

# Handbook

■ ■ ■ 2016/2017

Children are at the heart  
of all decisions.

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Dear District 41 Families,

Welcome to the 2016/2017 school year! This Handbook provides valuable information that will assist both you and your children throughout the school year. Inside you will find information about important matters such as curriculum, discipline, student health, parent-teacher conferences, and much more. Please help your child have a successful school year by becoming familiar with the information in this handbook and discussing it with your child as appropriate.

The information in this handbook is based on Board Policy with relevant policy sections noted in parentheses. Parents are encouraged to review Board Policy, which is posted on [www.d41.org](http://www.d41.org) in a searchable format. The Board of Education reviews and amends its policy regularly. If a district policy differs from information in this handbook, Board Policy takes precedence.

Thank you for your partnership as we work together to provide the best possible education for your children. It's going to be a great year!

Sincerely,

Paul Gordon  
Superintendent

DISTRICT 41 SERVES PARTS OF CAROL STREAM, GLENDALE HEIGHTS, GLEN ELLYN, LOMBARD AND WHEATON

Glen Ellyn  
SCHOOL DISTRICT 41

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glen ellyn, illinois 60137  
630-790-6400

[www.d41.org](http://www.d41.org)

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## **I. 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, 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 safety or health.

**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 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:** If a student is absent due to illness for more than ten (10) consecutive days, arrangements for an alternative education program may be requested. Students should not return to school until free of fever for 24 hours. 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 identification may 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. (7:70)

### **BACKPACKS**

Students may not carry their backpacks with them during the day. Backpacks must be stored in their lockers or

designated area. Backpacks and purses are not private and may be subject to inspection.

### **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 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 during the course of the year; individual expenditures of more than \$10,000 require board action. 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. The use of school facilities for school purposes has precedence over all other uses. District 41 has an intergovernmental agreement with the Glen Ellyn Park District giving the Park District 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). (8:20)

## **BUS SAFETY**

District 41 and the bus company work together to ensure students are safe 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 should 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.

- The bus driver is in charge and has the same 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 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, or 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 school. (7:220, 9:10)

## **BUS TRANSPORTATION**

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.

## **CELL PHONES & ELECTRONIC DEVICES**

The school district is not responsible for personal technology devices in the event of loss, damage, or theft. Elementary school students must turn off personal technology prior to entering the school building. Upon entering the school, personal technology must be placed in a backpack, cubby or locker. Personal technology is not allowed to be powered on inside elementary school. Students will not be allowed to carry personal technology into the elementary classroom setting. The school will not store personal technology. Junior High School students may carry their cell phone/devices and have them on, however they must be out of site and non-disruptive (9:10).

## **CHILD ABUSE/MANDATED REPORTING**

Any district employee who has reason to think that a student may be an 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 "Acknowledgement 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)

## **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.brryallymca.org](http://www.brryallymca.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 or on the campus 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. Teachers and administrators are available by phone or email, and board members have district email accounts. Emergency or urgent information may be communicated through email, through an automated phone calling system, text messages, and through backpack mail. 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 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 may release certain directory information regarding students, unless parent(s)/guardian(s) prohibit such a release. Parents indicate their preferences when they first enroll their child in school. If parents change their mind in later years, they may request a form and submit updated permissions information online. (7:340E2)

## **DISABILITY ACCOMMODATION**

Individuals with disabilities shall be provided 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 as far in advance as possible. (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. Parents must sign in students at the office upon their return.

## **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 in to work and other factors.

- In the event that school is closed or must close early due to emergency or severe weather, every 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.

- When weather is bad but school is open, parents have the option to keep their child home if they believe that is the best thing to do.
- 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 ample time for all children to arrive home safely; if not, children will be held at the buildings until conditions are 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 are made up at the end of the school year; the school calendar allows for up to five emergency days.

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

Each school has a safety plan covering routine and emergency safety issues, including the portable classrooms at Hadley Junior High. Schools plan for traffic and pedestrian safety on their campuses during school hours, provide proper supervision of students and monitor access to their buildings.

- The schools and portable classrooms are inspected annually by the Regional Office of Education for life-safety issues. Each school has video surveillance of the grounds and a key card entry system.
- All visitors must show identification, participate in a screening and wear a visitor's badge before entering the school.
- Crisis: In an emergency when there is danger to students or staff, the principal will notify the district Command Central and the Glen Ellyn Police or Fire department. Once on site, emergency personnel will secure the building and take charge of the incident. Each building has a crisis plan and a crisis team.
- Disaster drills: Fire, tornado and other safety drills are conducted regularly in compliance with state law.
- The Central Services Office, and each school office monitors weather reports. During a tornado watch, information is disseminated to all staff members; however, classes continue without interruption. Students will be kept at school during a tornado warning until the all-clear signal. If the warning comes at dismissal time, students will not be dismissed and school buses will not depart until an all-clear is given. Parents who wish to pick

up their children will be asked to sign them out. Children may only be signed out by a parent or authorized adult.

- High winds or severe weather: If winds reach sustained speeds of 35 mph or severe weather threatens, children in the portable classrooms are brought inside the buildings. Each school has a plan in place for accommodating these students with minimum disruption to student learning.
- Information: The police or fire department representative, the superintendent, or a designee will serve as the official spokesperson in a crisis. Every 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)

#### **E-NEWS/District Digest**

E-News and District Digest are the district's electronic newsletter with information 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.

#### **EQUAL OPPORTUNITY**

Equal educational and extracurricular opportunities shall be available 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. (7:304)

#### **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 cancelled without notice due to danger to students, staff or chaperones and monies deposited may be forfeited. (6:240)

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

At the beginning of each school year, the district notifies its families of the availability of free and reduced-price lunches and eligibility requirements. (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 Chief 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. Fund-raising plans approved by the principal shall be submitted to the superintendent for approval. (7:325)

#### **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. A 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 student to ensure it is 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 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 WEB SITES)

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. (7-180,9:00E1,)

#### **LIBRARY MEDIA CENTERS**

Each school has a Library Media Center that provides a variety of multi-media 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. (6:230AP1, 6:230E1)

#### **LOST AND FOUND**

Personal items left at school 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. Churchill 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. Pupils 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.

#### **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. Every effort is made 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 thoroughly 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. 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 will be open and unrestricted. (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 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 sign a permission form 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. (7:15E)

## **PROTECTION ORDERS**

Upon receipt of a court order of protection, the principal shall file it in the records of a child who is the "protected person" under the order of protection. No information



or records shall be released to the respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the principal shall, at the request of the petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

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

Parents and students have a number of rights relative to student records. These rights are spelled out in section 7:340 of Board Policy, and in a brochure that is available from the district office. 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 provide the school office a few days notice.
- 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. Referrals are maintained separately from student permanent and temporary records. 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 recommendation 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 REQUIREMENTS**

Students residing in District 41 during the school year are eligible to register. (Other guidelines pertain to residency for Special Education, homeless and new students, which can be found in Board Policies 7:50 AP and 7:60AP.) Proof of residency is required. 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 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. (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

**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: 3:25 pm

**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 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. <http://www.icrimewatch.net/?AgencyID=54038>. (4:170, 4:170AP1)

**SMOKE-FREE POLICY**

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

**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.

**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.

**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, parents, administrators, support staff and board members. The teams are: The Continuous Improvement Team (CIT), Team 21 (T21), the Professional Development Team (PDT), 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 Long-Range Plan; supporting, monitoring and reporting progress; developing and monitoring curriculum and professional development; and other activities that support continuous improvement of student achievement.

**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.

**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. 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. (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 participate in the District screening process for all visitors in school buildings. 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, and 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.

## **II. LEARNING AND TEACHING**

### **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)

### **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 participate in the school community. A Bilingual Parent Advisory Committee meets regularly. (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 option (began in kindergarten in 2013-2014 and will roll up a grade each year)
- Spanish in first grade (began in first grade in 2013-2014 and will roll up a grade each year)

#### **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 and 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.

### **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 insufficient for academic success. English proficiency is evaluated by assessments, assignments, teacher observations and parent and student input. EL programs may provide support within the regular classroom setting or in self-contained classrooms. The goal is to ensure that EL students master English Language Proficiency Standards so they can succeed in school and life, and to transition EL students into general education classrooms over time. Parents/guardians will be given an opportunity to provide input to the program, and provided notification regarding their child's placement in, and information about, the district's Limited English Proficiency program. (6:160)

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

Students in the FLES program will 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 Board policy 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. (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 children who will be five by the end of September. (6:90, 7:50E1)

## **PRESCHOOL**

District 41 provides preschool programs for eligible students. Early Childhood Special Education is a self-contained program for children between three and six with significant developmental delays. Pre-Kindergarten At Risk is for eligible children at risk for academic failure. Blended Preschool combines at-risk and special education students with some typically-developing students. Typically-developing students enroll on a tuition-basis.

## **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 eight 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 (Early Childhood, Pre-K At Risk, and Kindergarten) do not attend school on SIP Days; students in grades 1-8 are dismissed at 11:30 am.

## **SCHOOL IMPROVEMENT PLANS**

In compliance with state law, 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 school-wide Positive Behavior Interventions and Supports (PBIS). PBIS focuses on establishing a positive school culture and has behavioral supports needed for all children.

## **SPECIAL EDUCATION**

In order to provide a free and appropriate education to students with special needs, District 41 offers a full continuum of special education services ranging from consultation to classroom teachers, resource services, instructional programs including the inclusion and self-contained models and both public and private specialized placements. Related services such as speech/language therapy, occupational therapy, physical therapy and social work services are offered for students who need support because of the educational impact of their disability. Disability categories include, but are not limited to, students with learning disabilities, emotional disabilities, and physical and cognitive disabilities. District 41 belongs to the Cooperative Association for Special Education (CASE). This allows member districts more options in providing needed programs and services and means that sometimes a child attends school in one of the other member districts. District 41 also utilizes public and private agencies to meet student needs. District 41 identifies, assesses and provides services to children not enrolled in the district but who are eligible for district services.

## TEACHER QUALIFICATIONS

All teachers with primary responsibility for instructing students in the core academic subject areas must be highly qualified for those assignments as determined by State and federal law. The District will:

Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments

Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and

Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified. (5:190)

## 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 Partnership for Assessment of Readiness for College and Careers (PARCC).

## III. 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 and 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 Glen Ellyn School District 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 nurse 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 effort to respect the child's privacy. (7:250AP)

### HEALTH SERVICES (see also ALLERGIES)

District 41 employs two full-time licensed certified school 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. The district also employs full-time Registered Nurses.

Health information and health forms can be obtained in the school nurses office or accessed on each school's 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.
- **Physical Education Excuses:** Students may be excused for 5 days from gym and recess if 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 a week.
- **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 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 exams** are required by the first day of school 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 the first day of school, 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 100.0 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 communication any health related concerns. (7:100, 7:270, 7:280AP)
- **Illness at school:** School nurses are assigned to all schools and are available for emergencies. A student complaining of not feeling well will 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 non-prescription 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 inhalers or Epipens 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 epinephrine auto-injectors at each school in the event of an undiagnosed severe anaphylactic reaction while at school, or a school related event. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto injector to a person when they, in good faith, believe a person is having an anaphylactic reaction (7:270).

#### **INSURANCE**

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

### **IV. STUDENT CONDUCT**

#### **BEHAVIOR AND DISCIPLINE** (see also BUS SAFETY, DISCIPLINE GUIDELINES and HARASSMENT)

Student behavior at school, at school events, and outside of school when there is a connection to school is subject to discipline. This includes online behavior that impacts students, staff or the school, such as online harassment or cyber-bullying of fellow students. Please review the Discipline Guidelines at the back of this handbook for more information on prohibited actions and sanctions. All students have the right to learn in a safe and orderly environment and adults in the building are expected to model desired behavior. Good discipline is the result of a positive attitude, respect for oneself and others, and a clear understanding of expectations and consequences. Good discipline will help everyone do their best every day, and is accomplished when students, staff and parents work together. The district Parent-Teacher Advisory Committee reviews discipline policies. Rules may differ among schools and classrooms, and each discipline situation will be treated on an individual basis. Repeat violations may receive more stringent sanctions than a single violation. Here are the basics:

- Students should show respect through words and actions to each other and all adults, observe school safety rules, and behave appropriately on school grounds, on the bus, in class, at lunch, and at play.

- A variety of consequences may be implemented to encourage appropriate behavior at all times. Students may be suspended or expelled for gross disobedience or misconduct. Disciplinary action may also include: disciplinary conference, withholding of privileges, seizure of contraband, suspension from school and all school activities for up to 10 days, and expulsion.
- In some cases, law enforcement agencies will be notified and legal action may result in additional consequences for the student. The district must submit data on suspensions to the State Board of Education.

Illinois Compiled Statutes mandate that incidents involving battery committed against school personnel, reports of firearms in schools or drug-related incidents occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police. Illegal or inappropriate items will be confiscated. Illegal items will be turned over to law enforcement officials; other items can be picked up from the building, parent signature required. Items not reclaimed by the end of the school year will be discarded or donated.

- Corporal punishment is prohibited although reasonable force may be used as needed to maintain safety for students, staff, or other persons, or for self-defense or defense of property.

- Teachers may remove students from a classroom for disruptive behavior.
- Bullying, cyberbullying, intimidation and harassment will not be tolerated. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- Students are prohibited from accessing, creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
- The curriculum will include character education and bullying prevention in all grades.
- No disciplinary action shall be taken against a student that is based totally or in part on the refusal of the student's parent(s) or guardian(s) to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.
- Parents will be notified of serious discipline issues and incidents of aggressive behavior, including bullying.

More information on discipline is available in the online policy manual, and in the Student Behavior Continuum in the back of this handbook. (7:180, 7:190)

### **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, or controlled substances decoration 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, such as micro-miniskirts, short shorts, transparent apparel, tank tops, loose fitting, one-shoulder or off-shoulder tops and low-cut halter-tops. Clothing should cover the torso. 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.

### **HARASSMENT** (see also BEHAVIOR/DISCIPLINE)

No person, including a district employee or agent, or student, shall harass, bully or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or gender identity, homelessness, or other protected group status. The district will not tolerate harassing, bullying or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling; using derogatory slurs; causing psychological harm; threatening or causing physical harm; or wearing or possessing items depicting or implying hatred of or prejudice toward one of the characteristics stated above. Complaints of harassment, bullying or intimidation are generally handled by staff/administration within the school. (7:20)

**Sexual harassment:** Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whether he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or, has the purpose or effect of substantially interfering with a student's educational environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of educational aid, benefits, services, or treatment; or making submission to or rejection of such conduct on the basis of academic decisions affecting a student. The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to alleged sexual activities. Students who believe they are victims of sexual harassment

or have witnessed sexual harassment are encouraged to discuss the matter with an appropriate administrator and may choose to report to a person of the student's same sex. The principal or the district office of Human Resources can provide the appropriate contact. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the principal or assistant principal for appropriate action. (7:20)

## STUDENT DISCIPLINE GUIDELINES

The definitions below and the guidelines on the following page were developed by the Parent Teacher Advisory Committee in concert with the administration in light of Board Policy and state law.

**Discipline:** Any form of corrective action other than a suspension or expulsion. Examples include warnings, conference, discipline notice, detention, loss of privileges, school or community service.

**Short-term Suspension:** Denial of attendance or participation in any school-related activities for more than a class period and up to five consecutive school days. Suspension may occur in or out of school.

**Long-term Suspension:** Denial of attendance or participation in any school-related activities up to ten consecutive days.

**Expulsion:** Denial of attendance to school for an undefined period of time and determined as a student not in good standing for reporting purposes. A recommendation for expulsion is followed by a hearing conducted by the Board of Education or designated hearing officer, with the board taking final action.

## GLEN ELLYN SCHOOL DISTRICT 41



### Our Vision

Ignite passion. Inspire excellence. Imagine possibilities.

### Our Mission

We embrace the future with optimism, working in partnership with our community on behalf of our children. We develop intellect, engage creativity, foster responsibility, and build positive and collaborative relationships to enable all children to thrive in a changing and increasingly global society

### The D41 Learner Characteristics

The Learner Characteristics below are essential to creating a dynamic learning community for adults and children and for academic and lifelong success in the 21st century.

**Habits and Attitudes:** a person with these habits and attitudes is someone who is...

- |                                       |  |   |
|---------------------------------------|--|---|
| • Curious                             | • Open to diverse viewpoints and experiences | • Nurturing                                 |
| • Creative                            | • Respectful of others                       | • Challenge seeking                         |
| • Resilient in the face of challenges | • Respectful of the environment              | • Engaged and enthusiastic                  |
| • Able to embrace change              | • Compassionate                              | • Future oriented with a global perspective |
| • Adaptable                           | • Optimistic                                 | • Intrinsically motivated                   |
| • Collaborative                       |  |   |

**Skills and Applications:** a person with these skills and applications is someone who can...

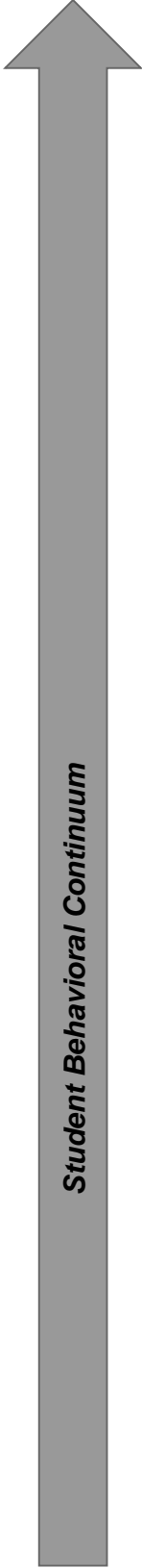
- |   |   |   |
|---|---|---|
| • Solve complex problems  | • Utilize multiple literacy skills in learning      | • Advocate for oneself and others                                     |
| • Make connections between present and future opportunities       | • Utilize organizational skills to enhance learning | • Apply current learning to new situations                            |
| • Think critically, reflectively                                  | • Mediate conflict peacefully                       | • Synthesize multiple pieces of information to create new information |
| • Communicate effectively using a variety of media and technology | • Pursue a healthy lifestyle                        | • Assume responsibility for learning                                  |
| • Communicate effectively to a variety of audiences               | • Appreciate beauty and the arts                    |   |



## D41 Student Behavior Continuum

Glen Eilyn School District 41 is a PBIS district. Positive Behavioral Interventions and Supports is a prevention-orientated multi-tiered framework which maximizes academic and social behavioral outcomes for all students and is grounded in targeted social skills instruction to meet individual student needs.

The behaviors identified on this continuum are directly correlated to Student Behavior Policy 7:190 as found in D41 Board Policy and are progressively listed from the lowest (left) to the highest (right) levels of seriousness.

 <b>Student Behavioral Continuum</b>		
<ul style="list-style-type: none"> <li>❖ Using or possessing electronic communication devices in any manner that disrupts the educational environment, unless authorized in accordance with Board Policy (7:190, 9:00, &amp; 9:10)</li> <li>❖ Being absent without a recognized excuse as defined by State law and Board Policy (7:70)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Using or possessing electronic communication devices in any manner that violates the rights of others (7:190)</li> <li>❖ Improper or unauthorized use of technology</li> <li>❖ Improper or unauthorized use of a laser pointer</li> <li>❖ Disobeying rules of student conduct or directives from staff member or school officials</li> <li>❖ Engaging in academic dishonesty</li> <li>❖ Secret societies, fraternities, or sororities: being a member, promising to join, pledging to become a member, or soliciting any other person to join, promise to join, or be pledged to become a member</li> </ul>	<ul style="list-style-type: none"> <li>❖ Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes</li> <li>❖ Hazing, bullying, or aggressive behavior that does physical or psychological harm to a staff person or student, including urging other students to engage in such conduct</li> <li>❖ Sexual activity or other harassment as defined by Board Policy (7:20)</li> <li>❖ Teen dating violence as defined by Board Policy (7:185)</li> <li>❖ Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property</li> <li>❖ Entering school property or a school facility without proper authorization</li> <li>❖ Gang or gang-related activity</li> <li>❖ In the absence of a reasonable belief that an emergency exists, calling emergency responders, signaling or setting off alarms or signals</li> <li>❖ Engaging in any activity, on or off campus, that adversely affects the school environment, school operations, or an educational function</li> </ul>
<p><b>Decision Making:</b> Student behavior decision making occurs on an <i>individual student basis</i> and is aimed at protecting students' educational rights and reducing the removal of students from school while considering the following factors: prior interventions to positively support student behavior, determination of continuing threat, determination of level of disruption to the learning environment, and appropriate reengagement plan.</p> <p><b>Offenses Responded to at the Classroom Level:</b> General behaviors that cause disruption to the learning environment or reflect noncompliant behaviors are often best handled in the classroom unless they become more serious or persistent. In the event general disruptive behaviors appropriately warrant administrative level of intervention, decision making will be handled to best meet the needs of the individual student and learning environment. For further description, please refer to the District 41 and Hadley Jr. High Student Handbook.</p>		

## **DISTRICT 41 CONTACT INFORMATION**

### **CENTRAL SERVICES OFFICE**

793 N. Main Street, Glen Ellyn  
630-790-6400 630-790-1867 (Fax)  
www.d41.org

### **SUPERINTENDENT'S OFFICE**

*Dr. Paul Gordon*  
630-534-7207  
pgordon@d41.org

*Chief Communications Officer, Erika Krehbiel*  
630-534-7218  
ekrehbiel@d41.org

### **TEACHING, LEARNING & ACCOUNTABILITY**

*Assistant Superintendent, Karen Carlson*  
630-534-7238  
kcarlson@d41.org

*Director of Bilingual/ELL Program, Katherine McCluskey*  
630-534-7206  
kmccclusky@d41.org

*Director of Student Services, Michelle Gallo*  
630-534-7234  
mgallo@d41.org

### **HUMAN RESOURCES**

*Assistant Superintendent, Marci Conlin*  
630-534-7563  
mconlin@d41.org

### **FINANCE, FACILITIES AND OPERATIONS**

*Assistant Superintendent, Cheryl Witham*  
630-534-7220  
cwitham@d41.org

*Director of Buildings and Grounds, Dave Scarmardo*  
630-534-7212  
dscarmardo@d41.org

*Registrar, Marylou Gehringer*  
630-534-7529  
megheringer@d41.org

### **TECHNOLOGY**

*Director of Technology, Mike Wood*  
630-534-7209  
mwood@d41.org

### **DISTRICT SPANISH LIAISON**

*Gaby Escobar Hernandez*  
630-534-7633  
ghernandez@d41.org

### **ABRAHAM LINCOLN ELEMENTARY SCHOOL**

380 Greenfield Avenue, Glen Ellyn  
630-790-6475 630-790-6404 (Fax)

*Principal, Linda Schweikhofer*  
lschweikhhofer@d41.org

*Assistant Principal, Chuck Brewster*  
cbrewster@d41.org

### **BENJAMIN FRANKLIN ELEMENTARY SCHOOL**

350 Bryant Avenue, Glen Ellyn  
630-790-6480 630-790-6403 (Fax)

*Principal, Jeff Burke*  
jburke@d41.org

*Assistant Principal, Sarah Rodriguez*  
srodriguez@d41.org

### **CHURCHILL ELEMENTARY SCHOOL**

240 Geneva Road, Glen Ellyn  
630-790-6485 630-790-6498 (Fax)

*Principal, Scott Klespitz*  
sklespitz@d41.org

*Assistant Principal, Melissa Groot*  
mgroot@d41.org

### **FOREST GLEN ELEMENTARY SCHOOL**

561 Elm Street, Glen Ellyn  
630-790-6490 630-790-6468 (Fax)

*Principal, Mary Hornacek*  
mhornacek@d41.org

*Assistant Principal, Michelle Shabaker*  
mshabaker@d41.org

### **HADLEY JUNIOR HIGH SCHOOL (6-8)**

240 Hawthorne Boulevard, Glen Ellyn  
630-790-6450 630-790-6469 (Fax)

*Principal, Steve Diveley*  
sdiveley@d41.org

*Assistant Principal, Jill Amrhein*  
jamrhein@d41.org

*Assistant Principal, Robert Guzzetti*  
rguzzetti@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.

# DISTRICT 41 YEAR AT A GLANCE 2016-17

Dates are correct at publication, but may be subject to change.

<b>AUGUST</b>	15-17	No School – Institute Days
	18	No School – Institute Day / Elementary Meet & Greet – time TBA
	22	First Student Attendance Day
<b>SEPTEMBER</b>	5	No School – Labor Day
	16	SIP Day – students dismiss at 11:30 am*
<b>OCTOBER</b>	10	No School – Columbus Day
	11	No School – Institute Day
	28	SIP Day – students dismiss at 11:30 am*
<b>NOVEMBER</b>	21	No School – Fall Break
<b>DECEMBER</b>	16	SIP Day – students dismiss at 11:30 am*
	19-30	No School-Winter Break
<b>JANUARY</b>	2	No School – Winter Break
	16	No School – Martin Luther King Day
	17	No School – Institute Day
<b>FEBRUARY</b>	20	No School – President’s Day
	24	SIP Day – students dismiss at 11:30 am*
<b>MARCH</b>	3	No School – Institute Day
	24	SIP Day – students dismiss at 11:30 am*
	27-31	No School – Spring Break
<b>APRIL</b>	13	SIP Day – students dismiss at 11:30 am*
	14	No School – Non Attendance Day
<b>MAY</b>	5	SIP Day – students dismiss at 11:30 am*
	29	No School – Memorial Day
<b>JUNE</b>	2	SIP Day – students dismiss at 11:30 am*
		Last Student Day (Tentative) – if <b>no</b> emergency days are used
	5	No School – Institute Day (Tentative) – if <b>no</b> emergency days are used
		Last Staff Day (Tentative) – if <b>no</b> emergency days are used
	9	Last Student Day (Tentative) if <b>all</b> emergency days are used
	12	Last Staff Day – Institute Day (Tentative) if <b>all</b> emergency days are used

Parent/Teacher Conference Schedules will be shared in early fall.

\*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 am for all schools. For more information about student attendance on SIP Days, please contact the building principal.

Note: Please assume that June 9 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.

## LONG-RANGE PLAN

### ► STRATEGIC PRIORITY 1: ACADEMIC EXCELLENCE

Student Learning and Academic Achievement: We will create a positive and nurturing environment which is foundational to student success. We will enhance and support a culture of academic excellence while working to close the achievement gap.

### ► STRATEGIC PRIORITY 2: FACILITIES THAT ENHANCE STUDENT LEARNING

We will ensure that our facilities accommodate and adequately support current educational needs and allow for flexibility to support long-term future needs. We will continually evaluate facilities and strategically plan for the maintenance of all buildings and grounds.

### ► STRATEGIC PRIORITY 3: FINANCES THAT SUPPORT STUDENT LEARNING

We will realize the district's mission while utilizing resources responsibly and efficiently. We will be respectful and mindful of taxpayers by evaluating and prioritizing spending.

### ► STRATEGIC PRIORITY 4: DEDICATED AND TALENTED STAFF COMMITTED TO STUDENT LEARNING

We will recruit, support and encourage retention of employees at all levels. We are committed to a thriving work environment that encourages staff learning, growth and to have a voice in the decision-making process. We will strive to make District 41 an employer of choice.

### ► STRATEGIC PRIORITY 5: SCHOOL COMMUNITY CULTURE AND CLIMATE TO FURTHER ENHANCE STUDENT LEARNING

We will enhance a healthy, productive and collaborative relationship with school and district stakeholders.

### ► STRATEGIC PRIORITY 6: COMMUNITY ENGAGEMENT AND COMMUNICATION

We will deepen trust with the community members who live in the over 10,000 households within the District 41 boundaries through comprehensive and transparent communications. We will seek input from all District 41 stakeholders.

### ► STRATEGIC PRIORITY 7: LONG-RANGE PLAN ACCOUNTABILITY

The Board will be accountable to annually review Strategic Priorities by monitoring and evaluating quantitative and qualitative data.



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