

# Lake Bluff Schools District 65

## 2014-2015 Parent & Student Handbook



LAKE BLUFF  
SCHOOLS  
DISTRICT 65

**Lake Bluff Elementary School District 65 District Office**  
900 North Shore Drive Suite 220  
Lake Bluff, IL 60044  
847-234-9400



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



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

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## About Our District



## LAKE BLUFF SCHOOLS DISTRICT 65

### Board of Education

*President*

Mr. Mark Barry

*Vice President*

Mr. John Marozsan

*Secretary*

Ms. Christine Letchinger

*Members*

Ms. Leigh Ann Charlot

Ms. Julie Gottshall

Mr. Richard Hegg

Ms. Susan Rider-Porter

### Mission

To provide a premier educational foundation that enables each student to thrive.

### Vision

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

### Guiding Principles

*We believe:*

- The best interests of students must guide every decision.
- Education is a partnership involving parents, students, school staff, and the community.
- Social and emotional wellness is integral to the learning process.
- Fine arts are fundamental to an exceptional educational experience.
- Our facilities and technologies must enhance the educational process.
- Students learn best when they are actively engaged and individually challenged to achieve their unique potentials.
- Excellence in teaching promotes excellence in learning.
- Fiscal discipline strengthens our schools and community.
- Effective and transparent communication with all stakeholders is essential for the district's success.
- Continuous improvement requires data-driven evaluation and decision-making.

### District Office

900 North Shore Dr. Ste 220  
Lake Bluff, IL 60044  
847-234-9400  
Dr. Jean Sophie,  
Superintendent

### Elementary School

#### LBES

350 West Washington St.  
Lake Bluff, IL 60044  
847-234-9405  
Mrs. Margaret St. Claire,  
Principal

### Middle School

#### LBMS

31 East Sheridan Pl.  
Lake Bluff, IL 60044  
847-234-9407  
Mr. Nathan Blackmer,  
Principal

### ***Board of Education Meetings***

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

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

<b>Board Members:</b>	<b>Email:</b>	<b>Term Expires:</b>
Mark Barry, President	<a href="mailto:mbarry@lb65.org">mbarry@lb65.org</a>	April 2015
John Marozsan, Vice-President	<a href="mailto:jmarozsan@lb65.org">jmarozsan@lb65.org</a>	April 2017
Christine Letchinger, Secretary	<a href="mailto:cletchinger@lb65.org">cletchinger@lb65.org</a>	April 2017
Leigh Ann Charlot	<a href="mailto:lacharlot@lb65.org">lacharlot@lb65.org</a>	April 2015
Julie Gottshall	<a href="mailto:jgottshall@lb65.org">jgottshall@lb65.org</a>	April 2017
Richard Hegg	<a href="mailto:rhegg@lb65.org">rhegg@lb65.org</a>	April 2017
Susan Rider-Porter	<a href="mailto:sriderporter@lb65.org">sriderporter@lb65.org</a>	April 2015

### ***District Office***

900 North Shore Drive, Suite 220  
Lake Bluff, IL 60044  
Phone: (847) 234-9400  
Fax: (847) 234-9403  
Office Hours: 7:30 a.m. – 4:00 p.m.

<b>Staff Members:</b>	<b>Role:</b>
Dr. Jean Sophie	Superintendent of Schools
Dr. Kevin Rubenstein	Director of Student Services, Assessment, and Technology
Mr. Jay Kahn	Director of Finance and Operations/CSBO
Mrs. Kellie Bae	Curriculum Coordinator/Teacher Leader
Ms. Teri Simon	Administrative Assistant to the Superintendent/Board of Education
Marilyn Roland	Payroll/Human Resources Supervisor
Jean Amundson	Administrative Assistant to Director of Student Services, Assessment, and Technology/Registrar
Tammy Robards	Administrative Assistant to Director of Finance and Operations/CSBO
Mrs. Kim Novak	Assistant to the Director of Student Services (District) and Behavior Specialist at LBES

## **Channels of Communication**

Constructive comments regarding the schools are welcome whenever they are motivated by a sincere desire to improve the quality of the educational program or to help the schools do their job more effectively. Comments and suggestions are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with staff members.

### ***Lake Bluff Elementary School***

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

Mrs. Margaret St. Claire, Principal  
[mstclaire@lb65.org](mailto:mstclaire@lb65.org)

Tracy Roehrick, Assistant Principal  
[troehrick@lb65.org](mailto:troehrick@lb65.org)

### ***Lake Bluff Middle School***

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

Nathan Blackmer, Principal  
[nblackmer@lb65.org](mailto:nblackmer@lb65.org)

## **District 65 Supporting Organizations**

### ***Alliance for Excellence Education Foundation***

The Alliance For Excellence is the District 65 educational foundation that was established in 1989. The Alliance For Excellence is committed to helping District 65 provide an exceptional learning environment for its students. This foundation funds opportunities that enhance curriculum, introduce new technologies in the arts and sciences, and recognize excellence in teaching and in learning. For more information on the Alliance or to become involved, please visit the Alliance's website, [www.all4ed.org](http://www.all4ed.org).

### ***Charmm'd Foundation***

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

### ***CROYA***

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

### ***Lake Bluff Parent Teacher Organization (PTO)***

The Lake Bluff Parent Teacher Organization supports the District 65 Board of Education, the administration, teachers and staff in upholding the highest ideals of education for our students in kindergarten through eighth grade. The PTO is made up of parents and teachers who volunteer to take a role in enhancing the educational experience of the children. The mission of the PTO is to facilitate a partnership among parents, teachers, and

staff, where goals and needs are fulfilled through volunteer service. More information about the PTO is available on the District's website.

***Lake Bluff Park District***

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

***Lake Bluff School Board Caucus***

The Lake Bluff School Board Caucus is an independent and nonpartisan organization of community volunteers who work as a team to find the best-qualified nominees for election to the Boards of Education of Lake Bluff School District 65 and Lake Forest High School District 115. The sole function of the delegates is to select and support candidates to the Board of Education. All meetings are open to the public.

***Lake Forest-Lake Bluff Learning Disabilities Association (LDA)***

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

***LEAD***

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

***Speak-Up! Prevention Coalition***

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



## 2014-2015 Academic Calendar

### 2014

August 14 & 18	New Staff Orientation	No School
August 19-20	Staff Development	No School
August 21	FIRST DAY OF SCHOOL - Early Release (Dismiss: LBES 1:45 pm/LBMS 2:10 pm)	

September 1	HOLIDAY – Labor Day	No School
September 8	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	

October 3	Teacher Institute Day	No School
October 9	Parent/Teacher Conference - ½ day (Dismiss: LBES 11:05am / LBMS 11:30am)	
October 10	Parent/Teacher Conference Day	No School
October 13	HOLIDAY – Columbus Day	No School

November 10	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
November 14	End of Trimester I	
November 25	Report Cards	
November 26-28	HOLIDAY – Thanksgiving	No School

December 8	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
Dec 22 – Jan 2	Winter Holiday	No School

### 2015

January 5	Classes Resume	
January 12	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
January 19	HOLIDAY - Martin Luther King Day	No School
January 29	Parent/Teacher Conference - ½ day (Dismiss: LBES 11:05am / LBMS 11:30am)	
January 30	Parent/Teacher Conference Day	No School

February 9	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
February 13	Tri-District Staff Meeting	No School
February 16	HOLIDAY - President’s Day (Emergency Day if needed*)	No School
February 27	End of Trimester II	

March 9	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
March 10	Report Cards	
March 13	Teacher Institute Day	No School
Mar 30 – Apr 3	SPRING BREAK	No School

April 6	Non-Attendance Day (Emergency Day if needed*)	No School
April 13	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	

May 1	Teacher Institute Day	No School
May 11	Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
May 25	HOLIDAY - Memorial Day	No School

June 4	LAST DAY OF SCHOOL - Early Release (Dismiss: LBES 1:45 pm/ LBMS 2:10 pm)	
June 4	End of Trimester III	
June 5, 8, & 9	Emergency Days if needed*	

\*Last day for students will be June 4, 2015. However, if Emergency Days are needed, the school year will be extended and student attendance days will be implemented in this order: June 5, February 16, April 6, June 8 and June 9.

## **Curriculum Nights/Conferences**

### **Curriculum Nights**

- LBES: PreK-5<sup>th</sup> ----Thursday, September 11<sup>th</sup> from 6:30-8:00 p.m.
- LBMS: 6<sup>th</sup> Grade---Wednesday, September 3<sup>rd</sup> from 7:00-8:30pm  
7<sup>th</sup>/8<sup>th</sup> Grade---Thursday, September 4<sup>th</sup> from 7:00-8:30pm

### **Parent/Teacher Conferences**

- Fall: October 9<sup>th</sup> and 10<sup>th</sup>
- Winter: January 29<sup>th</sup> and 30<sup>th</sup>

## **New Student Registration**

Parents or legal guardians may register a child for school in District 65 by visiting the District's website and navigating to the registration tab under the "Parents" tab. Upon initial enrollment in the District, parents/guardians must provide the District with a certified copy of the child's birth certificate as proof of age and identity. If the birth certificate is not provided within 30 days after enrollment, the District is required to notify the Illinois Department of State Police or local law enforcement. In such instances, the District shall also notify the parent enrolling the child that they have 10 additional days to provide the birth certificate.

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

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

### ***Residency Verification***

Only students who reside with a person who is a resident of the District and who has legal custody of the student may attend a District school without a tuition charge, except as otherwise provided below or under Illinois law. District 65 verifies residency when a student first registers in the District and upon a change of schools. Thereafter, a student's residence may be verified annually during the registration process. Homeless students and students for whom special education services are provided will be enrolled in accordance with Board policy and State and federal law. District 65 reserves the right to request proof of residency at any time. At the time of registration, and annually thereafter, all new and/or transferring students must complete a Certificate of Residence form. In addition, at least three (3) items of identification from the following list must be presented as evidence of residency:

1. Drivers license
2. Home ownership title or deed
3. Apartment lease
4. Voter registration
5. Utility bills (water, electric, gas), within past three (3) months
6. Automobile insurance.

Telephone and cable bills are not accepted as proof of residency.

These items of identification will be reviewed by the District employee interviewing the parents at the time of registration and notation will be made on the Student Registration Form of those items of identification provided by the parents. The completed Certificate of Residence must be on file at the District office before registration of any student will be considered complete and enrollment allowed. The District may further investigate the residency status of a student as part of the enrollment process.

Any person with a custody order seeking to enroll a student must present a court order, parenting agreement, judgment, and/or decree that awards custody of the student to that person (including divorce decrees awarding custody to one or both parents). If a student is living with an individual other than the parent(s), the District may require the parents and/or guardians of the student to complete Certificates of Residence and produce additional proof of legal residency. In situations where the student and his/her parent(s) reside with a family member, such as a grandparent or a friend, the person who owns or rents the residence must complete the Certificate of Residence form or complete a Residency affidavit at the time of registration.

Lake Bluff School District 65 does not allow admittance to students who are not residents of the school district. For more information, please see the District's Student Residency Policy, available on the District website or at the District Administrative Office.

### ***Fees and Supplies 2014-2015***

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

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

The following fees are waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. To apply for a fee waiver, contact **Jay Kahn**, Director of Finance and Operations/CSBO, at the District Administrative Office at 847-234-9400.

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

The Board of Education has established the following student fee schedule for the 2014-2015 school year:

<b>Kindergarten (Half-Day)</b>	\$82.50 Registration	<b>Grade 5</b>	\$150 Registration \$ 50 Technology Fee \$ 12 Milk (Optional) \$ 10 5 <sup>th</sup> Grade Band (Optional)
<b>Kindergarten (Full-Day)</b> Milk Fee	\$2500 Registration  \$12 (Optional for those students in full-day Kindergarten)	<b>Grade 6</b>	\$165 Registration \$ 50 Technology Fee \$ 18 Gym Uniform
<b>Grades 1-4</b>	\$150 Registration \$ 12 Milk (Optional)	<b>Grades 7-8</b>	\$165 Registration \$ 50 Technology Fee \$ 18 Gym Uniform (if new to District or need to replace uniform)
<b>Pre-K (Half-Day)</b>	\$2500 Registration		

***Free and Reduced Priced Lunch***

Children need proper nutrition to learn. District 65 will provide milk and lunch every school day to families who qualify based on income level. To apply for free milk and lunch, please complete the Household Eligibility Application form which is mailed home in August. The application is also available on the District website and at the District’s Administrative Office.

**Educational Programs**

***Common Core***

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

***Core Curriculum***

A comprehensive core-curriculum is offered to all District 65 students. Beginning in kindergarten, children are instructed in reading/language arts, mathematics, science, social studies, foreign language, physical education, and the fine arts (art, music, and drama). The curriculum is aligned with state and national standards and reflects the high academic expectations of the community. Instructional strategies are developmentally appropriate and based upon research and best practices in education. If students are receiving programming funded by the District’s Title I program, their parents/guardians will receive notice of parental involvement policies and activities.

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

### ***NextGen Science Standards***

Illinois has approved the use of the Next Generation Science Standards (NGSS) a rigorous set of internationally benchmarked standards that focus the learning that is done in our classrooms across disciplines. These standards have three dimensions: disciplinary core ideas (content), scientific and engineering practices, and cross-cutting concepts. The integration of rigorous content and application reflects how science and engineering is practiced and ensures that our students will be well-prepared to participate in a global economy. During the course of the 2014-2015 school year, Lake Bluff teachers will collaborate to align our curriculum with these new standards.

### ***Creative and Fine Arts***

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

### ***Pre-Kindergarten Program***

District 65's Pre-Kindergarten Program is designed to support social, language, cognitive, pre-academic and motor skill development for children between the ages of three and five. A certified early childhood educator and a certified special education teacher provide appropriate instruction for students of all backgrounds. Typically developing peers are educated with children with disabilities and developmental delays in a blended model. Children who are three years old on or before September 1, 2014 come to school in the morning from 9:00 a.m. – 11:30 a.m. and children who are four years old on September 1, 2014 come to school in the afternoon from 12:10 p.m. – 2:40 p.m. Transportation is available for all children in the program. Additionally, a speech pathologist, an occupational therapist, and an intervention specialist work collaboratively as a team to create an effective educational program designed to meet the needs of the children attending the program. To obtain more information about the Pre-Kindergarten Program, please contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Administrative Office.

### ***English Language Learners (ELL)***

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

parents and families at regular intervals throughout the school year. Parents and families with questions about ELL services should contact Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment or Kellie Bae, Curriculum Coordinator, Teacher Leader.

### ***Field Trips***

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

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

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

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

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

### ***Overnight Field Trips***

An overnight field trip is a school-sponsored educational trip under the supervision of District employees and requires one or more overnight stay(s). Overnight field trips must be approved in advance by the Principal or designee as well as the Board of Education upon written application. An overnight field trip may be cancelled without notice by the Superintendent or designee because of health, safety, or security concerns or because the extended trip is deemed not in the best interest of the students or the District. The District assumes no liability for reimbursement of expense incurred for an overnight field trip cancelled by the Superintendent or designee.

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

## ***Homework***

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

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

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

### **Grades K-2**

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

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

### **Grades 3-5**

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

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

### **Grades 6-8**

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

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

### ***Horizons Classes***

Lake Bluff Elementary School offers three sessions of Horizons, a fee-based after-school enrichment program for students in Grades K-5. Students are invited to register for desired classes each trimester. A bus is available at the end of each Horizons class.

### ***Kaleidoscope Summer School Program***

Kaleidoscope is District 65's Summer Enrichment program for students entering Grades K-8. It is a self-funded program that runs Monday through Friday from 8:45 – 11:45 a.m. for 4 weeks in June and July. Incoming Kindergarten and Grade 1 students participate in a 3-hour, self-contained session, while students in Grades 2-8 attend three 1-hour sessions of their choice. Course offerings include theater, art, cartooning, computer games and simulations, and a variety of hands-on science, literature and writing classes. Registration is available through the District 65's website in the spring.

### ***Preschool Screening***

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

### ***Response to Intervention***

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

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

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

### ***School-Wide Enrichment Model***

We have begun the work of enhancing our curricular programs for students with gifted and enrichment learning profiles.

- Acceleration of students in some grade levels in some subjects.
- Preliminary identification using existing data.
- Staff development
- Changes in the roles for staff members on the team.



- Actual changes in Enrichment staffing.
- Co-curricular programs expanded.

A Staff Enrichment Team as well as a Parent Advisory group will convene in 2014 – 2015 to determine further programmatic guidelines, policies, and procedures and will meet with the Parent Advisory group at three different times during the 2014-2015 school year. The work is ongoing, evolving, and important.

### ***Special Education***

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

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

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

### ***Behavioral Intervention***

The District has adopted policies and procedures requiring the use of behavioral interventions with students with disabilities. It is the intention of the District to utilize behavioral interventions to promote and strengthen desirable behavior and to reduce or eliminate inappropriate behaviors.

The Board of Education has developed policies regarding student discipline that ensure order, safety, and discipline in its schools. Students identified as needing special education, and with a written Individualized Education Program (IEP), may have additional rights in law or in the IEP.

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

### ***Public Agency Access to Public Benefits***

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

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

### ***Sports Programs***

School-sponsored extracurricular activities are a privilege and not a right. Interscholastic and Intramural Sports are school-sponsored organized programs involving supervised team, group or individual physical activities. Sports programs are offered to all Grade 6-8 students who wish to participate in soccer, field hockey, volleyball, basketball, cheerleading, pompoms, and track. District 65 offers both junior varsity and varsity teams at the middle school level. Students must be in attendance at least half of the day in order to participate in an after-school sports program.

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

### ***Wellness (Physical Education)***

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

A student must have an appropriate excuse from a physician in order to be excused from physical education. The physician's note must be provided to the School Nurse or the Principal's office. The physician's statement must provide the nature of the restriction and the length of time that the student will be unable to participate in certain or all physical activities. If the physician's note does not state the period of time that the student is to be excused, a second physician's note stating the student may return to physical education is required before the student will be permitted to participate in physical education. Students who are excused from physical education will not be permitted to participate in any applicable activities including, but not limited to, physical education class, recess, intramural sports, interscholastic sports, and field day. An alternate activity will be provided to students excused from physical education.

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

### ***World Languages***

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

### ***Safe & Drug Free School Policy***

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

### ***Violence and Drug Prevention Efforts***

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

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

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

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

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

### ***Equal Access – Homeless Students***

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

### ***Equal Access – Boy Scouts/Girl Scouts***

Upon request, any Boy Scout or Girl Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or other designated youth group, except that the District will remain viewpoint

neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.

### ***Computer Network and Internet Safety***

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

### **Attendance**

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

In the event of an absence for observance of a religious holiday, each child will be given an equal opportunity to make up any school work requirements missed due to the absence. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s) for observance of a religious holiday. This notice shall satisfy the District's requirement for a written excuse when the student returns to school. Parents/guardians must also inform the school at least one week prior to any planned extended absence. The specific procedures for notifying each school regarding a student absence are outlined below.

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

### ***Lake Bluff Elementary School (LBES)***

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

### ***Lake Bluff Middle School (LBMS)***

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

### **Truancy**

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

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

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

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

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

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

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

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

## **Emergency School Closings**

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

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

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

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

## **School Messenger**

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

## **School Safety Drills**

In the interest of safety, three district practice drills are conducted during the school year. Early in the school year, forewarned school evacuation drills are performed, followed by periodic "surprise" drills. A severe weather and shelter-in-place drill, with a signal distinctly different from that of the school evacuation drill, is planned to respond to an emergency created by a natural or man-made disaster. This type of drill is utilized when there is a Civil Defense alert. Bus evacuation drills are also conducted with all students. In the event of an emergency that threatens the safety of any person or property, District 65 students and staff are to use any available telephone including, but not limited to, personal cell phones.

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

## **Student Conduct, Expectations & Discipline**

Every student and employee of District 65 is entitled to learn and work in a safe school environment. District 65 has standards and procedures to address individual misconduct and control in order to maintain an environment conducive to learning in all disciplinary action. District

65 is mindful that students have individual personalities and it is sometimes more important to determine the cause of misbehavior rather than merely penalize the student. Thoughtful discipline may be a means of fostering student growth toward maturity and responsibility. Each disciplinary issue will be considered on an individual basis. Cooperation among parents, teachers, and administrators is both necessary and desirable.

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

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

### ***Prohibited Student Conduct***

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

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials or any alternative nicotine product, or any cartridge or component of an alternative nicotine product such as electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
  - 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 not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- 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.

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

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d)



- soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts.
  14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
  15. 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. The District may require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the school has reasonable cause to believe that the student’s social networking account contains evidence that the student has violated a school disciplinary rule or policy.
  16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

The grounds for disciplinary action, including those described more thoroughly later in this policy, 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.

### ***Weapons***

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

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

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### ***Disciplinary Measures***

Disciplinary measures may include any of the following items, or any combination of measures, as determined by administration on a case-by-case basis:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.

12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code.

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

### ***Suspension***

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The Board of Education must be given a summary of the notice, including the reason for the suspension and the suspension length.

### ***Expulsion***

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
  - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
  - b. The time, date, and place for the hearing.
  - c. A short description of what will happen during the hearing.
  - d. A statement indicating that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
  - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board of Education or a hearing officer

appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

### ***Required Notices***

The District is committed to maintaining a safe environment for its students and staff. Firearms are prohibited on school grounds, except as permitted under state law. A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### ***Mental Health – "Clear and Present Danger Determinations"***

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

### ***Delegation of Authority***

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

defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent (and his or her designee), Building Principal, or Assistant Building Principal, is authorized to impose the same disciplinary measures as teachers and may suspend students who engage in gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. In addition, the administration may recommend expulsion of a student to the School Board.

### ***Video Surveillance***

Video Surveillance is or will be used at the elementary and middle school buildings. Warnings are posted throughout the building. The content of the electronic recordings may become part of a student's school record and are subject to District policy and procedure concerning school student records.

### ***Bullying and Other Aggressive Behaviors Prohibited***

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Such conduct interferes with a student's educational environment, safety, and academic performance. Preventing students from engaging in these aggressive and disruptive behaviors is an important District goal.

Students are expected to act respectfully towards their peers and to avoid aggressive behaviors in their interactions with other students. Aggressive behavior includes words and/or actions towards another student or student's property of a forceful, hostile, injurious, intimidating, or destructive nature, whether verbal, physical, or visual. The District prohibits and will not tolerate aggressive student behavior, including and prohibits bullying conduct of any type or on any basis, as defined below, as such conduct interferes with a student's educational environment, safety, and academic performance. Further, the District will protect students against retaliation for reporting incidents of aggressive behavior and bullying and will take disciplinary action against any student who participates in such conduct.

In addition, bullying that is based on actual or perceived race, color, nation originality, 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 also prohibited.

Bullying is prohibited in each of the following situations:

- During any school sponsored education program or activity.
- 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.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy and as defined by law, the term bullying means any severe or pervasive physical or verbal, or visual 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:

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

An individual student or a group of students engages in bullying conduct whenever, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, either inflicts, attempts to inflict, or intends to inflict, by physical, verbal, or other means, any physical or psychological suffering on another student or group of students. Bullying, intimidation, and/or harassment may take various forms, including without limitation: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Other examples of bullying may include, but are not limited to:

1. Physical bullying, which may include punching, shoving, poking, hair-pulling, sexual touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, threatening or causing physical harm or destruction of property, or other similar behaviors;

or

2. Verbal or psychological bullying, which may include name-calling, teasing, gossip, using derogatory slurs, wearing or possessing items depicting or implying hatred or prejudice, or other similar behaviors.

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

### ***Harassment of Students Prohibited***

Harassment, intimidation, or bullying another student based upon a student's race, color, nationality, sex, sexual orientation, ancestry, age, religion, disability, gender identity, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status is prohibited. District 65 will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or

implying hatred or prejudice of one of the characteristics stated above. Complaints of harassment intimidation or bullying are handled according to the provisions of the Board policy on sexual harassment, a summary of which is below.

***Teen Dating Violence Prohibited***

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. “Teen dating violence” occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence should report them to the Building Principal, Assistant Principal, or any school staff member. School staff shall respond to incidents of teen dating violence by following the District’s established procedures for the prevention, identification, investigation, and response to bullying and school violence.

***Sexual Harassment Prohibited***

Sexual harassment of students is prohibited. Any person, including a District 65 employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that

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

The terms “intimidating,” “hostile,” and “offensive” include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities.

Students, who believe they are victims of sexual harassment, or who have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

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

<b>Nondiscrimination Coordinators</b>	<b>Complaint Manager</b>
Dr. Kevin Rubenstein & Mrs. Margaret St. Claire 900 North Shore Drive, Suite 220 Lake Bluff, IL 60044 (847) 234-9400	Dr. Kevin Rubenstein 900 North Shore Drive, Suite 220 Lake Bluff, IL 60044 (847) 234-9400

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

Any student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the Board policy on discipline. Any student making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action including but not limited to suspension and expulsion.

### ***Distribution of Non-Curricular Literature***

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

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

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

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by Board policy and this Handbook;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in Kindergarten through 8th grade and is primarily prepared by non-students, unless it is being used for school purposes. This does not prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

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

### **Dress Code**

Students and/or their parent(s)/guardian(s) will generally make decisions about student dress, grooming, and personal adornment. However, a student’s dress, grooming, or personal adornment is not acceptable if it disrupts the educational process, interferes with the maintenance of a positive teaching/learning environment, compromises reasonable standards, of decency, or constitutes a



threat to the safety or health of the student or others. If a student is inappropriately dressed, a parent/guardian will be called to bring appropriate clothing to school, or the student will be given temporary clothing to wear for the remainder of the school day. The Administration will make the final decision regarding the appropriateness of any questionable student attire, grooming, or adornments.

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

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

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

## **Transportation**

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

### ***Pick-Up and Drop-Off Locations***

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

### ***Bus Conduct***

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

1. Students may only ride their assigned bus. The District cannot accommodate requests to ride buses other than the one assigned to the student.
2. Be at the designated school bus stop five (5) minutes before the scheduled pick-up time. When you walk to and from the bus, remember to follow these safety rules: Check for oncoming cars when crossing the street and when you get on or off the bus. Always walk on the sidewalk. Look both ways before crossing the street. Cross only at crosswalks. Obey all traffic signals. Always cross in front of the bus and wait for the driver's signal.
3. Wait for the bus in an orderly manner. Be mindful of the rights of property owners. Playing in the road can be dangerous.
4. Students should wear weather-appropriate clothing.
5. Stay off the road at all times while waiting for the bus. Do not move toward the bus until it has been brought to a complete stop.

6. Drivers may assign seats to students for safety or disciplinary reasons. Students must not stand or leave their seats while the bus is moving.
7. Remain in the bus in the event of a road emergency until instructions are given by the bus driver or administrator.
8. Be absolutely quiet when approaching a railroad crossing.
9. Keep hands and head inside the bus at all times. Do not throw anything out of the bus window.
10. Assist in keeping the bus safe and sanitary at all times. Never tamper with the bus or any of its equipment.
11. Food and drinks are not allowed to be consumed the bus.
12. Keep books, packages, coats, and other object out of the aisles. Do not leave books, lunches, or other articles on the bus.
13. Be courteous to fellow students and the bus driver. Help look after the safety and comfort of younger children.
14. Do not ask the bus driver to stop at places other than the regular bus stop. The driver is not permitted to do this.
15. Observe safety precautions when leaving the bus. If necessary to cross the street, proceed to a point at least 10 feet in front of the bus on the right shoulder of the street where traffic may be observed in both directions. Wait for the signal from the bus driver allowing you to cross.
16. Observe the same rules and regulations of other trips under school sponsorship as you observe between home and school.

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

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

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

### ***Electronic Recordings on School Buses***

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

Students are prohibited from tampering with electronic recording devices on school buses and may be disciplined for such misconduct in accordance with the Board's discipline policy. Students who tamper with these electronic recording devices may be required to reimburse District 65 for any needed repairs or replacement. The electronic recordings from school buses may be student records and, if so, are subject to District policies and procedures concerning school student records.

## **Insurance**

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

## **School Health**

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

Emergency contact information must be provided when a child registers for school and shall be updated annually. Parents who wish to review or update the emergency contacts for their child can do so using the PowerSchool Parent portal. Parents/guardians are also encouraged to notify the School Nurse and/or other staff if a child has any health issues/needs.

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

### ***Head Lice***

Head Lice is not a life-threatening disease but is difficult to control. Please notify the School Nurse and/or Building Principal's office if a student has been treated for head lice so that the school may notify District families and take preventative measures. Any child treated for head lice must be checked and cleared by the School Nurse before returning to school.

### ***Screening Programs***

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

## ***Physical/Dental/Vision Exam and Immunizations***

### ***Physical Examinations***

In compliance with the rules and regulations of the Illinois Department of Public Health, all children must have a physical examination prior to entrance in early childhood; within one year prior to entering kindergarten or 1<sup>st</sup> grade; in 6<sup>th</sup> grade; and immediately prior or upon entrance into District 65.

A summary of the requirements for physical examination is as follows:

- The physical exam must be completed within one year prior to the student's attendance in school.
- The physical exam must be recorded on the Illinois Department of Human Services Certificate of Child Health Examination form.
- The physical exam form must be signed and dated by a qualified health care provider. The health care provider's name, address, and telephone number must be clearly written or stamped on the form.
- The Health History section of the form must be completed, dated, and signed by the parent/guardian.
- The Lead Risk Assessment section of the form must be completed for all children 6 years of age and under.
- The Diabetic Screening section of the form must be completed for students entering kindergarten, sixth grade and all students entering the District for the first time.
- A current physical examination, completed within one year of the student's participation in tryouts or practice, must be received prior to for the student's participation in interscholastic or intramural sports.
- Immunizations must be completed according to the schedule of the Illinois Department of Public Health, unless otherwise provided under State Law.
- All physical examinations and immunizations forms are due in the school office no later than the first day of the school year. No child will be permitted to attend school if District 65 does not receive proof by October 15<sup>th</sup> of the current school year. Students transferring into District 65 from out-of-state or country must present a physical exam completed within one year prior to attending school on a comparable physical exam form. Out-of-state transfer students must comply with the Illinois Department of Public Health's immunization schedule. Out-of-state transfer students who do not provide proof by October 15<sup>th</sup> may attend school if the student provides proof of an appointment for the required vaccinations. If proof is not provided within 30 days after permitted to attend classes, the student will not be permitted to attend school until District 65 receives proof of compliance.

The District will provide notice to parents/guardians of the date and type of any non-emergency, invasive physical exam or screening that is required (1) as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. Parents/guardians have the right to object to invasive physical exams or screenings. Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening.

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

### ***Vision Examinations***

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

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

### ***Notice of Services for Deaf/Hard of Hearing Students***

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

### ***Dental Examinations***

The State of Illinois requires dental examinations for all students in Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grades. The dental examination must be recorded on the Illinois Department of Public Health's Proof of School Dental Examination form. The dental exam must be submitted by no later than May 15<sup>th</sup> of the school year and must have been completed within 18 months prior to that date. If proof is not received by May 15<sup>th</sup>, District 65 may hold the student's report card until such proof, or proof that a dental examination is scheduled to be conducted within 60 days of May 15<sup>th</sup>, is provided. This requirement will be waived for children who show an undue burden or a lack of access to a dentist. The Illinois Department of Public Health's waiver form is available at the District Administrative Office or the school office.

### ***Sports Physicals***

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

### ***Medication***

#### ***Administration of Medication to Students***

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

When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours or school-related

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

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

### ***Self-Administration of Medication by Students***

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

### ***School District Supply of Epinephrine Auto-Injectors***

The District maintains a supply of epinephrine auto-injectors in the name of the District and provides or administers them as necessary according to Illinois law. This does not apply if, for whatever reason, the District or its employees are unable to: (1) obtain a prescription for school epinephrine auto-injectors and a procedure from a licensed physician, or (2) fill the District's prescription for school epinephrine auto-injectors. As provided by law, the District is not liable for injuries resulting from supplying or administering epinephrine auto-injectors. Students and their parents/guardians should not rely on the District for the availability of an epinephrine auto-injector, and the District does not guarantee the availability of an epinephrine auto-injector. Students and their parents/guardians should consult their own doctor regarding epinephrine auto-injectors.

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

The District will address the needs of students with diabetes who attend its schools. The District will not deny a student access to any school or school-related activity on the basis that a student has diabetes and will not restrict the assignment of a student with diabetes to a particular school on the basis that the school does not have a full-time nurse. The District will comply with the requirements of the *Individuals With Disabilities Education Act*, Section 504 of the *Rehabilitation Act of 1973* and the *Care of Students with Diabetes Act* and has implemented procedures accordingly. More information is available from Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment.

### ***Food Allergy Management Procedures***

#### ***Summary of Procedures***

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

### ***Identification of Students with Food Allergies***

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

### ***Prevention of Students' Exposure to Known Food Allergens***

- The School Nurse, Building Principal, and/or other designated staff member will convene a meeting to educate all the staff who will implement the student's IEP/Section 504 Plan/HCP about their responsibilities.
- Any additional staff training needed to implement the IEP/Section 504 Plan/IHCP will be determined and provided to the responsible staff members.
- The School Nurse, Building Principal, or other designated staff member will monitor the implementation of the student's IEP/Section 504 plan/IHCP.
- The school will disseminate information to appropriate school personnel and volunteers about the student's food allergy.
- The school will disseminate information to parents/guardians and students about the student's food allergy while maintaining the confidentiality of the student's information. The school may provide information through activities such as:
  1. Displaying food allergy posters (not identifying the specific student) outside classrooms and in specific allergen-free areas as reminders
  2. Sending letters, emails, or other communications to parents/guardians that;
  3. Provide notice that a student with life-threatening allergies is in their child's class (not identifying the specific student unless parental permission is obtained);

4. Request strict adherence to snack lists which are peanut/nut free and minimize other allergens and inform parents/guardians that they will be notified for any lapse in procedure;
5. Provide snack lists with suggestions for alternate foods
6. Provide information about food labeling as it applies to the allergen in question; and
7. Request that parents/guardians raise questions or concerns with the Building Principal, not the parent(s)/guardian(s) of the student with food allergies.
8. Sharing age-appropriate information with students about food allergies, anaphylaxis, avoidance measures, and being sensitive towards students with food allergies.

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

### ***Avoidance Measures***

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

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

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

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

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

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



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

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

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

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

### ***Other Life Threatening Allergies***

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

### ***Emergency Response Plan***

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

### ***Non-School Sponsored After-School Activities***

While we strongly encourage non-school providers to follow similar procedures for managing life-threatening allergies, non-school sponsored after-school activities are not controlled or operated by District 65. Parent(s)/guardian(s) must communicate with the non-school providers directly regarding their child's allergies and needs.

### ***Notice of CPR and AED Videos***

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's website and the Illinois State Board of Education's website at [http://www.isbe.state.il.us/school\\_health.htm](http://www.isbe.state.il.us/school_health.htm).

### ***Policy on Concussions and Head Injuries***

The District's program to manage concussions and head injuries suffered by student athletes complies with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and its Return to Play Policy. These specifically require that:

- A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Students and their parents/guardians will receive information about the District's policy as part of the written consent form(s) that must be signed before participating in a practice or interscholastic competition.

Coaches and student athletes and their parents/guardians are provided with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. Staff members must notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

### **Child Abuse/Neglect Reporting**

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

### **School Visitation Rights Act**

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

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

### **Visitors and Conduct on School Property**

All visitors to District 65 property are required to report to the school building's front office and obtain permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badges. Any person on school property without permission or who violates Board policy will be directed to leave, may be escorted off school property by school officials, and may be subject to criminal prosecution.

Except for observations or evaluations of students with disabilities as provided in the paragraph below, any person wishing to confer with a staff member must contact that staff member by telephone or email and make an appointment. To the extent possible, conferences with staff members will be held outside school hours or during the staff member's conference/preparation period.

### ***Prohibited Conduct***

The following definitions apply to this policy:

**School property** - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

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

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface School District property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee ; or

Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

### ***Accommodation at Parent Conferences or School Programs***

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

### ***Visits for Observation/Evaluation of Students with Disabilities***

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

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

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

## **School Student Records**

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

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

### ***Permanent Records***

A student's Permanent Record consists of the following:

1. Identifying information, including the student's and parent(s)/guardian(s)' names and addresses, and student's gender, and date and place of birth;
2. Academic transcript; including grades, class rank, graduation date, grade level achieved, and the unique student identifier assigned and used by the student information system;
3. Attendance record;
4. Health Records (i.e., those medical and dental documentation necessary for enrollment); and
5. Record of release of permanent record information. Permanent records are maintained by District 65 for a least sixty years after the student has transferred, graduated, or otherwise withdrawn from the school. All permanent records are housed at each of the school sites. For copies of the permanent record, please

contact the District's Records Custodian, Dr. Kevin Rubenstein, Director of Student Services, Technology and Assessment, at the District Office. The District charges \$0.15 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost.

### ***Temporary Records***

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

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

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

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

### ***Right to Inspect Records***

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

### ***Access to Records***

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

- Information may be released in connection with an emergency or in response to a court order, as provided in ISSRA and FERPA and their regulations.
- Information may be released in response to an ex parte court order requiring District 65 to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of, the student's parents/guardians.
- Directory Information may be released as permitted by ISSRA and FERPA and their regulations.
- The District may release Directory Information to the general public from time to time, including in a student yearbook or in student directories, newspapers, and other publications. The District has designated the following as Directory Information:
  - A student's name, address, gender, grade level, birth date and birthplace;
  - Parents'/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers;
  - Academic awards, degrees, and honors received;
  - Information in relation to school-related activities, organizations and athletics;
  - Period of attendance in school; and
  - Photographs or video recordings of students (but not images from school security video recordings or photographs highlighting individual faces that are to be used for commercial purposes).

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

- The records of a student will be transferred by District 65's official records custodian to the official records custodian of another school district in which the student has enrolled or intends to enroll, upon request of the other school district, and within 10 days of receipt of the request.
- Access will be granted to persons authorized or required by State and Federal law, as provided in the ISSRA and FERPA regulations. In particular, access to student records without parent consent will be granted to school officials with legitimate educational and/or administrative interests. A school official is a person employed by District 65 as an administrator, supervisor, instructor, or support staff member (including health/medical staff and law enforcement unit personnel); a Board member; a person or company with whom District 65 has contracted as its agent to provide a service instead of using its own employees (e.g., attorney, auditor, medical consultant, therapist, cloud computing providers and/or providers of educational software

or apps, such as Google); or a person or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate or administrative interest if the school official needs to review the student record(s) in order to fulfill his/her professional responsibilities.

- Disclosure is also permitted without consent in the following situations:
  - any person for the purpose of research, statistical reporting or planning, provided that such research, statistical reporting, or planning, is permissible under and undertaken in accordance with FERPA;
  - pursuant to a court order;
  - to appropriate persons if the knowledge is necessary to protect the health or safety of the student or other persons; and
  - to juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

### ***Challenge of Records***

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

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

### ***Complaints***

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

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

## **Assessments**

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

### ***Standardized Testing***

#### ***PARCC***

In the past, students in grades three through eight have taken the ISAT, a standardized measure of student achievement in the areas of reading and math. Beginning in the 2014 – 2015 school year, all students in Illinois, will take the PARCC Assessments. The PARCC Assessments are high quality, computer based assessments in the area of Math and English/Language Arts (ELA).

Performance Based Assessment (PBA): designed to measure the student's ability to write an effective essay using text evidence and on the application of skills in the area of math including how a student answers multi-step problems that require abstract reasoning and support.

End of Year Assessment (EOY): designed to measure reading comprehension and conceptual understandings in math and language arts.

Given that these assessments are new, information about how they will be administered and scored is not readily available. As the current school year progresses, more information will be given to parents and guardians about the PARCC Assessments including how their child's Personal Needs Profile (PNP) will be created to ensure that the assessment accurately measures student achievement.

#### ***MAP***

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

#### ***STAR Learning Assessments***

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

#### ***CogAT***

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

#### ***STAMP***

Grades 5 & 8 take the STAMP test (Standards-based Measurement of Proficiency). This opportunity allows for the school district to determine the proficiency level of individual students as well as the effectiveness of the K-8 World Languages program.



## ***Learning and Climate Surveys***

### ***Surveys***

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

### ***Surveys Created by a Third Party***

In accordance with the Federal Protection of Pupil Rights Amendment, District 65 must annually notify parents that no federal money is used to administer third-party surveys that contain questions about any of the following protected areas unless written consent is obtained before a student is required to take the survey. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### ***Survey Requesting Personal Information***

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items, without prior written consent of the parent or eligible student:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

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

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

### ***Illinois Youth Survey***

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

### ***5 Essentials Survey***

District 65 places a high value on the learning climate and has partnered with the Illinois State Board of Education to administer the Illinois 5Essentials Survey. The Illinois

5Essentials Survey (Organizing Schools for Improvement) provides a comprehensive assessment of school organizational culture with actionable reports to help drive school improvement on the five indicators or “essentials” of effective leaders, collaborative teachers, involved families, supportive environment, and ambitious instruction.

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

### ***Right to Inspect Instructional Materials***

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

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

## **Volunteering**

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

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

## **School Assemblies**

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

## **Legal Notifications**

### ***Compliance with Local, State, and Federal Laws***

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

disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, and other legally protected categories.

### ***Equal Education Opportunities***

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

### ***Lawn Care Products, Application and Notification***

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

### ***Asbestos Management Plan***

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

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

### ***Pest Control Notification***

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

### ***Sex Offender Notification***

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

### ***Selling or Marketing Students' Personal Information Is Prohibited***

School officials and staff members are prohibited by law from marketing or selling personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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

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

### ***Board of Education Policies***

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

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

