

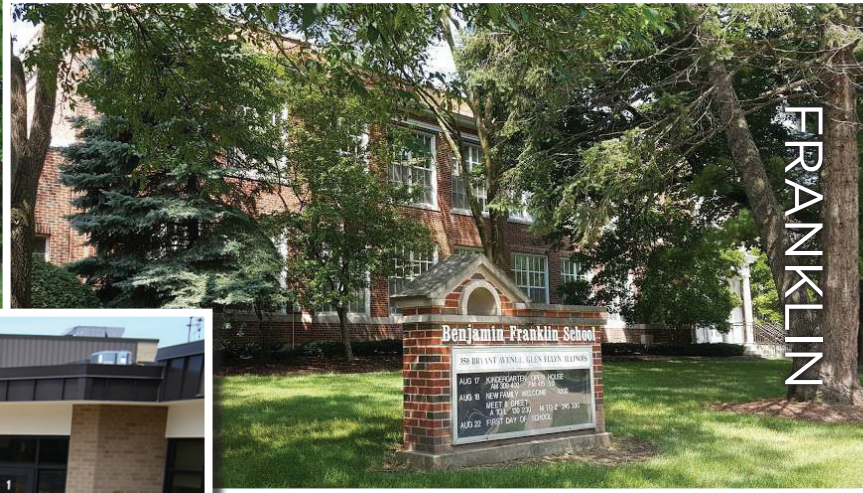
# D41 glen ellyn HANDBOOK

2024-2025

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## **OUR VISION**

Ignite passion. Inspire excellence. Imagine possibilities.

## **OUR MISSION**

We embrace an optimistic future in partnership with families on behalf of our community's children. We educate the whole child by developing intellect and curiosity, engaging creativity, fostering responsibility and citizenship while building positive and collaborative relationships. We establish a foundation for our students that leads to post-secondary opportunities and success.

## **OUR VALUES**

Our values are the cornerstones of our learning community and inform our actions on behalf of all children.

- We expect honesty, integrity and ethical behavior from all members of our learning community.
- We empower every child to become a self-directed lifelong learner.
- We emphasize critical thinking, creativity, communication, collaboration and compassion, which are essential to success, timeless in their importance, and are the basis of future learning.
- We engage all learners in a robust, well-rounded, whole-child education to close and prevent opportunity and achievement gaps, beginning with our earliest learners.
- We cultivate a culture of inclusion, acceptance, and belonging in our classrooms and schools where diversity is celebrated.
- We assume all children can learn at high levels when provided with differentiated instruction and support.

## **OUR FOUNDATIONAL PILLARS**

Our foundational pillars are the crosscutting interdependent attributes that are central to realizing our hopeful vision and in which the entire Glen Ellyn District 41 Strategic Plan rests.

- Learner centered - To address the needs of the whole child, we will attend to the social, emotional, cognitive, physical, mental health, and trauma-based needs of learners. Through intentional and strategic collaboration, we ensure that each and every student gets what they need when they need it.
- Equity driven - To meet the needs of and facilitate growth for our diverse learners, we will foster a culture of inclusion where all children, families, and staff are embraced and valued equally, regardless of race, religion, sexual orientation, gender, socio economic circumstance, or ability.
- Future focused - To prepare future-ready learners and citizens, we will ensure that learning experiences address the adaptive skills needed to thrive in an increasingly interdependent, technology driven, and global economy and society.
- Data informed - To ensure fair and reasonable accountability for results, we are committed to using multiple measures of student, school, and district performance data to inform action and improvement efforts.

## **DISTRICT AND SCHOOL OPERATIONS**

### **AFTER-SCHOOL ACTIVITIES (see CHILDCARE and EXTRA-CURRICULAR ACTIVITIES)**

#### **ATTENDANCE AND ABSENCES (see also TARDINESS, HEALTH SERVICES)**

Students are required by law to be in school each day, with some exceptions.

Reasons for absence: Valid causes for absence include illness (including mental or behavioral health of the student), observance of religious holidays, death in the immediate family, family emergencies, situations beyond the student's control as determined by the principal, and other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety. If a student is absent due to illness for more than ten (10) days, arrangements for an alternative education program may be requested with the building nurse.

Absence reporting: Please call the school attendance line (below) as soon as possible each morning any day your child will be absent or tardy.

Hadley	630-534-7201
Abraham Lincoln	630-534-7202
Benjamin Franklin	630-534-7203
Churchill	630-534-7204
Forest Glen	630-534-7205

The school will check on absent or tardy students for whom it has not received a call. A child who is absent or tardy without a valid reason may be considered chronically absent or truant. Truancy may result in disciplinary and/or legal action in accordance with policies of the district and state law. Vacations during the school year are unexcused absences and are discouraged. If a student is absent for a vacation, assignments will be given after the absence. (7:70)

**Absence due to illness:** Students should not return to school until free of fever greater than 100.4, vomiting, and/or diarrhea for a full 24 hours without the use of medication. If it is necessary for a student to go home from school, the nurse or school secretary will make all arrangements. Students may not make their own arrangements to go home. Please make sure that the emergency numbers on file at the school are up to date; these include home phone numbers and a number where a parent or neighbor can be reached if necessary. Students will be released only to a parent or designee for whom the school has authorization on file. Proof of identity will be required.

**Making up work:** It is the student's responsibility to make up any work missed due to absence. Parents may call the school to request homework in the case of a student illness or family emergency. Requests should be made when the attendance call is placed. Work may be picked up at the school office after school on the day the request is made. (6:150, 7:70)

#### **BACKPACK MAIL/E-BACKPACK**

Occasionally, school or district information may be sent home with children. Parents should be alert to such mailings, since students may not bring them to parents' attention. District information as well as non-district material of interest is posted on E-Backpack, an electronic posting board on the District website for a variety of information, such as Scouts, camp, and sports opportunities and so forth. Submissions for Backpack Mail and E-Backpack postings should conform to Board Policy and be sent to the Superintendent's Office for approval. (8:25)

#### **BICYCLES, SCOOTERS, ETC.**

Students must obey the bicycle rules and regulations as well as all traffic rules or lose the privilege of bringing their bike to school. Loitering at the bike racks is prohibited and may result in loss of riding privileges. Bikes must be locked and placed perpendicular to the bike rack to allow space for other bicycles. Students should wear helmets. Scooters, rollerblades (including roller-shoes), skates and skateboards may not be used on school property and may be confiscated. The school is not responsible for lost or damaged bicycles, helmets, scooters, rollerblades, skates, or skateboards.

#### **BOARD OF EDUCATION (BOE)**

The Board of Education meets regularly and encourages parents and community members to attend meetings. BOE materials are posted online. Each BOE member has a district email account to facilitate communication with constituents. BOE members are unpaid elected volunteers, each of whom represents the district as a whole. The BOE makes decisions only as a unit. (2:10–2:250E3)

#### **BOUNDARIES**

District 41 boundaries are roughly North Avenue (Rt. 64) on the north, Roosevelt Road (Rt. 38) on the south, Route 53 on the east, and President Avenue on the west. This area includes parts of Carol Stream, Glendale Heights, Glen Ellyn, Lombard and Wheaton.

#### **BUDGET**

The district budget is the culmination of a year-long planning process. The budget lays out how the district intends to support student-learning goals, maintain its buildings and grounds, provide supplies and equipment and pay for needed staff. It is a spending plan for the fiscal year of July 1-June 30, and the Board of Education may discuss, review and amend expenditures. The board must approve the annual budget no later than Sept. 30, after a period during which the budget is on public display at the Central Services Office and

posted on [www.d41.org](http://www.d41.org). Budget adoption by the board is preceded by a public hearing, which is publicized in the local press and posted on [www.d41.org](http://www.d41.org). (4:10, 4:60)

### **BUILDING MAINTENANCE AND USE**

The school buildings and grounds are maintained according to annual and long-term plans. Buildings are cleaned using methods in compliance with the guidelines established by the Illinois Green Government Coordinating Council. Schools are available to community organizations during non-school hours when such use does not interfere with the functions or the safety of students or employees and are subject to fees. The use of school facilities for school purposes has precedence over all other uses. District 41 has a formal agreement with the Glen Ellyn Park District, B.R. Ryall YMCA and the Glen Ellyn Children's Resource Center (GECRC) allowing access to the school gyms when school is not in session. To request space, please use the online facility request process on [www.d41.org](http://www.d41.org). An asbestos plan is available upon request. (4:160, 8:20)

### **BUS SAFETY (see also BUS TRANSPORTATION; BUS BEHAVIOR)**

District 41 and the bus company work together to facilitate student safety when riding the bus. All students participate in a bus safety drill each fall. Electronic recording devices may be used on the bus to monitor and maintain a safe environment. Students and parents must be familiar with rules regarding school bus travel:

- Use safe practices waiting for the bus.
- Dress for the weather, wait only in the designated spot, respect property, and observe safe embarking procedures. property, and observe safe embarking procedures.
- The bus driver is in charge and has similar authority on the bus as the teacher does in the classroom. Students must remain seated with all limbs inside the bus; students may talk but no yelling or profanity is allowed. Windows must be no lower than the line marking their opening. No items may be thrown out the window, nor should any student yell out the window.
- Food and beverages are not allowed to be consumed on the bus.
- Students may not threaten or inflict injury on the bus driver or other students, inflict damage to any part of the bus, litter the bus or bus stop area.
- Hazardous materials, nuisance items and animals are not allowed on the bus.
- Students are expected to follow Board policy 9:10 Student Use of Personal Technology
- Unauthorized persons may not board the bus.

Gross disobedience or misconduct providing grounds for suspension in accordance with Board Policy 7:220 suspension procedures from riding the school bus includes the conduct noted above, repeated willful disobedience of the bus driver's or other supervisor's directives, and any other behavior the administration deems to threaten the safe operation of the bus and/or its occupants. During the suspension period, parents are responsible for providing transportation to and from school. (4:110 AP4, 7:220, 9:10)

### **BUS TRANSPORTATION (see also BUS SAFETY; BUS BEHAVIOR)**

Free bus service is provided to students who live 1.5 miles or more from their assigned schools, or who encounter a serious safety hazard (such as a railroad crossing) on their route to school. The Board of Education and IDOT determine what constitutes a serious hazard. Bus routes and bus stops are established by the district in conjunction with the bus company and are subject to change. If you are unsure whether your child qualifies for free bus transportation, please call the school. There is a procedure for applying for a route change if the assigned route is problematic. The school's obligation to students who ride the bus is to transport them to and from home and school, not to transport them to other activities like music lessons or social engagements. Students who are not eligible for bus transportation may not ride the bus; a student going to the home of a student who rides the bus after school must make other arrangements to get there. Free transportation services and vehicle adaptation is provided for special education students if specified in the student's Individualized Educational Program (IEP). Ineligible students who live one mile or more from school may petition to ride the bus for a fee if there is space. The principal may establish bus safety procedures to meet the school's unique needs. (4:110)

### **CALENDAR**

The district calendar is posted on [www.d41.org](http://www.d41.org) and printed on the back cover of this handbook. The online event calendar provides information for each school. The district makes every effort to avoid changing dates, but dates are subject to change. The last day of school can only be tentatively set because it depends on how many emergency days are used during the year. Please keep this in mind when making summer plans.

### **CHILD ABUSE/MANDATED REPORTING**

Any district employee who has reason to think that a student may be abused or neglected must make a report to the Illinois Department of Children and Family Services and notify human resources or the principal that a report has been made. All district employees must sign the "Acknowledgment of Mandated Reporter Status" form provided by the Illinois Department of Children and Family Services. Each board member must direct or cause the board to direct the superintendent to comply with the requirements of the Act if an abuse allegation is raised during an open or closed board meeting. (5:90)

## **CHILD'S CLASSROOM TEACHER**

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following teacher qualifications apply:

1. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
2. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
3. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
4. Notify the Superintendent of any change in the teacher's transcript.

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements. (5:190)

## **CHILDCARE**

The YMCA and the Glen Ellyn Park District offer before and after school care for students at some buildings; all district students may enroll although space is limited. You may contact BR Ryall YMCA at (630) 858-0100 or [www.brriallymca.org](http://www.brriallymca.org), or the Glen Ellyn Park District at (630) 858-2462 or [www.gepark.org](http://www.gepark.org) for more information. The Glen Ellyn Children's Resource Center also offers after-school programming for eligible children. Unsupervised children are not allowed in the building outside school hours.

## **CLASS PLACEMENT**

Administrators and teachers work together to place children appropriately, taking into account class size, student needs, special needs, and classroom balance. Therefore, requests for a specific teacher are not invited. Principals are always available to discuss how to best assess and meet individual learning needs.

## **COMMUNICATION**

The district endeavors to provide timely, accurate and complete information to parents and the community, and supports a variety of ways for stakeholders to provide input, feedback and to get their questions answered. Email newsletters and emails directly to families and staff are the district's electronic communications about school and district news and activities, as well as emergency communication, such as school closings. To subscribe, visit [www.d41.org](http://www.d41.org) and submit your email address in the space provided. In addition, information is posted on the district website and on official district social media pages. For urgent communication, a robo call voice message is sent out when necessary. Parents are urged to provide the district with up-to-date contact information. If parents would like to receive emergency communications via text messages, cell phone numbers must be provided in Skyward Family Access.

## **COMPLAINTS**

If you wish to address a concern, start with the person closest to the issue; for example, for classroom issues, first talk with the teacher. From there, contact the principal. If you feel dissatisfied with the response at the building level or have a district-wide concern, contact the appropriate district-level administrator. If your issue remains unresolved, bring the matter before the Board of Education either in writing or in person at a BOE meeting. In addition, individuals who are not satisfied after following the channels of authority may be able to file a grievance under the Uniform Grievance Procedure. (2:260)

## **CONFERENCES**

Parents are scheduled for a parent-teacher conference at least once annually. To request a conference with a staff member, please call to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

## **CRISIS PLANS (see EMERGENCY)**

## **CUSTODY ISSUES/NON-CUSTODIAL PARENTS**

Illinois law gives non-custodial parents the same rights to student records as custodial parents including the right to copies of notices, calendars, conferences, report cards and other communications, unless a court issues an order limiting those rights. Non-custodial parents must request such communications in writing and include a correct address and telephone number. Forms are provided for this purpose during registration but non-custodial parents who do not have access to registration materials may send their request by letter. All normal safety procedures apply to custodial and non-custodial parents and the school will not release a child into the custody of any person unless they are on file as having permission and present appropriate identification. If custody issues are a concern in your family, inform your principal. (8:95AP)

## **DIRECTORY**

The district will only release certain directory information regarding students with parent/guardian permission. Parents indicate their preferences when they first enroll their child in school. If parents change their mind in later years, they should contact the school office to request updated permissions information. (7:340)



## **DISABILITY ACCOMMODATION**

The district strives to provide individuals with disabilities an opportunity to participate in all school-sponsored services, programs or activities on an equal basis to those without disabilities. Disabled persons should notify the principal or the superintendent if they require assistance in advance in order to arrange reasonable accommodations. (8:70)

## **DOCTOR OR DENTIST APPOINTMENTS**

Please make every effort to schedule doctor and dentist appointments outside of the school day in order to minimize disruptions to your child's education. Students who have a doctor or dentist appointment during school must report to the office to be signed out by a parent and will count toward attendance. Parents must sign in students at the office upon their return.

## **DRESS CODE**

When dressing for school or school-sponsored events, all students are expected to observe the basic standards of cleanliness, modesty, and good grooming. Articles of clothing should be worn in the manner for which they were designed. Student attire must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate or compromise reasonable standards of health, safety and decency. If a student's dress is deemed inappropriate, the student will be instructed to change into his/her P.E. uniform or appropriate clothing. Failure to do so may result in appropriate disciplinary consequences including confiscation of prohibited items of apparel. Students should always dress appropriately for the weather, especially in elementary school because they often have recess outside. Below are guidelines for student dress and appearance:

- Students must remove their head coverings upon entering the building. Hats, head coverings, jackets, coats, gloves or sunglasses may not be worn in class (religious head coverings are exempt). Any medical exceptions must be cleared through the office.
- Students must wear shoes. Metal, plastic, or rubber cleats, shoes with wheels, or other shoes that may damage the floors may not be worn.
- Students may not wear garments or jewelry with messages, graphics, or symbols depicting weapons or which are derogatory, inflammatory, obscene, sexual, or discriminatory. Students may not wear spiked or dangerous jewelry (such as handcuffs, chains, etc.).
- Students may not wear clothing or accessories with alcohol, tobacco, drugs, gang symbols or controlled substances decorations or references.
- Students may not wear masks or headgear which obscure identity or create a safety concern, costume paraphernalia, such as theatrical props, imitation weapons, gruesome or bloody articles, and costumes and/or make up which are considered threatening or otherwise inappropriate.
- Students may not wear clothing that is excessively revealing. Skirts/shorts must be at or near mid-thigh. No underwear should be showing. Students may not wear pajamas and beachwear to school.
- Exceptions to the dress code may be allowed on special school-sanctioned days.

The dress code does not apply to hairstyles, including hairstyles historically associated with race or ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks, and twists.

## **DRIVING STUDENTS TO SCHOOL (see also WALKING TO SCHOOL)**

If you drive your child to school, allow adequate time, observe the school's drop off and pick up procedures and follow instructions given by the crossing guard and building staff members.

## **DROP OFF OF SCHOOL MATERIALS OR LUNCHES**

If you must bring school materials or lunches to school during the day, please deliver them to the school office in order to minimize disruptions to the instructional program.

## **EMERGENCY CLOSINGS**

The decision to close school is made by evaluating the forecast, the road conditions, the bus company's status, the ability of staff to get into work and other factors.

- In the event that school is closed or must close early due to emergency or severe weather, every reasonable effort is made to notify parents by our automated phone notification system, via email, through the media, text and on [www.d41.org](http://www.d41.org) and [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com). Children may only be signed out by a parent or authorized adult.

In case of school closure or delayed dismissal, parents will be notified as above.

- If severe weather is imminent near dismissal time, the district will assess whether there is sufficient time for all children to arrive home safely; if not, children will be held at the buildings until conditions are determined to be safe.
- During an emergency or a delayed dismissal, we will release children only to a parent, guardian, or to another adult who has been authorized by the parent, unless the principal feels conditions are too hazardous for any release. However, we value your safety and urge you to stay home until conditions clear. To give us permission to release your child to a person other than a parent or guardian, please send a note stating the name and phone number of the person(s) to school with your child, or email this information to your child's teacher no later than 9 a.m. the morning of the day in question. Once we receive this permission, we will place it in your child's file for reference. We will not release children to persons for whom we have not received permission.

- Emergency days may be made up at the end of the school year; the school calendar allows for up to five emergency days.
- An e-learning plan has been approved for District 41 and may be used in the event of a school closure as determined by the superintendent.

### **EMERGENCY INFORMATION/SAFETY PROCEDURES**

Each school has a safety plan covering routine and emergency safety issues. Schools plan for traffic and pedestrian safety on their campuses during school hours, provide proper supervision of students and monitor access to their buildings.

- Information: The police or fire department representative, the superintendent, or a designee will serve as the official spokesperson in a crisis. Every reasonable effort will be made to inform parents/guardians including individual PTA telephone trees, the emergency automated telephone message system, E-News, the media and [www.d41.org](http://www.d41.org). (4:170, 8:30)

### **EQUAL OPPORTUNITY**

The district is committed to equal educational and extracurricular opportunities for all students without regard to race, color, national origin, gender, gender identity, religion, sexual orientation, physical or cognitive handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of any protected status. (2:260, 7:10, 8:20)

### **EXTRA-CURRICULAR ACTIVITIES**

School-sponsored activities include activities sanctioned by the district through granting of a stipend to a sponsor and club activities which have received the written approval of the superintendent and are sponsored by a staff volunteer, after consideration of the recommendation of the principal. No other activities will be considered school-sponsored. Students must satisfy all attendance and academic standards and comply with activity rules and students code of conduct. (6:190) (7:300)

### **FAITH'S LAW (see also SEXUAL ABUSE)**

The Illinois State Board of Education (ISBE) provides and maintains the Faith's Law Resource Guide (<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>) for pupils, parents/guardians, and teachers, which has sexual abuse responses and prevention resources available in their community. Also included is the contact information of entities that provide services for victims of child sexual abuse and their families. To address the Board's obligation to increase awareness and knowledge of these issues, all employees are expected to maintain professional and appropriate conduct as outlined in Board Policy 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest.

### **FEES**

Illinois law allows school districts to assess fees to help offset certain costs, such as books, supplies and activities. If paying fees is difficult, the district can work out a payment plan or you may be eligible for a fee waiver. (4:140)

### **FIELD TRIPS or EXPERIENCES**

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the district's educational goals. Field trips allow students the opportunity to take part in experiences not available to them in the school settings. The following factors are analyzed when determining whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. Field trip days are school days, and students should dress and behave accordingly. Additional expectations may be communicated to parents and students prior to certain field trips. Any field trip may be canceled without notice due to danger to students, staff or chaperones or any other stated reason. Monies deposited may be forfeited. (6:240)

### **FOSTER CARE STUDENTS**

The Superintendent has appointed a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

### **FREE LUNCH, REDUCED-PRICE LUNCH (see also MEALS)**

Students who qualify for free and reduced lunch are provided lunch at no charge. At Churchill and Hadley Junior High, breakfast is also available. (4:130)

### **FREEDOM OF INFORMATION ACT (FOIA)**

In compliance with the Illinois Freedom of Information Act, requests are accommodated for the examination and copying of public records of the school district consistent with the law and board policy. All FOIA requests must be submitted in writing to the district's Freedom of Information Act Officer. Requests may be delivered by the U.S. Postal Service, electronically by submitting the online request or by hand delivery to the district office. Visit [www.d41.org](http://www.d41.org) or call (630) 534-7222 for information on procedure, hours and any fees. (2:250AP)

### **FUNDRAISING/COMMUNITY SERVICE**

Students should not promote fundraising activities by non- school sponsored groups. Fundraising plans approved by the principal shall be submitted to the superintendent for approval. (7:325)



## **STUDENT/PARENT HANDBOOK**

The superintendent, with input from the Parent-Teacher Advisory Committee, prepares disciplinary rules implementing the district's disciplinary policies for review and approval by the school board. This student handbook, including the district disciplinary policies and rules, is distributed to parents/ guardians at the beginning of the school year or upon a student's enrollment. Parents are expected to read the information and to discuss the relevant portions with their students to ensure they are understood. (7:190)

### **HOMELESS STUDENTS**

Homeless children are provided equal access to the district's educational programs in accordance with the McKinney- Vento Act and state law. District procedures are intended to remove barriers to enrollment by homeless children. Families who may qualify for homeless services should contact their principal or school social worker. Information on education rights of homeless students are posted on [www.d41.org](http://www.d41.org) or may be obtained from your school or by contacting the district's homeless liaison at (630) 534-7340. Students who may be eligible for homeless services may include those who are living in a shelter, motel, vehicle or campground, on the street, in an inadequate accommodation, doubled up with friends or relatives, or waiting for foster-care placement. (6:140, 6:140AP)

### **INTERNET USE (see also WEBSITES)**

Students have access to district computers, network and technology for educational purposes. The district cannot guarantee that filtering software will always block access to inappropriate materials. The district's electronic network is part of the curriculum and is not a public forum for general use. To gain access to the district's electronic network, parents and students must sign the Acceptable Use of The District's Electronic Resources Authorization Form. Violations may result in disciplinary action. Students who use their home computer or other technology to harass, bully, including cyber-bullying, intimidate or ridicule fellow students, staff or the school will be subject to disciplinary action. (7-180, 9:00, 9:00E1)

### **LIBRARY MEDIA CENTERS**

Each school has a Library Media Center that provides a variety of multimedia resources to students and professional staff. Materials provide students with educational resources on a variety of levels of difficulty and formats, with diversity of appeal, allowing for the presentation of many different points of view. There is a process by which parents may request library materials to be reconsidered for inclusion. Students may check out books from the library learning centers. Fines are not charged for overdue books but a child may not check out any new books until overdue books are returned. Children are responsible for the materials they borrow—if lost or damaged, the cash value for replacement will be required.

### **LOST AND FOUND**

Personal items left at school and found by staff are placed in the "lost and found" area. Eyeglasses, keys, jewelry, money or other valuables are kept in the office and can be reclaimed there following appropriate identification. For health, safety and storage reasons, unclaimed items are given to charitable organizations periodically throughout the year.

### **MEALS (see also FREE LUNCH/REDUCED-PRICE LUNCH)**

Any child may remain at school during the lunch period. Hadley is a closed campus and all students have lunch at school. Elementary school students may go home for lunch only if a parent or authorized designee picks them up and brings them back—children may not go home for lunch on their own due to traffic concerns. Please contact each school directly for lunch periods and times. Students may bring their lunch or purchase it by pre-ordering ahead of time. Students remaining at school during the lunch period shall remain on school grounds under adult supervision. During the lunch period students eat lunch and participate in supervised recess activities. In bad weather, students stay indoors. Students who go home for lunch should not return until the start of the afternoon session. Breakfast is also available at Churchill School and Hadley Junior High.

### **NON-SCHOOL SPONSORED PUBLICATIONS ACCESSED OR DISTRIBUTED**

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 District as outlined in Board policy 7:310 Restrictions on Publications: Elementary Schools. A student who engages in misconduct, bullying or cyberbullying may be disciplined. (7:310, 7:180, 7:190)

### **NOTES FROM HOME (see also VOICEMAIL/EMAIL)**

A note from a parent/guardian or physician may be required to re-admit a child after an absence, to excuse tardiness and for other reasons established by the principal. A doctor's note may be required to excuse a child from physical activity—please check with the school nurse.

### **OUTDOOR PLAY**

Children are supervised during lunch and regular recess and during physical education classes. They are expected to observe the same behavioral rules on the playground as they would in the school. The district strives to prevent injury to children on the playground and while students are going to and from school. Elementary students must dress appropriately for the weather, because they will be outdoors for play except in very cold or inclement weather. During the winter season, students must wear boots and snow pants if they wish to play in the snow outside of the blacktop area. As a general rule, children will not be outdoors when the actual temperature or wind chill factor is below 10 degrees Fahrenheit.

## **PARENT INVOLVEMENT**

Parent involvement is a key part of student success, and there are many opportunities for parent involvement at the district, school and classroom level. Outreach efforts are made to ensure that all parents have the opportunity, access and invitation to become involved with their child's education in the home, at school and at special events. Important components include keeping parents and/or guardians informed, encouraging involvement, establishing two-way communication between families and the district, seeking input and educating parents on how they can help their child succeed in school. Principals shall advocate effective, comprehensive family involvement in education that will promote parents/guardians becoming active partners in education. Parent volunteers are expected to respect the confidentiality of students and staff and are subject to the Volunteer Handbook. The district maintains programs, activities and procedures for the involvement of parents/guardians of students receiving services or enrolled in Title I programs, which pertain to academic achievement of disadvantaged students. (6:170, 8:95, 8:95AP)

## **PARENT ORGANIZATIONS**

The Board of Education recognizes that parent organizations are invaluable resources to the schools and supports their formation and vitality. While parent organizations have no administrative authority and cannot determine district policy, their suggestions and assistance are welcome. Membership is expected to be unrestricted to those who meet eligibility requirements. (8:90)

## **PARENT-TEACHER ADVISORY COMMITTEE**

The Parent-Teacher Advisory Committee annually reviews discipline policies and implementation and other factors related to student safety. (2:150, 8:95AP)

## **PARTIES, RECOGNITIONS and TREATS**

Social events and class parties may require the principal's approval. Birthday celebrations and classroom parties at school must be celebrated without student-provided food. Party invitations may not be distributed at school. Please mail or deliver them directly to each guest's home to prevent hurting the feelings of children who are not invited. Locker and cubby decorations are prohibited. (6:50AP)

## **PERSONAL DATA PROTECTION (SOPPA)**

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

## **PERSONAL PROPERTY**

Personal property which creates a hazard or causes disruptions may not be brought to school. Bringing dangerous items to school (e.g., weapons, cigarettes, drugs, etc.) will result in disciplinary action. Students should not bring items to school that are not related to the learning process and should be aware that inappropriate items may be confiscated. Students may not bring their own play equipment or electronic devices such as games or iPods without a completed Acceptable Use of Personal Technology Authorization Form on file. The school is not responsible for students' personal property when brought to school for any reason, including if the property is lost, damaged, stolen or confiscated. (9:10)

## **PESTICIDE/HERBICIDE APPLICATION NOTICE**

Parents are provided two-day notice before application of pest- and weed-control substances, unless there is an immediate threat to health or property. Every effort is made to use alternatives to such substances, and if they are necessary, to apply them when school is not in session. (4:160AP1)

## **PETS**

Due to safety and health concerns, pets should not be brought to school or school grounds before, during or after school unless the principal has granted permission. If you walk your dog as you accompany children to or from school, please do not bring your dog on school property. Some children are scared of dogs and even the friendliest dogs can be startled by groups of children. (8:200)

## **PHOTOS**

Students may occasionally appear in photographs and videotapes taken by school or district staff members, other students or other individuals authorized by the principal. The school or district may use these pictures without identifying the student in various print or electronic publications, including the school yearbook, school/district website and District social media. Parents are asked to grant permission when they first enroll their child in school indicating their preference of sharing information. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. (7:340E2)

## **PRIVACY (see also RECORDS, RELEASE OF INFORMATION)**

The Board of Education policy concerning privacy and parental access to information contained in student records is provided upon enrollment and available upon request from the Central Services Office.

## **RECORDS (see also RELEASE OF INFORMATION)**

Parents and students have a number of rights relative to student records. These rights are spelled out in Board Policy, and in a brochure that is provided upon enrollment. A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school. Student records are confidential and they shall not be released other than as provided by law.

- Student records include grade transcripts, accident and health reports, attendance records, honors/awards received and participation in school activities. Parents have access to educational records maintained by the school system and are invited to examine their child's records before the conclusion of eighth grade. If you would like to see your child's records, please submit your request in writing to your school principal. Access to the records will be made within 10 business days after the receipt of the request.
- Permanent Records: Permanent records include basic identifying information, academic transcript, attendance, accident reports and health records, honors and awards, participation in school activities, and a record of any release of information. The district maintains permanent records for 60 years.
- Temporary Records: Temporary records include family background information, completed Home Language Survey, information pertaining to release of temporary record information, disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm to another, scores received on state assessment tests, and information provided under Section 8.6 of the Abused and Neglected Child Reporting Act. They may include other information as stated in Policy. Temporary records are maintained at the school the student last attended in the district for a period of five years.
- The principal maintains records of teacher discipline referrals and student penalties. Discipline referral records are maintained and managed with the same policies and procedures as other student records.
- The superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendations shall be consistent with budget requirements and in compliance with state law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans. Written permission from the student's parent or guardian is required to collect the information. (7:340, 7:340AP1, 7:34E1)

## **REGISTRATION AND RESIDENCY REQUIREMENTS**

Students residing in District 41 during the school year are eligible to register. (Other guidelines pertain to residency for special education, homeless, foster care, victims of a violent crime, and new students, which can be found in Board Policies 7:50 AP, 7:60AP and 4:170 AP4). Proof of residency is required annually. Generally, Illinois law provides that the residence of a student is deemed to be the same as the residence of the person who has legal custody of the student and permits only students who are residents of the school district to enroll and attend on a tuition-free basis. The dependent of U.S. military personnel who is housed in temporary housing located outside of the district may enroll if the dependent will be living within the district within six months after the time of initial enrollment and the military personnel seeking to enroll the dependent provides proof that the dependent will be living within the boundaries of the district within six months. If a student's change of residence is due to military service obligation of the person with legal custody of a student, he/she may, with a written request from the legal custodian, maintain residency as determined prior to the military obligation. The person claiming legal custody must also reside in the school district. The superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois. If the superintendent determines that the student is not a resident, the superintendent will take appropriate action which may include refusing to enroll or dis-enrolling the student. Illinois law has made it a crime to knowingly present false residency information for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the district. If you have questions about eligibility, please contact the administration. Students must be registered prior to attending class, and registration may take place at any time during the year online or at school. New students must present a certified copy of their government-issued birth certificate; the Missing Child Act requires the district to notify the police if it does not receive this documentation within 30 days of a child's enrollment. Certain fees apply. (7:50AP, 7:60, 7:60AP)

## **RELEASE OF INFORMATION**

The district complies with the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) which under some circumstances, permit District 41 to release student directory information to certain entities. General directory information may include student name, address, gender, parent telephone number, parent email, dates of attendance at school, date and place of birth, and grade level. (7:340E3)

## **REPORT CARDS**

District 41 uses a standards-based reporting system and parents have access to an online portal with information about student progress, including periodic report cards. Hard copies are mailed to parents upon request.



## **SCHOOL HOURS (see also TARDINESS)**

Please plan your child's departure time so that arrival at school will be no earlier than 10 minutes before the first bell, as supervision is not provided before that time.

### **1st - 5th Grade Elementary Schedule**

Start Time: 8:30 am                      End Time: 3:30 pm

### **Pre-K Schedule**

Morning: 8:50 to 11:20 am      Afternoon: 12:40 to 3:10 pm

### **Kindergarten Schedule**

Morning: 8:30 to 11:30 am      Afternoon: 12:30 to 3:30 pm

### **6th - 8th Grade - Junior High School**

Start Time: 8:30 am                      End Time: 3:30 pm

## **SCHOOL SAFETY DRILLS**

Safety drills are held at various times during the school year. Such drills are necessary for the safety of the students. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill by contacting your school principal. For more information, see Board Policy 4:170.

## **SCHOOL WELLNESS**

Glen Ellyn District 41 is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle. The district wellness policy was developed based on feedback from the School Wellness Committee and PTA representatives. (6:50)

## **SEARCH OF LOCKERS, SCHOOL GROUNDS**

To maintain order and security in the schools, school authorities may conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. (7:140)

## **SEX EQUITY**

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

Any student may file a gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

## **SEX OFFENDERS**

State law prohibits a sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is a parent/guardian of a student attending the school and the parent/guardian is there for conference purposes and notifies the principal of his or her presence at the school, or has permission to be present from the board, superintendent, or superintendent's designee. In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. The DuPage County Sheriff's Department maintains an online database of area sex offenders; parents are encouraged to check this site regularly. (4:170, 4:170AP1)

## **SEXUAL ABUSE (see also FAITH'S LAW)**

In grades pre-K through 8, age appropriate sexual abuse and assault awareness and prevention education shall be included in a child sexual abuse prevention program. Through grade 5, the comprehensive health education program will provide one to four age-appropriate instructional sessions per school year to instruct students to (a) recognize and report sexual abuse, and (b) focus on methods to reduce students' vulnerability to sexual abuse.

Warning signs in children with adolescents of possible child sexual abuse:

Children often show us rather than tell us that something is upsetting them. There may be many reasons for changes in their behavior, but if we notice a combination of worrying signs it may be time to call for help or advice. What to watch out for in children:

- Acting out in an inappropriate sexual way with toys or objects
- Nightmares, sleeping problems
- Becoming withdrawn or very clingy
- Becoming unusually secretive
- Sudden unexplained personality changes, mood swings and seeming insecure
- Regressing to younger behaviors, e.g. bedwetting
- Unaccountable fear of particular places or people

- Outburst of anger
- Changes in eating habits
- New adult words for body parts and no obvious source
- Talk of a new, older friend and unexplained money or gifts
- Self-mutilation (cutting or burning) in adolescents
- Physical signs, such as, unexplained soreness or bruises around genitals or mouth, sexually transmitted diseases, pregnancy
- Running away
- Not wanting to be alone with a particular child or young person

Any one sign doesn't mean that a child was or is being sexually abused, but the presence of several suggests that you should begin to ask questions and consider seeking help. Keep in mind that some of these signs can emerge at times of stress such as:

- During a divorce
- Death of a family member or pet
- Problems at school or with friends
- Other anxiety-inducing or traumatic events

Physical warning signs:

Physical signs of sexual abuse are rare; however, if you see these signs, take your child to a doctor. Your doctor can help you understand what may be happening and test for sexually transmitted diseases.

- Pain, discoloration, bleeding or discharges in genitals, anus or mouth
- Persistent or recurring pain during urination and bowel movements
- Wetting and soiling accidents unrelated to toilet training

If sexual abuse is suspected, contact the Department of Children and Family Services at 800-252-2873. The Children's Advocacy Center of DuPage County may also be a resource at 630-407-2750. For support and counseling, contact the Executive Director of Student Services. (4:165) (6:60AP, 7:250 AP2)

#### **SMOKE-FREE POLICY**

No person on school property or at a school event shall smoke or otherwise use tobacco products.

#### **SOCIAL MEDIA ACCOUNTS**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the students' account or profile on a social networking website. Parents are encouraged to review with students, safe practices when using social networks. (9:00 E4)

#### **SPORTS**

Hadley students have opportunities to participate in sports as part of the Illinois Prairie Athletic Conference. Student athletes are required to submit the Athletic Code Participation Consent/Waiver Form, a current signed Physical Exam Form, and an activity fee. For more information about Hadley athletics, visit the Hadley website.

#### **STUDENT PRIVACY RIGHTS**

The District's policy on surveys requesting personal information, Policy 7:15, may be found on the District's website. Parents/guardians may inspect such surveys or evaluations upon request and may refuse to allow their child to participate in the survey or evaluation without penalty. Parents/guardians who object to disclosure of information concerning their child to a third party or to submit a request to inspect such survey may do so in writing to the individual's school principal. For more information, refer to Board Policy 7:15, Student and Family Privacy Rights. All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must relate to the District's educational objectives as identified in School Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. (7:15)

#### **SUICIDE, DEPRESSION AND AWARENESS**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals. More information on the District's Suicide and Depression Awareness and Prevention policy may be found on the website (Policy 7:290).

The State of Illinois has implemented supports for anyone experiencing a mental health crisis. Similar to 911 for medical emergency help, anyone in distress – or anyone trying to help someone who is – can now call a simple three-digit number, 988, to speak with a trained counselor.

- Students seeking emotional support can also text HOME to 741741, the Crisis Text Line, to reach a trained volunteer counselor.
- Illinois Mental Health Crisis Line, call 988 or text HOME to 741741
- Safe2Help Illinois also has 24/7 help available via a hotline (844-4-SAFEIL), a text line (72332), and email (HELP@ Safe2HelpIL.com) — plus a website full of resources for young people seeking help for themselves or a friend. Safe2Help Illinois provides a confidential way for students to share safety concerns.
- National Suicide Prevention Lifeline: 1-800-273-8255
- Crisis Text Line: Text HOME to 741741 to connect with a Crisis Counselor
- Safe2Help Illinois Helpline: 1-844-472-3345

#### **TARDINESS (see also SCHOOL HOURS)**

Students are expected to be in class and ready to learn when the tardy bell rings. Students not in their classrooms will be marked tardy. Please call the school if you know your child will be tardy or send a note the day before. Children arriving late must first go to the office. An adult should sign in students who are more than 10 minutes tardy at the school office; if not, the parents will be called. Chronic tardiness will be addressed by administration. (See Truancy)

#### **TEAMS FOR EXCELLENCE**

District 41 is committed to continuous improvement and shared decision-making through its Teams for Excellence (TFE), members of which include teachers, administrators, support staff, and board members. The teams are: The Continuous Improvement Team (CIT), and the Building Leadership Team (BLT) at each school. Among the responsibilities of the TFEs are alignment of district and school initiatives with the district Vision, Mission and Strategic Plan; supporting, monitoring and reporting progress; developing and monitoring curriculum and professional development; and other activities that support continuous improvement of student achievement.

#### **TEEN DATING VIOLENCE**

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. The term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. (7:185)

#### **TELEPHONE (see also VOICEMAIL/EMAIL)**

Telephone calls to the school requesting that messages from parents be delivered to students should be restricted to emergency situations. Students' use of school telephones is also restricted to emergency situations.

#### **TEXTBOOKS**

Textbooks are the property of District 41 and must be returned to the teachers at the end of the school year. If books are lost or damaged beyond ordinary wear, students will be assessed the fair value of the textbook.

#### **TITLE IX – NON-DISCRIMINATION**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status or actual or potential marital or parental status, including pregnancy. 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 facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure as noted in Board policy 2:260. **Title IX Coordinator and District 41 Non-discrimination Coordinator contact info: David Bruno dbruno@d41.org 630-534-7569**

#### **TRUANCY (see ATTENDANCE AND ABSENCES)**

The district is obligated to monitor truancy. A “truant” is a child subject to compulsory school attendance and who is absent without valid cause for all or part of a school day. (7:70)

#### **VISITING THE SCHOOL**

Parents and community members are welcome on school property, provided their presence will not be disruptive. Contact the principal to schedule special visits or a conference with a teacher. 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 must be approved in advance of the visit as outlined in Board Policy. Visitors must initially report to the principal's office and wear a visitor's badge as provided. School staff will request identification of any person on school property. All visitors must report to the office with identification and participate in a screening process in the office and sign out when they leave the building. Bringing friends/relatives to class for a day is not allowed.



Junior high school or high school students coming to visit must do so outside the regular school day. No loitering is allowed on school grounds. (6:120 AP2, 8:30)

### **VOICEMAIL/EMAIL**

In order to facilitate communication between parents and teachers, teachers have email and phones in their classrooms with voicemail. Teachers generally turn off the phone during class but will return calls as soon as possible. We encourage parents to call the school whenever they have questions. Calls from parents requesting that messages from parents be delivered to students should be restricted to emergencies.

### **VOLUNTEERS (see also PARENT INVOLVEMENT)**

Volunteers are a vital part of District 41 and their involvement is actively supported and encouraged. All volunteers will be required to annually complete the application to volunteer, abide by the Volunteer Handbook and participate in the District screening process for all visitors in school buildings. For some activities, the district may require a background check. Please contact your school for more information (8:30, 8:95AP)

### **WALKING TO SCHOOL (see also DRIVING TO SCHOOL)**

Walking to school promotes physical fitness, independence and responsibility, is environmentally desirable and eases congestion around our schools. Here are some tips for safe walking: establish a safe route with your child and practice it, reinforce safe walking procedures such as looking both ways at intersections and no dawdling. Encourage your child to walk with a buddy or two.

### **WEBSITES (see also INTERNET USE)**

The district website, [www.d41.org](http://www.d41.org), has a wealth of information and news. Each school maintains a site as well with school- specific information. A teacher may maintain a website in order to support instruction and enhance communication with students and parents.

### **WITHDRAWING FROM SCHOOL**

If you are planning to move, please let the school office know as soon as possible. Student records will be forwarded to another district upon written request.

## **TEACHING AND LEARNING**

### **AT-RISK STUDENTS**

The district develops plans for students who are at risk of academic failure which may include a variety of assessments and educational and support services. (6:110)

### **MULTI-TIERED SYSTEM OF SUPPORTS**

If a student is having academic, behavioral or social difficulties, school teams will engage in collaborative problem solving through a Multi-Tiered System of Supports (MTSS). In the MTSS framework, appropriate resources are allocated in accordance with students' needs. This framework is usually shown as a multi-tiered model that involves more and more intense instruction and interventions across the tiers. The level of intensity of instruction and interventions a student receives is determined by how he or she responds to the instruction and/or intervention.

### **BILINGUAL/ENGLISH LEARNERS**

District 41 provides instruction, programs, and services such as translation and interpretation to prepare students with limited English to succeed in school and to help their families. Beginning in first grade, students spend 30 minutes a day in a Spanish immersion program that builds on topics and context that are relevant to the students' grade level learning. (6:160)

### **CURRICULUM**

District 41's curriculum is based on academic standards of what children should know and be able to do, and contains instruction on subjects as follows:

#### **Curricula for grades K-5:**

- Literacy, Math, Science, Social Science
- Art, Music, and Digital Literacy Services weekly
- Physical Education
- Dual-Language (Spanish) option
- District-wide Foreign Language in Elementary School (FLES) (Spanish) begins in first grade

#### **Curricula for grades 6-8:**

- Language Arts, Math, Science, Social Science, and Health Education
- Physical Education
- Exploratory opportunities at the Junior High level including Foreign Language, Technology, Art, Music, and Family and Consumer Science as well as a number of choice classes based on student interests aligned with the curriculum.

In addition to the basic curriculum, District 41 offers many programs and services to meet the continuum of student learning needs. Anyone may inspect any textbook or instructional materials. (6:210)

### **DUAL LANGUAGE PROGRAM**

Students in the Dual Language Program will be bilingual, biliterate, and bicultural. Students will develop high levels of proficiency in reading, writing, listening and speaking in both Spanish and English. Students spend the day together learning a comprehensive and rigorous curriculum in which students receive instruction in both languages through specific content areas. In addition, the program cultivates a lifelong love for language learning and an appreciation for cultural diversity.

### **ENGLISH LEARNERS PROGRAMS**

An English Learner (EL) is any child for whom English is not the first/primary language and whose mastery of the English language is in development. English proficiency is evaluated by state and classroom assessments, assignments, teacher observations and parent and student input. Students in the ESL program focus on the development of both social and academic language in all four language domains: Listening, Speaking, Reading, and Writing. Students receive at least 30 minutes of EL instruction daily to ensure mastery of the English Language Proficiency Standards so they can succeed in school and life. Parents/guardians are given an opportunity to provide input to the program, and provide notification regarding their child's placement in, and information about, the district's English Language program. (6:160)

### **FOREIGN LANGUAGE AT THE ELEMENTARY SCHOOLS (FLES)**

Students develop proficient communicative competence in the target language through integrated thematic instruction. Students will embrace diverse cultural perspectives. Students spend 30 minutes a day in a Spanish immersion program beginning in first grade that builds on topics and context that are relevant to the students' grade level learning.

### **HEALTH EDUCATION**

The health program for all grades includes developmentally appropriate information on human ecology and health, human growth and development, avoiding abduction, child sexual abuse, sexual abstinence, prevention and control of disease, and the Abandoned Newborn Infant Protection Act, as well as information about cancer, and information on where to go for help. Please review Administrative Procedure 6:60 AP for a complete list of the comprehensive health educational programs. Students are not required to take any class on HIV, family life instruction, sex abuse, or organ/tissue transplantation, if the parent/guardian submits a written objection to the principal. Parents/guardians of students in grades kindergarten through 8 will be given at least five days written notice before instruction on avoiding sex abuse begins. (6:60AP)

### **HOMEWORK**

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. Homework is for reinforcing skills and is not graded. (6:290)

### **KINDERGARTEN**

The district offers half-day kindergarten with a program that fulfills the district's curriculum goals and objectives and the requirements of state law. In accordance with state law, children must be five by Sept. 1 of the school year they enter kindergarten, although there is an exception request process for early entrance based upon an assessment of the child's readiness. (6:90, 7:50E1)

### **PRESCHOOL**

The Preschool Program provides developmentally appropriate experiences for preschool children, their families, and the community. The program is designed to meet the developmental needs of children in a safe and nurturing environment while promoting educational success. District 41 believes in the importance of developing and supporting children's social-emotional development. The program utilizes materials such as Second Step, Creative Curriculum, Conscious Discipline and Zones of Regulation to support students. These programs in combination with our highly trained staff offer a wide range of support to develop students' skills for learning, emotional management, friendship skills and problem-solving. In accordance with the State of Illinois Public Act 100-015, the Glen Ellyn District 41 prohibits the practice of expulsion and suspension for early childhood age students (3-5 years of age). As a district, we are committed to working collaboratively with families to ensure success for all students and development abilities. The district Preschool Program is open to three and four year olds who reside in School District 41 and who have been referred to the program following the district's preschool screening process. The district blended preschool programs combine at-risk, special education, and typically developing tuition-paying students and is taught by a teacher who is certified to teach all groups. The bilingual class is reserved for students in need of a Bilingual (Spanish) classroom setting. Early Childhood Special Education services are provided for eligible children between the ages of three and five. All students must meet the age and eligibility requirements outlined in Board policy 6:30, Organization of Instruction. (6:30)

### **PROMOTION AND RETENTION**

Promotion or retention decisions are made in the best interests of the student after a careful evaluation of the student's performance. Consideration is given to the effect of the placement decision on the student's long-term progress in the educational program. A student shall not be promoted based upon age or any other social reason not related to academic performance. The principal uses

the expertise of other professional personnel as appropriate, and includes the parents in conferencing about student placement. For a student with an Individualized Educational Plan (IEP) or a Section 504 plan, the plan determines the standards by which the students will be evaluated regarding promotion and/or retention. (6:280)

### **RELIGIOUS MATTERS**

District 41 respects the religious beliefs of staff, students and families, but may not promote, sponsor or endorse any religion. Students may have an excused absence to observe a religious holiday or for religious instruction if parents give written notice five days in advance. The curriculum may include study of religions as they relate to geography, history and so forth. Teaching about religion may expose students to religious views, raise awareness and provide information, but may not impose or advance views or be devotional in nature. (6:70, 6:70AP, 7:80)

### **SCHOOL IMPROVEMENT DAYS (SIP Days)**

District 41 sets aside half-days each year for staff members to work individually or in groups on matters pertaining to school improvement. The content of the day is approved by the principal. Students in half-day programs (Pre-K and Kindergarten) will not attend school on SIP Days; students in grades 1-8 are dismissed at 11:30 am. Please refer to the school calendar for the dates of SIP Days.

### **SCHOOL IMPROVEMENT PLANS**

Each school develops a plan to improve academic achievement. These plans contain district student learning objectives, assessment systems for measuring student progress in the fundamental learning areas, and reporting systems for informing the community and the state of assessment results.

### **SCHOOL REPORT CARDS (see also REPORT CARDS)**

The Illinois State Board of Education compiles School Report Cards comparing results among school districts statewide on academic, financial and other measures. These are posted on [www.d41.org](http://www.d41.org) as well as on [www.isbe.net](http://www.isbe.net).

### **SOCIAL-EMOTIONAL LEARNING**

A child's social and emotional development is an important factor in learning and success and is addressed through our implementation of a universal curriculum for Social Emotional Learning as well as through a variety of tiered social emotional and behavioral supports.

### **SPECIAL EDUCATION**

Glen Ellyn District 41 collaborates with parent partners to provide a Free Appropriate Public Education to all students. Inclusivity is at the heart of District 41 for all students, including our students with diverse learning strengths and needs. We know that supporting inclusive practices requires a continuum of services customized to meet the unique needs of students as they engage in the learning process. District 41 strives to create a culture that develops a sense of belonging to all diverse learners and tailors academic, social, and emotional supports to ensure that our students are participating in the rigor of the general education curriculum to the greatest extent possible.

The level of services (also known as "placement") is determined by each student's IEP team and is designed to reasonably calculate that the student will make progress on the goals and objectives written in the student's IEP.

### **TESTING**

General assessments and achievement testing are utilized throughout the district to record student growth, to see how children are achieving in relationship to self and other children, and to inform instruction. District 41 is required by law to administer the Illinois Assessment of Readiness (IAR) and Illinois Science Assessment (ISA). In addition, students who are eligible for EL services are required to take ACCESS and students who meet the special education requirements take the DLM.

## **STUDENT HEALTH**

### **ALLERGIES**

If your child has been diagnosed with allergies, please inform the school nurse using the form provided at registration or by contacting the school. The school nurse will review this information and contact you with any questions, concerns or suggestions for managing your child's allergy in a school setting. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among families, staff members and students helps the District reduce these risks and provide reasonable accommodations and appropriate treatment in the event of an accidental exposure to allergens. (7:285)

### **GUIDANCE/COUNSELING/SOCIAL WORK**

Students have access to school social workers, school psychologists, and at Hadley, counselors. These professionals support the social-emotional health of students and their families and consult with teachers and administrators about the most appropriate services. (7:250)



## HEAD LICE

Lice are not evidence of poor hygiene. The district's head lice procedure is in line with evidence-based practice and is based on recommendations from the Center for Disease Control. The process is outlined in the Board policy Administrative Procedure Measures to Control the Spread of Head Lice at School. School nurses will screen children for head lice if there is reason to believe lice may be present and follow the appropriate protocol. School staff will make every reasonable effort to respect the child's privacy. (7:250AP)

## HEALTH SERVICES

District 41 employs two full-time licensed certified school nurses and registered nurses. The school nurses work closely with staff members, families and adjunct services to contribute to the attainment of optimum health and safety in a school setting.

Health information and health forms can be obtained in the school nurse's office or accessed on the health services section of the District website.

- Communicable Diseases: The administration follows Illinois Department of Public Health guidelines regarding communicable diseases. Parents are asked to report contagious diseases that have been diagnosed by a physician to the school and inform the school of changes in the child's general health or physical status. A doctor's note may be needed to re-admit a student who has been absent due to a communicable disease or any illness.
- Physical Education Excuses: Students may be excused for 5 school days from gym and recess if a parent provides a note to the health office. A physician note indicating the duration of the excuse is required if a student is out of gym/recess for more than 5 school days.
- Vision and Hearing Screenings: All children enrolling in kindergarten or for the first time in an Illinois school shall have an eye examination. The eye examination shall be performed by a licensed optometrist or ophthalmologist. The eye exam must be completed within the calendar year prior to the start of school and be submitted to your child's school health office prior to October 15. Annual vision screening is conducted in grades K, 2, 4, 8 and for students receiving special education services. New students and students in grades Pre-K, K, 1, 2, 3, 8 and students receiving special education services are screened for hearing. Following any of the screening procedures, parents will be notified if referral to a physician is indicated.
- Dental exams are required for students in kindergarten and grades 2 and 6 by May 15th of each school year.
- Physical examinations are required by October 15 for Pre-K, Kindergarten and grade 6 students; as well as any student new to the State of Illinois. The physical exam must be completed by a physician, nurse practitioner, or physician's assistant. The physical may be valid if it is dated less than one year prior to the first day of school. Out of state physicals may be accepted upon review by the school nurse.
- Immunizations are required by the State of Illinois and pre-determined immunization schedules are followed by medical facilities in Illinois. The school nurse at your child's school will review all immunizations and will communicate any discrepancies or possible concerns. Immunization records are required the first day of school each year.
- Students who are new to the District, and begin after October 15, will have 30 days from their first day at school to provide to the health office a valid physical and up to date immunization record. Records will be requested from your child's previous school, but it is the responsibility of the parent to ensure the documents are received by the school within 30 days.
- Please keep your child home if he or she displays fever greater than 100.4°F, vomiting or diarrhea related to any illness within the last 24 hours. Students should be symptom free (without the use of medication) for at least 24 hours. Contact your physician if he or she has a rash or unusual skin condition, persistent cough, shortness of breath or difficulty breathing. If your child shows any unusual condition or seems generally unwell, please talk to your physician before sending your child to school. Contact your child's health office to communicate any health-related concerns. (7:100, 7:270, 7:280AP)
- Illness at school: A student complaining of not feeling well may be sent home as soon as the school makes proper arrangements. Students will be released only to persons listed on the emergency card that is completed by parents, and it is important that this information is kept up to date.
- Medication: If your child needs to take prescription or nonprescription medications during the school day, you must have a District 41 medication form signed by the doctor and on file with the school. The parent or guardian should bring new, unexpired, unopened medication (in its original prescription or over-the-counter, childproof bottle) to the school nurse along with the Medication Authorization Form. All medications will be administered by school personnel; students may not carry or administer medications with the exception that students may carry prescribed rescue asthma inhalers medication, or Epipens epinephrine injector, and/or a medication required under a qualifying plan while in school if a liability waiver and a signed medication form is on file in the nurse's office. (7:270)

District 41 maintains a supply of undesignated opioid antagonists at each school in the event of an opioid overdose while at school or a school related event. The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant

to State law. See the Ill. Dept. of Human Services website for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment. (7:270).

## **INSURANCE**

District 41 Student Accident Insurance is free and covers all District 41 children while participating in school-sponsored programs or school-supervised activities, including athletics.

## **STUDENT CONDUCT**

All of these policies apply whether the student is learning in person or via computer.

### **STUDENT BEHAVIOR (7:190)**

The goals and objectives of the Student Behavior policy are to provide effective discipline practices that:

- ensure the safety and dignity of students and staff;
- maintain a positive, weapons-free, and drug-free learning environment;
- keep school property and the property of others secure;
- address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in resolution;
- teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

#### **Bus Conduct**

All students who ride the bus are expected to follow the District's School Bus Safety Rules outlined in the student handbook. Students who do not follow the rules are subject to a bus suspension. A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. (4:110 AP4, 7:220)

#### **Behavioral Interventions**

Behavioral interventions shall be used for all students to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. (2:150)

#### **Bullying, Harassment, and Intimidation of Students**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district goals. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

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

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school. (7:180)

## Bullying Prevention and Response Plan

The Superintendent has developed and maintains a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

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

### **Nondiscrimination Manager**

Dr. David Bruno, Asst. Superintendent for Human Resources, [dbruno@d41.org](mailto:dbruno@d41.org)

### **Complaint Managers**

Dr. Kris Webster, Asst. Superintendent of Teaching, Learning & Accountability, [kwebster@d41.org](mailto:kwebster@d41.org)

Mr. Eric DePorter, Asst. Superintendent of Finance, Facilities and Operations, [edeporter@d41.org](mailto:edeporter@d41.org)

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including no more than two students, with at least one at the 8th grade level, identified by school administration and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel, including new employees when hired and must also be provided periodically throughout the school year to students and faculty.



11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated, and no changes were deemed to be necessary; or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies. (7:180)

**Cyberbullying:** Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation: any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation: email, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, social media account, or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. These rules also apply during remote or e-learning. Students who want to report cyberbullying can submit tips to the "Safe2Help" tip line at (844) 4-SAFE-IL or [help@Safe2HelpIL.com](mailto:help@Safe2HelpIL.com). Students can submit tips anonymously. (7:180)

**Cell Phones, Other Electronic Devices**

The school district is not responsible for personal technology devices in the event of loss, damage, or theft. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law.

- For students in grades Pre-K through 5: Personal technology will not be utilized during school hours and students will be required to turn off all personal technology and keep it off their person. Personal technology will be permitted before and after school.
- For students in grades 6 through 8: Personal technology will be allowed during school hours as long as it is stored out of sight and non-disruptive; it may be utilized during school for academic purposes with direct guidance from teachers. Personal technology is not allowed during lunch hours but will be allowed to be used before and after school on District property or during district-sponsored or related activities as long as it is not disruptive or inappropriate.

Personal devices may be used if it is provided in the student's IEP or an approved waiver for medical or academic purposes is on file. Inappropriate use of personal technology is subject to disciplinary action. (7:190, 9:00, 9:10)

**Corporal Punishment**

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. (7:190)

**Delegation of Authority**

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

The Superintendent or District level designee, Building Principal, or Building Assistant Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all

school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons. (7:190)

#### Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or consideration of restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or alternative study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. (7:190)

#### Discipline of Special Education Students and Students with Section 504 Plans

The district shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. (7:185)

#### Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds

appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the local mental health agency to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services. (7:210)

#### Gang Activity Prohibited

Students are prohibited from engaging in gang activity. A gang is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang;
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to:
  - (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity may be subject to one or more disciplinary actions. (7:190 AP2)

#### Hazing Prohibited

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term. (7:190 AP1)

#### Out-of-School Suspension Procedures

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
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. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension.
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and

- e. Depending upon the length of the out-of-school suspension, include the following applicable information:
  - i. For a suspension of 3 school days (short-term) or less, an explanation that the student's continuing presence in school would either pose:
    - a) A threat to school safety, or
    - b) A disruption to other students' learning opportunities.
  - ii. For a suspension of 4 or more school days (long-term), an explanation:
    - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c) That the student's continuing presence in school would either:
      - i) Pose a threat to the safety of other students, staff, or members of the school community, or
      - ii) Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. Students will be expected to complete assigned work during the suspension period. If the suspension is long-term (4 or more days), students will have access to supports and special education services (if applicable) during the suspension.

5. A summary of suspensions, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee. (7:200)

#### Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
  - c. 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 or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
  - d. 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.
  - e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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. All electronic devices may only be used as outlined in Board policy 9:10, Student Use of Personal Technology.
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, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering District property or facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. (7:190)

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. (7:190)

#### Required Notices

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

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year. (7:190)

#### Restorative Measures

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any another category that is identified in the Ill. Human Rights Act. (7:180)

#### Search and Seizure

Maintaining order and security in schools is essential to establishing a positive learning environment. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Additional information on the guidelines when conducting a search are outlined in Board policy 7:140, Search and Seizure. Items that may merely disrupt the educational process can be confiscated until the item can be removed from the educational setting without creating a potential disruption. Whenever an item is seized, disciplinary action may be taken. (7:140)

#### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13-19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. The superintendent shall develop and maintain a program to respond to incidents of teen dating violence. Students in seventh and eighth grades will receive age-appropriate instruction on teen dating violence in accordance with the district's comprehensive health education program. (7:185)

#### Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The District may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, or physical restraint by any staff member shall comply with the Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint."

Guardians of the affected student will be notified within 24 hours if time out or physical restraint occurs. Isolated time out and physical restraint are defined as follows:

- "Physical restraint" or "restraint" means holding a student or otherwise restricting the student's movements and includes only the use of specific, planned techniques. Physical restraint or restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices that are accomplished with limited force and that are designed to prevent a student from completing an act that would result in potential physical harm to himself, herself, or another person or damage to property. "Momentary periods of physical restriction" are considered physical escorts under the definition provided by the U.S. Department of Education. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is acting out to walk to a safe location.
- "Time out" means a behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with a trained adult for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break; a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate; an in-school suspension or detention; or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.
- "Isolated time out" means the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out is allowed only under limited circumstances when the adult in the time out room or enclosure is in imminent danger of serious physical harm because the student is unable to cease actively engaging in extreme physical aggression. Isolated time out does not include a student-initiated or student-requested break; a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and

de-escalate; an in-school suspension or detention; or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment. (4:190-AP4)

#### 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 could 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 2012 (720 ILCS 5/241).
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-alikes" 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 theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. (7:190)

#### When and Where Conduct Rules Apply

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

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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. (7:190)

# Discipline Response

<p>Problem behavior is observed.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Teacher addresses student behavior choices</li> <li><input type="checkbox"/> Teacher provides intervention</li> </ul>	<p><b><u>Preventative Measures:</u></b></p> <ul style="list-style-type: none"> <li>→ Relationship building with students</li> <li>→ Community building with class</li> <li>→ Clear expectations (academic and behavioral)</li> <li>→ Routines and procedures explicitly taught and practiced</li> <li>→ Culturally responsive/trauma-informed practices</li> </ul>
<p><b><u>Reporting Process (Skyward)</u></b></p> <p><b><i>Classroom Managed</i></b></p> <ol style="list-style-type: none"> <li>1. Teacher enters Classroom Referral.</li> <li>2. Click the classroom referral box. Provide a detailed, objective description of the observed behavior.</li> <li>3. Add classroom actions (interventions). You must add at least one action for all offenses reported</li> <li>4. To notify an administrator, add their name as a Discipline Officer (for notification purposes only).</li> </ol> <p><b><i>Office Managed</i></b></p> <ol style="list-style-type: none"> <li>1. Teacher enters a Classroom Referral. Do not check classroom referral box.</li> <li>2. Provide a detailed, objective description of the observed behavior.</li> <li>3. Assign a discipline officer.</li> <li>4. The Discipline Officer adds actions.</li> </ol>	<p><b><u>Sample Interventions:</u></b></p> <ul style="list-style-type: none"> <li>→ Student Conference</li> <li>→ Reteach expectations</li> <li>→ Seating change</li> <li>→ Parent contact</li> <li>→ Restorative Conversation</li> <li>→ Proximity</li> <li>→ Redirection</li> <li>→ Verbal and nonverbal prompt</li> <li>→ Loss of privilege</li> <li>→ Apology/think sheet/restitution</li> <li>→ Student Contract</li> </ul> <p><b><u>Responsive Measures:</u></b></p> <ul style="list-style-type: none"> <li>→ Affective Statements (“I” statements)</li> <li>→ Restorative Chat</li> <li>→ Peer mediators</li> <li>→ Scripted Questions <ul style="list-style-type: none"> <li>◆ What harm has been created?</li> <li>◆ What is needed as a result of harm?</li> <li>◆ What needs to be done to right the wrong?</li> </ul> </li> <li>→ Groups/Circles</li> <li>→ Class conference</li> <li>→ Additional responsive measures examples include (not limited to) warnings, conference discipline notice, detention, school or community services, short and long-term suspensions or expulsion in accordance with Board policy.</li> </ul>



## DISTRICT 41 CONTACT INFORMATION

<b>CENTRAL SERVICES OFFICE</b>			
793 N. Main Street, Glen Ellyn	630-790-6400	630-790-1867 (Fax)	www.d41.org
<b>SUPERINTENDENT'S OFFICE</b>			
<i>Superintendent, Dr. Jeffery McHugh</i>		630-534-7207	jmchugh@d41.org
<i>Executive Assistant, Nancy Mogk</i>		630-534-7243	nmogk@d41.org
<i>Chief Communications Officer, Erika Krehbiel</i>		630-534-7218	ekrehbiel@d41.org
<b>TEACHING, LEARNING &amp; ACCOUNTABILITY</b>			
<i>Assistant Superintendent, Dr. Kristine Webster</i>		630-534-7206	kwebster@d41.org
<i>Registrar, Sandra Hanson</i>		630-534-7529	shanson@d41.org
<i>Director of Language Programs, Juan Suarez</i>		630-534-7251	jsuarez@d41.org
<i>Multilingual Family Liaison, Eleanor Kearley</i>		630-534-7633	ekearley@d41.org
<b>STUDENT SERVICES</b>			
<i>Executive Director of Student Services, Molly Victor</i>		(630) 534-7573	mvictor@d41.org
<i>Director of Student Services, Libby Jansen</i>		(630) 534-7573	ejansen@d41.org
<b>HUMAN RESOURCES</b>			
<i>Assistant Superintendent, Dr. David Bruno</i>		630-534-7569	dbruno@d41.org
<b>FINANCE, FACILITIES AND OPERATIONS</b>			
<i>Assistant Superintendent, Eric DePorter</i>		630-534-7220	edeporter@d41.org
<i>Executive Director of Buildings and Grounds, Dave Scarmardo</i>		630-534-7212	dscarmardo@d41.org
<i>Director of Instructional Technology &amp; Innovation, Andrew Peterman</i>		630-534-7209	apeterman@d41.org
<b>ABRAHAM LINCOLN ELEMENTARY SCHOOL</b>			
380 Greenfield Avenue, Glen Ellyn		630-790-6475	630-790-6404 (Fax)
<i>Principal, Sarah Rodriguez</i>	srodriguez@d41.org		
<i>Assistant Principal, Brian Schremp</i>	bschremp@d41.org		
<b>BENJAMIN FRANKLIN ELEMENTARY SCHOOL</b>			
350 Bryant Avenue, Glen Ellyn		630-790-6480	630-790-6403 (Fax)
<i>Principal, Jeff Burke</i>	jburke@d41.org		
<i>Assistant Principal, Jamie Mahan-Linder</i>	jlinder@d41.org		
<b>CHURCHILL ELEMENTARY SCHOOL</b>			
240 Geneva Road, Glen Ellyn		630-790-6485	630-790-6498 (Fax)
<i>Principal, Amanda Kanter</i>	akanter@d41.org		
<i>Assistant Principal, Timothy Shermak</i>	tshermak@d41.org		
<b>FOREST GLEN ELEMENTARY SCHOOL</b>			
561 Elm Street, Glen Ellyn		630-790-6490	630-790-6468 (Fax)
<i>Principal, Scott Klespitz</i>	sklespitz@d41.org		
<i>Assistant Principal, Sarah Taitel</i>	staitel@d41.org		
<b>HADLEY JUNIOR HIGH SCHOOL (6-8)</b>			
240 Hawthorne Boulevard, Glen Ellyn		630-790-6450	630-790-6469 (Fax)
<i>Principal, Steve Diveley</i>	sdiveley@d41.org		
<i>Assistant Principal, Robert Guzetti</i>	rguzetti@d41.org		
<i>Assistant Principal, Angelica Love</i>	alove@d41.org		

Visit [www.d41.org](http://www.d41.org) for more information about programs, calendars and events.  
Board policy is also available online under the "School Board" tab.  
Each school has a website with building-specific information including staff directories.

2024-2025 SCHOOL CALENDAR

- August

15-20 Institute Days – No Student Attendance

21 First Full Day of Student Attendance (K-8)

26 First Day EC/PreK
- September

2 Labor Day (No School)

27 Institute Day – No Student Attendance
- October

14 Columbus Day/Indigenous People Day (No School)

31 SIP Day\*
- November

5 Election Day (No School)

15 SIP Day\*

25-29 Fall Break
- December

23-31 Winter Break
- January

1-3 Winter Break

20 Martin Luther King Day (No School)

24 Institute Day – No Student Attendance
- February

17 President's Day (No School)

28 Institute Day – No Student Attendance
- March

31 Spring Break
- April

1-4 Spring Break

15 SIP Day\*

18 Non-Attendance Day (No School)
- May

9 Institute Day – No Student Attendance

26 Memorial Day (No School)
- June

3 Last Day of Student Attendance/SIP\*

4 \*Students Dismissed at 11:30 a.m.

4 Institute Day/Last Day of Staff Attendance-

No Student Attendance

5-11 Emergency Days

Approved by the Board of Education: : 02.12.24  
Revision 2 approved 05.20.24.

GLEN ELLYN SCHOOL DISTRICT 41

Ignite Passion | Inspire Excellence | Imagine Possibilities

793 N. Main Street Glen Ellyn, IL 60137

glen ellyn

AUGUST 2024						
M	T	W	T	F		
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MAY 2025						
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JUNE 2025						
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	First/Last Day of School
	First Day of PreK/EC
	Institute Days
	School Improvement Days*
	Holiday or Non-Attendance Day
	Emergency Days

\*No Pre-K, Early Childhood or Kindergarten student attendance on SIP Days or any other ½ day early dismissal; Early dismissal time for grades 1-8 will be 11:30 a.m. for all schools.

Parent/Teacher Conference Schedule

- Nov. 4 Parent/Teacher Conferences- Elementary  
Nov. 6 Parent/Teacher Conferences- Elementary  
Nov. 7 Parent/Teacher Conferences- Hadley

- Nov. 13 Parent/Teacher Conferences- Hadley  
Nov. 19 Parent/Teacher Conferences- All Schools  
Nov. 21 Parent/Teacher Conferences- All Schools

Note: The Board approved using E-Learning Days in lieu of calendar days in the event of an emergency closure. The state still requires districts to include emergency days in the official school calendar. Please assume that June 11 will be the last day of school as you plan your summer activities. D41 is required to make up any attendance days lost due to snow days or other emergencies.



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LEOPARDS



ABRAHAM LINCOLN  
ELEMENTARY

BEARS



BENJAMIN FRANKLIN  
ELEMENTARY

TIMBERWOLVES



CHURCHILL  
ELEMENTARY

EAGLES



FOREST GLEN  
ELEMENTARY

WILDCATS



HADLEY  
JUNIOR HIGH