

Dear Parents and Guardians,

Berwyn North School District 98 is committed to modeling high expectations for academic achievement, effort, and citizenship for all students. The expectations we set are the same expectations that we live by and want and expect from our personal families. We strongly believe that every student has the ability to reach high expectations. Our students' success is only bound by the limits they place on themselves. I invite you to take some time to review with your child(ren) the information in this handbook. The procedures and guidelines that the district has developed and included here will help all of our students have a safe and productive school year.

Please contact an administrator at your child's school if you have questions about, or suggestions for improving the experiences of the children in Berwyn North School District 98.

Sincerely,

Dr. Michelle Smith, Superintendent  
Berwyn North School District 98

#### **Chain of Command**

On occasion, parents/guardians may have a concern, complaint, suggestion, or request related to classroom instruction, a school decision, or a policy. If the question or concern is directly related to something that occurred in the classroom, speak with your child's teacher first. If further questions or concerns exist, then contact the school Principal or Assistant Principal. If questions or concerns continue, please contact the District Superintendent.

#### **Parent and Community Code of Conduct**

In order to provide a safe, caring, and orderly school environment, Berwyn North School District 98 expects civil behavior to be exhibited by all adults who enter our school buildings. Mutual respect, professionalism, and common courtesy are essential qualities that need to be demonstrated at all times. Adults who fail to exhibit these characteristics will be required to leave the school premises.

### **Board of Education**

Clara Bruno – President  
Alejandra Reyes – Vice President  
Jake Brown  
Melissa Marie Mouritsen  
Joann Kulis Kearns Valeriano  
Juan Carlos  
Cheretta Smith

### **District Administration**

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Dr. Emily Crement	Assistant Superintendent	<a href="mailto:ecrement@bn98.org">ecrement@bn98.org</a>
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Francela Lopez	Director of Languages	<a href="mailto:flopez@bn98.org">flopez@bn98.org</a>
Antonia Galan	Director of Specialized Services	<a href="mailto:agalan@bn98.org">agalan@bn98.org</a>

### **Building Administrators**

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### **Jefferson Elementary School**

7035 West 16th Street

(708) 795-2454



### **Prairie Oak Elementary School**

1427 South Oak Park Ave

(708) 795-2442



### **Havlicek Elementary School**

6401 West 15th Street

(708) 795-2451



### **Lincoln Middle School**

6432 West 16th Street

(708) 795-2475

# Berwyn North School District 98 Student Handbook

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# 1. Introductory Information & General Notice

## 1.1. 2024-2025 School Calendar

August 21, 2024	First day of student attendance
September 2, 2024	Labor Day
October 14, 2023	Indigenous People Day
October 25, 2024	End of 1st quarter
October 31, 2024	School Improvement Day, Half Day
November 5, 2024	Election Day
November 14, 2024	Parent/Teacher Conferences – 4:30 pm – 7:30 pm
November 15, 2024	Parent/Teacher Conferences – 8:10 am – 3:00 pm
November 27-29, 2024	Thanksgiving Break
December 20, 2024	Teacher Institute Day
December 23, 2024 – January 03, 2025	Winter Break
January 17, 2025	End of Second quarter/1st semester
January 20, 2025	Martin Luther King Day
January 30, 2025	Parent/Teacher Conferences – 4:30 pm – 7:30 pm
January 31, 2025	Parent/Teacher Conferences – 8:10 am – 3:00 pm (End of Q2)
February 17, 2025	President's Day
March 28, 2025	Teacher Institute Day
March 28, 2025	End of third quarter
March 31– April 4, 2025	Spring Break
April 18, 2025	Selected Spring Friday
May 2, 2025	School Improvement Half Day
May 26, 2025	Memorial Day
May 30, 2025	Last day of school (If emergency days not used)
June 2 – 6, 2025	Emergency days

## 1.2 General School Information

Berwyn North School District 98 is a Pre-Kindergarten – 8<sup>th</sup> grade school district comprising three elementary schools and one middle school. This handbook serves to communicate district procedures, guidelines, and expectations to parents/guardians, students, and the community. If you have any questions or concerns about information contained in this handbook, please contact the school principal.

### 1.2.1 Mission and Conviction

Berwyn North School District 98 is a district of neighborhood schools committed to mutual respect and cultural diversity. We will foster a strong partnership among students, staff, families, and community, as well as equip students with the ability to communicate effectively, collaborate, think critically, creatively address problems, and apply technology in order to reach their full personal, academic, and civic potential.

### Our Commitment to Children, Families, and the Community

*We believe our commitment to children, families, and the community must be unwavering. This includes:*

- Providing a world-class education to every student every day
- Committing resources to attain each student's success
- Developing positive relationships with families and the community

### Cultural Competence

*We believe that cultural competence is necessary for us to be successful in educating our students. This includes:*

- Valuing and honoring culturally-defined beliefs, needs, styles, and behaviors of the students, families, and community we serve
- Advocating for the rights of every student and their families
- Seeing the best in all students at all times
- Acknowledging differences as an asset to our school community

### Operating with Integrity

*We believe that operating with integrity is the foundation of the development of a strong culture. This includes:*

- Exhibiting high standards of behavior, ethics, fairness, and professional honesty with ourselves and others
- Doing the right thing simply because it is the right thing to do
- Committing to being uncomfortable and pushing ourselves beyond our self-imposed limitations.
- Taking responsibility for the successes and failures of your students and/or of the organization

### 1.2.2 Instructional Hours

Students in grades Kindergarten – 8<sup>th</sup> grade attend school on Monday – Friday. Please see the times below.

	Elementary	Middle School
Supervision Begins	8:10 A.M.	7:50 A.M.
Students Enter the School Building	8:15 A.M.	7:50 A.M.
Tardy (Students must be in their seat and ready to learn)	8:25 A.M.	8:25 A.M.
School Day Ends	3:05 P.M.	3:05 P.M.



### *1.2.3 Residency*

All families who attend Berwyn North Schools must be residents of Berwyn North. At least 5 of the following documents are required to prove residency:

#### **Category A – One (1) document**

- ☐ Real estate tax bill
- ☐ Signed lease
- ☐ Mortgage document or payment book
- ☐ Military housing letter
- ☐ Section 8 letter

#### **Category B – Four (4) documents**

- ☐ Gas bill
- ☐ Electric bill
- ☐ Water/Sewer bill
- ☐ Phone bill (Home phone)
- ☐ Vehicle registration
- ☐ Cable Bill
- ☐ Car insurance
- ☐ Matricula Consular
- ☐ Medical Claim/Benefits Statement
- ☐ Home/Renter's insurance
- ☐ Credit card statement
- ☐ City sticker receipt
- ☐ Paycheck stub
- ☐ Bank statement
- ☐ Illinois State ID

### *1.2.4 Message For Students*

Messages for teachers and students will be received by the office secretary any time during the day and teachers will be glad to return calls at their earliest conveniences. **Messages for pupils should be limited to emergencies and those messages will be delivered promptly by the appropriate school personnel.**

Parents/Guardians may not go to classrooms during the school day to deliver messages or pick up their children. Children who are to leave school early are required to wait in the office area for their parents/guardians. Parents/Guardians must sign children out at the front office when needing to leave early.

### 1.3 Visitors

**All visitors are to report to the office.** If you have an appointment, please come to the office before going to see the teacher. Parents/Guardians will then be screened using our registration systems, Raptor, that enhances school security. Please be sure to bring an identification.

Parents/Guardians frequently like to visit the school. This is your school and you are welcome to do so; however, we ask that you do not just “drop in”. You may make prior arrangements with your child’s teacher to visit the class, or if this is inconvenient, come first to the principal’s office to see if time is available in the teacher’s schedule for your visit.

*Cross-reference: 8:30, Visitors to and Conduct on School Property*

### 1.4 Equal Education Opportunities and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental/guardian 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 complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education’s resolution of the complaint to the appropriate Intermediate Service Center (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).

*Cross-Reference: 7:10, Equal Educational Opportunities, 2:260, Uniform Grievance Procedure*

### 1.5 Animals On School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal’s in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### 1.6 School Volunteers

School volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Schools utilize parent/guardian volunteers in the classroom. To ensure the safety of our students, a background check will be required for volunteers that assist on a regular basis. Schools make this decision. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

*Cross-Reference: 6:250, Community Resource Persons and Volunteers*

## 1.7 Invitations & Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed. The office is unable to release addresses and phone numbers of students

## 1.8 Freedom of Information Act

Any person requesting records of Berwyn North School District 98 may make a request in person orally or in writing at 6633 16<sup>th</sup> Street in Berwyn, IL. A person may also mail or email a written request listing the specific records to be disclosed and copied. FOIA requests should be made to Regina Johnson, [rjohnson@bn98.org](mailto:rjohnson@bn98.org)

## 1.9 Treats & Snacks

Due to the increase in food allergies and the need to encourage healthy nutrition in schools, Berwyn North District 98 has implemented a new allergy free, healthy snack initiative for all treats sent to school for birthday and other classroom celebrations.

Please do not send store bought cupcakes, candy, or sweet treats to school for your student's birthday or other classroom celebration! Store bought treats are still required, but it has now become necessary for you to choose treats that are free from excessive sugar and lower in fat and calories.

**Beverages** – Water, 100% fruit juice

**Fruits and Vegetables** – Dried fruit, fresh fruit, unsweetened fruit wraps, raw vegetables, frozen fruit pops

**Snacks** - Crackers, rice krispy treats, popcorn, pretzels

**Gluten Free Options** – Rice cakes, rice chex, skinny pop, low-fat pudding, fresh fruit, dried fruit, raw vegetables

*Cross-Reference: Policy 6:50, School Wellness*

## 1.10 Emergency School Closing

In cases of bad weather and other local emergencies, parents/guardians are asked to tune in to radio stations WBBM (780) or WGN (720) and listen for BNSD98 to be advised of school closings. School closings for any reason will be announced as soon as possible. If inclement weather or other emergency occurs during the day, parents/guardians will be contacted.

**Please make sure contact information is current in your child's school office.** Our District communication system uses phone calls, email and text messages to provide information in an emergency situation.

After-school functions may be canceled due to extreme weather or other emergency situations.

## 1.11 Extreme Weather Conditions

It is the practice of School District 98 not to send children home if dangerous conditions exist. We have safe buildings, so do not be alarmed if your child does not get home on time if extreme conditions or circumstances are in effect. Your child will remain with us until reasonable conditions return and your child can get home safely.

*Cross-Reference: 4:170, Safety*

## 1.12 Video and Audio Monitoring

A video and/or audio monitoring system is used on school buses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If inappropriate behavior is captured on audiotape or videotape, these recordings may be used as the basis for imposing a consequence. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

*Cross-Reference: 4:110, Transportation*

## 1.13 Accommodating Individuals With Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## 1.14 Students with Allergies or Life-Threatening Chronic Diseases

State law requires our school district to annually inform parents/guardians of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse at:

Havlicek Elementary School 6401 West 15th Street (708) 795-2451	Lincoln Middle School 6432 West 16th Street (708) 795-2475
Jefferson Elementary School 7035 West 16th Street (708) 795-2454	Prairie Oak Elementary School 1427 South Oak Park Ave (708) 795-2442

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district may also be able to appropriately meet a student's needs through other means.

*Cross Reference: 7:285, Food Allergy Management Program*



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

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- A. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- B. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- C. Sign the Diabetes Care Plan.
- D. Grant consent for and authorize designated School District representatives (licensed health care provider) to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **1.16 Suicide and Depression Awareness and Prevention**

Youth suicide has a lasting impact on the students and staff. It also impacts the community, diminishing the ability of surviving students to learn and the school's ability to educate. Therefore, suicide and depression awareness and prevention are important goals of Berwyn North School District.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the district's policy is posted on our website. Information can also be obtained from the social workers in each school.

### **1.17 Student Appearance**

In its commitment to providing a positive learning environment for all students, the Board of Education for Berwyn North District 98 has determined that a consistent dress code is one component of creating such a learning experience.

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

A. Applicability

This dress code is mandatory and applies to all students in grades PK-8 enrolled in District 98 schools.

B. Effective Date

The requirements of this dress code will start the first full day of the school year. A two-week grace period will be granted for any newly enrolled student.

C. Mandatory Dress

All students shall comply with the following dress standards:

- All students will wear a shirt with a collar, in any shade of blue. Shirts will NOT have photos, symbols, or writing.
- All bottoms must be in a shade of blue and contain no photos, symbols, or writing.
- Bottoms with rips/shreds are not to be worn.

- Skirts and shorts should be no more than 1" above the knee.
- Sweaters//vests must be in a shade of blue.
- Hoodies/sweatshirts can ONLY be worn if they contain a school logo from a Berwyn North School and are in a shade of blue. Hoods are NOT to be worn while inside of a school building.
- No open toe shoes can be worn. For safety purposes, all shoes with laces must be appropriately tied.
- Visible undershirts must be white or blue and tucked into bottoms.
- Head coverings (examples include hats, hairnets, bonnets, bandanas) are not to be worn in the school.
- Sunglasses are not to be worn in the school building.
- Clothing worn to school and to school events should cover all parts of the body and undergarments should not be visible. See-through fabrics are not to be worn. Tank-tops, spaghetti strap tops, low-cut tops, tops that expose the midriff, and bottoms that expose underwear are not to be worn.
- Students shall not tie or use rubber bands to shorten or alter any clothing item worn to school or to a school event.

D. The following dress guidelines apply to "dress-down days or school spirit days."

- Clothing shall comply with the expectations outlined by the school administrator/teacher.
- Sunglasses are not to be worn in the school building.
- Clothing worn to school and to school events should cover all parts of the body and undergarments should not be visible. See-through fabrics are not to be worn. Tank-tops, spaghetti strap tops, low-cut tops, tops that expose the midriff, and bottoms that expose underwear are prohibited.
- Students shall not tie or use rubber bands to shorten or alter any clothing item worn to school or to a school event.
- Bottoms with rips/shreds are not to be worn.
- Clothing that has wording or photos that depict drugs, alcohol, sex, or nudity are not to be worn. (marijuana is a drug).
- Clothing that contains negative phrases/photos relating to religion, race, and sexuality, are not to be worn.
- No open toe shoes can be worn.

If a parent/guardian believes that the uniform guidelines substantially interfere with their child's religious beliefs, they may request a waiver for the current school year. Requests should be written and given to a school administrator.

*ADOPTED: July 28, 2022*

*Cross Reference: 7:160, Student Appearance, 7:162 School Dress Code*

## **1.18 Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse and building principal.

Parents/guardians are asked to provide annually, the Allergy Anaphylaxis Emergency Care Plan for students with a diagnosed life threatening allergy. This is the basis for students' emergency care plans for school. For those students whose Allergy Anaphylaxis Emergency Care Plan is not submitted, health alerts with student specific allergy information and emergency actions, are noted for teachers.

To reduce risk of exposure, the District has put a number of measures in place which may include, but are not limited to, one or more of the following:

1. Staff are trained annually on the signs and symptoms, avoidance strategies, cross-contamination, and treatment including epinephrine auto-injector practice. Appropriate District Staff will be trained in students' Individual Anaphylaxis Emergency Care Plan if submitted.
2. Transportation providers will be informed of students with life-threatening allergies and steps to follow.
3. Individual Anaphylaxis Emergency Care Plan and emergency medication(s) will accompany students on field trips.
4. Option for primary classrooms to post Food Allergy Awareness notices.
5. School breakfast and lunch menus, and ingredient lists, are available for parents and students to determine the most appropriate options for purchase.

## **1.19 Awareness and Prevention of Child Abuse, Grooming Behaviors and Boundary Violations**

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

### *1.19.1 Warning Signs of Child Sexual Abuse*

*Warning signs of child sexual abuse include the following.*

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone

- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling “down”
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### *1.19.2 Warning Signs of Grooming Behaviors*

School and District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults



### *1.19.3 Warning Signs of Boundary Violations*

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

### *1.19.4 Retaliation Prohibited*

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, Uniform Grievance Procedure. Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## 1.20 Erin's Law

Erin's Law is named after childhood sexual assault survivor, author, speaker, and activist, Erin Merryn. Erin's Law mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten – 12<sup>th</sup> grade be education on how to protect themselves from sexual abuse and tell a trusted adult. If you have any questions or concerns about this law, please contact your child's school.

## 1.21 Faiths Law Notification

School districts are required to include in their student handbook the [District's Employee Code of Professional Conduct](#). These standards, in part, define appropriate conduct between school employees and students and are available by visiting the School Board Webpage and viewing the following policies:

### *1.2.1 Sexual Abuse Response and Prevention Resource Guide*

Any student or family member seeking additional support with sexual abuse should contact their child's principal or a school counselor. Additionally, the District, in compliance with Faith's Law, completes an Employment History Review for all employees new to the District as of July 1, 2023. More information about Faith's Law, sexual abuse response, and reporting is available at <https://bit.ly/205FaithsLaw>

## 2. Attendance, Promotion and Graduation

### 2.1 Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child is enrolled and attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### 2.2 Early Dismissal – Emergency

Students are expected to remain in school for their entire school day. On occasion, doctor or dental appointments, or emergency situations may necessitate leaving school early. Only parents or legal guardians may request emergency dismissal. Parents/guardians must sign out their student in the school office before they leave school. If the student returns to school, they must sign in immediately upon arrival.

All staff have been instructed no child will be excused or dismissed without written or personal request from the parent or guardian, and not to permit any child to leave the school premises with an unidentified person. Parents/Guardians are requested to pick up their child in the school office at the predetermined time. **Please make your plans with school hours in mind.** All early dismissals must be processed through the school office.

It is the responsibility of the parent/guardian to make arrangements for picking up students promptly at dismissal time. Failure to do so can be considered child neglect. We reserve the right to report neglect to DCFS and/or the Berwyn Police Department.

*Cross-reference: 7:70, Attendance and Truancy*

### 2.3 Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, involvement/attendance at a civic event or other reasons as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. After five days of unexcused absences students will be dropped from enrollment. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian should call the school before 8:00 A.M. to explain the reason for the absence. If a call has not been made to the school by 10:00 A.M. on the day of a student's absence, the parent/guardian will be notified that their child is not in school. Failure to notify the office of the reason for the absence shall result in an unexcused absence.

Havlicek Elementary School 6401 West 15th Street (708) 795-2451	Lincoln Middle School 6432 West 16th Street (708) 795-2475
Jefferson Elementary School 7035 West 16th Street (708) 795-2454	Prairie Oak Elementary School 1427 South Oak Park Ave (708) 795-2442

*Cross-reference: 7:70, Attendance and Truancy*

## 2.4 Release Time for Religious Instruction/ Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

*Cross Reference: 7:80, Release Time for Religious Instruction/Observation*

## 2.5 Make- Up Work

Students who have been absent will be permitted to make up any missed work, including homework and tests. The student will be permitted minimally the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers.

Please request any homework for your child when you call in your child's absence. However, teachers are not required to provide assignments prior to an absence. Homework may then be picked up from the school office at the end of the following day. Please follow this procedure, since many students have more than one teacher and it takes time to collect all assignments and books needed.

*Cross-reference: 7:70, Attendance and Truancy*

## 2.6 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be addressed in a serious manner by the school and district. Excessive absences may result in failing grades and retention.

Students who miss 9 days or more of the regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:



- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

*Cross-references: 7:70, Attendance and Truancy*

## 2.7 Grading and Promotion

Grading Scale for Grades 1<sup>st</sup> – 8<sup>th</sup>

A = 90 – 100	Excellent
B = 89 – 80	Good
C = 79 – 70	Satisfactory
D = 69 – 60	Needs Improvement
F = 59 – 40	Failing

Students will not receive grades lower than 40%. If a student attempts an assignment but earns a grade of F, the teacher will assign a grade between 50 and 59% depending on the amount of work the student attempted. If a student made no attempt to complete the assignment, their grade will be a 40%.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Students can only be retained twice between grades 1 and 8: once between grades 1-4, and again between grades 5-8. Retentions at the Kindergarten level will be considered on a case-by-case basis.

Parents/guardians are encouraged to access their child's assignments/grades on a regular basis through the Parent Portal. For questions regarding grades, please contact the classroom teacher. To access the parent portal, please contact your school office.

**\*\*EL students will not be retained based on their level of English proficiency. The retention of EL students will be determined by the EL Team.**

**\*\*The retention of students with IEPs will be determined by the IEP team.**

*Cross Reference: 6:280, Grading and Promotion*

## 2.8 Homework

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the child's learning. Each student is expected to read or be read to at least 20 minutes per day which is included in the estimated homework time. The allocated time per grade is based on the time the average student would take to complete the assignment.

The table below shows the estimated time for daily homework across all the subject areas.

(Time incorporates reading)

- Kindergarten - 1st Grade = 20-30 min.
- 2<sup>nd</sup> Grade = 30-40 min.
- 3<sup>rd</sup> Grade = 40-50 min.
- 4<sup>th</sup> Grade = 50-60 min.
- 5<sup>th</sup> Grade = 60-70 min.
- 6<sup>th</sup>- 8<sup>th</sup> Grade = 60-90 min.

Provide a study area - The student should have an area that has good lighting, proper seating, and sufficient space for materials. Make that room the study room. Distractions should be minimized or removed from the room.

Provide a specific time period - Help your child initiate responsibility in determining a time period each day for homework. The amount of time may fluctuate with the type of assignments.

#### Middle School Homework Hotline

The Homework Hotline is a google document that allows real-time editing by the teachers. Please check after 4:00 P.M. A Middle School Homework Hotline is provided to help students keep current with their daily class and homework assignments. Students are asked to check the Lincoln Middle School page on the District 98 website [www.bn98.org](http://www.bn98.org) and click on 'student' or 'information' to access the Homework Hotline.

If your son or daughter is having difficulty with homework, contacting the teacher will often clarify or solve the problem. In addition, ask the school about options for tutoring.

## **2.9 Exemption from PE Requirements (General Education)**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside of the School District. A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

In elementary schools, students who are excused from physical education will also be excused from school recess and provided with alternate activities.

The district allows a student to modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification.

## **2.10 Accelerated Program**

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to:

- a) accelerating a student in a single subject;
- b) other grade-level acceleration; and
- c) early entrance to kindergarten or first grade.

Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board policy 7:10, Equal Educational Opportunities, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement, including strategies to reach groups of

students and families who have been historically underrepresented in accelerated placement programs and advanced coursework.

*LEGAL REF.: 105 ILCS 5/14A. 23 Ill.Admin.Code Part 227, Gifted Education. CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From NonDistrict Schools) Adopted: May 25, 2023*

## **2.11 Home and Hospital Instruction**

A student who is absent from school, or whose physician anticipates his or her absence from school because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on home or hospital instruction, contact: Director of Special Education at (708) 484-6200

*Cross Reference: 6:150, Home and Hospital Instruction*

## **2.12 Complaints About Curriculum, Instructional Materials and Programs**

As provided in Board Policy 6:60, the District's curriculum is grounded in the District's educational mission and incorporates instructional subjects required by State law and regulation. Generally, students are expected to engage in aspects of the District's Instructional Program. In limited circumstances, parents/guardians may seek to have their student exempt from particular instructional material or program. Such requests must be based ei thereupon the statutory provisions which permit parental "opt-out" in the Illinois School Code, as set forth below, or a student's right to the free exercise of religion provided by the First Amendment the United State Constitution.

In accordance with Policy 6:260, parents/guardians seeking such exemptions must submit their request by contacting the school principal to obtain the [District's Curriculum Objection Form](#). Using the form, parents/guardians must state, with specificity, the basis for seeking such exemption. The Principal, in collaboration with the Associate Superintendent, will review such requests for exemption in accordance with its Curriculum Objection process and procedures and will grant or deny the request considering the District's educational mission, applicable law, and graduation requirements setford by the District and the Illinois State Board Education. The Illinois School Code establishes the following "opt-out" provisions for parents/guardians in relation to curricular content:

1. Comprehensive Personal Health and Safety and Sexual Health Education (105 ILCS 5/27-9.1a(d)) "Comprehensive personal health and safety education" means age and developmentally appropriate education that aligns with the National Sex Education Standards, which includes information on consent and healthy relationships, anatomy and physiology, puberty and adolescent sexual development, gender identity and expression, orientation and identity, sexual health, and interpersonal violence.
2. Recognizing and Avoiding Sexual Abuse (105 ILCS 5/27-13.2) (for grades K-8)
3. Dissection Of Animals (105 ILCS 112/1 et seq.; 105 ILCS 5/27-14)
4. Organ/tissue and blood donation (105 ILCS 5/27-23.5) (schools with grades 9 and 10)
5. Lockdown Drills (105 ILCS 128/20)
6. Religious/others exception (the request not otherwise covered by School Code opt-out and is based on religious objection)
7. AIDS instruction (105 ILCS 110/3)
8. Instructions On CPR and use of Automated External Defibrillator (105 ILCS 110/3)
9. Family life auction (105 ILCS 110/3)

Exemptions which are not based on the statutory provisions above, or an undue burden on students' rights to exercise their religious beliefs, will not be granted.

In accordance with School Board Policy 7:15, a student's parent(s) /guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within 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.

Parents/guardians who have concerns about instructional materials or programming that are not related to the exceptions outlined above, should discuss such concerns with their student's teacher.



## 3. Student Fees and Meal Cost

### 3.1 Fees, Fines and Waivers

Schools are allowed to establish fees and charges to fund certain school activities. Students will not be denied educational services due to the inability of their parents or guardians to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, which are used for the federal meal program.

The building principal will give additional consideration where one or more of the following factors are present:

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

If you have questions regarding the fee waiver process, you may contact the building principal.

*Cross-references: 4:110, Transportation, 4:140, Waiver of Student Fees, 4:140-AP, Fines, Fees, and Charges – Waiver of Student Fees, 4:140-E1, Application for Fee Waivers, 4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal*

### 3.2 School Breakfast and Lunch Program

Breakfast is served every school day at 8:25 A.M. in the classroom. Lunch time will depend on the school schedule. Berwyn North School District 98 will be implementing an option available to schools participating in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP) for the current school year. All enrolled students are eligible to receive a healthy breakfast and lunch at school at **no charge** to your household each day of this school year. No further action is required of you. Your child will be able to participate in these meal programs without having to pay a fee.

*Cross Reference: 4:130, Free and Reduced-Price Food Services*

## 4. Transportation and Parking

### 4.1 Bus Transportation

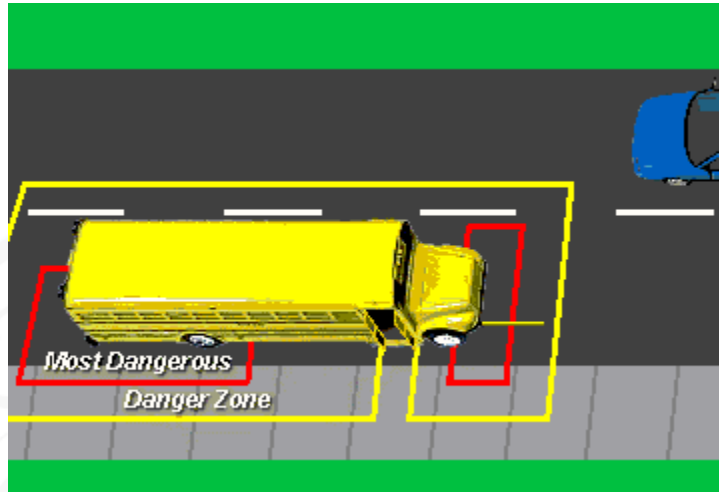
The district provides bus transportation to and from school for eligible students. While students are on the bus, they are under the supervision of the transportation staff. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The administration 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.

### 4.2 Bus Conduct

In the interest of the students' safety and in compliance with State law, students are also expected to:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter a single file without pushing. Always use the handrail.
3. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
4. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the transportation staff's instructions. Be courteous to the staff and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact:  
Business Manager (708) 484-6200

*Cross-references: 4:110, Transportation, 7:220, Bus Conduct, 4:170-AP3, School Bus Safety Rules, 7:220, Bus Conduct, 7:220-AP, Electronic Recordings on School Buses*

### 4.3 Parking

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

### 4.4 Student Drop-Off and Pick-Up

Each school in the District has developed a process for parents/guardians to drop their child off at school and pick him or her up from school. Specific information for each pick-up/drop-off system will be provided by the Building Principal at the school your child attends.

## 5. Health and Safety

### 5.1 Immunization, Health, Eye and Dental Examination

#### *5.1.1 Required Health Examinations and Immunizations*

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms and immunizations are completed and presented to the District.

#### *5.1.2 Eye Examination*

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### *5.1.3 Dental Examination*

All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### *5.1.4 Exemptions*

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### *5.1.5 Homeless Child*

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

*Cross Reference: 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **5.2 Student Medication**

Taking medication during school hours or during school-related activities is prohibited 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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school 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 an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

*Cross-References: 7:270, Administering Medicines to Students, 7:270-AP, Dispensing Medication, 7:270-E, Authorization for Student Self-Medication Form*

## **5.3 Social Work and Counseling**

The school provides a counseling program for students delivered by school social workers, school psychologists, and academic counselors (middle school only). The counseling program will assist students with interventions related to academic, social, and/or personal issues. Students shall be encouraged to seek academic, social, and/or personal assistance. Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's school social workers and school psychologists shall offer counseling to those students who require additional assistance.



## 5.4 Safety Drills Procedures and Conduct

Safety drills are required by Illinois School Code. Students are required to be silent and shall comply with the instructions given by the teacher. Each school will have a severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

Parents/Guardians please discuss safety procedures and appropriate conduct with your child.

*Cross-References: 4:170, Safety, 4:170-AP1, Comprehensive Safety and Crisis Program*

## 5.5 Communicable Disease

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/Guardians are required to notify the school health licensed professional if they suspect their child has a communicable disease.
2. In certain cases, students with a suspected communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease. (Fax, email or phone call from physician's office is acceptable)
4. Students who are unprotected or without immunizations shall be excluded from school or sent home from school following notification of the parent or guardian.

*Cross-references: 7:280, Communicable and Chronic Infectious Disease, 7:280-AP, Managing Students with Communicable or Infectious Diseases*

## 5.6 Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

Parents/Guardians are encouraged to notify the school nurse if they suspect their child has head lice. Students can go home at the end of the day, be treated, and return to class once appropriate treatment has begun.

*Cross-References: 7:250 AP1, Measures to Control the Spread of Head Lice at School*

## 5.7 Conceal and Carry

Illinois State Law prohibits the possession of any concealed firearm on District 98 property, including at any District school, parking lot, athletic facility, or district sponsored event. Any person who knowingly enters a prohibited location while carrying a concealed firearm is guilty of a Class B misdemeanor for a first violation and a Class A misdemeanor for a subsequent violation.

## 6. Discipline and Conduct

### 6.1 General Building Conduct

The goals and objectives of this student behavior policy are to provide effective discipline policies 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 participant 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 the 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.

### 6.2 Student Appearance

1. Students must wear the district required uniform.
2. Clothes must be worn in a way that covers all body parts.
3. All undergarments must be covered by outer attire.
4. Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, profanity, violence, gangs, may not be worn at school.
5. Students cannot wear anything that includes hate speech, pornography, images or language that creates a hostile or intimidating environment (based on any protected class or consistently marginalized groups.)
6. Parents will be notified of student dress code non-compliance and asked to bring the student clothing that adheres to the district uniform code.
7. Students will not be allowed to attend class until they comply with the dress code. However, they will be given work to do in a safe school space.
8. If there are questions/concerns about student dress/appearance, a school administrator will make the final decision.
9. If student clothing causes a substantial disruption to the school environment or endangers the health or safety of themselves, other students, and staff, the student may be subject to discipline.

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

A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health, and safety. If their appearance does disrupt the educational process and/or compromise standards of health and safety, the student must modify their appearance immediately.

## 6.3 Student Behavior

### Prohibited Student Conduct

Students may be disciplined for misconduct and excluded from school, including but not limited to the following:

1. Using, possessing, distributing, purchasing, and/or selling, tobacco materials, electronic cigarettes, vaping devices, alcoholic beverages, drug paraphernalia.
2. Using, possessing, distributing, purchasing, selling and/or being under the influence of the following:
  - a. Any illegal substance, controlled substance, or cannabis (including marijuana, medical marijuana and hashish).
  - b. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed and any other substance that is capable of causing intoxication, hallucinations, excitement, or dulling of the brain or nervous system.
  - c. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance,
3. Using, possessing, controlling or transferring a firearm or "look alike," or any other object that if used or attempted to be used can cause bodily harm.
4. Using a cell phone, video recording device, or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept silent and not used, before, during, and after the school unless the supervising teacher grants permission.
5. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
6. Disobeying rules of student conduct or directives from staff members or school officials.
7. Engaging in academic dishonesty, including cheating, plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
8. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from any electronic device.
9. Causing or attempting to cause damage to, stealing, or attempting to steal, school property. Berwyn North School District is not responsible for stolen student cell phones.
10. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
11. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
12. 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.

13. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person.
14. Making an explicit threat on an Internet against a school employee, a student, or any school-related personnel.

For purposes of these rules, 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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

### *6.3.1 Disciplinary Measures*

Disciplinary measures may include:

1. Disciplinary conference.
2. Seizure of contraband.
3. Exclusion from school dances.
4. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom/reflection time in a safe school space.
10. In-school detention for a period not to exceed 5 school days.
11. After-school study or Saturday study provided the student’s parent/guardian has been notified.

### *6.3.2 Corporal Punishment*

Corporal Punishment is illegal and will not be used. Corporal punishment is defined as hitting, 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.

### *6.3.3 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 will be disciplined and may be expelled for a period of not to exceed two years.

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(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 period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

*Cross-references: 7:190, Student Behavior, 7:190-AP2, Gang Activity Prohibited*

District 98 uses a 3 level system for behavior. Following is a description of each level for the Elementary and Middle School:

### Elementary - Level 1

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Throwing objects, arguing with classmates	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Discussion</li> <li>• Verbal warning</li> <li>• Parent/Guardian contact</li> <li>• Reflective writing</li> <li>• MTSS-SEB problem solving</li> </ul> <p><b><u>Consequences given by teacher</u></b></p> <ul style="list-style-type: none"> <li>• Classroom based consequence</li> <li>• Refer to administration (dress code violations and gang activity)</li> <li>• Repair damages (vandalism only)</li> <li>• In case of theft/vandalism restitution may be required</li> </ul> <p>Building administrators will enter Level 2 and 3 infractions.</p>
Physical Contact that could lead to physical harm	Grabbing others, wrestling, play fighting	
Bullying (repeated)	Teasing or verbal harassment	
Inappropriate Language	Name calling	
Cyber, Physical, Harassment	Internet bullying that interferes with the academic and social environment; Repeated physical contact with the same victim	
Gang Activity	Drawing gang signs	
Cell phone use	Using cell phone during school hours	
Graffiti/Vandalism	Minor graffiti on desks, walls, bathroom stalls and/or other property (repairable damage)	
Dress Code (repeated)	Failing to adhere to the district dress code	
Inappropriate Items	Skateboards, sharpies and/ or other items referenced in the student handbook	
Dishonesty	Lying, forging signatures	
Inappropriate Lunch Behavior	Throwing food/milk/plates/utensils	
Washroom Misbehavior	Intentionally looking in a stall that is occupied	



Elementary - Level 2

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Deliberate pounding on desk, kicking items, throwing things with the intent to disrupt	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Parent/Guardian contact</li> <li>• Reflective writing</li> <li>• Continue MTSS-SEB problem solving</li> </ul> <p><b><u>Consequences given by administration</u></b></p> <ul style="list-style-type: none"> <li>• Repair damages (vandalism only)</li> <li>• 1-5 day lunch detention</li> <li>• 1-2 day in-school suspension</li> <li>• In case of theft/vandalism restitution may be required.</li> <li>• Restorative practices</li> </ul> <p>Consequences will be progressive. Building administrators will enter Level 2 and 3 infractions.</p>
Inappropriate Physical Contact	Pushing, kicking, slapping, etc; with an intent to injure. Fighting. PDA (kissing); groping	
Bullying	Verbal threats and/or repeated physical contact with the same victim ; cyberbullying that interferes with the academic and social environment	
Inappropriate Language	Vulgarity with the intent to hurt feelings (name calling, use of racial/ethnic slurs, sexist and homophobic comments)	
Gang Activity	Throwing gang signs; promoting gang affiliation;	
Theft	Theft of items valued between \$11 - \$50 at the time it was stolen	
Vandalism	Defacing/destruction of school property	
Inappropriate Items	Laser pens, laser items, and/ or other items referenced in the student handbook	
Dishonesty	Intentionally misrepresenting comments and actions, repeatedly lying, and/or cheating	
Washroom Misbehavior	Repeatedly looking in a stall that is occupied and/or looking in a stall with the intent to take a photo	

### Elementary - Level 3

Inappropriate Behavior	Description	Interventions and Consequences
Disrupting Class	Throwing furniture with the intent to harm	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Parent/Guardian conference</li> <li>• SASS Call</li> <li>• Crisis Intervention Protocol</li> </ul> <p><b><u>Consequences given by administration</u></b></p> <ul style="list-style-type: none"> <li>• Repair damages (vandalism only)</li> <li>• 1-5 day after school detention</li> <li>• 1-3 day in-school suspension</li> <li>• 1-10 day out of school suspension</li> <li>• Disciplinary hearing before the Board of Education with possible expulsion up to 2 years.</li> <li>• Consequences should be progressive</li> <li>• In case of theft/vandalism restitution may be required.</li> <li>• In the case of a false fire alarm caused by a student, the parent/guardian may be required to pay the fine from the fire department, which can be up to \$500.</li> </ul> <p>In cases where the infraction is illegal, students will incur a consequence from the school district and the police will be contacted and a report will be filed. The police department may provide additional consequences.</p>
Inappropriate Physical Contact	Group Fight (more than 2 people); Use of a weapon or use of an item as a weapon	
Bullying (repeated)	Use of Racial/Homophobic Slurs; Cyber Bullying that interferes with the academic and social environment; Threatening physical harm; emotional harm is evident	
Inappropriate Language	Racial/Homophobic slurs said with intent to harm; graphic sexual language and/or threatening to kill others	
Sexual Harassment	Repeated sexual related comments or touches with the same person	
Gang Activity	Repeatedly throwing up gang sign and/or repeatedly promoting gang affiliation;	
Theft	Theft of items valued over \$51. Cell phones are excluded.	
Vandalism	Starting a fire, Repeated L2 offenses	
Inappropriate Items	Lighters, Fireworks, Weapons, Look-Alike Weapons. vaping devices, vaping paraphernalia, e-cigarettes, marijuana and paraphernalia, any illegal drug	
Washroom Misbehavior	Looking in a stall that is occupied and taking a photo.	

**Middle School**  
**Middle School - Level 1**

Inappropriate Behavior	Description	Interventions and Consequences
Bullying (repeated)	Teasing or verbal harassment	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Verbal Warning</li> <li>• Social work referral</li> <li>• Written Reflection</li> <li>• Letter of apology/verbal apology</li> <li>• Parent/Guardian Contact</li> <li>• Parent/Guardian Meeting</li> <li>• Provide a uniform (attire violations only)</li> <li>• MTSS-SEB problem solving</li> </ul> <p><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>• Repair damages (graffiti)/destruction of property)</li> <li>• Lunch Detention</li> <li>• Before school/After school detention</li> <li>• In-school suspension (1-2 days)</li> <li>• Financial restitution for theft/graffiti/damage to equipment and/or furniture</li> <li>• Exempted from attending school events/parties and/or field trips</li> </ul> <p>Consequences will be progressive. Building administrators will determine when movement to the next level is made.</p>
Cheating; plagiarizing	Cheating using another student's work/test, copying from a book/internet	
Cell phone Use	Using a cell phone during school hours	
Disrupting class	Running, loud talking, yelling	
Dress Code Violations (repeated)	Failing to adhere to the district dress code	
Gang Activity	Drawing gang signs	
Graffiti/Vandalism	Writing/painting/drawing on school property	
Inappropriate physical contact	Physical contact that could lead to physical harm	
Inappropriate Lunch Behavior	Throwing food/milk/plates/utensils	
Violation of district technology policy	Attempt to use school technology for inappropriate activity (facebook, Instagram, music sites, game sites, etc)	
Inappropriate Language	Swearing, Name calling	
Washroom Misbehavior	Intentionally looking in a stall that is occupied.	

### Middle School - Level 2

Inappropriate Behavior	Description	Interventions and Consequences
Cheating; plagiarizing	Repeated Level 1	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Letter of apology</li> <li>• Parent/Guardian contact</li> <li>• Parent/Guardian meeting</li> <li>• Reflection paper</li> <li>• Social work referral</li> <li>• MTSS-SEB problem solving</li> </ul> <p><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>• One or more before/after school detentions</li> <li>• One or more lunch detentions</li> <li>• 1-3 day in-school suspension</li> <li>• 1-3 day out of school suspension</li> <li>• Exempted from attending school events, parties, and/or field trips.</li> </ul> <p>Any of the infractions that create an unsafe environment for any student or staff can result in an exemption from school events/parties/field trips</p> <p>Consequences will be progressive. Building administrators will determine when movement to the next level is made.</p>
Bullying (repeated)	Verbal threats and/or repeated level 1	
Cell phones	Repeated use of cell phone and/or refusal to surrender it to an adult	
Cutting class	Failure to attend class but present in school; leaving school without permission during school hours	
Failure to serve a detention	Detention date was scheduled but student did not attend	
Fighting (2 people with no injuries)	Physical hitting and punching in an attempt to injure	
Forgery	Forging parent/guardian or staff signature	
Gang Activity	Throwing up of gang signs, verbally stating/yelling gang affiliation	
Inappropriate physical contact	Pushing, kicking, slapping, etc with an intent to injure. Fighting; PDA (kissing and/or groping)	
Violation of district technology policy	Repeated Level 1 and/or accessing inappropriate Internet sites and/or sending inappropriate messages/emails using district technology	
Use/possession of smoking paraphernalia	Pipes, lighters, and or paraphernalia used for vaping etc	
Solicitation	Offering or asking for money for an inappropriate act	
Theft	Theft of items valued between \$11 - \$50 at the time it was stolen	
Vandalism/Graffiti	Defacing/destruction of school property that is done purposefully and/or out of anger	
Washroom Misbehavior	Repeatedly looking in a stall that is occupied and/or looking in a stall with the intent to take a photo	

**Middle School - Level 3**

Inappropriate Behavior	Description	Interventions and Consequences
Arson	Intentionally starting a fire	<p><b><u>Interventions</u></b></p> <ul style="list-style-type: none"> <li>• Reflection/ informational essay</li> <li>• Social work referral</li> <li>• Community Service</li> <li>• Parent/Guardian Meeting</li> <li>• SASS Call</li> <li>• Crisis Intervention Protocol</li> </ul> <p><b><u>Consequences</u></b></p> <ul style="list-style-type: none"> <li>• 4-10 days out of school suspension</li> <li>• Police contacted (for any activity listed that is considered illegal)</li> <li>• Referral for expulsion (10 day suspension)</li> <li>• Financial restitution (theft/vandalism)</li> <li>• In the case of the fire alarm caused by a student, the parent/guardian may be required to pay the fine from the fire department which can be up to \$500</li> <li>• Disciplinary hearing before the board of education with possible expulsion up to 2 years</li> </ul> <p>In cases where the infraction is illegal, students will incur a consequence from the school district and the police will be contacted and a report will be filed. The police department may provide additional consequences.</p>
Assault	Threatening physical harm; attempt to injure a student or staff member	
Battery	Bodily contact with intent to harm This includes throwing objects, hitting, kicking, etc	
Bullying (repeated)	Repeated Level 2 and use of racial/homophobic slurs, cyber bullying and/or repeated harassment	
Drug distribution/sales	Drug selling and distribution is illegal and therefore banned on school property, around school property or at school related event/activities	
Fighting	Physical contact involving at least 3 people or any fight that causes injuries such as scratches, bleeding, black eyes, etc	
Gang Activity	Gang recruitment/fights/intimidation	
Possession/use of alcohol	Alcohol is not to be used or carried on school property or to any school related event	
Fire Alarm	Intentional behavior that causes the fire alarm to sound and the fire department to respond	
Possession of child pornography/pornography	Books, magazines, and photos (cell phones included) showing naked children (under 18 years old) or referring to sexual acts.	
Robbery	Taking something from a person by force/threat	
Sexual harassment	Repeated sexual related comments or touches	



Theft	Theft of items valued over \$51 at the time it was stolen.. Cell phones are excluded.
Use/possession of cigarettes, e-cigarettes or other tobacco products	Cigarettes, e-cigarettes, other tobacco products, and /or paraphernalia used for vaping are illegal for minors to purchase/use
Use/possession of drugs or drug paraphernalia	Use or possession of drugs and/or drug related paraphernalia is a crime
Use/possession of explosives/fireworks	Use or possession of fireworks is a crime in IL
Use/possession of weapons (or look-alikes)	Use and/or possession of weapons by a minor is illegal (examples are not limited to guns, pepper spray, switchblade, straight razor, bat, pole, bottle, scissors, shanks, etc)
Vandalism	Causing expensive and/or irreparable damage. Any costs associated with damage will be incurred by the parent/guardian

## 6.4 Out- Of- School Suspension Procedure

The Superintendent and principals shall implement out-of-school 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:
  - i. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - ii. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - iii. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;

- iv. 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
- v. Depending upon the length of the out-of-school suspension, include the following applicable information:
  - For a suspension of 3 school days or less, an explanation for why the student's continuing presence in school would either pose:
    - a. A threat to school safety, or
    - b. A disruption to other students' learning opportunities.
  - For a suspension of 4 or more school days, an explanation:
    - a. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
    - b. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
    - c. That the student's continuing presence in school would either: i. Pose a threat to the safety of other students, staff, or members of the school community, or
    - d. Substantially disrupt, impede, or interfere with the operation of the school.
  - For a suspension of 5 or more school days, the information listed in section 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 the suspension.
5. A summary of the notice, including the reason for the suspension and the length of the suspension, 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 a local mental health agency 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.

## 6.5 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:
  - i. Include the time, date and place for the hearing.
  - ii. Briefly describe what will happen during the hearing.
  - iii. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - iv. List the student's prior suspension(s).

- v. 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.
  - vi. 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 a presentation of the evidence or the 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:
  - i. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - ii. Provide a rationale for the specific duration of the recommended expulsion.
  - iii. 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.
  - iv. Document how the student's continuing presence in school would 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.

#### *Regional Safe Schools Program (RSSP)*

For students who have been expelled, the District works with the DuPage County Regional Office of Education to provide appropriate educational opportunities including referral to the Regional Safe Schools Program (RSSP). The RSSP supports students who have been expelled or who have had multiple suspensions and provides these students with:

- Academic and executive functioning strategies to support student growth in order to retain and/or recover credits.
- Restorative practices, trauma informed instruction and social emotional learning strategies to promote student growth in order to be successful as they transition back to the home schools or move on into adult life

- Preparation and planning for transition beyond the program and into post-secondary life

In other situations, the District may work with the DuPage County Regional Office of Education to make an appropriate referral to the Alternative Learning Opportunities Program (ALOP) or the Rebound Program.

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.

A student will not be punished for reporting bullying or supplying information, even if the school'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.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Cross-references: 7:20, Harassment of Students Prohibited, 7:180, Prevention of and Response to Bullying, Intimidation and Harassment, 7:190, Student Behavior, 2:260, Uniform Grievance Procedure

## 6.6 Sexual Harassment & Teen Dating Violence Prohibited

### *Sexual Harassment Prohibited*

Sexual harassment of students is prohibited. A person 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:

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

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

Sexual Harassment- The following can be considered examples of sexual harassment and are prohibited in school. Sexual harassment can be physical, verbal, or nonverbal. These behaviors disrupt the educational process and cause individuals to feel uncomfortable, intimidated, or humiliated. (School Board Policy 7:20)

#### Physical Examples

- o patting, hugging, or kissing
- o grabbing, pinching, or touching
- o standing in someone's way, or standing too close
- o aggressively pulling or touching someone's clothing
- o purposely bumping into or brushing against another person in a sexual manner
- e.

#### Verbal Examples

- o making sexual threats
- o making sexual insults
- o commenting on a person's body
- o telling sexual jokes, stories, or rumors
- o making phone calls/social media posts where obscene suggestions and or noises are made
- o whistling or making catcalls or rude noises directed at someone teasing related to sexual characteristics
- o spreading rumors related to a person's alleged sexual activities

#### Nonverbal Examples

- o staring at a person's body in a sexual way
- o making suggestive body movements or gestures
- o creating or passing sexually explicit notes or pictures
- o putting sexual pictures or drawings in books, lockers, or in anyone's view

#### Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

#### Making a Complaint; Enforcement

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

#### **Title IX School Complaint Managers:**

**Nondiscrimination Coordinator:**      **Complaint Managers:**      **Complaint Managers:**

Chavon Harris 6633 W 16 <sup>th</sup> Street (708) 484-6200 X 7018 charris@bn98.org	Chavon Harris 6633 W 16 <sup>th</sup> Street (708) 484-6200 x 7018 charris@bn98.org	Regina Johnson 6633 W 16 <sup>th</sup> Street (708) 484-6200 x 7002 rjohnson@bn98.org
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*Cross-references: 7:20, Harassment of Students Prohibited, 7:185, Teen Dating Violence Prohibited*



## 6.7 Cafeteria Behavior Expectations

Students may not leave school during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit in a chair at a table. Students shall follow all cafeteria rules during lunch.

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited
- Students shall not throw food and or drinks
- Students shall not share or trade food
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service
- Students shall not leave the cafeteria unless directed by staff
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel
- Students shall report spills and broken containers to cafeteria staff immediately
- Soda and/or energy drinks are highly discouraged
- We do not have facilities for heating your child's lunch
- Please do not send large bags of chips or other items. Single portion serving bags are encouraged
- Gum is not allowed in school at any time

## 6.8 Field Trips

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher
- Failure to complete appropriate coursework
- Behavioral or safety concerns
- Other reasons as determined by the school

Schools have the right to limit the number of chaperones on any given trip. Chaperones are subject to background checks prior to any field trip.

*Cross-references: 6:240, Field Trips, 6:240-AP, Field Trip Guidelines*

## 6.9 Access to Students Social Networking Passwords and Websites

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

*Cross-references: 7:140, Search and Seizure, 7:190-AP7,E1 Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

## 6.10 Student Use of Electronic Devices

The District recognizes that electronic devices can serve as a powerful tool to enhance teaching and learning.

Currently, students in grade PreK - 8th are issued an electronic device during the first weeks of school. Students will receive a chromebook, charger and carrying bag. Once issued to the student, the chromebook and accessories become the responsibility of the student until the device is returned. Student access to district managed wifi is limited to district managed devices, students should not connect their personal devices to district managed wifi.

Schools reserve the right to limit student access to electronic devices to promote a safe and productive educational environment.

## 7. Bullying Protocol

### 7.1 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, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, 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
4. other similar electronic school equipment.
5. Through the transmission of information from a computer that is accessed at a non school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. 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 7:180 7:180 1 of 5 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, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

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 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 requirements listed below.

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 Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### Nondiscrimination Coordinator:

**Dr. Emily Crement**, Assistant Superintendent  
6633 W. 16th Street,  
Berwyn, IL 60402-1320

[ecrement@bn98.org](mailto:ecrement@bn98.org)

708-484-6200

**Complaint Managers:**

Jefferson Elementary Dena Thill (708) 795-2454 X 3192 dthill@bn98.org	Havlicek Elementary Dr. Mohammed Farraj (708) 759-2451 X 2199 mfarraj@bn98.org	Prairie Oak Elementary Eden Barragan (708) 795-2442 X 1199 ebarragan@bn98.org	Lincoln Middle School Dr. Gerald Macon (708) 795-2475 X 4199 gmacon@bn98.org
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4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused



another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

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

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or 7:180 7:180 4 of 5
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator,

and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
- d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.



## 8. Internet, Technology & Publications

### 8.1 Acceptable Use of the District's Electronic Networks

All electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be for the purpose of education or research, and be consistent with the District's educational objectives.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law
- Unauthorized downloading of software, regardless of whether it is copyrighted or safe
- Downloading of copyrighted material for other than personal use
- Using the network for private financial/commercial gain and or advertisement
- Wastefully using resources, such as file space
- Hacking or gaining unauthorized access to files, resources, or entities
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- Using the network while access privileges are suspended or revoked
- Harassing or bullying other students using email, chat or comments

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in messages to others.
- Use appropriate language. Do not swear, or use vulgarities, or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

**No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data and or property of the district, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and district policy prohibit the re-publishing of text or graphics found on the web or on district websites or file servers without explicit written permission.

- For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The district's email system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students as an educational tool.

- The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- Electronic messages transmitted via the school district's internet gateway carry with them an identification of the user's internet domain. This domain is a registered name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might

reflect on the name and reputation of the school district. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

- Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

*Cross Reference: 6:235, Access to Electronic Networks*

## **8.2 Annual Notice To Parents About Educational Technology Vendors Under The Student Online Personal Protection Act**

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

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

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications



- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

## 9. Search and Seizure

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

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, pockets, 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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### 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 building principal 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.

### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

*Cross-reference: 7:140, Search and Seizure*

## 10. Extracurricular Activities & Athletic Activities

The academic program is a priority in District 98. Athletic/extracurricular activities are provided to enhance a students' school experience. Students participating in athletic/extracurricular activities are expected to maintain positive academic and attendance levels. This Code of Conduct applies to all school-sponsored activities that are neither part of an academic class nor otherwise carry credit or a grade. This Code of Conduct will be enforced 365 days a year, 24 hours a day.

### Eligibility

Selection of members or participants in extracurricular athletic activities is based on specific criteria for that activity.

### 10.1 Athletic / Extracurricular Activities Code of Conduct

This Code does not contain a complete list of inappropriate behaviors for students in extracurricular athletic activities. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations and a student may be excluded from sports or activities while the school is conducting an investigation regarding that student's conduct.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family-referrals or self-referrals will be taken into consideration in determining consequences for Code of Conduct violations.

#### **The student shall not:**

- Violate the school rules and district policies on student discipline;
- Consume a beverage containing alcohol (except for religious purposes);
- Use tobacco in any form;
- Use, possess, buy, sell, barter, or distribute any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
- Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in sports, such as archery, martial arts practice, target shooting, hunting, and skeet;
- Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
- Act in an unsportsmanlike manner;
- Vandalize or steal;
- Haze or bully other students;
- *Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* is any physical or verbal act or conduct that has or can be reasonably predicted to place a student in reasonable fear of harm; cause a detrimental effect on a student's physical or mental health; interfere with a student's academic performance; or interfere with a student's ability to participate in or benefit from school activities.

- Violate the written rules for the activity or sport;
- Behave in a manner that is detrimental to the good of the group or school;
- Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff;
- Falsify any information contained on any permit or permission form required by the activity or sport.

#### *10.1.1 Due Process Procedures*

Students who are accused of violating the Code of Conduct are entitled to the following due process:

- The student should be advised of the disciplinary infraction with which he or she is being charged.
- The student shall be entitled to a hearing before an administrator.
- The student will be able to respond to any charges leveled against him or her.
- The student may provide any additional information he or she wishes for the administrator to consider.
- The administrator may interview material witnesses or others with evidence concerning the case.
- If the administrator finds that the violation occurred, he or she will use the District Behavior matrix and or IESA consequences accordingly.
- The administrator will make a written report of his or her decision and rationale. The student may appeal the decision to the Superintendent.

All students remain subject to the district's student discipline policy and/or the school's student handbook and the disciplinary measures listed in them.

*Cross-References: 6:190, Extracurricular and Co-Curricular Activities, 6:190-AP, Eligibility for Participation in Extracurricular Activities, 7:190, Student Discipline, 7:240, Conduct Code for Participants in Extracurricular Activities, 7:240-AP1, Code of Conduct for Extracurricular Activities*

#### *10.1.2 IESA*

Eligibility for most athletics is also governed by the rules of the Illinois Elementary School Association and, if applicable, these rules will apply in addition to this Extracurricular Athletic Code. In the case of a conflict between IESA and this Extracurricular Athletic Code, the most stringent rule will be enforced.

## **10.2 Requirements for Participation in Athletic / Extracurricular Activities**

A student must have the following fully executed documents on file in the school office before being allowed to participate in any extracurricular athletic activity.

- A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant; and
- A permission slip to participate in the specific sport or activity signed by the student's parent/guardian; and
- Proof the student is covered by medical insurance;

#### *10.3.1 Absence from School on Day of Sport or Activity*

A student who is absent or suspended from school is ineligible for any sport or activity on that day unless the absence has been approved in writing by the athletic director. Exceptions may be made 1.) for a pre-arranged medical absence 2.) for a death in the student's family 3.) other extenuating circumstances.

### *10.3.2 Travel*

All students must travel to sporting events and activities and return home from such events with the team on which the student participates by use of school approved means of transportation. A written waiver of this rule may be issued by the teacher, sponsor or coach in charge of the sport or activity upon advance written request of a student's parent/guardian and provided the parent/guardian appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid. Any student found to be in violation of this rule will be subject to discipline in accordance with the Extracurricular Athletic Code of Conduct.

Before/Afterschool Activities – Failure to pick up/drop off your child on time will result in the removal of your child from the activity.

## **10.3 Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in Illinois.

*Cross Reference: 7:305, Student Athlete Concussions and Head Injuries*



## 11. Special Education

### 11.1 Education of Children with Disabilities

It is the intent of the District to ensure that students who are supported within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

*Cross Reference: 6:120, Education of Children with Disabilities*

### 11.2 Discipline of Students with Disabilities

The school and district will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education’s *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

*Cross Reference: 7:230, Misconduct by Students with Disabilities*

### 11.3. Exemption from Physical Education Requirement

A student in grades K-8 who is eligible for special education may be excused from physical education courses if:

1. The student’s parent/guardian and IEP Team agrees that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or determination must be made a part of the Individualized Education Program; or
2. The student has an Individualized Education Program and is participating in an adaptive athletic program outside of the school setting, and the student’s parent or guardian documents this participation.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

*Cross Reference: 6:310, Credit for Alternative Courses and Programs, and Course Substitutions*

## **11.4 Access to Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

For further information, please contact the school principal.

*Cross Reference: 6:120, Education of Children with Disabilities, 6:120-AP2,E1 – Exhibit – Request to Access Classroom(s) or Personnel for Special Education Evaluation/Observation Purposes*

## **11.5 Related Services Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

## 12. Student Records and Privacy

### 12.1 Student Privacy Protections

#### *12.1.1 Surveys by Third Parties*

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/guardian may inspect the survey or evaluation, upon his/her request and within a reasonable time of this request. This 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.

Parents/Guardians who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### *12.1.2 Surveys Requesting Personal Information*

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or 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.
- Sexual behaviors or attitudes
- 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 program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon request, and refuse to allow his or her child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### *12.2.3 Instructional Material*

A student's parent/guardian may inspect, upon his/her request, any instructional material used as part of his/her child's educational curriculum within a reasonable time of their request. The Assistant Superintendent for Teaching and Learning will address any objections and concerns regarding instructional material.

*Cross-References: 7:15, Student and Family Privacy Rights, 7:15-E, Notification to Parents of Family Privacy Rights*

## 12.2 Student Records

A student record is any writing, or other recorded information, by which a student may be identified individually. It is maintained by a school regardless of how or where the information is stored. This includes certain records kept in a staff member's sole possession, records maintained by law enforcement officers working in the school, video and other electronic recordings that are created in part for law enforcement (security, safety reasons, or purposes) and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied his/her right to copies of his/her records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise his/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect,

copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records for students with an IEP who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

5. **The right to prohibit the release of directory information.**

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school sponsored activities, organizations, and athletics
- Major Field of study
- Period of attendance in school

6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office



U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

*Cross-reference: 7:340, Student Records*



## 13. Parental/Guardian Right Notifications

### 13.1 Teacher Qualifications

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met licensure requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

*Cross-References: 5:190, Teacher Qualifications, 5:190-E1, Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

### 13.2 Standardized Testing

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms. Parents/Guardians can help their student achieve their best by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on testing;
- Ensure students are on time and prepared for tests, with appropriate materials.
- Teach students the importance of honesty and ethics during the tests;
- Encourage students to relax on testing day.

Test Name	Purpose	Grade Level	Frequency
NWEA Map	This test is designed to measure growth in the areas of reading and math	K – 8	Administered 3 times per year (August/September, December/January, April/May)
IAR (Illinois Assessment of Readiness)	Standards based state achievement test that measures student progress in reading and math.	Grades 3 – 8	Administered one time in March/April
ACCESS (Assessing Comprehension and Communication in English State-to-State)	Standards based, criterion referenced test designed to measure English Language Learners/ social and academic proficiency in English.	Grades K – 8 English Learners only	Administered one time in January/February

ISA (Illinois Science Assessment)	State science assessment based on the Next Generation Science Standards	Grades 5 and 8	Administered one time in March/April
KIDS (Kindergarten Individual Development Survey)	A comprehensive process designed to provide information about children's competencies across developmental domains over time.	Kindergarten	Administered one time in August/September

Here is a list of the assessments administered to students in District 98:

*Cross-Reference: 6:340, Student Testing and Assessment Programs*

### 13.3 Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) Enrolling the child in any school in the area where the child sleeps.

Assistance and support for homeless families includes:

*Educational organizations and schools:*

Berwyn North School District 98 (708-484-6200)

*Food bank and meal programs:*

Ebenezer Church Food Pantry 1300 S Harvey Ave (708-484-8113)

St. Leonard's Church Rectory and Food Pantry 3318 S Clarence Ave Berwyn (708-484-0015)

*Local service organizations:*

Goodwill-1900 Harlem Ave, North Riverside (708-442-3606)

Mujeres Latinas En Acción - 7222 W Cermak Rd, North Riverside (708-442-1299)

*Family shelters:*

Sarah's Inn 309 Harrison St, Oak Park (708-386-4225)

*Medical services:*

Access Community Care - 3040 S Cicero Ave, Cicero (708-780-9777)

Berwyn Township Public Health District - 6600 W 26th St, Berwyn (708-788-6600)

*Cross-References: 6:140, Education of Homeless Children, 6:140-AP, Education of Homeless Children*

### **13.4 Sex Education Instruction**

Family life and sex education is a required course in all public schools in the state of Illinois. Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

*Cross-References: 6:60-AP, Comprehensive Health Education Program, 6:60-E, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes*

### **13.5 English Learners**

The school offers opportunities for English Learners to develop high levels of academic performance in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs. For questions related to this program or to express input in the school's English Learners program, contact Director of English Learners at the District Office (708) 484-6200

*Cross Reference: 6:160, English Language Learners*

### **13.6 School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent/guardian-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

*Cross-References: (820 ILCS 147/5)*

*Sec. 5. Policy. The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental/guardian involvement. The intent of this Act is to permit employed parents/guardians and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.*

*(Source: P.A. 87-1240.)*

### **13.7 Lawn Fertilizer and Weed Control Application**

The district is required to notify parents/guardians and school employees four (4) days before any lawn application is applied on school property. The notice will be posted on our website and application is done on days when school is not in session. For further information, please contact the District Office at 708-484-6200.

### **13.8 Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. The child abuse hotline is 1-800-25ABUSE.

*Cross Reference: 5:90, Abused and Neglected Child Reporting*

## 13.9 Unsafe School Choice Option

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district. The teacher and principal should be notified as soon as possible before a student is to transfer from the school. All books and materials checked out to the student must be returned to the student's teachers. Transfer documents may be ready for parents/guardians within 3 days.

*Cross-References: 4:170, Safety*

## 13.10 Grievance Procedures

Students, parents/legal guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, 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:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act and Title IX of the Education Amendments of 1972);
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, programs;
- Victims' Economic Security and Safety Act, P.A. 93-591;
- Illinois Equal Pay Act of 2003, P.A. 93-0006; or
- Provision of services to homeless students

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed here under shall not be impaired by the person's pursuit of other remedies. 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.

### 13.10.1 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)/legal guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.



### *13.10.2 Investigation*

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on their behalf. If the Complainant is a student, the Complaint Manager will notify their parent(s)/legal 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. Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of their 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 School Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### *13.10.3 Decision and Appeal*

Within 5 school days after receiving the Complaint Manager's report, the superintendent shall mail their written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 5 school days after receiving the superintendent's decision, the Complainant may appeal the decision to the School Board 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 school board. Within 10 school days, the school board shall affirm, reverse, or amend the superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the board's decision, the superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the school board's decision to the Regional Superintendent and State Superintendent pursuant to The School Code 105 ILCS 5/2-3.8, 105 ILCS 5/2-3.10.

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

## **13.11 Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

*Cross-References: 4:170-AP2, Criminal Offender Notification Laws*

### 13.12 Sex Offender and Violent Offender Community Notification Laws

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: [www.isp.state.il.us](http://www.isp.state.il.us). You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: [www.isp.state.il.us](http://www.isp.state.il.us)

*Cross Reference: 4:170-E6, Informing Parents About Offender Community Notification Laws*

### 13.13 Parental/Guardian Involvement (Title 1)

The school annually has a meeting for all parents/guardians. At the meeting, opportunities for parents/guardians to get involved in the education of their children. Parents/guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

School programs, in addition to the standard educational curriculum, in which parents/guardians may wish to become involved include: Before School, After School and Summer School. For more information or questions on these programs please contact the building administrator:

Jefferson Elementary School	(708) 795-2454
Havlicek Elementary School	(708) 795-2451
Prairie Oak Elementary School	(708) 795-2442
Lincoln Middle School	(708) 795-2475

The school provides parents/guardians with access to:

- school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- opportunities for regular meetings to formulate suggestions, share experiences with other parents/guardians, and participate as appropriate in decisions relating to the education of their children if such parents/guardians so desire; and
- timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents/guardians assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to the Director of English Learners at the District Office.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent/guardian comments when this plan is submitted to the State. Any questions or concerns should be directed to the Assistant Superintendent for Teaching and Learning at the District Office.

The state's resources on parental/guardian involvement can be located at [www.schoolcommunitynetwork.org](http://www.schoolcommunitynetwork.org). The state's website on parental/guardian involvement provides information, training, and support for parents/guardians and schools on various websites which may be useful or interesting to parents/guardians and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

*Cross-reference: 6:170, Title I Programs*

## 14. Parent/Guardian-Student Handbook Acknowledgement

Dear Parent/Guardian,

Please complete the following form and return to the office by the last Friday in September (09-27-24).

From: The parent/ guardian of:

STUDENT NAME	STUDENT SIGNATURE

I have reviewed the Student Handbook with my child(ren) in an effort to promote a better understanding of Berwyn North School District 98 School rules and expectations. My signature below acknowledges receipt of the Parent/Guardian-Student Handbook.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents/guardians and students in writing, where possible, of any changes to the handbook

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

Parent/Guardian: We welcome your feedback to improve this handbook:

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