



Glenview School District 34
1401 Greenwood Road
Glenview, Illinois, 60026-1511
www.glenview34.org

Glenview District 34

Handbook

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HANDBOOK OVERVIEW

The information in this Handbook is only a summary of Board of Education policies and procedures governing the District. Board policies are available to the public at the Administration Building, 1401 Greenwood Road, Glenview, IL 60026, or on the District's website at www.glenview34.org. The Handbook and Board policies are subject to change and may be amended during the year without notice by the Administration or Board of Education.

CONTACTING THE DISTRICT

All staff and teachers can be reached via District phone and e-mail. Those phone numbers and e-mail addresses are listed on the school and District websites.

STUDENT RESIDENCY

In order to attend school in the District on a tuition-free basis, a student is must reside within the boundaries of the District, unless the student qualifies for an exception to the residency requirement under State law or Board Policy 7:60, Residence.

All families will be required to sign the Affirmation of Legal Residency form. All families new to the school district, all families with incoming students in early childhood, kindergarten, 3rd grade and/or 6th grade, and all families with a change in address during the previous year will be required to provide proof of residency. The District reserves the right to ask any family not listed above to provide proof of residency.

Students who move out of the District during the school year may continue to attend school in the District for the remainder of the school year with no tuition charge, but the student's parent(s)/guardian(s) are responsible for transportation.

REGISTRATION

Students new to the District may register in the office of the school they will be attending. Early registration helps the schools in arranging classes. Student records from the child's previous school(s) should be submitted or the records will be requested by the District from the student's previous school(s).

Students entering school for the first time, kindergarten or 1st grade, and again in 6th grade are required to submit proof of a health examination and the required immunizations prior to the first day of

school. Unless an exemption or extension applies, failure to submit proof of the required health examination and immunizations by the first day of school of the current school year will result in the student's exclusion from school until the required documentation is presented to the District.

Information regarding required eye and dental examinations is provided later in the Handbook.

A parent/guardian of a student who objects to any of the required health examinations, immunizations, or screenings on religious grounds must submit a fully completed and signed Illinois Department of Public Health Certificate of Religious Exemption form detailing the specific immunization, examination, or screening to which the parent objects and the grounds for the objection to each immunization, examination, or screening.

If a medical reason prevents a student from receiving a health examination and/or any required immunizations, a statement from the student's physician must be submitted stating the student's medical condition and, for immunizations, providing a schedule for the administration of the immunization(s). If a student is determined to be protected against a disease for which immunization is required, a statement from the student's physician must be provided stating the reasons and certifying that the specific immunization is not necessary or indicated.

KINDERGARTEN

Kindergarten registration is held in early spring at the primary building where a child will attend school. Children must be 5 years old on or before September 1 to register for kindergarten.

PROOF OF BIRTH

Illinois law requires when a student is enrolled in a school district for the first time, the parent(s)/guardian(s) registering the student must provide a certified copy of a birth certificate or other legally recognized proof of birth. The certified copy must be provided within 30 days of the enrollment. The District will make a copy of the birth certificate for the student's file and return the original certificate to the student's parent(s)/guardian(s).

SCHOOL ATTENDANCE AREAS

Students are assigned to schools on the basis of school attendance boundaries established by the Board of Education. Parent(s)/guardian(s) who want to have their child to attend a school within the District but not at the school serving the attendance area

where the student resides may request an intra-district transfer. The request must be approved by the Superintendent and is made in the Superintendent's sole discretion consistent with Board Policy 7:30, Student Assignment and Intra-District Transfer. Requests for an intra-district transfer should be directed to the Superintendent's office. Students who are granted a transfer within the District shall be responsible for their own transportation.

CODE OF CONDUCT

The Board of Education believes student behavior should reflect standards of good citizenship and respect for the law. Students are expected to conduct themselves within the bounds of good conduct as set forth in school rules, this Handbook, and the Board of Education policies and procedures, and applicable law.

STUDENT DISCIPLINE

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this

section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that

threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and

habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification

does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

It should also be noted that by default, if child pornography (inappropriate image of a child under the age of 18) is suspect on a device, is suspected to have been transmitted electronically by students, is (was) online, or distributed in any means possible, our steps as a district are to not investigate and default to having the police handle the entire process, starting with an investigation.

DISCIPLINARY MEASURES

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an

alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

WEAPONS

A student who is determined to have brought one of the following objects to

school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

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

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

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

RE-ENGAGEMENT OF RETURNING STUDENTS

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

REQUIRED NOTICES

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

law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

DELEGATION OF AUTHORITY

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

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

STUDENT HANDBOOK

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

SCHOOL SUSPENSION PROCEDURES

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the

charges.

2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:

1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
- ii. For a suspension of 4 or more school days, an explanation:
1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.
 - c. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report,

the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

EXPULSION PROCEDURES

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available

interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board of Education will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. For more information visit, <http://www.glenview34.org/student-services/behavioral>

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects.

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

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

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

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may

be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

This is serving as a notification for students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

TRANSPORTATION

To the extent required by applicable law, the District shall provide free or subsidized transportation for all eligible District students: (1) residing at a distance of one and one-half miles or more from their assigned schools, unless the Board has certified to the Illinois State Board of Education that adequate public transportation is available or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

The determination of whether a serious hazard exists shall be in accordance with applicable law or regulation, and otherwise in the sound discretion of the Superintendent or designee. A student's parent(s)/guardian(s) may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard.

The District may provide and charge a fee for transportation for District students in accordance with applicable law.

To the extent required by law, free or subsidized transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs.

The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with State law.

If a student is regularly at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the distance from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or her designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as practical.

No school employee may transport students in school or private vehicles unless authorized by the Superintendent or Building Principal or other designee.

BUS CONDUCT

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

School Bus Suspensions

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

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

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Academic Credit for Missed Classes During School Bus Suspension

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

Electronic Recordings on School Buses

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

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

USE OF AUDIO-VIDEO CAMERAS ON SCHOOL BUSES

Audio-video cameras are installed on school buses in order to monitor conduct and to promote and maintain a safe environment for students and employees. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

DRESS CODE

Decisions about student dress, grooming, and personal adornment should generally be made by the student and the student's parent/guardian. Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. An individual school may issue additional guidelines regarding student appearance, and they typically do so through their newsletters, announcements over the PA system or through other communication home to families.

STUDENT FEES

There are fees charged to parent(s)/guardian(s) for the use of textbooks, consumable materials, extracurricular activities, and other items. Students will pay for loss of school books or other school-owned materials.

All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for fee waiver contained in Board Policy 4:140, Waiver of Student Fees.

WEATHER EMERGENCIES

In case of snow or emergency weather conditions, school cancellation is posted on the District's website and at www.emergencyclosings.com. Additionally, the information will be announced over most local radio stations, including WGN (720 AM) and WBBM (780 AM).

The District also will make attempts to contact families through an automated phone calling system if school is cancelled.

Additionally, severe weather conditions may cause schools to be dismissed during the day. In this event, parent(s)/guardian(s) will be notified by the school through an automated phone calling system. When severe weather "warnings" are indicated, students shall remain in the school buildings and Shelter In Place procedures will be activated. When tornado "warnings" are indicated, students shall remain in the school buildings and special procedures will be activated.

Should the condition of roads worsen as the day progresses, it may be necessary to dismiss the intermediate buses 15–20 minutes before scheduled dismissal time so that the primary students are not kept waiting an undue amount of time at the end of the day.

In the event of severe weather, parent(s)/guardian(s) always have the option of picking up their child early.

FIELD TRIPS

Throughout the school year opportunities are presented for enrichment excursions away from school grounds. Permission forms will be sent home before field trips to let parent(s)/guardian(s) know the specific details of each trip. Parent(s)/guardian(s) shall be given the opportunity to consent to their child's participation in any field trip. When transportation is necessary, a fee shall be charged. Students also are responsible for entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced lunches. All non-participating students shall be provided an alternative experience.

RECESS/PLAYGROUND RULES

Bicycles may not be ridden on the playground or anywhere on school grounds except in designated areas. Bicycles must be parked in the designated bicycle area.

No hardballs (e.g., golf or baseballs) are allowed at school or on school grounds, including the playground.

Snowballs are not to be thrown on school grounds unless a designated and supervised area is established for this activity.

Since inappropriate physical contact endangers students' safety, the District has a "hands off" policy that prohibits inappropriate physical contact between students. Roughhousing (or "play fighting"), intentional tripping, or other similar physical contact, such as tackling, pushing, shoving, etc., are inappropriate, even under game or play conditions, and not allowed on school grounds at any time, including during recess or while on school grounds before and after school or during a school sponsored activity.

ATTENDANCE AND TRUANCY

If, for any reason, a student must be absent from school, a parent/guardian must report the absence to the school. Please notify the School Health Coordinator before school begins each day that a student is absent. Each school has a voice mail system that is available 24 hours a day. Parent(s)/guardian(s) can leave a message with absence information at any time, even when school is not in session. Parent(s)/guardian(s) are required to provide at least one, but not more than two, telephone numbers at which the parents may be reached by the school regarding absence notification.

A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absences that have been accounted for through telephone communication do not require a written note when the child returns to school. However, if a student has had a communicable disease, a note indicating the student may return to school is required from the student's health care provider.

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. Students who are absent from school due to the observance of a religious holiday will be provided the opportunity to make up any school work missed during their absence.

All children are required by law to attend school every day. Repeated absence from school without a valid reason is considered truancy. The principal will contact the student's parent(s)/guardian(s) as a first step in addressing attendance problems. School resources such as the nurse, social worker, etc. are available in attempting to find a solution. If the problem is not resolved at the local school, it shall be referred to the Truancy Officer at Suburban Cook County Regional Office of Education.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, sex, religion, sexual orientation, ancestry, age, physical and mental disability, gender identity, status as 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.

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 Board of Education'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).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should

notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students;
13. Illinois Whistleblower Act, 740 ILCS 174/.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another

remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years or age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint

was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints and provide the Board with timely notice and regular updates.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the

names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Heather Hopkins
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5017

Eric Miller
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5008

Complaint Managers:

Heather Hopkins
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5017

Eric Miller
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5008

HARASSMENT OF STUDENTS PROHIBITED

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully another student on the basis of actual or perceived: race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identify, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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, stalking, sexual violence, or causing psychological harm, threatening or causing physical harm, threatened or

actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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 the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to a Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Heather Hopkins
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5017

Eric Miller
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5008

Complaint Managers:

Heather Hopkins
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5017

Eric Miller
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5008

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, bullying, or sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in harassment, bullying, or sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in harassment, bullying, or sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding harassment, bullying, or sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.

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

Mary Geraghty, Executive Director of Student Services
1401 Greenwood Rd., Glenview, IL 60026
mgeraghty@glenview34.org
847-998-5071

Mark Richter, Attea Principal
2500 Chestnut Ave, Glenview, IL 60026
mrichter@glenview34.org
847-486-7710

Helena Vena, Glen Grove Principal
3900 Glenview Rd, Glenview, IL 60025
hvena@glenview34.org
847-657-2395

Patricia Puetz, Henking Principal
2941 Linneman St, Glenview, IL 60025
ppuetz@glenview34.org
847-657-2695

Selene Stewart, Hoffman Principal
2000 Harrison Street, Glenview, IL 60025
sstewart@glenview34.org
847-657-2595

Kevin Dorken, Lyon Principal
1335 Waukegan Rd, Glenview, IL 60025
kdorken@glenview34.org
847-657-2895

Erik Friedman, Pleasant Ridge Principal
1730 Sunset Ridge Rd, Glenview, IL 60025
efriedman@glenview34.org
847-998-2795

Jason Kaiz, Springman Principal
2701 Central Ave, Glenview, IL 60025
jkaiz@glenview34.org
847-998-2195

Jeannie Sung, Westbrook Principal
1333 Greenwood Rd, Glenview, IL 60026
jsung@glenview34.org
847-998-2495

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.
6. The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as

counseling, support services, and other programs.

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

website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

13. The District's bullying prevention plan must be consistent with other Board policies.

The Superintendent will develop and implement such administrative procedures as necessary to assure that all staff are informed of the Board policy and their responsibilities to assist in anti-bullying efforts.

EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in Board policy 6:120, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

For inquiries regarding children with disabilities, please contact the Director of Student Services, 1401 Greenwood Road, Glenview, IL 60026 or 847-998-5000.

The District is a member of the Northern Suburban Special Education District (NSSSED), which provides services to children and staff for more complicated situations.

The NSSSED Governing Board recognizes that certain member school districts of NSSSED utilize flexible service delivery systems to meet the educational needs of both disabled and non-disabled students. Nothing in this Board policy 6:120 either restricts or is intended to restrict any NSSSED member school district from utilizing a response to flexibility service delivery system consistent with all applicable federal and state legal requirements.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities. When appropriate, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

- Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
- Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Complaint Managers:

Heather Hopkins
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5017

Eric Miller
1401 Greenwood Rd.
Glenview, IL 60026
847-998-5008

STUDENT SERVICES

Teachers, parents, or other persons who are concerned about a child's academic or behavioral development should discuss these concerns with the principal and/or the student services administrator. For more information see the Student Services section on the District's website or contact the principal or the Director of Student Services at 847-998-5071.

SUPPORT SERVICES

ELL (English Language Learners) and Bilingual Teachers provide direct service to children and consultation to teachers in meeting the needs of children who have no, or limited, proficiency with the English Language.

Gifted/Enrichment Resource Teachers assist classroom teachers in designing and implementing challenging activities for students. They also work directly with a very small number of students in each school.

For more information see the Student Services section on the District's website or contact the principal or the Director of Student Services at 847-998-5071.

TESTING

The Partnership for Assessment of Readiness for College and Careers (PARCC) is the state assessment and accountability measure for Illinois students enrolled in public schools. PARCC assesses student performance in English/Language Arts and mathematics. PARCC assessments are administered to all students in grades 3-8 in the spring of each school year. Specific dates are provided in the District Assessment Calendar.

TECHNOLOGY

The District believes in the benefits of technology to educators and students, including the Internet and other on-line services. The use of the District's

electronic network and devices must at all times be consistent with the educational and other objectives of the District. All users of the District's electronic network and devices must comply with established guidelines and sign-off on the AUP - Access to Electronic Networks (Board Policy 6:235), 1:1 Handbook, and Google Apps Parent Permission Form. Students and their parents/guardians are required to sign a Student Use Consent and Waiver form before being granted use of any technology device within Glenview School District 34. Access to the District's electronic network and devices, including the 1:1 program, is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the system may result in a loss of privileges, disciplinary action, and/or appropriate legal action.

Glenview School District 34 is a 1:1 district. The focus of our 1:1 Personal Learning Initiative is to provide tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational program. According to studies and school reports, students who use a computing device in a 1:1 educational environment are more organized and engaged learners, attend school more regularly, advance their knowledge and understanding of technology, and become constructors and designers of information and ideas. The personalized, mobile, and individual use of an iPad is a way to empower students to maximize their full potential and to prepare them for future learning. Learning happens from a continuous dynamic interaction among students, educators, parents and the extended educational community. Technology immersion does not diminish the vital role of the teacher. Effective teaching and learning with iPads, integrate technology into the curriculum anytime, anyplace.

One of the important realities of taking advantage of the wealth of online learning tools available to us and to our students is the Children's Online Privacy Protection Act (COPPA). This law applies to websites and online services (including mobile apps) and governs the collection and use of personal information from children under 13. When we work with a 3rd party site, we must operate within the constraints of the law. Please review section 5.1 COPPA (Children's Online Privacy Protection Act) of the District iPad 1:1 Personal Learning Initiative - Student/Parent Handbook - Policies, Procedures and Information.

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to structure the possession of cell phones so that student welfare and safety and the educational environment are not adversely affected. Therefore, every classroom in the district maintains a telephone that students are able to access with teacher permission. The possession and use of cell phones at the middle and intermediate school level are to be used in emergency situations and not merely for convenience. Students must have parent permission prior to being able to bring a cell phone to school. Please

reference the Middle and Intermediate School Cell Phone Use Agreement Form.

SUPERVISION OF STUDENTS

While students are on school grounds they shall be supervised during the school day, at school-sponsored activities occurring outside of the regular school day, and at such other times as reasonable. The school day shall be defined as 15 minutes before school is scheduled to begin until 10 minutes after dismissal. The school shall not be responsible for supervising students while they are on school grounds engaging in activities sponsored by agencies or organizations other than the school itself. However, District consequences for inappropriate behavior may be enforced for behavior that occurs during those activities. Each principal shall assess the supervision needs of his/her building and shall, with the assistance of the building staff, design and implement supervisory procedures within the building. Arrangements and designations for supervision will be discussed with all employees on an annual basis.

All elementary school children (unless excused by note) go out for recess in good weather; all stay inside in bad weather. Students will not be dismissed before appointed times. Exceptions for individual students may be made if a parent/guardian sends a note to the principal. No student will be released from school to go with any adult other than a parent/guardian without the written permission of the parent/guardian.

MEDICATION PROCEDURES/STUDENT ACCIDENTS AND INJURIES

School health care offices are monitored and maintained by health care professionals who have received the following training/certification: CPR, AED, First Aid and Vision and Hearing IDPH Certification.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and otherwise follow the District's procedures on dispensing medication, as found in Board Policy 7:270, Administering Medicines to Students.

No District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma or an epinephrine auto-injector (EPI-

PEN or EpiPen Jr.) for immediate use at the student's discretion, provided the student's parent/guardian and doctor have completed and signed a "School Medication Authorization Form."

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. A parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication

If there are injuries which might require professional medical treatment, a parent/guardian will be notified and interim first-aid care will be provided until the child can be referred to a physician through the parent/guardian. When a child becomes injured or ill at school, the health and school staff will use their best judgment in determining if the case is an emergency. In an emergency, the paramedics will be called and the student will be taken to the appropriate hospital.

The emergency information required by the District serves as a resource if a student's parents/guardians cannot be reached. Appropriate emergency information is taken to the hospital or medical office where the child may receive treatment. School personnel, friends, or neighbors cannot authorize treatment of a child.

CPR and AED videos are posted on the Illinois High School Association's website, as well as hands-only cardiopulmonary resuscitation and automated external defibrillators. Parents are encouraged to view these videos.

PHYSICAL EXAMS OR SCREENINGS

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. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision screening.

The above paragraph does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).

- Is otherwise authorized by Board policy.

EYE EXAM REQUIREMENT

Illinois law requires that proof of an eye exam by an optometrist or physician who provides eye exams be submitted to the school no later than October 15 of the year the child is first enrolled. The exam must be completed within one year prior to the child beginning school. Forms are available from the schools or on the District's website.

VISION SCREENING

A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

DENTAL EXAM REQUIREMENT

The Illinois Department of Public Health has adopted rules that require all children in kindergarten, second and sixth grades show proof of dental examination by May 15 of the school year. Forms are available from the schools or on the District's website.

The District works with the Northfield Township and the Lion's Club to provide dental examinations for those that need financial assistance. Please contact your school social worker or health coordinator at your school for more information.

STUDENT CUSTODY

According to, the federal Family Educational Rights and Privacy Act (FERPA) (Public Law 93-380) "In the case of divorce or separation, a school district must provide equal access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a certified court order or other legal paper that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records. A certified court order would also be required if restrictions were placed on when and where a parent might contact or visit the child at school." Further, pursuant to the *Illinois School Student Records Act* (105 ILCS 10/5), no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986, as now or hereafter amended, shall have any right of access to, or inspection of, the school records of that student.

This information is provided because parent(s)/guardian(s) often give special information regarding their child's custody, which the District cannot utilize legally. A handwritten note, a telephone call, or comments on the registration card are not in accordance with the law. The school must have a copy of certified court orders noting any restrictions.

VISITS TO SCHOOL

All District schools welcome visits to the classrooms by parents/guardians who wish to observe their children in action. However, those visits need to be scheduled in advance with an appointment with your child's teacher or principal as student learning is very important and, at certain times, should not be interrupted. If warranted, visits can be restricted by the District.

All visitors must report directly to the school office and may proceed to other parts of the building only with permission of the school and after signing in and receiving a visitor's badge. Each school may also have other procedures it follows for student and classroom access. If items are dropped off at school for students, they are to be left at the front office. Parents/guardians are not allowed to take those items to the classroom. At the end of the visit, visitors must sign out and return the badge to the office. It is the practice of all District schools to lock all doors except the front entrance when school is in session.

ANIMALS AT SCHOOL

With prior permission granted by your child's teacher and the principal, animals may be brought into the classroom or learning center for educational purposes. Animals may not be transported on school buses. Parent(s)/guardian(s) should make certain that all vaccinations are current and must assume liability for the animal and its behavior.

This notice does not address service animals. For inquiries regarding services animals, please contact the Director of Student Services at 847-998-5071.

GIFTS

Gifts from students or parent(s)/guardian(s) are generally discouraged. Letters expressing gratitude or appreciation are always welcome. If a child feels a spontaneous desire to present a gift to a staff member, it should not be elaborate or expensive.

STUDENT AND FAMILY PRIVACY RIGHTS

Pursuant to the federal *Protection of Pupil Rights Amendment* ("PPRA") and Board Policy 7:15, all surveys requesting personal information from

students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) will be notified.

The student's parent/guardian may:

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

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.

- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

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

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

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

The Superintendent or designee shall notify students’ parents/guardians of:

- This policy as well as its availability upon request from the general administration office.
- How to opt their child or ward out of participation in activities as provided in this policy.
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
- How to request access to any survey or other material described in this policy.

- This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.
- The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent/guardian of it, as well as their rights regarding student school records. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record.

Permanent records, which contain biographical information and academic transcripts, are kept in the District for 60 years after the student has transferred, graduated or permanently withdrawn from school. Temporary records, which include all other relevant information not in the permanent records, are kept by the District for five years after a student graduates or transfers.

Parent(s)/guardian(s) have the right to inspect and copy any of their child's permanent and/or temporary records. Parent(s)/guardian(s) also may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. Parent(s)/guardian(s) wishing to challenge information in their child's school records should write to the District requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform the parent(s)/guardian(s) of their rights and the procedures for the hearing.

The decision of the Hearing Officer shall be given in writing to the parent(s)/guardian(s) and the District. Either the parent(s)/guardian(s) or the District may appeal the Hearing Officer's decision to the Regional Superintendent's Office and must be done within 20 school days of the decision.

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental/guardian consent for the release of student records is not required, but the parent/guardian may inspect, copy, and challenge information in the student records, prior to it being transferred to another school district.

Information contained in student records may be given to persons authorized or required by state or federal law to obtain such information. Parent(s)/guardian(s) must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy and/or challenge such information, as provided for by law.

Upon graduation, transfer, or permanent withdrawal of a student from a school, the principal shall notify the parent(s)/guardian(s) and the student of the destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

DIRECTORY INFORMATION

The District occasionally releases directory information about its students for the purpose of publicity or informational publications. Examples include the District newsletter, school yearbook, the PTA directory, as well as in response to requests from school-related organizations and recognized media.

Directory information is defined as: student name, address, gender, grade level, and birth date and place; parent/guardian name(s), mailing address, email address, and phone number; student academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in the school; and student's photograph, video, or digital image used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications.

A parent/guardian can request that his/her child's directory information not be released by sending a signed letter stating that request within the first 30 days of enrollment to: Glenview School District 34, Attn: Director of Communications and Public Relations, 1401 Greenwood Road, Glenview, IL 60026. Parent(s)/guardian(s) should understand that if they withhold consent, none of the student's directory information, as identified above, will

be released in response to requests for such information, including information or photograph for the school yearbook and award listings such as the honor roll in the newspaper.

PARENT'S RIGHT TO KNOW

In accordance with the federal *Every Student Succeeds Act* (ESSA) (20 U.S.C. §6312), the District provides every parent/guardian of a student in a Title I school of the right to request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The District also provides to such parent(s)/guardian(s) the achievement level and academic growth of the student, if applicable and available, on each state academic assessment.

If at any time your child has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned the District will notify you.

If you have questions, please contact the Superintendent at 847-998-5005.

EXTENDED INSTRUCTIONAL PROGRAMS

The District may offer the following programs in accordance with State law and the District's educational philosophy:

1. Tutorial program.
2. Summer school, whether for credit or not.
3. Activities to address inter-group conflict.

LUNCH BALANCE

The following guidelines will be used for any lunch balances remaining for graduating 8th graders.

1. If there is any balance and the student has a sibling in the District, that amount will be transferred to the sibling's account.
2. If there is no sibling and the balance is \$10.00 or more, that amount will be refunded through a check to the parent.
3. If there is no sibling and the balance is less than \$10.00, that amount will be used to support District families in need unless the District receives notification from the parent/guardian to refund the money.

ANTI-BIAS CURRICULUM

The District utilizes conflict resolution strategies through school social workers to address intergroup conflict. Further information on the District's conflict resolution strategies may be found on the District's website, or provided upon request at the District's offices.

SAFE AND DRUG FREE SCHOOLS PROGRAM

The District provides instruction related to drug and substance abuse prevention in kindergarten through grade 8. Additionally, in kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, this includes: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

INSTRUCTION IN RECOGNIZING & AVOIDING SEXUAL ABUSE

The District provides age-appropriate instruction to students in kindergarten through grade 8 in recognizing and avoiding sexual abuse. Parents/guardians have the right to object to a child's participation in this instruction. Parents/guardians with questions can direct those to the principal. Parent(s)/guardian(s) will be notified in writing not less than 5 days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parental opportunity to object to the child's participation. See Board Policy 6:60, Curriculum Content, for more information regarding the District's policy addressing sexual abuse of children, which may include age-appropriate sexual abuse and assault awareness and prevention curriculum

SEX OFFENDER INFORMATION AVAILABLE

School districts in Illinois are required by law to provide parents/guardians with directions on how to obtain information regarding sex offenders living within the school district. This information may be found on the Illinois State Police website at www.isp.state.il.us/sor.

ASBESTOS NOTIFICATION

The District continues to monitor asbestos containing materials in school buildings as required by the United States Environmental Protection Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) for schools. It is important to emphasize that none of the asbestos identified presently poses a health or safety hazard to our students, parents, and staff. This annual notification is required under the guidelines of the Illinois Department of Public Health.

Three-year re-inspections were completed in all schools during the 2015-2016 school year. In addition to the three-year inspection, semi-annual surveillances have been performed each year as per the management plan and the results of the surveillances are included in the management plan. A copy of all reports and the management plans are available to review at each school and at the Facilities and Grounds Department located at 1401 Greenwood Rd, Glenview. Contact the Director of Facilities and Grounds with any questions at (847) 998-5060.

PEST CONTROL MANAGEMENT

District 34 practices Integrated Pest Management (IPM), a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. District 34 maintains a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please submit your request in writing to the Director of Operations, sruelli@glenview34.org.

updated August 10, 2017