appointments) require direct contact with the school office rather than a message delivered via district e-mail or voice mail.
5. Because the internet is not 100% secure, it is recommended that material of a delicate or private nature should not be sent via district e-mail.

For additional information or guidelines specific to your child's school, please contact your School Principal.

You can contact staff at:

www.sd113a.org and proceed to the About/Contact Information tabs.

Call 630/257-2286 and follow the prompts.

ATHLETICS/EXTRACURRICULARS: RULES FOR PARTICIPATION

All team/squad members are expected to follow all of the rules listed below. Failure to do so will result in suspension or permanent removal from the team/squad.

1. A student in athletics should maintain an overall grade average for all subject areas of "C" or better.
2. A team/squad member must follow the directions of the coach or sponsor, the Principal and/or Assistant Principal.
3. A team/squad member must maintain passing work in all required subjects. Grades will be checked on Fridays, beginning with the second Friday school is in session for the school year for volleyball and cross country. For all other sports, the checking of grades will begin the Friday after teams/squads have been selected. Grades shall be cumulative for each of the school's grading periods. If on a Friday when grades are checked, a team/squad member is found to be failing any required subject(s), the student will be put on probation for a period of one week. The probationary period will run from Monday through Friday after the Friday the failing grade was noted. If, after the probationary period, the student is still failing any required subject(s), he/she will be suspended from the squad for Monday through Sunday following the Friday when the notice of suspension is issued. If the student is still failing any required subject(s) after the week of suspension, the student will be suspended for a second week.
4. A team/squad member must practice and promote the highest principles of sportsmanship.
5. A team/squad member must be in good physical condition. A current certificate of physical fitness by a licensed physician must be on file at the school before a child can participate on an interscholastic team. The certificate of physical fitness for participation in athletics must have been issued for the school year during which participation in any given interscholastic athletic activity is desired.
6. A team/squad member may not participate following a serious disabling illness or injury without a written release from a licensed physician.
7. Team members must have medical and/or accident insurance provided by their own families or the accident insurance made available to parents by the school district for purchase by the parents. The insurance company's name and policy number must be on file at the school.
8. Team/squad members must be present and on time for all practices and games unless they are legitimately absent from school, or unless a written request for excuse from the student's parent has been approved by the coach or sponsor, or the student has been personally excused by the coach, sponsor, Principal or Assistant Principal.
9. A team/squad member must exhibit appropriate behavior and conduct at all times. In cases of serious misconduct or misbehavior, the coach, sponsor, Principal and/or Assistant Principal reserves the right to remove the student from participation for a period of time deemed appropriate. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. Continued participation in an interscholastic athletic activity after a school

suspension will be permitted only with the approval of the coach, sponsor, Principal and/or Assistant Principal.

10. Any team/squad member absent from school for a full day, or for the afternoon due to personal illness, will not be allowed to participate in any interscholastic athletic activity scheduled for that day.
11. Bus transportation to and from all away games may be provided by the school district for all team/squad members. After the team/squad members are returned to Old Quarry Middle School following an away game, it is the parent's/guardian's responsibility to provide transportation home from there.
12. Attendance at school-sponsored dances is a privilege. Only student who attend the school may attend school-sponsored dances. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

ANIMALS ON SCHOOL PROPERTY

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

ANONYMOUS TIP LINE

Report threats of school violence anonymously.
State: 800-477-0024 Local: 630-257-6426 (Lemont Police Department)

EMERGENCY CLOSING

Emergency closing information will appear on the District 113A webpage at www.sd113a.org

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools in the morning because of extreme weather or other emergencies, the following web site will be notified: www.weatherclosings.com

Parents are urged to make arrangements for an alternate place of safety for their children in the event of early dismissal at a time when no adults are at home. To confirm whether the schools will be open during a weather or other safety emergency, parents may check the main page of the district's web site (www.sd113a.org) or call the main telephone number (630) 257-2286.

EMERGENCY INFORMATION

There are times during the school year when the Superintendent must communicate important information to families within a short timeframe. Sometimes, a letter to the home is the most effective format for that communication. During some emergency situations, a telephone call to your home is the most appropriate means for communicating important information to parents. The Superintendent may also use an emergency call-out system to send a telephone message, email or text message to parents in our district. Depending upon the emergency situation, the Superintendent may send a message to the parents of one school or to the parents of all District 113A students. As is the case with any technology tool, several factors influence the effectiveness of the tool for particular families. If the system encounters an answering machine or voice mail, the message will be left according to the time allotment programmed into your answering mechanism. The emergency call-out system message may not go through if your telephone is programmed with any type of privacy management system. Emergency information is also posted on the website.

EMERGENCY SAFETY NET HOTLINE

To request assistance in locating a student between the end of the school day and 5:00 p.m., please call the Safety Net Hotline: (630) 257-2286, then press “9.”

FEES AND OTHER CHARGES

FEE FOR 1ST CHILD			
GRADE LEVEL	REGISTRATION FEE	1:1 TECHNOLOGY	TOTAL FEE
Early Childhood/Kindergarten	\$ 105.70	\$80.00	\$185.70
Grades 1-2	\$ 227.00	\$80.00	\$307.00
Grades 3-8	\$ 237.90	\$80.00	\$317.90
FEE FOR EACH ADDITINONAL CHILD			
GRADE LEVEL	REGISTRATION FEE	1:1 TECHNOLOGY	TOTAL FEE
Early Childhood/Kindergarten	\$105.70	\$40.00	\$145.70
Grades 1-2	\$227.00	\$40.00	\$267.00
Grades 3-8	\$237.90	\$40.00	\$277.90

Lunch Program:	
Milk (daily)	\$0.50
Hot Lunch (daily, includes milk)	\$2.70
On-line account to purchase lunch: www.myschoolbucks.com	

WAIVER OF FEES

Students shall not be denied educational services or academic credit due to the inability of parent (s)/guardian (s) to pay fees. Students whose parents are unable to afford student fees may receive a waiver of fees. This notification includes a statement that textbooks are available on a loan basis for students whose parents are unable to pay rental fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment. Applications for fee waivers are available from the District Office and on the District website. Additional consideration will be given when other extenuating factors are present. Written evidence of eligibility must be submitted by the parents along with a separate application form for each fee waiver requested. A denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent’s decision may be appealed to the School Board, whose decision will be final. Questions regarding the fee waiver request process should be addressed to the Building Principal, Superintendent or Business Manager.

FREE AND REDUCED-PRICE FOOD SERVICES

When students are unable to pay for their meal services, meal charges will apply per a student’s eligibility category and will be processed by the District accordingly. A student’s eligibility for free and reduced price food services is determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. At the beginning of each school year or

upon enrolling a student for the first time, the District notifies parents by letter of eligibility requirements, the application process and other information required by law. The District avoids publicly identifying students who receive free or reduced-price meals. A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services. Information about the free and reduced-price food services may be obtained by contacting the Business Office Assistant at 630-257-2286, extension 4612.

FOOD SERVICE

Chartwells Dining Services

Chartwells is the dining services provider for Lemont-Bromberek District 113A. Chartwells is the leader in educational dining services. The Director of Dining Services is Laurel Hanson. Her contact number is 630-257-2286, extension 4141.

Program Information

The lunch program offers a variety of nutritious and delicious choices. Two entrée choices are offered daily in the elementary schools. The middle school features a variety of options daily. Outtakes is a Grab & Go area featuring entrée size salads and freshly made sandwiches on whole wheat breads. Origins offers a home-style meal format. Fresh Grille features hot sandwiches. Pizza is made fresh daily, with whole grain crust, reduced fat mozzarella cheese and homemade pizza sauce. A snack shop is available to middle school students offering hot jumbo pretzels, 100% cheddar cheese sauce, baked chips items and water.

A fruit and vegetable bar is available to all students in the district. It is self-serve, allowing student to make choices. Locally grown produce is utilized when possible. Students are offered a choice of milks and 100% fruit juices with their lunches. Whole grain products are a staple of the program.

Students may purchase lunches daily, weekly, monthly or yearly. A POS (point-of-sale system) will allow parents the ability to make deposits to students' accounts online. The link to the online site is www.myschoolbucks.com. Parents may make deposits, view student purchases or check account balances all from any computer. Students receiving free and reduced meals purchase meals in the same manner as paying students. No one is identified as receiving a free or reduced price meal.

GIFTS TO STAFF MEMBERS

Pupils, parents and others shall be discouraged from the presentation of gifts to District employees. The Board of Education shall always welcome the writing of letters to staff members expressing gratitude or appreciation. When a pupil feels a spontaneous desire to present a gift to a staff member, it should not be elaborate nor expensive. Simple, inexpensive remembrances expressive of affection or gratitude shall not be regarded as contrary to the spirit of this policy.

LOST OR STOLEN ARTICLES

Students are encouraged not to bring articles of value to school. Students who bring such articles do so at their own risk. The school and school district assumes no responsibility for lost or stolen items of this nature. Should approved student or district articles be lost or stolen, the school administration will conduct an investigation to determine responsibility. Disciplinary action may be taken under the Code of Conduct in such cases, including restitution, suspension, expulsion and referral to police authorities.

NON-CUSTODIAL PARENT GUIDELINES

As you may be aware, school districts are petitioned with increasing numbers of requests to restrict the access of non-custodial parents to students each year. In response to these requests, Lemont-Bromberek Combined School District 113A informs parents that, unless the access of the non-custodial parent is restricted by an order of protection entered by a court, the school district is unable to honor such requests. Once the identity of an adult as the parent of a student has been established, school personnel have no way of knowing whether the non-custodial parent is exercising legitimate and legal visitation rights, picking up the child by agreement with the custodial parent, or otherwise. The school district has no right or obligation to attempt to enforce the terms of court orders and responsibilities (other than an order of protection) of the custodial and non-custodial parents with respect to access to the students. Further, it is inappropriate to place school personnel between the parents by asking them to enforce

such orders. If an order of protection is entered against the non-custodial parent commanding that he or she have no access to the student or to the student's records, school personnel will do everything possible to comply with such an order. However, absent an order of protection, school personnel cannot take responsibility for knowing or adhering to whatever arrangements former spouses have made with regard to visitation rights and other issues of that nature. We ask that parents not hesitate to call us to discuss this topic.

PARTY INVITATIONS

Keeping the best interest of all children at heart, and understanding the importance of building classroom community, parents are advised that K-5 students may not distribute individual student birthday or other such party invitations at school unless invitations are included for all children in the class. Please do not place teachers in the position of having to explain this policy to your child if he/she brings invitations to school for distribution; invitations that do not include all members of the class will be returned to the parents. For all grade levels, parents are advised that teachers and other school personnel may not distribute addresses and telephone numbers of students in our schools. Therefore, any information that is needed must be obtained directly from a child's parent or the parent organization's family directory.

REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR EVALUATION OR OBSERVATION

A parent/guardian is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal, and complete the requisite form. At least twenty-four hours' advance notice is necessary.

NOTICE TO PARENTS/GUARDIANS AND STUDENTS OF THEIR RIGHTS CONCERNING A STUDENT'S SCHOOL RECORDS

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent* record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
2. Evidence required under the Missing Children's Records Act (325 ILCS 50/5(b)(1))
3. Academic transcripts including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System; as applicable, designation of the student's achievement of the State Seal of Biliteracy, awarded in accordance with the School Code Section 5/2-3 157 as applicable, designation of the student's achievement of the State Commendation Toward Biliteracy.
4. Attendance Record
5. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."

6. Record of release of permanent record information that includes each of the following:
 - a. The nature and substance of the information released
 - b. The name and signature of the official records custodian releasing such information
 - c. The name and capacity of the requesting person and the purpose for the request
 - d. The date of release
 - e. A copy of any consent to a release

The *permanent* record may include:

1. Honors and awards received
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records
2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
3. Completed home language survey
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g. glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g. nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for on-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth...has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred

The *temporary* record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received

8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act offered parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The first 50 pages are free, and any additional pages can cost no more than \$0.15 per page, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District 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. A school official also may include a contractor outside of the District who performs an institutional service or function for which the school/district would otherwise use its own employees and who is under the direct control of the school/district with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, or therapist, among others); or any parent(s)/guardian(s) 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. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or

federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' names, addresses, electronic mail, and telephone numbers (which shall only be released to school affiliated organizations and as required to establish use of third party online educational services for which the District has contracted for use of such services).
- Photographs, videos or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period except as required to establish use of third party online educational services and to school-related organizations (e.g. PTO, Educational Foundation, Band Boosters, Warrior Boosters, etc.)

No photograph highlighting of individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without prior specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

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

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

SEXUAL HARASSMENT

The school district shall provide its students an educational environment free of sexual harassment. Students who engage in conduct which is sexually harassing, or who contribute to a hostile, oppressive, intimidating or offensive educational environment will be dealt with strictly and promptly. Violations of this policy may result in disciplinary action, including suspension and expulsion.

“Sexual harassment” includes, but is not limited to, the following behaviors:

Making unwanted sexual advances.

Making or threatening reprisals after a negative response to sexual advances.

Offering benefits in exchange for sexual behaviors.

Visual conduct – e.g., leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.

Verbal conduct – e.g., making derogatory comments, epithets, slurs, jokes, unwanted verbal sexual propositions, verbal abuse of a sexual nature, graphic verbal commentary about an individual’s body, sexually degrading words used to describe an individual and suggestive or obscene letters, notes or invitations.

There are no express time limits for initiating complaints and grievances under this policy; however, effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. There is a grievance procedure for the individuals who wish to file complaints pertaining to sexual harassment. A copy of that grievance procedure is available in each district building; complainants are encouraged to file complaints directly with the Building Principal of the building in which the alleged harassment occurred. Complaints may also be directed to Susan Wulczyn, Complaint Manager, District Office, 16100 W 127th Street, Lemont, IL 60439, telephone number (630) 257-2286, extension 4611, or the District’s Nondiscrimination Coordinator, Daniela Fountain, at the District Office, 16100 W 127th Street, Lemont, IL 60439, telephone number (630) 257-2286, extension 4618.

Regardless of the means selected for resolving the complaint, the initiation of a complaint of sexual harassment will not adversely affect the complainant’s academic program, record, standing or opportunity in the educational environment.

Any person alleging sexual harassment may file a complaint directly with one of the agencies listed below. These agencies do not require that a complaint be filed at the local district level before conducting an investigation.

Any field office of the U.S. Equal Employment Opportunity Commission (EEOC). Information on all EEOC enforced laws may be obtained by calling (800) 669-4000 or Illinois Department of Human Rights (IDHR) (312) 814-6200

VIDEO SURVEILLANCE

District 113A has authorized the use of video cameras in common, public areas of school buildings and grounds. Board Policy 7:192 on such video surveillance can be found on the district’s website under the following links: “About-Board of Education-Policies and Procedures-District 113A Policies.”

HEALTH AND MEDICAL

ACCIDENT INSURANCE (STUDENT)

District 113A has purchased a Student Accident Insurance program that covers your child for injuries incurred while participating in school sponsored and supervised activities, including all sports. This program pays benefits up to \$5,000,000 with no deductible. Because accidents also occur away from school, the district has approved the following optional plans that you may purchase additionally from the Plan Administrator:

24-Hour coverage: Around the clock accident coverage for your child anywhere in the world; protection during vacation, weekends and school days, as well as all travel.

24-Hour Unlimited Dental Accident Coverage

Brochures and applications for these plans are available from the District Office. These plans will provide secondary coverage and will pay benefits after your primary health insurance has concluded participation in the claim. If you have any questions, please call the Plan Administrator, Gerber Life Insurance, at (866) 975-9468. Claim forms are available at the District Office and through the plan administrator.

ASTHMA ACTION PLAN

Public Act 99-843 amended the provisions of the Illinois School Code related to the management of asthma in the school setting. Each year, schools must now ask parents of students with asthma to submit an asthma action plan to the school. The goal of the plan is to enhance day-to-day management of the student's asthma as well as provide guidelines for an emergency situation.

If your child has asthma, we request that you and your child's physician complete these forms [Asthma Action Plan Information](#) and return them to the nurse's office as soon as possible. You will need to submit an Authorization for Asthma and Allergy Medication form if you do not already have one on file.

If you have any questions, please contact your school's nurse:

Oakwood School: Melanie Earnest, R.N., extension 1102

Old Quarry Middle School: Michelle Iazetto, R.N., extension 4102

River Valley School: Megan Dagnino, R.N., extension 2102

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. See District website for more information on Return-to-Learn and Return-to-Play policies.

CARE OF STUDENTS WITH DIABETES

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

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

COMMUNICABLE DISEASES

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

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with communicable diseases may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

FOOD ALLERGY MANAGEMENT PROGRAM

A state law that became effective January 1, 2011, requires that all Illinois school districts implement policies and procedures for preventing and managing life-threatening allergic reactions at school. In compliance with Public Act 96-349, our Board of Education adopted Policy 7:285-Food Allergy Management Program in November of 2010. Food management procedures were implemented in all District 113A schools in January of 2011.

In order to effectively manage life-threatening food allergies, schools have the responsibility to monitor foods provided for students and to control distribution of foods that may contain allergens. **While we can implement controls and appropriate cleaning procedures in and around the lunch room, we do not have the personnel capacity or expertise to check and verify that foods eaten in every classroom are allergen-free and that all surfaces are cleaned frequently and effectively enough to prevent transfer of allergens. Students with allergies travel throughout the building into other classrooms and common areas every day, so, restricting food only in their homeroom classrooms will not suffice. The consequence of doing something wrong in these cases is irreversible. A major medical incident that results from an allergic reaction in a situation that could have been prevented would be a tragedy.**

Therefore, these procedures are in effect for all of our students:

1. Parents may bring/send lunch or purchase a school lunch *for their children only*.
2. K-5 students who wish to celebrate their birthday at school *may donate* a book for the classroom library or *bring a classroom supply* (e.g., pencil, eraser, small notepad, crayons, markers) for each student in the class. Edible birthday treats *will not be allowed*. Recommendations for book selections can be found at www.readingrockets.org/books. Classroom teachers may also provide a "wish list" for their classroom libraries.
3. The only refreshments that can be served at classroom celebrations/parties are 100% juice and bottled water (individual containers only). There will be *no food* served during school celebrations/parties. Crafts and other activities will be the focus during these events. "Goody bags" and any other edible treats will not be sent home with students. Any edibles and goody bags that are brought/sent to school will be held in the school office for the sending parents to pick up. Food items that are not picked up after one week will be discarded.

4. Snacks will generally *not be permitted* during school hours. Students may drink water through the day, unless water bottles are prohibited by an individual class, grade level, or school disciplinary restriction. Exceptions: 1) A grade level may be scheduled for a fresh fruit or fresh vegetable snack if the school schedule is such that there is an extended period of time from the start of school until the lunch period. This exception will be scheduled at the sole discretion of the building principal; and 2) Food required to meet a component of a student's Section 504 Plan or IEP is allowed.

5. Students *may not share* food with each other at school.

We belong to a learning community that is dedicated to the well-being of its children, so we must protect the health and safety of our students to the best of our ability. If you have any questions about these procedures, please contact your school's nurse. The support of our parents and families is vital to ensure a safe and healthy environment for all.

LIFE THREATENING FOOD ALLERGIES

It is our goal to ensure a safe and supportive environment for all of our students. In 2010, the Illinois legislature passed Public Act 96-0349 to address safe and supportive environments for students with life-threatening allergies or chronic illnesses. Public Act 96-0349 requires our School District to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. The intent of this notice is to inform you of your student's rights and protections that promote safe participation in our school's program.

Section 504 protects students from discrimination due to a disability that substantially limits a major life activity. If a student is suspected of having a qualifying disability under Section 504, the school will convene a Section 504 team to determine eligibility and as needed, appropriate supports and services to address the student's individual needs. Under Section 504, a student with a physical or mental impairment which substantially limits a major life activity, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, and learning, may meet the definition of a student with a disability. If the student has a qualifying disability, the 504 team will look at how the disability limits access to school programs and whether the student is eligible for protection from discrimination under Section 504. If the student is protected under Section 504, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the student can access his or her education as effectively as students without disabilities. However, it is important to note that not all students with life-threatening allergies and life-threatening chronic illnesses will be eligible under Section 504. Our school district may also be able to appropriately meet a student's needs through other means.

If your student has a life-threatening allergy or life-threatening chronic illness, please contact your school's nurse as soon as possible to schedule a meeting regarding Section 504 eligibility for your child:

Oakwood School	Melanie Earnest, R.N.	630-257-2286, extension 1102
River Valley	Megan Dagnino, R.N.	630-257-2286, extension 2102
Old Quarry	Michelle Iazzetto, R.N.	630-257-2286, extension 4102

HEALTH SERVICES

NURSING STAFF: Professional nurses (RNs) are available for District students in each school.

RETURNING TO SCHOOL AFTER ABSENCE DUE TO ILLNESS: A student returning after a three consecutive day absence or more is required to furnish, before re-admittance, a Doctor of Medicine's Certificate stating the cause of absence and fitness to return to school.

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

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

1. An official "Authorization for Administration of Medication" form available from the district's website or school office, with all portions completed by a parent or guardian and the licensed physician, must be filed with the school's nurse. This applies to prescription and OTC medications. No medications will be administered to students in the absence of a completed and approved authorization form. Students' self-administration of asthma and allergy medication is permitted provided the parent/guardian provides written authorization and the required documentation from the physician (see Authorization for Administration of Medication Form and Allergy/Asthma Forms on our website under "Health Services"). The parents/guardians of the student must sign a statement that the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student. Additionally, the parents/guardians must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student. The permission is effective for the school year in which it is granted and must be renewed each subsequent year. After all requirements are met, a student may possess and use asthma and/or allergy medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, and before or after normal school activities, such as while in before-school and after-school care on school-operated property.
2. Medications must be brought to school in an appropriate container. **All medications (except auto-injectors and inhalers) and potentially hazardous medical supplies (e.g., needles, lancets) must be transported to and from school by a parent or other authorized adult.** Prescription medications must display the student's name; prescription number; medication name, dosage, administration route, and/or other directions; date and refill; licensed prescriber's name; and pharmacy name, address, phone number, and name or initials of pharmacist. OTC or non-prescription medications must display the manufacturer's original label with ingredients listed and the student's name affixed. **Medications transported in unauthorized containers (e.g., envelope) cannot be accepted.**
3. Administration of all medications will be documented to include this information: date, time, dosage, route of administration and signature of person administering or supervising self-administration.
4. All approval for long-term medication must be renewed and documented in writing at least annually.

Medication will be administered to students by a nurse (RN); other staff members may supervise the self-administration of medications by students. All medicine will be stored in an appropriate locked cabinet. Students may not transport or keep medicines in their possession (approved inhalers and auto-injectors are exempt from this restriction). This includes OTC analgesics, cold remedies or cough medications. In all cases, the school retains the discretion to reject a request for administering medicine. All unused medications left in the health office the last day of school will be discarded.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorize to Administer

form. Students who are diabetic may also self-carry and self-administer diabetic testing supplies and insulin. Diabetic students must have a separate Diabetes Care Plan. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Emergency Epinephrine Act

Public Act 97-0361 and 98-0795 allows schools to voluntarily maintain a supply of emergency epinephrine auto-injectors. Epinephrine can save a child's life by opening his or her airway until emergency personnel arrive. District 113A schools maintain a supply of undesignated emergency epinephrine. The emergency epinephrine stored at school is not intended to replace epinephrine that has been prescribed to students with known allergies. Parents who have students with known allergies should notify the school's nurse to develop an Emergency Action Plan.

Under these Acts, and Board Policy 7:285 *Food Allergy Management Program*, the district is authorized to do the following: 1) The district may provide an undesignated epinephrine auto-injector to a student who is authorized to self-administer medication; 2) The school's nurse or other appropriately trained personnel may also administer an undesignated epinephrine auto-injector to a student or person that the school nurse or trained personnel believes is having an anaphylactic reaction; 3) A school nurse or other appropriately trained person may administer an epinephrine auto-injector while in school, while at a school sponsored activity, while under the supervision of school personnel, or at certain before or after normal school activities; 4) A school nurse or other appropriately trained person may carry an undesignated epinephrine auto-injector on his or her person while in school or at a school-sponsored activity.

Under Public Act 97-0361, a school district and its employees and agents, including physicians providing a standing protocol or prescription for school epinephrine auto-injectors, are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the use of an epinephrine auto-injector, regardless of whether authorization was given by the student's parent/guardian or by the student's physician, physician's assistant or advanced practice registered nurse.

HEARING AND VISION SCREENING PROGRAM

District 113A conducts hearing and vision screenings in accordance with the mandates of the Illinois Department of Public Health. Vision screenings are administered to all students in Early Childhood, Kindergarten, 2nd Grade and 8th Grade. If the schedule allows, screenings will also be administered in 4th and 6th grade. In lieu of the screening services required, a completed and signed report form indicating that an eye examination by an M.D. specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months is acceptable. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Hearing screenings are administered to all students in Early Childhood, Kindergarten, 1st Grade, 2nd Grade and 3rd Grade. Hearing screenings may also be conducted for 6th grade if there is time in the schedule. In lieu of the screening services required, a completed and signed report form, indicating that the child has had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months is acceptable. Additionally, all transfer students are screened in both areas upon enrollment and students receiving special education services are screened annually.

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATION

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and required immunization requirements. 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 statement of medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15 allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions

A student will be exempted from the above requirements for:

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

NOTIFICATION OF CPR AND AED VIDEO

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time, at: www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx.

WELLNESS POLICY (Board Policy 6:50)

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available During the School Day

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

Exempted Fundraising Day (EFD) Requests

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

Guidelines for Reimbursable School Meals

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

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning

this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

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

Community Input

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

Recordkeeping

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

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751 et seq.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content),
7:260 (Exemption from Physical Education)

ADOPTED: February 15, 2017

MANDATED NOTIFICATIONS

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

In order to comply with Federal Law our school buildings have been inspected for all forms of asbestos containing building materials. As a result of these inspections, our buildings have been found to contain some asbestos containing building materials. A Management Plan has been prepared that identifies all asbestos material in our buildings and provides a strategy for managing the material. In addition, the law requires that the school district conduct surveillance to determine "any change in condition" of asbestos containing material every six months. Also, a complete re-inspection is required to be conducted every three years. By complying with the Asbestos Hazard Emergency Response Act (AHERA), the school district is taking appropriate steps to protect all occupants of our buildings from possible problems with this material. The Management Plan is available for public review by contacting the Asbestos Program Manager at (630) 257-2286, ext. 2803.

EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact Daniela Fountain, the Nondiscrimination Coordinator, or Susan Wulczyn, Director of Student Services, at 16100 127th Street, Lemont, IL 60439, (630) 257-2286, extension 4618 or 4611 .

GRIEVANCE PROCEDURE

Students, parents, guardians, employees or community members should notify a District 113A Complaint Manager if they believe that the School Board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal Statute, or Board Policy, or have a complaint regarding any of the following:

Title II of the Americans with Disabilities Act

Title VI of the Civil Rights Act of 1964

Title IX of the Education Amendments of 1972

Section 504 of the Rehabilitation Act of 1973

Sexual harassment

The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children

Curriculum, instructional materials and programs

A complete description of the grievance procedure is published in the School Board Policy Manual, Policy 2:260. The Complaint Managers will attempt to resolve complaints without resorting to the grievance procedure. All complaints will be addressed promptly and equitably by one of the District's Complaint Managers:

Daniela Fountain, Asst. Superintendent

16100 W. 127th Street
Lemont, IL 60439
(630) 257-2286 ext. 4618

Susan Wulczyn, Dir./Student Services

16100 W. 127th Street
Lemont, IL 60439
(630) 257-2286 ext. 4611

PESTICIDE AND HERBICIDE NOTIFICATION

In 1999 the Illinois General Assembly passed laws requiring that public schools notify parents/guardians and school employees at least 48 hours prior to any pesticide applications on school property. The term "pesticide" includes insecticides, herbicides, rodenticides and fungicides. The notification requirement extends to both indoor and outdoor pesticide applications. Excluded from the notification requirement are antimicrobial agents (such as disinfectants, sanitizers, deodorizers), insecticide baits and rodenticide baits.

Lemont-Bromberek Combined School District 113A has therefore established a registry of people who wish to be notified. To be included in this registry, please contact Pat Crean, Director of Operations, at (630) 257-2286, extension 2803.

SALES CONTRACTS WITH PRIVATE COMPANIES:

The Robinson-Patman Act is one of several federal anti-trust laws that govern public contracting. This act prohibits kickbacks or "commercial bribery." The courts have held that as long as the commissions from exclusive contracts are disclosed, there is no violation of the Act. This handbook entry serves as notification that Lemont-Bromberek CSD 113A has an exclusive contract with the following companies:

Van Gogh - Photography

The schools receive a commission from these companies for services rendered to students, parents and staff. Those services include, but are not limited to: distribution and advertising materials; money collection; bookkeeping; and services to individuals. Should the district become dissatisfied with the services of any vendor, the district will request and consider proposals for these services from all interested vendors.

SEX ABUSE AWARENESS

Effective January 24, 2013, Public Act 97-1147, known as “Erin’s Law”, requires Illinois school districts to add age appropriate sexual abuse and assault awareness and prevention education to the health curriculum for pre-kindergarten through 12th grade students. The purpose of Erin’s Law is to equip children with awareness of sexual abuse so that they report abuse and, ultimately, to reduce victimization. District 113A social workers and counselors have collaborated with Guardian Angel Community Services, a local agency that specializes in age-appropriate sexual abuse awareness education, about this instruction for our students. Teen dating violence is also a required topic for our middle school students. No students shall be required to take or participate in any class or course on sex abuse if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians shall be given at least 5 days’ written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

OFFENDER NOTIFICATION

State law requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public. The Illinois State Police website contains the following:

Illinois Sex Offender Registry: www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry: www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders: www.isp.state.il.us/sor/faq.cfm

STUDENT SERVICES

ADMISSION REQUIREMENTS

KINDERGARTEN: A certified county birth certificate must show the child will be five years old by September 1, 2018.

FIRST GRADE: A certified county birth certificate must show the child will be six years old by September 1, 2018.

PHYSICAL, DENTAL AND EYE EXAMINATIONS AND IMMUNIZATION RECORDS: All records required for a student’s grade level must be submitted to the school on or before October 15, 2018. Specific exceptions are made under the Illinois School Code. Those failing to provide the proper physical examination forms and proof of having received the immunizations against preventable communicable diseases will be excluded from school.

PROOF OF RESIDENCY: Residency in District 113A must be verified with documents showing an address within District 113A’s boundaries (school office will provide detailed list of documents accepted for proof of residency).

HOMELESS CHILD’S RIGHT TO EDUCATION

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child’s education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are.

Subtitle B of Title VII of the McKinney-Bento Homeless Assistance Act (42 U.S.C. 11431 et seq.); No Child Left Behind—Part C, Sec. 1031

The Board of Education has designated an appropriate staff person, who may also be a coordinator for other Federal programs, as the local education agency liaison for homeless children and youth. Please contact Susan Wulczyn, Director of Student Services, Lemont-Bromberek CSD113A, 16100 127th Street, Lemont, IL. 60439. Phone: 630/257-2286 ext. 4611; e-mail address: Wulczyn@sd113a.org; website address: www.sd113a.org

PRE-SCHOOL SCREENING FOR 3-4 YEAR OLDS

Screenings for 3-4 year olds for whom delays are suspected or who may be at-risk for school failure are scheduled monthly. Interested parents should call Sue Buhle at (630) 257-2286, extension 4615, for an appointment.

STUDENT SERVICES

Education of Students with Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

English Learners (EL) Services

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child’s placement in, and information about, the District’s English Learners programs.

For questions related to this program or to express input in the school’s English Learners program, contact Susan Wulczyn at wulczyn@sd113a.org or 630-257-2286 ext. 4611.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

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

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the school office.

TECHNOLOGY

ACCEPTABLE USE OF ELECTRONIC NETWORKS AND RESOURCES AND AUTHORIZATION FOR ELECTRONIC NETWORK AND RESOURCE ACCESS

All use of electronic networks and resources shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures on the Authorization for Electronic Network and Resource Access form are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks and resources must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
2. Curriculum – 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) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network and resources are part of the curriculum and is not a public forum for general use.
3. Privileges - The use of the District's electronic networks and resources is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action, including but not limited to termination of employment or expulsion, and/or appropriate legal action. The system administrator and/or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke or suspend access at any time. The system administrator or Building Principal's decision is final.
4. Unacceptable Use – Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District's network or resources; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds, is illegal or for illegal purpose of any kind; or constitutes gross disobedience or misconduct, is an unacceptable use. Use of the District's network or resources for any unacceptable use will result in a cancellation of privileges, disciplinary action, including but not limited to expulsion or termination of employment, and/or appropriate legal action. The user is responsible for his or her actions and activities involving the network. General rules for behavior and communications apply when using electronic networks and resources. Some examples of unacceptable uses are, but are not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

- b. Unauthorized downloading of software, regardless of whether it is copyrighted or clear of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain, including gambling;
 - e. Using the network to harass, threaten, intimidate, bully or demean an individual, or group of individuals, because of sex, color, race, religion, disability, national origin or sexual orientation;
 - f. Not following District procedures or directives for using resources, such as file space, printing supplies, etc.;
 - g. Using resources such as file space, printing supplies, etc., for non-school related projects without prior authorization from the Director of Technology in consultation with the appropriate Building Principal;
 - h. Hacking or gaining unauthorized access to files, resources, or entities;
 - i. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, including a photograph or digital image;
 - j. Using another user's account or password, with or without consent from that user;
 - k. Posting material authored or created by another without his/her consent;
 - l. Posting anonymous messages;
 - m. Using the network for commercial or private advertising;
 - n. Accessing, viewing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, pornographic, illegal material or any material that may be harmful or inappropriate for students; and
 - o. Using the network while access privileges are suspended or revoked.
5. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. All information transmitted via the network or Internet should be treated as if it could be read by anyone.
6. No Warranties - The District makes no warranties of any kind, whether express or implied, for the service of providing computer network access to its users, and bears no responsibility for the accuracy or quality of information or services obtained from the computer network or any loss of data suffered in connection with use of the network. The District will not be responsible for any damages any user suffers, including loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors, omissions or negligence. Use of any information obtained via the network is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- The District has acted in good faith and in a reasonable manner in selecting and implementing filtering applications, blocking software, and other technology protection measures to prevent access to material which is obscene, pornographic, or, with respect to use of computer by minors, harmful to minors. Nevertheless, by using the District's network and resources, users acknowledge that such technology measures do not prevent access to all prohibited material, and may prevent access to non-prohibited material. The District assumes no responsibility for access gained or denied by the technology protection measures that have been implemented.
7. Monitoring – All users of the District technology should recognize that mail use, storage capacity, or evening/night/weekend access might be limited for technical reasons. Network administrators may review files and communications to maintain system integrity and to ensure that users are using the system responsibly and in accordance with this policy. Employees should be aware that any digitally recorded information, even that of a personal nature, and/or documented use of District technology may be inspected and could be subject

to public disclosure under the Illinois Freedom of Information Act. Users have no expectation of privacy in any material that is stored, transmitted or received via the District's electronic networks or District technology devices. District 113A has the right to access, review, copy, delete, or disclose as allowed by law, any digitally recorded information stored in, or passed through District technology, regardless of the initial intentions of the user, without prior notification or prior consent of the user. Electronic communications and downloaded materials, including files deleted from a user's account but not erased, may be monitored or read by school officials. The Superintendent or his/her designee shall monitor the activities of users visually, via tracking software, logs or remote access at any time. Other monitoring may occur, as necessary.

8. Indemnification - The user agrees to indemnify the School District for any losses, costs, damages, charges or fees, including, but not limited to, telephone charges, long distance charges, per-minute surcharges, equipment or line costs, or attorney fees, incurred by the District and relating to or arising from the user's use of the District's network or resources or any violation by the user of the Policy, these rules and regulations, or other rules, regulations or other terms or conditions of computer network or resource access promulgated by the Superintendent, Building Principals or the Director of Technology.
9. Security - Network security is a high priority. Users must keep their account name and password absolutely confidential. If a user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
10. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
11. Cooperation with Investigations – The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District's network or resources. Evidence of illegal activity may be reported or turned over to appropriate authorities.
12. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs, relating to, or arising from, an individual user's use of the District's network or resources.
13. Copyright Web Publishing Rules - Copyright law prohibits the re-publishing of text or graphics found on the Web without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students engaged in producing Web pages must provide teachers with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
14. Enforcement

The failure of any user to abide by this Acceptable Use of Electronic Network and Resources, or other rules, regulations or other terms or conditions of network and resource access promulgated by the Superintendent, Building Principals, or the Director of Technology, will result in the suspension or revocation of the user's network and resource privileges, disciplinary action, including but not limited to expulsion or termination of employment, and/or appropriate legal action. Network and resource privileges may be suspended or revoked by the Superintendent or Building Principal with the recommendation of the Director of Technology. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies and contractual agreements. District 113A will cooperate with all law enforcement agencies (local, state and federal) in any investigatory pursuits related to data transmission originating from District 113A networks and servers. There is no guarantee that e-mail generated on or received by District 113A network/services will remain private.

15. Policy Modifications

The Board of Education may modify the terms and conditions of use and/or the provisions of this Acceptable Use of Electronic Network and Resources policy and its implementing rules and regulations at any time. The Superintendent, Building Principals or Director of Technology may also promulgate additional rules, regulations or other terms or conditions of network or resource access as may be necessary to ensure the safe, proper and efficient operation of the network, resources and the District's schools. Notice of any such modifications or additional rules, regulations or other terms or conditions of access shall be promptly communicated to all authorized users, including by posting such modifications on the network or in a conspicuous place at access locations (including the District's website). Use of the District's network constitutes acceptance of the terms of the Policy, the implementing rules and regulations, and any additional rules, regulations or other terms or conditions of network or resource access which may have been promulgated by the Superintendent, Building Principals, Director of Technology or their designees.

16. Reporting Suspected Violations of the Acceptable Use Policy

District 113A mandates that anyone who believes that there is a violation of this policy and its implementing rules and regulations must direct the information to the Director of Technology or Superintendent in writing or via e-mail. If available, the following information should be provided: 1) the exact nature of the alleged violation; 2) how you came to learn of the violation; 3) the date, time and location of the alleged violation; and 4) evidence of the alleged violation.

If you believe the violation is e-mail related, please do NOT delete, move or change the message in any way. E-mail with full header information provides many of the clues necessary to investigate possible e-mail violations.

17. Use of E-mail

The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid network users in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any user to an electronic mail account is strictly prohibited.
- b. Each person shall use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. If an employee's personal electronic device is enabled to access District e-mail, the user acknowledges these parameters: 1) The device may be subject to the Freedom of Information Act; and 2) If the device is lost or stolen, the user must inform the technology department within 24 hours to ensure the confidentiality of District data stored on the device. This will be accomplished by resetting the user's District password or resetting the device to factory settings.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures and otherwise follow these procedures. 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 designee.

The Superintendent and Building Principals shall implement procedures that address the following:

1. Ensure staff supervision of student access to online electronic networks and resources;
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.

As required by federal law and Board policy, students will be educated about appropriate online behavior, including but not limited to: 1) interacting with other individuals on social networking websites and in chat rooms, and 2) cyber-bullying awareness and response.

Authorization for Electronic Network and Resource Access (Reference: Board Policy 6:235)

Acceptable Use:

All use of the District's electronic network 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 network or resources, including District computers. General rules for behavior and communications apply when using electronic networks and resources. The District's *Authorization for Electronic Network and Resource Access* 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.

Each staff member must sign the District's Authorization for Electronic Network and Resource Access as a condition for using the District's electronic network and resources. Each student's parents must sign the Authorization before being granted use.

All users of the District's electronic network and resources 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 Authorization for Electronic Network and Resource Access or this policy will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Student Authorization for Electronic Network and Resource Access

Required for ALL Students:

Early Childhood and Kindergarten – Grade 8

Our school district has the ability to enhance your child's education through the use of electronic networks and resources, including the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. If a filter has been disabled or malfunctions it is impossible to control all material and a user may discover inappropriate material. Internet safety information will be given to students at the start of the school year (grades 3-8). Ultimately, parents/guardians are responsible for setting and conveying the standards that their child or ward should follow, and the School District respects each family's right to decide whether or not to authorize Internet access.

With this education opportunity also comes responsibility. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Parents/guardians are legally responsible for their child's actions. If you agree to allow your child to have access to District 113A's electronic network and resources, please sign the *Authorization* that appears on the receipt for the *Code of Conduct and Student Information*.

AUTHORIZATION FOR ELECTRONIC NETWORK AND RESOURCE ACCESS*

Students must have a parent/guardian read and agree to the following before being granted access:

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of the *Acceptable Use of Electronic Networks and Resources* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures of parents/guardians are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

By signing the *Authorization* on the handbook receipt, parents/guardians acknowledge their understanding that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, parents/guardians also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. By signing the authorization, parents/guardians agree to hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network and accept full responsibility for supervision if and when their child's use is not in a school setting. By signing the handbook receipt section regarding authorization for network and resource access, parents/guardians acknowledge that they have read the Acceptable Use of Electronic Networks and Resources policy contained in this handbook and discussed the rules and procedures with their child/ren. By signing the handbook receipt, parents/guardians hereby request that their child be allowed access to the District's electronic network and resources, including the Internet, and understand that this authorization will be in effect for the current school year. Should a parent/guardian decide to revoke this authorization at a later date, such notification must be made in writing to the child's current Building Principal.

*Electronic network includes, but is not limited to: e-mail, online connections, network usage and internet connections.

USING AN IMAGE OR WORK OF A STUDENT

Pictures of Unnamed Students: Students may occasionally appear in photographs and video recordings taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including but not limited to the school yearbook, school newspaper, and school or district website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Students' Work: A student's work may be displayed in school, on district web pages or in other publications authorized by the district. No consent or notice is needed or will be given before the school posts the work of students completed as part of the instructional or extracurricular program within the schools. Student work posted on the web pages or in authorized external publications will NOT identify students by name without the express permission of the student's parent/guardian.

Pictures of Students Taken by Non-School Agencies: While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an unauthorized outside photographer.

Pictures of Named Students: Sometimes, the school will want to identify a student in a picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture or a video with a student identified by name, in either a school-sponsored material or

publication, the district's website, or an authorized news publication, one of the student's parents or guardians must provide consent.

Parent/Guardian Consent:

You may grant consent to Lemont-Bromberek Combined School District 113A to identify a picture and/or work of your child/ward, by full name and/or the school he or she attends, in any school-sponsored material, publication, video or website and any authorized news publication by signing the consent statement on the receipt for the *Handbook for Students and Parents*. Parent/guardian consent is valid for the current school year. A parent/guardian may revoke consent at any time by notifying the Building Principal in writing.

TRANSPORTATION

BICYCLES

Students' bicycles are permitted on school grounds. Students who ride their bicycles should park them in those areas designated at the school building. The schools are not responsible for bicycles on school property.

SKATEBOARDS

Skateboards, roller-skates, rollerblades, etc., may not be brought to school or used on school property.

TRANSPORTATION EMERGENCIES

In the event of an emergency involving the transportation of students, parents should immediately contact the Transportation Department at (630) 257-2286, extension 2801 or 2803. The office hours for the Transportation Department are 7:00 a.m. to 4:30 p.m., Monday through Friday. Parents may also contact the Safety Net Hotline between school dismissal time and 5:00 p.m.: (630) 257-2286, press "9." If an emergency occurs after 5:00 p.m., the local police department should be contacted immediately by dialing 911.

DISTRICT ADMINISTRATION DIRECTORY

16100 W 127th Street, Lemont, IL 60439
(630) 257-2286
www.sd113a.org

Dr. Courtney Orzel , Superintendent	Ext. 4605
Katie Krop , Admin. Asst. to Superintendent	Ext. 4604
Daniela Fountain , Assistant Superintendent	Ext. 4618
Patti McDonald , Admin. Asst. Curriculum and Personnel	Ext. 4617
Barbara Germany , Business Manager	Ext. 4616
Tricia Baker , Business Office Assistant	Ext. 4612
Cindy Coyle , Accounts Payable	Ext. 4614
Susan Wulczyn , Director of Student Services	Ext. 4611
Sue Buhle , Admin. Asst. for Student Services	Ext. 4615
Pat Crean , Director of Operations	Ext. 2803
Steve Davis , Director of Technology	Ext. 4354

SCHOOL DIRECTORY

Dial the main district number, (630) 257-2286, and the extension number listed below for the building or department you need to reach:

- #1 Oakwood School
- #2 River Valley School
- #4 Old Quarry Middle School
- #5 District Office
- #6 Maintenance and Transportation
- #7 Emergency or Closing Information
- #8 District Directory
- #9 Safety Net Hotline (after school through 5:00 p.m.)

BOARD OF EDUCATION



**(Top Row) Dave Molitor/Member, Patrick Kerrigan/Vice President, Damon Ascolani/President, Al Malley/Member, Kevin Collins/Secretary,
(Seated) Bethany Martino/Member, Dr. Courtney Orzel/Superintendent, Cindy Kelly/Member**

The Board of Education governs the school district and is selected by the community. The Board of Education of Lemont-Bromberek Combined School District 113A holds its Regular Business Meetings on the third Wednesday of each month at Old Quarry Middle School at 6:30 p.m. in the Learning Resource Center (LRC). Please check the website for complete workshop and regular meeting schedules at www.sd113A.org. Any changes to meeting dates can be found on the website.

MISSION STATEMENT

**“THE MISSION OF DISTRICT 113A IS TO
PROVIDE STUDENTS WITH AN ACADEMIC, SOCIAL AND
EMOTIONAL FOUNDATION TO LEAD A PRODUCTIVE AND FULFILLING LIFE.”**

Damon Ascolani	President	257-2286 ext. 4510
Patrick Kerrigan	Vice President	257-2286 ext. 4511
Kevin Collins	Secretary	257-2286 ext. 4515
Cindy Kelly	Member	257-2286 ext. 4512
Al Malley	Member	257-2286 ext. 4513
Bethany Martino	Member	257-2286 ext. 4516
David Molitor	Member	257-2286 ext. 4514