

D41 glen ellyn

Handbook



2021-2022

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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, quarantine/isolation, 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 identity 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 carry their backpacks with them during the day to hold their personal supplies or materials.

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. 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. Budget adoption by the board is preceded by a public hearing, which is publicized in the local press and posted on 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. (8:20)

BUS SAFETY

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. **Students must wear a mask at all times when riding the bus.**

- 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. **Students must wear masks at all times on the bus.** 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. (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 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 sight and non-disruptive. Junior high students are to bring Chromebook back and forth to school each day. (9:10).

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 "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)

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.brlyallymca.org, or the Glen Ellyn Park District at (630) 858-2462 or 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. 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 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 may request a form and submit updated permissions information online. (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 as far 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.

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 reasonable effort is made to notify parents by our automated phone notification system, via email, through the media, text and on www.d41.org and 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.

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. (4:170, 8:30)

OFFICIAL E-COMMUNICATIONS

The District Digest email newsletter 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 and submit your email address in the space provided. In addition, information is posted on the district website and official social media pages such as facebook, instagram and twitter. For urgent communication, a robo call voice message is sent out when necessary.

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. (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 or any other stated reason. Monies deposited may be forfeited. (6:240)

Due to COVID-19, in-person field trips and experiences may not occur or will be limited.

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)

2021-22 All students are offered free meals. (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 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)

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 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 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 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 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. 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.

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. 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)

Due to COVID-19 safety precautions, parties may look different this year. Please watch for information from your school principal.

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 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. 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, foster care 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. 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: 8:15 to 10:45am

Afternoon: 12:45 to 3:15 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 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. <http://www.icrimewatch.net/?AgencyID=54038>. (4:170, 4:170AP1)

SEXUAL ABUSE AVOIDANCE

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. (6:60AP)

SMOKE-FREE POLICY

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

STUDENT 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)

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. (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 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.

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.

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)

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.

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)

Due to COVID-19, visitors to all District 41 buildings may be limited and by appointment only. Visitors will be required to wear masks and distance 6ft as much as possible.

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. For some activities, the district may require a background check. Please contact your school for more information (8:30, 8:95AP)

Due to COVID-19, visitors/volunteers to all District 41 buildings may be limited. Visitors will be required to wear masks and distance 6 ft. as much as possible.

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.

Due to COVID-19 precautions, all adults and students will be required to wear a mask and social distance when on school grounds.

WEBSITES (see also INTERNET USE)

The district website, 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. 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)

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 (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.

DUAL LANGUAGE PROGRAM

Students in the Dual Language Program will be bilingual, bi-literate, 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. 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. Children must be three years old as of September 1st of the current school year to be eligible for the program. Early Childhood Special Education services are provided for eligible children between the ages of three and six. The district blended preschool programs combines 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.

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 (Pre-K and Kindergarten) will not attend school on SIP Days; students in grades 1-8 are dismissed at 11:30 am.

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 as well as on 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) and social emotional resources districtwide. PBIS focuses on establishing a positive school culture and has the behavioral support needed for all children.

SPECIAL EDUCATION

Glen Ellyn District 41 collaborates with parent partners to provide a Free Appropriate Public Education to all students. A Multi-tiered System of Supports (MTSS) is implemented in each

building to provide academic and social emotional supports to all students throughout the school year. D41 is committed to the following inclusionary practices:

1. viewing every child as a general education student.
2. developing a continuum of services that is driven by individual student strengths and needs.
3. creating a culture that develops a sense of belonging for all diverse learners.
4. assuring shared ownership by every educator for every student.
5. respecting every student's strengths and needs.
6. presuming competence for each student.
7. engaging in collaborative problem-solving to develop, challenge, and accommodate all learners.

Students identified with a disability eligible under Section 504 of the Rehabilitation Act of 1973 will have a plan developed with reasonable accommodations to meet their educational needs in the general education environment. (29 U.S.C. Section 701 et seq.) Students who are eligible in one of the fourteen categories under the Individuals with Disabilities Education Act (IDEA) will have an Individualized Education Plan (IEP) developed through the IEP team process in accordance with (U.S.C. Section 1400 et. seq. & the Illinois School Code

Article 14, 104 ILCS 5/14).

Special education supports and related services are provided, if eligible, in each student's home school and in the general education classroom 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 in the general education curriculum and on the goals and objectives written in the student's IEP. District 41 is also a member of the Cooperative Association for Special Education in DuPage County and as such benefits from additional special education supports and related services as determined appropriate by the student's IEP team.

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.

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 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 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 reasonable 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 and one nurse practitioner who supervises the 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 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 exams** 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 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 100.4°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:** School nurses are assigned to all schools. 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 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 while participating in school-sponsored programs or school-supervised activities, including athletics.

IV. STUDENT CONDUCT

BEHAVIOR AND DISCIPLINE (see also BUS SAFETY, BEHAVIOR 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 Student Behavioral Continuum 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 behavior 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 student behavior, to protect the safety of students, staff and members of the school community and to minimize disruption of the learning environment and the operation of the schools. Disciplinary action may include disciplinary conferences, withholding of privileges, confiscation of prohibited items, detentions, in-school suspensions, suspension from extracurricular activities, suspension from school and all school activities for up to ten school days, transfer to an alternative school and expulsion. Disciplinary action is applied on an individualized, case-by-case basis. Parents and students are expected to review, and be knowledgeable about, Board of Education policies regarding student behavior and discipline, especially Policy 7:190 and the supporting Administrative Procedures.
- 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 and expulsions to the State Board of Education.

Illinois law mandates that incidents involving battery committed against school personnel, firearms in schools or drug-related incidents be reported to local law enforcement authorities and the Illinois State Police. Such items may be turned over to law enforcement.

- 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, such as drug or alcohol use.
- 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.
- 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, as well as drug and alcohol use.

More information on discipline is available in the online policy manual, and in the Student Behavior Continuum in the back of this handbook. We expect parents to review and discuss these Board policies. (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, 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.

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 where 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 guidelines on the following page were developed by the Parent-Teacher Advisory Committee in concert with the administration and in light of Board policies and state law. Generally, disciplinary action is administered on a progressive, case-by-case, individualized basis, with the application of non-exclusionary consequences before using out-of-school

suspensions, transfers to an alternative school or expulsions. However, more severe consequences, including exclusionary actions, may be initially imposed depending on the severity of the student's conduct, the impact on school safety and the disruption to learning and school operations

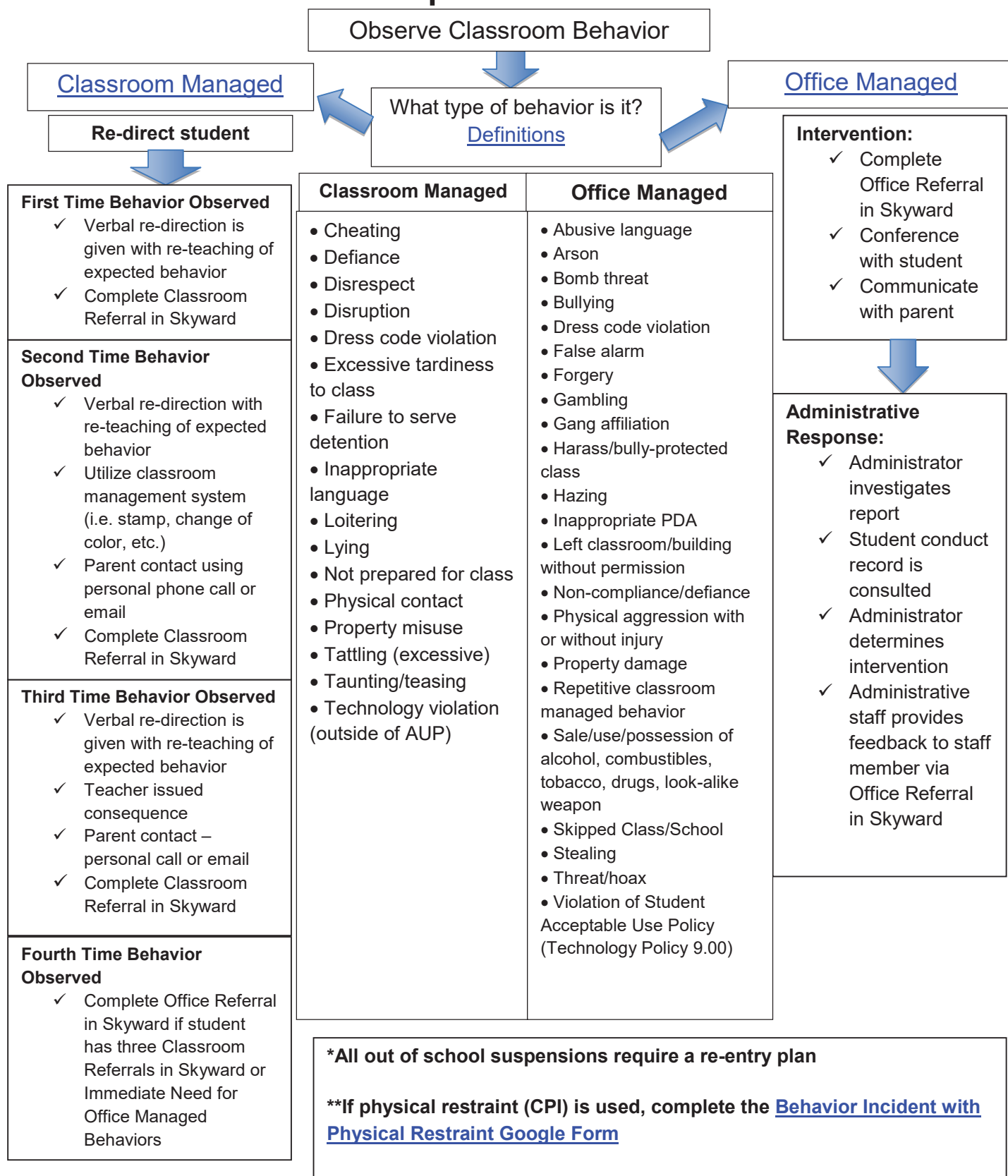
Discipline: Any form of corrective action other than a suspension or expulsion. Examples include warnings, conference, discipline notice, detention, loss of privileges, school or community service.

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.

D41 Discipline Flow Chart



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. Melissa Kaczkowski
630-534-7207
mkaczkowski@d41.org

Executive Assistant, Nancy Mogk

630-534-7243
nmogk@d41.org

Chief Communications Officer, Erika Krehbiel

630-534-7218
ekrehbiel@d41.org

TEACHING, LEARNING & ACCOUNTABILITY

Assistant Superintendent, Dr. Katie McCluskey
630-534-7206
kmccluskey@d41.org

Director of Language Programs, Dr. Theresa Ulrich

630-534-7251
tulrich@d41.org

Director of Student Services, Laurel O'Brien

630-534-7234
lobrien@d41.org

Registrar, Marylou Gehringer

630-534-7529
megheringer@d41.org

HUMAN RESOURCES

Assistant Superintendent, Marci Conlin
630-534-7569
mconlin@d41.org

FINANCE, FACILITIES AND OPERATIONS

Assistant Superintendent, Eric DePorter
630-534-7220
edeporter@d41.org

Director of Buildings and Grounds, Dave Scarmardo

630-534-7212
dscarmardo@d41.org

TECHNOLOGY

Director of Instructional Technology & Innovation, Andrew Peterman
630-534-7209
apeterman@d41.org

DISTRICT SPANISH LIAISON

Gaby Escobar Hernandez
630-534-7633
gescobar@d41.org

ABRAHAM LINCOLN ELEMENTARY SCHOOL

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

Principal, Sarah Rodriguez

srodriguez@d41.org

Assistant Principal, Brian Schremp

bschremp@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, Jamie Mahan-Linder

jlinder@d41.org

CHURCHILL ELEMENTARY SCHOOL

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

Principal, Rachel Solomon

rsolomon@d41.org

Assistant Principal, Chuck Brewster

cbrewster@d41.org

FOREST GLEN ELEMENTARY SCHOOL

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

Principal, Scott Klespitz

sklespitz@d41.org

Assistant Principal, Sarah Taitel

staitel@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, Robert Guzetti

rguzetti@d41.org

Assistant Principal, Amanda Connell

aconnell@d41.org

Visit 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.

Glen Ellyn School District 41

Ignite passion. Inspire excellence. Imagine possibilities.

793 North Main Street, Glen Ellyn, IL 60137



2021-2022 SCHOOL CALENDAR

- August**
- 12-17 Institute Day
- 18 First Full Day of Student Attendance
- 25 First Day of PreK/Early Childhood

- September**
- 6 Labor Day (No School)
- 10 SIP Day*
- October**
- 11 Columbus Day/Indigenous People Day (No School)
- 12 Institute Day
- 29 SIP Day*
- November**
- 19 SIP Day*
- 22-26 Thanksgiving Break (No School)

- December**
- 17 SIP Day*
- 20-31 Winter Break
- January**
- 17 Martin Luther King Day (No School)
- 18 Institute Day

- February**
- 18 SIP Day*
- 21 President's Day (No School)

- March**
- 4 Institute Day
- 25 SIP Day*
- 28-31 Spring Break

- April**
- 1 Spring Break
- 15 Non-Attendance Day
- 29 SIP Day*

- May**
- 27 SIP Day*/ Last Day of Student Attendance
- 30 Memorial Day (No School)
- 31 Institute Day
- June**
- 1-7 Emergency Days

NOVEMBER 2021						
M	T	W	T	F	S	S
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

OCTOBER 2021						
M	T	W	T	F	S	S
				1		
4	5	6	7	8		
11	12	13	14	16		
18	19	20	21	22		
25	26	27	28	29		

SEPTEMBER 2021						
M	T	W	T	F	S	S
			1	2	3	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

AUGUST 2021						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

MARCH 2022						
M	T	W	T	F	S	S
1	2	3	4			
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

FEBRUARY 2022						
M	T	W	T	F	S	S
		1	2	3	4	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28						

JANUARY 2022						
M	T	W	T	F	S	S
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						

DECEMBER 2021						
M	T	W	T	F	S	S
	1	2	3			
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30	31		

○ First/Last Day of School

Institute Days
School Improvement Days*
Holiday or Non-Attendance Day
Emergency Days

JUNE 2022						
M	T	W	T	F	S	S
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		
27	28	29	30			

MAY 2022						
M	T	W	T	F	S	S
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

APRIL 2022						
M	T	W	T	F	S	S
			1			
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		

*No 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.

Pre-K/EC SIP schedules and Parent/Teacher Conference Schedules will be shared in early fall.

Note: The Board approved using ELearning 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 7 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.

Approved by the Board of Education: February 22, 2021

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