K-8 Student Handbook 2025-26

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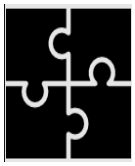
I. General Operations

Channels of Communication
Should concerns or questions arise, please address these with the first line of contact as indicated below to avoid a delay in resolving the issue. Pursue the matter through the line of other staff members if the initial contact has shared their rationale or perspective.

On matters concerning:

Individual students and classrooms contact:
TEACHER
↳ PRINCIPAL



Support of students with special needs or services contact:
SCHOOL PUPIL SERVICES ADMINISTRATOR
↳ PRINCIPAL
↳ ASST. SUPERINTENDENT OF STUDENT SERVICES

Curriculum and instructional practices contact:
PRINCIPAL
↳ ASST. SUPERINTENDENT OF LEARNING

Individual school and neighborhood contact:
PRINCIPAL
↳ SUPERINTENTDENT

District budget, safety, environmental issues contact:
ASST. SUPERINTENDENT OF BUSINESS AND OPERATIONS
↳ SUPERINTENDENT

District policy issues contact:

ASST. SUPERINTENDENT

↳ SUPERINTENDENT

↳ BOARD OF EDUCATION

School Safety Drills and Procedures

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Please note if an emergency situation extends beyond the school day, students may be kept inside the school and directed to shelter in place until the proper authorities and school officials determine there is no longer any threat to individuals' safety. Specific protocols for various safety incidents are noted in the Safety & Crisis flip chart available in classrooms and school offices. The school staff is aware of such procedures and will implement the appropriate safeguards should a situation occur. Questions regarding this procedure should be directed to the building Principal.

Emergency School Closing

In the event it becomes necessary to close school because of severe weather or other emergency conditions, parents/guardians will be contacted via the automated parent notification system. The same information will be available on the District website at http://www.d181.org and posted on the District's Twitter page (@CCSD181). Emergency weather closings are also posted to the Emergency Closing Center site, which in turn notifies local news media.

Parent Teacher Organization (PTO)

The Parent Teacher Organization is a liaison between students, staff, parents, and the District 181 Board of Education. They engage in special projects and provide additional support that might otherwise go unaddressed. We are fortunate to have a PTO that works extremely hard to support and enrich the learning experiences at each elementary and middle school. Parents are encouraged to consider joining their child's school building PTO and in addition volunteer. Be sure to regularly check out your respective PTO's weekly newsletter for up to date building specific information. Additional information about the school PTO can be found on the website, accessible from the school's web page at www.d181.org.

Volunteers/Community Involvement
There are a number of volunteer opportunities available for community members, such as senior readers, special committees, and membership in the D181 Foundation, in addition to parent volunteer opportunities through the PTO. Anyone interested in volunteering in District 181 must agree to follow District volunteer guidelines and procedures.

Fee List
A list of standard student fees is provided with registration information. If students are involved in an extracurricular activity, there may be a fee associated with the activity. A list of extracurricular activities, along with associated fees, will also be provided with registration materials. An “Angel Fund” does exist for students and families who need financial assistance provided by the PTO. Families whose child(ren) could benefit from such assistance are encouraged to contact one of the building social workers and/or Principal directly to learn more.

Fee Waivers
The school establishes fees and charges to fund certain school activities. Students will not be denied educational services, academic credit, or the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parents or legal guardian 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 applies to all fees related to school, instruction, and extracurricular activities.

Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student’s parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to

pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

Media Recognition
Students are occasionally photographed or videotaped while in school and while participating in school-sponsored activities, organizations, and athletics for District publicity purposes and news media reporting. The District's "directory information" designations selected by a student's parent/guardian during the registration process are used to identify a parent's objection to use of his/her child's name or image for such purposes. Questions regarding media recognition should be directed to the District's Director of Communications.

Student and Family Privacy Rights

(Please see Board Policy 7:015 Student and Family Privacy Rights for the most current language on this topic.)

Surveys
All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party
Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

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

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

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

The student's parent(s)/guardian(s) may:

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

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.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term invasive physical examination means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above mentioned does not apply to any physical examination or screening that:

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

Selling or Marketing Students' Personal Information Is Prohibited

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

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

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

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

Student Online Protection Privacy Act Notice (SOPPA)
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 IL 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.

The District 181 Student Handbook may be amended during the year without notice.

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, 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

In addition to the above, the federal Children's Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506), requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students. For more information on the web-based tools currently being utilized within the District, please contact Matthew Kunesh by emailing mkunesh@d181.org.

Building Telephones
Students may use the school telephone only when approved by a staff member.

Student Messages
Only emergency messages will be delivered to students during the school day. Non-emergency messages and forgotten items (gym clothes, lunch, etc.) can be left with the main office and distributed at an appropriate time.

Visitors
All visitors, including parents and siblings, must enter the building through the main entrance and check in at the school office. Visitors must provide identification and state their reason for visiting.

For student safety, school doors are locked during the school day. Visitors must use only designated entrances, which are equipped with buzzers and cameras. Visitors/volunteers must follow the school's established procedures for signing in at the office (either digitally or on paper, as required), wear a visitor's badge, and sign out when leaving the building (either digitally or on paper, as required). Bringing friends or relatives to classes for a day is not allowed. Middle school or high school students are not allowed to visit schools during the school day. No loitering is allowed on school grounds.

Parents and other interested adults are welcome in the school. If requesting a classroom observation, please notify the building Principal in writing of the proposed visit by completing and submitting an Observation Request Form, a copy of which may be retrieved from the office of the building Principal. The completed Observation Request Form must be returned to the Principal at least three (3) school days prior to the requested date of the proposed visit. Visits are scheduled at the Principal's discretion with consideration of student confidentiality and maintaining an appropriate learning environment. For the safety of students and maintenance of an uninterrupted academic program, Principals limit the number and length of visits and may schedule some visits at times when classes are not in session. School administrators will follow the Procedures for Classroom Observations by Parent/Guardian in scheduling and conducting such visits.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.

4. Damage or threaten to damage another's property.

5. Damage or deface school property.

6. Violate any Illinois law or municipal, local, or county ordinance.

7. Smoke or otherwise use tobacco products.

8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.

10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and District policies.

11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).

12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.

14. Engage in any risky behavior, including rollerblading, roller-skating,skateboarding, operating an electronic bicycle or other self-propelled vehicle.

15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Pets
Due to safety and health concerns, pets may not be brought into school or on school grounds before, during, or after school. Recognizing that some children fear animals, please avoid bringing pets on school walking routes.

Gifts and Contributions
Gifts and contributions from both public and private sources are welcomed. Gifts and contributions will be accepted by the Board of Education after it is determined that such gifts and/or contributions are consistent with the District's philosophy, purpose, and ethics policies. All offers of gifts and/or contributions should be made in writing to the Superintendent.

Non-Custodial Parents
According to State law, a non-custodial parent has the same rights to student records as a custodial parent, and has the right to notices, calendars, conferences, report cards, and other communications unless a court-issued order limits those rights. A non-custodial parent must annually request such communications in writing and include an address and telephone number.

Student Directory Information
(See Board Policy 7:340 Student Records for the most current "directory information" language.)
To the extent permitted by law, the School District may designate certain information regarding students as directory information. Images on a school security video, or student social security numbers or student identification or unique student identifiers shall not be designated as directory information.

The School District may not release certain directory information regarding students to the general public, except that a student's parent(s)/guardian(s) may opt-in to the release of the specific student directory information as part of the registration process. The notification to parents/guardians and students concerning school student records will inform them of their right to object to the release of directory information and that they may opt-in to the release of student directory information as part of the registration process.

Birthdays (Elementary School)
Birthday celebrations vary from classroom to classroom. Please make arrangements with your child's teacher. Birthday treats may not include food items. Non-food treats may be distributed for the entire class. Party invitations may only be distributed at school if the entire class is invited. Locker and cubby decorations are prohibited. The D181 Food Allergy Management Plan can be found on the District website.

II. Academics

Curriculum Night
At the beginning of the school year, each classroom teacher meets with the parents in the evening to discuss curriculum and grade level expectations. Parents are urged to attend these important fall meetings, which are intended for parents only.

Homework
Homework should be meaningful and purposeful. Assignments should reinforce previously learned concepts or practice newly learned concepts. Homework may or may not be formally evaluated and will be used as a part of ongoing student assessment. The following guidelines include long-term assignments and assigned independent reading. Modifications may be made for students with special needs.

K-2 10-20 minutes per day
3-5 30-50 minutes per day
6-8 60-90 minutes per day

Parents should create a homework environment that facilitates student self-study, set aside time for doing homework, and monitor their child's assignments. They may be asked to participate in homework, but students should be responsible for homework completion. In addition to assigned homework, children should read each night. Each grade level team or individual teacher may determine consequences for incomplete homework.

Homework (Middle School)
Homework at the middle school level should be regularly assigned, not necessarily daily. Typically, homework will be given 3-5 times per week. As a guideline, the total daily homework should fall within a range of 60-90 minutes. Time for independent reading is important and should be encouraged. However, it is important to note that homework completion time varies from student to student. It is very difficult to standardize assignments to units of time. Teachers should plan cooperatively in making assignments so that an equitable load results. Weekend homework may be assigned depending on curricular needs. Little or no homework should be assigned over holidays and winter/spring break. Students in accelerated middle school programs will require some additional homework time to meet the curricular expectations. Modifications may be made for students with special needs.

Exemption from PE
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.

Academic Dishonesty
Academic dishonesty, which includes, but is not limited to, cheating, plagiarism, forgery, and collusion, will not be tolerated. Plagiarism is defined as copying and pasting material directly from the Internet or other source without indicating the web address or book title, author, and page number. It is also copying information by changing just a few words. Writing must be in the student's **own voice** unless proper credit is given. The individual teacher, grade level team, Assistant Principal, or Principal may determine the consequences of academic dishonesty. Consequences include, but are not limited to, zero on the assignment, detention, Friday Extended Day School, suspension, and/or expulsion.

Use of Artificial Intelligence
"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education or 504 Program (IEP/504).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, teachers will evaluate student tests, assignments, projects, papers, and other schoolwork.

Elementary Curriculum
A comprehensive core curriculum is offered to all students. This core curriculum is developed by teachers and administrators and endorsed by the Board of Education. Basic curricular areas include mathematics, reading/language arts, science, social studies, art, music, Physical Education (P.E.), information literacy, and world language. Classroom teachers enhance the core curriculum to provide optimum learning experiences for all students.

Each grade level uses a daily schedule as a guideline for classroom structure. This schedule may vary due to teachers' needs, presentations, and field trips. Copies of the schedule will be distributed in the fall.

Parents/guardians are entitled to inspect, upon request, instructional material used as part of the educational curriculum.

- Mathematics instruction emphasizes estimation, number sense, computations, algebraic patterns, algebraic relationships. Geometric concepts, geometric relationships, measurement, data organization and analysis, and probability.
- Reading/Language Arts, using the structured literacy framework for instruction, encompasses all components of - reading, writing, speaking, and listening. Lessons are taught through a workshop model.
- Science instruction is activity-based. District-developed units of study form the basis of our science program.
- Social studies instruction focuses on government, economics, geography, history, and global perspectives.
- Art, Music, Physical Education (P.E.), and information literacy standards are taught by content area specialists. Students receive art instruction once per week and music instruction twice per week. Physical education is taught in Grades 1-5 each school day and twice per week in Kindergarten.
- Spanish instruction is offered to fifth-grade students three times per week by a foreign language teacher.
- Instrumental music is offered in addition to the regular music program. Students have an opportunity to join the orchestra and band in Grade 5. Parents are responsible for providing the musical instruments.
- Social-Emotional Learning is addressed through the District's SELAS (Social Emotional Learning for Academic Success) curriculum and learning activities provided in Grades K-8.

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.

Middle School Curriculum
Students take language arts, mathematics, foreign language, social studies, science, and physical education for a full year. In addition to these six classes, sixth-grade students are scheduled into music (either general music, band, or orchestra) for the entire year. Sixth-grade students also spend a trimester in the following exploratory classes: Art, Family and Consumer Science, and Applied Technology. Seventh and eighth-grade students may choose two encore classes per semester.

District 181 assesses student progress continually, with ongoing classroom measurements as well as standardized testing. Students may be screened periodically to help teachers plan the most effective instruction. If any results indicate that further information may be needed, parents will be notified.

The daily schedule is used as a guideline for the class structure. This schedule varies depending on student needs, teachers' needs, presentations, and field trips. Middle schools in District 181 operate on a general nine-period day. Middle schools open doors at 8:15 AM. The learning day begins promptly at 8:25 AM and concludes at 3:15 PM.

Sex Education Instruction
Students will not be required to take or participate in any class or course in sex education if his/her parent/guardian submits a written objection. The parent's/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Exclusion from sex education will not prohibit instruction in sanitation, hygiene or traditional courses in Science/Health. Parents/guardians may examine the instructional materials to be used in any District sex education class or course.

Multi-Tiered Systems of Support (MTSS)
Multi-Tiered Systems of Support (MTSS) is a process designed to focus on and provide high-quality instruction and interventions to students who may require additional support beyond the general education curriculum. MTSS is an educational process that matches instructional needs with instructional strategies or interventions. The core features of MTSS are:

1. High-quality, research-based instruction in the general education setting.
2. Universal screening and benchmarking in order to determine which students need additional supports beyond the core curriculum and systematic monitor of progress.
3. Multiple tiers of scientific, research-based instruction and interventions that are matched to student needs and increase in intensity across the tiers.
4. Use of a collaborative team for the development, implementation, and monitoring of the invention system at each tier.
5. Continuous monitoring of student progress during instruction and interventions, using formative progress monitoring data to determine if students are meeting goals.

The MTSS model is designed to improve learning for all students, and at times the information may be used to determine special education eligibility. However, a request for special education may be made at any time prior to, during or after the MTSS process.

For additional information regarding the MTSS process, please contact your building Pupil Services Administrator (PSA) or Principal.

Standardized Testing
The emphasis in District 181 with State and standardized assessments is the use of data to guide instructional decisions and monitor student growth. The overall goals of the comprehensive assessment place are to: provide the District with information regarding the student performance over time, provide classroom teachers with readily available and accessible data that will be used to differentiate instruction and monitor student progress and create an assessment system that will provide the most meaningful data to plan appropriate instructional programs for students in our District.

Assessments will be used for benchmarking and progress monitoring. Benchmarking assessments will occur 2-3 times per year for all students to obtain information regarding overall student performance in reading and mathematics. Process monitoring will occur for all students who receive services.

The Illinois Assessment of Readiness (IAR) assessment will be administered as required by the State Board of Education to all students in grades 3-8 in reading and mathematics during the year.

In compliance with federal testing requirements, the District will administer a science assessment to students enrolled in 5 and 8. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards(NGSS).

Information about the District-level assessments administered to all students can be found in the District Assessment Plan on the District website: www.d181.org>Learning>Assessments.

D181 Common Assessments
Students may not retake the District 181 Common Assessments in any subject.

Purpose of Common Assessments: Point-in-Time Snapshot
Common assessments are strategically administered to provide a precise 'snapshot' of student learning at a specific, designated moment in time. They are designed to capture a student's mastery of curriculum content and skills at that particular stage of instruction. This snapshot is crucial for:

- **Monitoring Student Progress:** These assessments allow teachers and administrators to track student growth over time, identifying areas of strength and areas needing further support.
- **Informing Instructional Decisions:** The data collected helps teachers tailor their instruction to meet the specific needs of their students.
- **Evaluating Curriculum Effectiveness:** By analyzing assessment results across classrooms and grade levels, the district can evaluate the effectiveness of its curriculum and make necessary adjustments.
- **Accountability:** Common assessments can also contribute to district-wide accountability measures, providing a standardized metric for evaluating school and student performance.

Instead of retaking secure assessments, District 181 emphasizes the use of diverse and ongoing assessment practices, including:

- **Formative Assessments:** Regular quizzes, class discussions, and exit tickets provide teachers with real-time feedback on student understanding.
- **Performance-Based Assessments:** Projects, presentations, and portfolios allow students to demonstrate their learning in authentic and meaningful ways.
- **Teacher Observations:** Ongoing classroom observations provide valuable insights into student learning and engagement.

Math Unit Assessments
Elementary Courses 3rd grade On-Level through 5th grade Advanced

- A student or parent can request a retake on a unit assessment in math when a student scores below 70%.
- Students may not retake the same unit assessment more than once.
- The retake will be administered by request after additional independent review work is completed by the student.

- Retakes must be completed within a week after test feedback has been given to students.
- Students will receive the improved grade from the second test.
- Students will only retake the questions that they missed, and will complete the corresponding questions from an alternate form.

Middle School Courses 6th - 8th grades On-Level and 6th - 7th Advanced

- A student or parent can request a retake on a unit assessment in math when a student scores below 80%.
- Students may not retake the same unit assessment more than once.
- Students will be expected to complete some form of test corrections with their math teacher prior to retaking.
- Retakes must be completed within a week after test feedback has been given to students.
- Students will earn full points back for every correct question on the retake, up to an overall score of 80% on the test.
- Students will retake the questions that they missed or may be required to retake the entire assessment.

5th-8th Accelerated and High School Level Courses - Algebra I and Geometry Honors

- A student or parent can request a retake on a unit assessment in math when a student scores below 80%.
- Students may only request one retake per semester.
- Students will be expected to complete review work and/or meet with the teacher for re-learning opportunities prior to a retake. All unit homework must be completed in order to qualify for a retake; however, making up missing homework will not change the original grade for any homework assignment.
- Retakes must be completed within a week after test feedback has been given to students.
- Students will earn full points back for every correct question on the retake, up to an overall score of 80% on the test.
- Students will retake the questions that they missed or may be required to retake the entire assessment.

As a reminder, students must maintain a high level of performance in an advanced or accelerated course as reflected in their overall trimester/quarter grade. Teachers will collaborate and work with students and parents if a student's chapter/unit and common assessment average falls below 80%. If a student's chapter/unit and common assessment average falls below 70% for two trimesters/quarters, the student will be placed in a course that more effectively meets their learning needs. However, students may be moved out sooner as determined by the team.

Student Placement (Elementary School)

The process of student placement begins in the spring and continues into the summer.
Parents/guardians are invited to share their thoughts on their child's learning needs related to learning environments, friendships and any other related issues. This does not include requests for specific teachers.

In addition to teacher selection, relevant issues related to social dynamics that support or inhibit learning are also considered in placement decisions. It is important that you let the school know if there are any things we should be aware of that could impact your child's school success. You should not, however, feel obligated to

write a letter. Each child's placement is carefully considered regardless of whether or not a parent has written a letter.

Because this is a complex process, if you would like your input considered, you must provide this information in writing to the Principal by May 1.

Families will be notified of class assignments in August. Class lists will not be posted for public display.

Further information can be found on the District's website at
https://www.d181.org/departments/learning/placement

Field Trips
Field trips are an extension of the curriculum. Field trips provide students the opportunity to take part in experiences not available to them in the traditional school setting.

Students on field trips represent their school and community. It is most important that students are aware of this responsibility and make every effort to display only their very best behavior. Field trip days are school days, and students should dress and behave accordingly. All guidelines concerning student behavior and conduct listed in the handbook apply to all school field trips. Additional expectations will be distributed to parents and students prior to certain field trips.

Parents/guardians will be notified in advance and will be given the details of scheduling and transportation. Permission slips, signed by a parent/guardian, are required for a child to attend. Field trips may require a fee. In cases of financial hardship, scholarships or fee waivers are available by contacting the Principal or school social worker. Teachers will inform parents/guardians of any necessary adjustments to class hours in order to accommodate a field trip. If medication needs to be administered during a field trip, the school nurse should be notified and District procedures for medication administration will be followed. A student's siblings may not accompany the student's class on his/her field trip.

In many cases, if a child has recently been ill or injured, the school district may require a doctor's note for them to participate in a field trip. This is to ensure the safety and well-being of the child, as well as the other students on the trip.

The school administration may exclude a student from participation on field trips due to behavior/conduct issue(s).

Library
The library functions as the information center of the school, as a place for an individual, grade level, and school-wide learning activities, and a place to check out books. Its program, including STEAM,is integrated into the school's curriculum and is coordinated by a director who is a certified specialist and teacher. Books may be checked out when the previously borrowed books are returned. Fines are not charged for overdue books; however, a child may not check out new books until overdue books are returned.

Textbooks
District 181 loans textbooks to students. Books will be returned to the teachers at the end of the school year. If books are lost or damaged beyond ordinary wear, students will be assessed the cost of the book(s). Book fines must be paid promptly.

Access to Electronic Networks
All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the District's goals, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior/conduct and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocols. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Arranged Early Arrival of Students (Middle School)
Students are welcome to enter the building as early as 7:15 AM by appointment only while under the direct supervision of staff. If a student has a scheduled appointment they must sign in with the morning supervisor at the main entrance before going to meet with staff.

Curriculum Concerns
Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

III. Attendance

Attendance Philosophy
District 181 is committed to the philosophy that every student should attend all of his/her classes every day. Regular attendance and promptness are expected in all classes and are essential for good performance. The Student Services Office and/or Principal will monitor student absences and tardiness at school. Parents are encouraged to regularly check their child's attendance in Skyward using the Parent Portal. In case of excessive tardies and/or absences, parents/guardians will be notified in accordance with our school attendance procedures.

- All eligible students residing in District 181 are entitled to an education in the district's schools. All students over seven (7) years of age and under seventeen (17) years of age are required to be under school jurisdiction during the hours school is in session. No student shall be denied access to a free and full public education on account of race, religion, sex, national origin, or handicapping condition.

- Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to his/ her academic achievement. Parents of students, or those having legal custody or control of such students, have the responsibility for their children's regular school attendance. The school shall determine the validity of an absence.
- Students must be in attendance for 300 or more minutes of classroom time daily to be considered present for the day. This does not count lunch or passing periods. If a student misses up to 150 minutes, they are considered absent one-half day. Any student that misses more than 150 minutes is considered absent for the whole day.
- A student who is absent from school may not participate in after-school or evening events, activities, or programs. In order for students to be allowed to participate in or attend school-sponsored activities, students must be in attendance for at least one-half day. Students serving any suspension may not participate in school functions or activities on the day(s) of suspension.
- A student who is absent for more than fifteen consecutive days or has a planned absence that will be longer than fifteen consecutive days will be withdrawn from school and will be re-enrolled when they return upon a parent's request.
- If a student is absent for ten or more school days due to a medical diagnosis, the student may be eligible for home-hospital services.
- A student will be able to take up to five excused mental or behavioral health days. According to the State, these days will still be a part of their overall number of absences used to calculate truancy.
- If a student is absent 10 consecutive days or more than 10% of the school year to date, administration may request documentation.

Tardiness

In order to maximize the educational opportunities, all classes need to begin promptly. Students must be in their classrooms and prepared with all materials when the bell rings. Failure to do so may result in an unexcused tardy. An adult must sign in to elementary students arriving late to school. Middle school students arriving late must bring a note or have their parent or guardian call the Student Services Office. **Chronic tardiness at the middle school may result in parent notification and student disciplinary consequences** (e.g. lunch detention, before/after school detention, Friday extended day detention, Saturday school, etc.)

Elementary School Student Absence

In the event of any absence, the student's parent/guardian is required to report their child's absence online or call their school prior to 8:30 am (12:15 pm for afternoon absences) to explain the reason for the absence. If a call has not been made to the school by 10:00 am (1:45 for afternoon absences) on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for an absence will be kept confidential. Only calls from parents or legal guardians will be accepted.

When calling the school to report your child's absence, please communicate the following information:

- Reason for your child's absence
- If your child is sick, please share any symptoms your child is experiencing (ex. fever, gastrointestinal symptoms, cough, sore throat, or other influenza-like symptoms).

- Does your child have an influenza-like illness (ILI) defined as fever (100º or greater) and a cough and/or sore throat in the absence of a known cause other than influenza?
- If your child does not have influenza-like symptoms, please communicate the symptoms that your child is experiencing. This communication helps the school to track clusters of illness.

The DuPage County Health Department states that students should **NOT** return to school until the student is:

- Free of fever (less than 100 degrees F) for at least 24 hours without the use of medication.
- No vomiting for 24 hours after the last occurrence, without the use of medication, and the child is able to hold down fluids and food.
- No diarrhea for 24 hours after the last occurrence, without the use of medication.
- If diagnosed with pink eye or strep throat, the child must remain at home for 24 hours after treatment begins.
- Unidentified rashes have been seen by a doctor and determined to be non-contagious before returning to school. If it becomes necessary for a student to go home from school, the nurse will make all arrangements. It is important to have updated emergency information on file listing home/cell phone numbers and a number where a parent/guardian or a designated adult can be reached if necessary.

Middle School Student Absence

In the event of any absence, the student's parent/guardian is required to report their child's absence online or call their school prior to 7:55 am (11:15 pm for afternoon absences) to explain the reason for the absence. If a call has not been made to the school by 10:00 am (1:45 for afternoon absences) on the day of a student's absence, a school official will call the home to inquire why the student is not at school. The school will check on any student for whom it has not received a call. Failure to do so shall result in an unexcused absence. Upon request of the parent, the reason for an absence will be kept confidential. Only calls from parents or legal guardians will be accepted.

When calling the school to report your child's absence, please communicate the following information:

- Reason for your child's absence
- If your child is sick, please share any symptoms your child is experiencing (ex. fever, gastrointestinal symptoms, cough, sore throat, or other influenza-like symptoms).
- Does your child have an influenza-like illness (ILI) defined as fever (100º or greater) and a cough and/or sore throat in the absence of a known cause other than influenza?
- If your child does not have influenza-like symptoms, please communicate the symptoms that your child is experiencing. This communication helps the school to track clusters of illness.

The DuPage County Health Department states that students should **NOT** return to school until the student is:

- Free of fever (less than 100 degrees F) for at least 24 hours without the use of medication.
- No vomiting for 24 hours after the last occurrence, without the use of medication, and the child is able to hold down fluids and food.
- No diarrhea for 24 hours after the last occurrence, without the use of medication.
- If diagnosed with pink eye or strep throat, the child must remain at home for 24 hours after treatment begins.
- Unidentified rashes have been seen by a doctor and determined to be non-contagious before returning to school. If it becomes necessary for a student to go home from school, the nurse will make all arrangements. It is important to have updated emergency information on file listing home/cell phone

numbers and a number where a parent/guardian or a designated adult can be reached if necessary. **Students may not make their own arrangements to go home.** Pursuant to Public Act 102-981, school boards must allow public middle school students one day-long excused absence per school year for the purpose of attending a civic event. "Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization.

Missed Work (due to illness or family emergency)
Classroom learning is very important to the academic success of the students. Classroom learning experiences cannot be replicated. A student who is absent due to illness or family emergency will be allowed the number of days that he/she was absent, or five (5) school days, whichever is less, to complete missed work for full credit.

An absence on the day prior to a quiz or test does not necessarily excuse the student from taking the test or quiz if he/she is present on the test day. The decision will be made at the teacher's discretion. If the student is absent on the day of the test or quiz, it is the student's responsibility to arrange a makeup time.

It is the student's responsibility to make up for missed work. Students who miss class due to other curricular programs (i.e. music sectionals, field trips, etc.) are responsible for the classwork missed as well as the homework assigned. Missed quizzes or tests should be made up as soon as possible.

Students experiencing a short-term absence (fewer than 3 days) should check their respective teacher's google classroom accounts, email their teachers, or call/text a classmate to stay abreast of content and assignments covered in class. Parents may call the school to request homework in the case of an extended absence of three or more days due to illness. Requests need to be made when the attendance call is placed, and the work may be picked up at the school office after 3:15 P.M. on the day the request has been made.

Doctor, Dentist, or Therapy Appointments
Please make every effort to schedule doctor, dental, or therapy appointments outside of the school day in order to minimize disruptions to the educational process. Before leaving school, students must report to the office and sign out. Students must sign in at the office upon their return. Middle school students who have a doctor, dentist, or therapy appointment during the school day must have a parent contact the main office prior to or on the morning of the appointment.

- If the student is absent for part of a day (doctor appointment, sectionals, etc.), it is his/her responsibility to see all teachers, hand in any assignments due that day, get homework, and complete that day's assignments.

Planned Absences
The school calendar has been established a year in advance and is available on the District website: www.d181.org. While we realize the value of family time, we strongly discourage the planning of vacations during regular student attendance days.

Elementary School Information Related to Planned Absences:
In the event of a planned absence, a parent must communicate directly with the school at least two days prior indicating their intentions. A parent/guardian may email, send a note, or call the Student Services Office/Main office with the following information:

1. Name of student
2. reason for the absence, and
3. date(s) the student will be absent

If a planned absence consists of three (3) or more days, assignments and completion dates will be given after the absence as determined by the teacher. Teachers will not be required to re-teach material missed by students.

Middle School Information Related to Planned Absences:
It is the student's responsibility to contact all teachers at least two days prior to any planned absence and establish due dates for missed work, tests, quizzes, and projects. Failure to communicate a planned absence to the school and teachers may result in a student's absence being marked unexcused and any assignments, projects, quizzes/tests being negatively impacted.

The following will apply to planned absences:

- Students are responsible for the homework assigned and the learning missed during these absences.
- Teachers will not be required to re-teach material missed by students.
- Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.
- Tests and quizzes should be taken before the planned absence. It is the student's responsibility to arrange a time to take tests or quizzes.

Note: * If a planned absence will occur at the end of a grading period, students are required to submit all work before leaving on the planned absence.

Truancy
Student attendance is critical to the learning process. Truancy is, therefore, a serious issue and will be dealt with in a serious manner by the school and district. Students who miss 5% or more of the prior 180 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:

- Appropriate school discipline
- Referral to the DuPage Regional Office of Education truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

Please note that in Illinois, a parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. If school refusal is a challenge, parents/guardians are encouraged to work with your building administration and grade-level social worker. Please contact the school so that we can work together in establishing more positive attitudes and effective habits that put your child on a path to success and improved attendance.

Closed Campus
HMS and CHMS are both closed campuses. Once a student arrives at school, they may not leave the building without the express consent of the parent/guardian and building administration or its representative. Consequently, students may not leave school grounds for lunch unless signed out and accompanied by a parent/guardian. Students must be signed back into school by the end of the 30-minute lunch period. A parent/guardian should request any such early student release in advance with the school's Student Services Secretary. Email requests, handwritten notes, or phone calls from the parent/guardian are acceptable. A parent/guardian must come into the school to sign a student out of school if the student is leaving prior to the end of the school day. All students must sign in at the Student Services Office when re-entering the building during the school day. If the person picking up the student is different from the parent/guardian, the school must be informed and proper identification must be provided or the student will not be released.

IV. Cafeteria / Food Service

Sharing in the Lunchroom
Parents/Guardians and students are not permitted to share food or beverages in the lunchroom. **Bringing in birthday treats or buying food/snacks for a group of students is prohibited.**

Free or Reduced Lunches
Parents who feel that their children may qualify for free or reduced-priced meals should see the office for a fee waiver form. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Lunchroom Program (Elementary)
During the lunch period, students eat lunch and participate in supervised recess activities. During inclement weather, students remain indoors. Students must provide their own lunch. Milk may be purchased.

Students in Grades K-5 may go home for lunch; bus service is not provided. Pupils remaining at school during the lunch period shall remain on school grounds under adult supervision. Students who do not stay for lunch should not return until the start of the afternoon session at 12:15pm. The Principal may suspend the lunchtime privilege of any pupil who abuses it after providing notice to the parents.

Lunch Rules (Elementary)
In order to maintain an orderly lunchroom, the following student expectations have been established. Students will:

- Follow the District's Code of Conduct
- Behave in an orderly fashion
- Respect one another and the lunchroom supervisors
- Remain quiet when announcements are made
- Wait to be dismissed to get milk or go to the bathroom
- Behave appropriately in line

- Refrain from borrowing money
- Remain seated while eating
- Clean up after themselves (tabletop and floor)
- Recycle and place all other garbage in the proper receptacle
- NOT toss or throw anything in the lunchroom at anytime
- NOT share food

Playground (Elementary School)
Children must dress appropriately for the weather. They will be outside for play periods except in very cold or inclement weather. During winter, students must wear boots, gloves, and snow pants if they wish to play in the snow outside of the blacktop area. Students are supervised by staff during outdoor play periods.

Students who are wearing a cast, boot, or a protective medical appliance, who have sutures, or who have an excused absence from PE may not participate in outdoor recess due to the risk of re-injury to that child, and the safety consideration of all students. During recess time, students will be given an alternate activity and location determined in collaboration with the teacher/coach, building Principal, and nurse.

Personal Play Equipment (Elementary School)
Students may not bring their own play equipment unless adult permission has been provided in advance.

Playground Rules (Elementary School)
Students must:

- Follow the District's Code of Conduct.
- Play safely.
- Not exclude other students from participating in activities.
- Stay within the defined play area on school grounds.
- Request permission to enter the building.
- Speak appropriately to supervisors and to other students.

Lunch Program (Middle School)
District 181 offers a hot lunch program. Students have the option of purchasing food daily from the cafeteria or bringing their own lunch. Parents may deposit money (cash, check, or online credit) in a student lunch account through Quest Food Services at School Pay.

Students are assigned a lunch area. They may have the privilege of choosing their own seat within that area. Students who do not meet the expectations for appropriate behavior in the lunch area are subject to behavioral consequences including change of seating assignment/location. Students are not permitted to have food orders delivered to school.

Cafeteria Rules (Middle School)

In order to maintain an orderly, clean, and safe eating space, the following student expectations have been established:

Students will...

- Move to and from lunch in a safe and orderly fashion
- Report to assigned area
- Listen and cooperate with all adults
- Wait your turn single file in the serving line
- Refrain from borrowing money or purchasing items for other students
- Remain seated while eating
- Refrain from sharing any food, drink, utensils, or other personal items
- Keep conversation levels low
- Clean up after oneself (tabletop & floor)
- Recycle placing items in proper trash receptacles
- Refrain from tossing or throwing items
- Respect individuals, facilities, and other personal property
- Wait at your seat until dismissed by an adult

Lunch Recess (Middle School)
When weather permits, students may be allowed to enjoy recess outside. Lunchroom supervisors will set the expectations for appropriate student behavior. Students who struggle to exhibit and maintain appropriate behavior at recess may forgo that privilege until able to demonstrate a willingness and ability to meet expectations. Students who are wearing a cast, boot, or a protective medical appliance, who have sutures, or who have an excused absence from PE may not participate in outdoor recess due to the risk of re-injury to that child, and the safety consideration of all students. During recess time, students will be given an alternate activity and location determined in collaboration with the teacher/coach, building Principal, and nurse.

Personal Play Equipment (Middle School)
Students may not bring their own play equipment unless adult permission has been provided in advance.

Playground Rules (Middle School)
Students must:

- Follow the District's Code of Conduct.
- Play safely.
- Not exclude other students from participating in activities.
- Stay within the defined play area on school grounds.
- Request permission to enter the building.
- Speak appropriately to supervisors and to other students.

V. Student Expectations

D181 students have established a tradition of excellent behavior. We expect our students to:

- know the difference between right and wrong and behave in a manner that is conducive to the learning environment

- respect the rights and property of self, staff, and fellow students
- make good decisions regarding behavior at school and school-sponsored events

Student Rights and Responsibilities

Students have the right to attend school in a safe and secure environment.

1. Students have the right to feel physically and emotionally secure.
2. Students have the right to a positive learning environment free from unnecessary distractions.
3. Students have the right to be treated with courtesy and decency.
4. Students have the right to attend school in a clean, orderly building.
5. Students have the right to fair treatment in all academic and disciplinary matters.
6. Students will respect the rights, individuality, and personal property of everyone in our school.
7. Students will take responsibility for cleaning up after themselves.
8. Students will protect and maintain school property.
9. Students will dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and decency.
10. Students will refrain from behavior that disrupts the educational process.
11. Students will respect the authority of all school personnel.
12. Students will adhere to all school, classroom, and bus rules (see section XII for bus rules).

Prohibited Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed
    c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
    d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

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

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

4. Using, possessing, controlling, or transferring a firearm or “look-alike,” knife, brass knuckles, or other weapons regardless of composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.
5. Verbal abuse of other students or school personnel or use of profane words or gestures.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-of, collected by a teacher or in the student’s locker during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education or 504 program (IEP/504); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.All cell Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. 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, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.
10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
11. Entering school property or a school facility without proper authorization.

12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
13. Being absent without a recognized excuse.
14. Being involved with any public school fraternity, sorority, or secret society.
15. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
16. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
17. 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
18. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as “sexting.” Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, smartphone or cellular phone.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website or application through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Complicity. Students who knowingly withhold information about an infraction or who intentionally mislead teachers or administrators in the investigation of an incident may be held responsible in part for the given incident.
21. No item should be brought to school to be sold for personal profit or trade.
22. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
23. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
24. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or any school event unless granted permission by the Superintendent or designee.

For purposes of the aforementioned rules relating to prohibited conduct, 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. Any incident, which involves battery, firearm, or drugs, will be reported to the Student Incident Reporting System (SIRS) as well as local authorities. The district prohibits the use of isolated time out, time out, and physical restraint, as defined in 105 ILCS5/10-20.33.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

Cell Phones and Similar Electronic Devices

Cell phones, smart watches, and similar electronic devices shall be collected by a teacher (elementary) or kept in a student's locker (middle school) during the regular school day and while attending school-sponsored activities unless: (a) the teacher/staff member grants permission or (b) use of the device is provided in a student's individualized education or 504 program (IEP/504). The school does not claim any responsibility or liability for student's personal items like these or others.

Cell phones, smart watches, and similar electronic devices not stored or used appropriately may subject a student to disciplinary actions. Students who are unable or unwilling to refrain from the use of a cell phone or similar electronic devices at school may receive consequences and confiscation of the cell phone until such time as a parent/guardian can come and meet with the building administration. Students are strictly prohibited from using cell phones or other electronic devices to take pictures or record school personnel or fellow students without authorization. Students using cell phones or electronic devices for unlawful purposes will be referred to local law enforcement.

Technology/Computers

Technology/computers are integrated throughout the curricula in District 181. Student use of these resources is encouraged. Misuse of technology/computers will not be tolerated. **Students who destroy or damage any technology/computer will be held responsible for the cost of repairs and/or replacement.**

The following behaviors are strictly prohibited:

- Tampering or destruction of computer system software and/or computer hardware
- Theft of computer programs, hardware, or software
- Tampering or destruction of other users' files or teacher web pages
- Accessing, without authorization, other students' files, passwords, and grade information
- Submitting, posting, publishing, forwarding, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, harassing, or illegal material that affects the learning environment in the school
- Knowingly accessing (includes continued use of material apparently restricted even though inadvertently accessed) obscene, pornographic, or material instructing on the use of violence or weaponry.
- Taking pictures or recording without teacher permission.

Virtual and Remote Learning

Please be aware that the use of third-party virtual platforms creates potential privacy risks, such as risks related to encryption reliability, unauthorized access, data breaches, and/or student access to non-school-sponsored content. In addition, depending on the virtual platform used, the platform may use, maintain and/or disclose information gathered in connection with virtual sessions for its own purposes, including purposes related to product development and/or marketing. While these privacy risks do exist, our

staff are taking reasonable measures to ensure confidentiality and security of information exchanged while supporting students through these virtual platforms.

School staff will communicate with you as to when videoconferencing, live streaming, and recorded lessons will be available for your student – either for individual or group instruction. On your end, if your student is participating in a group instructional or related service session as part of remote instruction, we ask that you ensure that your student is in a quiet, school-work designated space and/or using headphones and that your student's device is non-public facing. We are asking students and parents to maintain information learned about other students in a confidential manner, just as we would expect for our students who participate in group sessions and classes while attending in-person instruction. This request applies to maintaining information related to student participation in Livestream class lessons and prerecorded class lessons in a confidential manner. No video conferencing session, or live streaming, or prerecorded lesson may be recorded or redistributed by students or parents in any manner.

Internet Postings
While the District respects students' right to freedom of expression under the First Amendment, students may be disciplined for website postings or software application postings that (a) materially and substantially disrupt the educational process and/or (b) constitute threats that endanger the health, safety, and well being of District students or staff members.

Consequences may include but are not limited to: loss of computer privileges, detention, Friday Extended Day School, suspension, and/or expulsion.

Disciplinary Procedures
Each discipline issue shall be considered on an individual basis. It will be the responsibility of each classroom teacher to handle all routine discipline problems.

The grounds for disciplinary action also apply 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 attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

When a student's behavior or conduct interferes with the learning opportunities of others or creates a potentially unsafe environment, the student will be referred to a building administrator. It will then be the responsibility of the administrator to make a judgment according to the progressive disciplinary action policies of the district as to which action(s) may best restore safety and order to the learning community. Taking into consideration both the frequency and nature of the infraction(s), the administrator will apply measures that redirect and improve the likelihood that such behaviors are not repeated by the student.

Disciplinary measures may include, but are not limited to:

1. Temporary removal from the classroom.
2. Notifying parents/guardians
3. Lunch Detention
4. Morning Detention
5. After School Detention
6. Disciplinary conference
7. Peer mediation and restorative justice
8. Withholding of privileges
9. Extended Day School
10. Seizure of contraband
11. Suspension of bus riding privileges
12. In-School Suspension. An in-school suspended student is responsible for all missed schoolwork but is not permitted to attend classes. Supervision will be provided by school staff.
13. Out of School Suspension from school and all school activities for up to 10 days. An out-of-school suspended student is responsible for all missed schoolwork but is prohibited from being on school grounds.
14. 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.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

Detention

Detention is keeping a student either during lunch period or before/after school for a determined amount of time. Students may be required to serve detentions on the day they are given. A student will not be detained after school without parent notification. The length of the detention will be decided by the individual teacher, and the student will serve the detention as assigned. Detentions take priority over all extracurricular activities.

Extended Day School

Extended Day School may be assigned in lieu of an in- or out-of-school suspension. Extended Day School may also be recommended for students who need additional time to complete their work in a structured environment.

Suspension

Suspension, whether in or out of school, is the temporary exclusion of a student from school or a class for a period of time not to exceed ten school days. A student may be suspended from riding the bus for more than ten days for safety reasons (see section XI for complete bus rules).

An out-of-school suspended student may not appear on school property or at any school-sponsored activity. The student will be required to make up all work and tests missed for full credit. It is the student's responsibility to make arrangements with teachers for such work.

Students will be afforded due process rights as stated in the District 181 Board Policy Manual.

Parents shall receive an Out-of-School Suspension Reporting Form which includes the following information: policy violated, dates of suspension, description of incident, and rationale for suspension and length.

Expulsion
Expulsion is the exclusion of a student from school and all school-related activities for gross disobedience or misconduct for a period of time greater than ten (10) school days, but no longer than two (2) calendar years, as determined by the Board of Education. Students will be afforded due process rights as stated in the District 181 Board Policy Manual.

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

Prohibited from School Grounds
The following items and behaviors are not allowed at school. These items may not be brought to school unless they serve a specific function in a class. Permission to bring them must be granted by a staff member.

1. Heelies, games, personal play equipment (i.e. basketballs), and trading cards.
2. Items considered by staff or administration to present clear hazards to staff or students, including but not limited to: weapons, weapon components, look-alike weapons, fireworks, stink bombs, spiked bands, heavy gauge chains, matches, or lighters.
3. Tobacco, alcohol, drugs, placebos, drug paraphernalia, inhalants, or look-alikes. (Possession or use of illegal substances will be referred to local police authorities.)
4. Clothing with reference to drugs, alcohol, sex, obscenities, violence, ethnic slurs or gangs.
5. Profanity or verbal abuse of any kind.
6. Gambling
7. No item should be brought to school to be sold for personal profit or trade.
8. Hats or other head coverings may not be worn in the building. Exceptions to these provisions shall be made by the administration on a case-by-case basis.
9. Gum is only allowed with the permission of a staff member.

10. Any item, that would interrupt, detract from, or interfere with the educational process.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

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

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

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was as involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as the school property itself.

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

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

Student Dress
Students are expected to dress in a manner that upholds acceptable standards for cleanliness, modesty, and safety. Student dress should not interfere with or be disruptive to the educational process. Students will be asked to change any clothing deemed inappropriate for school. Continuous disregard of these rules may result in further disciplinary action. 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.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Student uniforms (Extracurricular and Athletic Activities) may be modified to comply with religious tenets or personal modesty preferences.
- Hats, coats, bandannas, sweatbands, and sunglasses may not be worn in the building during the school day.
- Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building Principal will make the final decision.
- Field trips require appropriate school attire. Some field trips, however, may require a more formal dress.

Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Reciprocal Reporting
To help maintain the safety of students and staff members, District 181 has a Reciprocal Reporting Agreement with the villages of Hinsdale and Clarendon Hills. The Agreement permits District 181 and police departments to exchange information regarding students who commit offenses involving the unlawful use of weapons, a violation of the Illinois Controlled Substances Act, a violation of the Cannabis Control Act or a forcible felony on

or off school grounds, and any criminal actions committed on school grounds. Information obtained by the School District pursuant to the agreement is kept confidential and maintained according to law.

Access to Student Text Messaging and Social Networking Applications and Websites
School authorities may not request a student or their parent/guardian provide a password granting access to said student's account/profile if school authorities have reasonable cause to believe that a student's account on a social networking application/website contains evidence that a student has violated a school rule or district policy.

Prevention of and Response to Bullying, Intimidation, Harassment, or Violence
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 and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, parenting status, pregnancy, parenting 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 other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the

identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Non-Discrimination Coordinator:
Dr. Gina Herrmann
115 W. 55th St.
Clarendon Hills, IL 60514
(630) 861-4900
gherrmann@d181.org

Complaint Managers:

Dr. Gina Herrmann
115 W. 55th St.
Clarendon Hills, IL 60514
(630) 861-4900
gherrmann@d181.org

Dr. Kathy Robinson
115 W. 55th St
Clarendon Hills, IL 60514
(630) 861-4900
kathyrobinson@d181.org

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.*

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Sexual Harassment Prohibited (Title IX)

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District.

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.

Student Violence
Student violence and/or threat of student violence against any student, district staff member, and/or district property will not be tolerated.

Types of violent/threatening conduct include but are not limited to:

- Knowingly, willingly, or recklessly placing others in danger of imminent serious physical harm
- Threatening, planning, or conspiring with others to engage in violent activity
- Joking about, engaging in violent acts against others, or otherwise making any statements, threats, or intimidating remarks (bullying) which might reasonably be interpreted by others as indicating a threat or plan to engage in some type of violent activity

All school-level policies/procedures regarding student violence are governed in detail by Board of Education Policy 7:190.

In all cases of alleged **discrimination, harassment, bullying, or violence, the following procedures will be followed:** (a) a prompt and thorough investigation of alleged incidents of discrimination, bullying, intimidation, harassment or violence will be conducted, (b) each student who violates one or more of these policies will receive appropriate consequences and remedial action, (c) students will be protected against retaliation for reporting such conduct, d) parents will be notified, and e) contact with law enforcement officials will be made when appropriate.

Complaint and Due Process

A. All students are obligated to report knowledge of any violations or potential violations of these policies to any teacher, social worker, administrator, or district Title IX Complaint Manager (Assistant Superintendent for Human Resources or his or her designee).
B. Students who deliberately make false or misleading reports will be subject to disciplinary action.
C. Students who retaliate against students who report violations to these policies are subject to disciplinary action.

Students violating any provision of these policies will be subject to appropriate discipline, up to and including suspension and expulsion.

Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. However, if for some reason there is a reluctance to participate in the process by the threat maker(s) or parent/guardian(s), the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

VI. Extracurricular and Athletic Activities

District 181 Athletic and Club Philosophy

Promote values and student success through active participation, skill building, teamwork, and sportsmanship while in a positive learning environment.

Active Participation

- Emphasis on participation over win/loss record
- Provide opportunities for everyone to participate
- Encourage living an active healthy lifestyle
- Emphasis on having a fun, enjoyable experience

Skillbuilding

- Focus on the fundamentals of the game
- Build a foundation for future development

- Development of age appropriate skills
- Build and improve self-confidence

Teamwork

- Emphasis on working together for the benefit of everyone
- Promote cooperation and encouragement among peers
- Opportunity to socialize and get to know others outside of the classroom
- Foster a sense of community

Sportsmanship

- Promote respect for others - teammates, opponents, and officials
- Play with integrity
- Be a good sport both in winning and losing
- Demonstrate self-control in all situations
- Positive adult role models that lead by a positive example
- Appropriate roles - coaches and players

Extracurricular Activities (Elementary)

School-sponsored extracurricular activities and clubs are a privilege, not a right. They are offered based upon staff availability and funding. Families who cannot afford extracurricular activities fees are asked to contact the building Principal or social worker.

Extracurricular Activities (Middle School)

Extracurricular activities (Athletics & Clubs) are designed to enhance a student's middle school experience. The faculty and staff encourage students to take advantage of extracurricular opportunities that represent a range of interests. These activities are optional and are open to all D181 students. The activities take place before or after school throughout the school year. Both cut and no-cut opportunities are available to all students.

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building Principal.

A clubs and activities fair will be held annually in the fall after school. Students are encouraged to attend to learn more about the activities available this school year. A list of clubs and activities will also be available in the PTO directory.

Families who cannot afford the activity fees are asked to contact the building Principal or their child's social worker for waiver information.

Behavior at Extracurricular Events (Assemblies, Athletic Events, Field/Class Trips, Graduation, Dances and Extracurricular Activities)
All school rules apply to assemblies, athletic events, club activities, field/class trips, graduation, dances, and other extracurricular activities. Attendance at all of these events is a privilege. Students are expected to be respectful, courteous, and behave appropriately. Participation may be revoked as a consequence of disruptive behavior or repeated infractions of school rules or District policies.

Only current middle school students may attend their own respective school dances.

Extracurricular Participation & Associated Fees

1. Participants must submit a completed parent/guardian permission form prior to participation in an activity.
2. Participants are required to pay a fee.

All athletes who participate in interscholastic sports are required to have:

1. an annual Sports Physical Examination Form and
2. a completed Agreement to Participate form prior to trying out for Basketball, Cheerleading, Cross-Country, Track and Field, or Volleyball.

These forms are on file with the school nurse. If you are unsure what constitutes an athletic club, please contact the school nurse. The sports physical and Agreement to Participate form must be on file in the nurse's office before a student will be allowed to participate in team tryouts for interscholastic athletic activities. A completed sports physical is valid for one calendar year.

Extracurricular Participation Eligibility (Middle School)
To participate in extracurricular activities a student must be in good standing as a member of the learning community. Students may not have any outstanding detentions or suspensions in order to participate in extracurricular activities. Students must maintain passing grades in all subjects and have no more than 2 letter grades of D among all classes from week to week. Academics take priority over extracurricular activities. Students may be temporarily excluded from participating in extracurricular activities until they have improved their grades and meet the criteria above. While not a comprehensive list, exclusion from extracurricular activities may include meetings, practices, competitions, performances, graduation activities, school dances, etc.

Extra-Curricular Participant Code of Conduct

1. Participants will always conduct themselves in a manner that will bring credit to their teams, coaches, sponsors, parents, school, and themselves.
2. Participants and spectators will follow all school rules and cooperate in the spirit of sportsmanship and citizenship during school and at school activities.

3. **Infractions of school rules that result in suspension or expulsion from school will automatically remove the participant from the program** until reinstatement by the school administration.
4. Insubordination and unsportsmanlike conduct will not be tolerated.
5. Special training rules and behavioral restrictions may be established for any of the various sports by the coach involved (subject to the approval of the athletic director and Principal).
6. **Students must be in attendance at school for the full day in order to attend or participate in extracurricular activities that day.** Exceptions may include attendance at a funeral, emergency situations, medical/dental appointments, or other special situations approved by the building administration.
7. Participants with medical excuses from physical education class on a given day may not participate in interscholastic sports on that day.
8. **Participants who receive disciplinary action(s) may be ineligible to participate in meetings, practices, games, and activities until after such consequences have been served** unless authorized by a building administrator.
9. Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.

Infractions of these rules will be handled by the advisor involved, the athletic director, and/or administrator. **An infraction may result in the participant's dismissal from the team or club.**

VII. Health and Medical

School Nurse
A nurse is on duty on a full-time basis. **Students must have a pass or main office notification from a teacher before going to the nurse's office.**

P**l**ease notify the school of any changes in health-related issues, parents'/guardians' daytime phone, cell phone, or emergency numbers.

When your child is sick, please notify the school of the reason for absence. If you would like to report your child's absence electronically, please do so at: https://www.d181.org/parents/report-absence.

For your child to return to school they need to:

- Be free of fever (less than 100 degrees F) for at least 24 hours without the use of medication.
- Have no vomiting for 24 hours after the last occurrence, without the use of medication, and the child is able to hold down fluids and food.
- Have no diarrhea for 24 hours after the last occurrence, without the use of medication.
- If diagnosed with pink eye or strep throat, the child must remain at home for 24 hours after treatment begins.
- Unidentified rashes should be seen by a doctor and determined to be non-contagious before returning to school.

Medications
Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours, or on overnight trips, they must:

- Submit a completed School Medication Authorization Form to the school nurse along with the medication in its **original pharmacy container** clearly marked with the student's name, doctor's name, contents, and dosage. The authorization forms are available in the nurse's office or on the District website (D181 Health Information Forms). **The School Medication Authorization Form must be signed by the student's parents/guardians and licensed health care provider for all prescription and over-the-counter medication**.
- Take medication in the presence of the school nurse or a designated school official. However, a student may possess medication prescribed for asthma or an Epi-Pen prescribed to control an allergic reaction for immediate use at the student's discretion, provided there is a School Medication Authorization Form on file at school. A prescription label for rescue asthma medication is acceptable if the student's parent has provided written permission (page two of the School Medication Authorization Form) for the student to carry and self-administer an inhaler prescribed for asthma. School Medication Authorization Forms expire at the end of the school year; if medication is needed at school during the next school year, a new School Medication Authorization Form is required.

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.

Illinois Undesignated Emergency Medication Acts

Our top priority is the health and safety of your children. This policy authorizes our school nurse(s) or other trained staff to provide emergency medication to students who are experiencing medical distress while at school, on school property, or at a school-related event. This program is available to all students, even those who do not have a formal diagnosis. The goal of this policy is to allow school-based medical staff to administer life-saving medication to a child who is in distress. Our trained staff will only administer medication in a true medical emergency.

The undesignated emergency medications that the District is authorized to possess and administer on an emergency basis include asthma medication (i.e. Albuterol), epinephrine injectors, and opioid antagonists (i.e.Narcan). The District has nurses and trained staff members who can administer such medications in emergency situations which warrant the respective medications. If any of these emergency medications are given to your student while at school, on school property or at a school-related event, you as the student's parent/guardian will be notified immediately. If your student is prescribed asthma medication or epinephrine,

you should notify the school and provide the school with your student's personal inhaler or epinephrine injector along with the asthma action plan or allergy action plan from your student's doctor. The emergency asthma medication and emergency epinephrine medication are not intended to replace your student's personal medication device but will be available in case of emergencies. This policy provides peace of mind knowing that your child will receive immediate care in a medical emergency. For more information regarding this act, please review the linked D181 Undesignated Emergency Medication Policy Letter.

Your child's medical provider should continue to prescribe an epinephrine auto-injector (EpiPen) to be kept at school and complete an Allergy Action Plan and a School Medication Authorization Form if your child has a known life-threatening allergy that may require epinephrine. The undesignated emergency epinephrine will not be sent on field trips or to any school-related events that occur off school property.

Food Allergy Management Plan

The D181 Food Allergy Management Plan was adopted by the District 181 Board of Education on May 21, 2018. For a copy of the Plan in full, please see the district website at D181 Parents Health Information and the Food Allergy Management Plan.The Plan is aligned with Board policy 7.285 and provides a comprehensive, district-wide plan to prevent or reduce allergen exposure, educate staff, and respond to food allergy emergencies. 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. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.The plan will be reviewed annually by a Food Allergy Committee organized by the Superintendent. Please check with principal/building nurse for list of preferred food vendors for this year. More information on the Food Allergy Management Plan is included in the required parent/student sign-off page as part of this handbook.

Physical Exam

All students entering preschool, kindergarten or first grade for the first time, 6th grade students (current, transfer in or out of state/country), and any student who enters an Illinois school for the first time, must have on file with the school nurse a valid State of Illinois Certificate of Child Health Examination form prior to the 1st day of student attendance. If the student has not turned in a valid physical examination on or before October 15th of the current school year or has enrolled after the October 15th deadline without a valid physical examination, students will be subject to exclusion from school.

Immunizations

All Illinois students must submit proof of up-to-date, accurate, and complete immunization records prior to the first day of student attendance. Illinois students without immunization records after October 15th of the current school year are subject to exclusion from classes.

All students must provide evidence of being protected for diseases and at intervals listed per Illinois State Board of Education's 2019-2020 Clarification of the Immunization Status of Students' to be considered in compliance with state law.

Dental Examinations
All children in kindergarten, second and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year in accordance with rules adopted by the Illinois Department of Public Health. Dental examinations completed 18 months prior to the May 15th deadline are acceptable. Here is the link to The State of Illinois Proof of School Dental Examination Form.

Eye Examinations
All children enrolling in an Illinois school for the first time shall have an eye examination. Each such child is to present proof of having been examined by a physician to practice medicine in all its branches or a licensed optometrist within the previous year on or before October 15th of the school year. The eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation. Please note that a vision screening is not a substitute for a complete eye examination. Here is the link to The State of Illinois Eye Examination form.

Hearing and Vision Screening
Vision and hearing screenings are performed by trained and certified Vision & Hearing staff in accordance with the Illinois Child Vision and Hearing Test Act [410 ILCS 205]. Vision screening is performed annually on all children in special education, children new to the district, and teacher/parent referrals. Vision screening is also performed beginning at age 3 in all licensed daycare/preschool programs. Once a child begins school, vision screening is performed in grades K, 2, and 8. Children wearing glasses or contact lenses are included in the screening program, however, the vision screening assessment is not administered. At the time of the screening, the examiner checks the frames for breaks and the lenses for scratches[3].

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

Hearing screening is performed annually on preschool children 3 years of age or older, and for all school-age children in grades kindergarten, first, second and third, in a special education program, and/or have been referred by a teacher or parent; or are transfer students.

Please contact the school nurse if you have any questions or would like further information regarding vision/hearing screenings.

Exemptions
While it is not recommended, it is possible for students to have vaccinations (not the physical exam) waived due to parental religious objections. In order for a student to qualify under “religious objection” the Illinois Certificate of Religious Exemption Form must be completed for each child. This form can be accessed on the ISBE website: ISBE.net: School Health Issues: Immunization: Request to waive immunizations or physical examinations due to religious beliefs (Public Act 99-0249).

Please note, if your child qualifies under “religious exemption” they will be placed on susceptible lists at their school and are subject to exclusion from classes in the event of a vaccine-preventable disease outbreak.

Students who have a medical contraindication to receiving a vaccination should submit a medical provider letter, dated before October 15th of the school year, or after October 15th of the school year, upon enrollment which includes: (1) Reason for medical contraindication, (2) Date of next scheduled dose (if applicable) and (3) Is signed and dated by the medical provider.

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.

Physical Education Excuses
To be excused from PE, a student must have a note from a parent, MD, DO, (Doctor of Osteopathy), APN, or DC (Doctor of Chiropractic), if the PE/sports excusal **is unrelated to concussion**.

A note from a parent/guardian may excuse a student for up to three (3) days from participating in physical activity. After that, a medical provider's note will be necessary in order to be excused from participating in physical education. The provider's note must indicate the general nature of said injury along with the period of time a student is to be excused from physical education and/or the date in which a student may return to physical education without restrictions. Students who are wearing a cast, boot, or a protective medical appliance may not participate in PE due to the risk of re-injury to that child, and the safety consideration of all students. During PE, students will be given an alternate activity and location determined in collaboration with the teacher/coach, building Principal, and nurse.

Students that are excused from physical education may be given an alternative learning activity and different meeting location during the physical education period to minimize the risk of further injury. The physical education teacher will determine if an alternate location is needed to ensure the student's safety during the physical education period. Students that are excused from physical education by a medical provider will not be permitted to participate in before/after school activities that require physical activity congruent with physical education or interscholastic sports until medically cleared by the medical provider.

If the PE excusal **is related to a concussion and has been formally diagnosed by a licensed medical provider**, the student will not be allowed to re-enter physical education, or before/after school interscholastic sports until they receive a note from an MD, DO, (Doctor of Osteopathy), APN, or DC (Doctor of Chiropractic) clearing them for physical activity and specifying any restrictions or limitations the student has. In addition, parents and students are required to sign a return to play post-concussion form (on file with the school nurse). Concussion Public Act 100-0747

Accidents
In case of a minor accident, students will be given first aid by the school nurse. In the event of a more serious accident, parents will be notified immediately. If parents cannot be reached and the child requires immediate care, the emergency number will be called. When a student emergency requires immediate medical attention and/or hospitalization, it will be the decision of the local EMS to determine the appropriate and available hospital to be used.

Head Injuries
If a child sustains a head injury while attending school, the school nurse will be contacted to assess the student. Depending on the nurse's assessment, EMS may be initiated, and a parent/guardian will be contacted. The nurse will assess all students who have sustained a head injury for a concussion.

D181 Concussion Protocol
Board Policy 7:305: Student-Athlete Concussions and Head Injuries were amended to fully comply with the Youth Sports Concussion Safety Act. The Act is a requirement for all elementary and high schools in the state of Illinois and includes Return-to-Learn and Return-to-Play protocols following a medical provider diagnosed concussion.

If your child is formally diagnosed with or suspected of having sustained a concussion, the school nurse will follow up with you regarding these protocols and all necessary documentation.

Return to Learn: If your child requires academic accommodations post-concussion, a medical provider note confirming concussion diagnosis and recommendations for academic accommodations should be turned in to the school nurse.

Return to Play: If your child sustained a concussion in or outside of school, he or she will require
1. A medical provider's note clearing him/her for participation in PE class and interscholastic sports.
2. A parent consent form is completed to return your child to physical activity participation.

If your child is formally diagnosed with or suspected of having sustained a concussion, the school nurse will follow up with you regarding these protocols and all necessary documentation.

For more information about D181's implementation of this Act visit the district's website located under D181 Parents Health Information and Concussion Information: D181 Return to Play and Return to Learn Protocols.

Lice
Parents should regularly check their children for evidence of head lice and provide immediate treatment if head lice are detected. If a child has evidence of head lice the school should be informed. Contact the school if you are not sure your child has head lice and you need an opinion. Active head lice should be treated with a pediculicide shampoo and combing. Following treatment or manual removal of head lice, a school nurse may check the child for live lice only with parental consent.

Student Accident Coverage
This Student Accident Coverage is provided at no cost to you, as a benefit of your local school district's membership in the Workers' Compensation Self-Insurance Trust (WCSIT). This Coverage protects your K-8 child while attending academic classes during the regular school session against excess medical expenses for an accidental injury. This protection extends to your child's travel time directly to and from your residence to attend academic school sessions, up to one hour before and one hour after regular classes. This Coverage is subject to the terms, conditions, limitations, and exclusions in the School Time Plan of Coverage including the limit of $5,000,000 per Eligible Person as shown on the Certificate of Coverage issued to your school or the expiration of the ten (10) year benefit period, whichever occurs first. This Coverage also protects your K-8 child while participating in a school activity.

Complete and submit the Claim Form to Gerber Claims Management no later than 90 days after the date of the accidental injury. See School Nurse for Student Accident Coverage form.

Student Support Resources
Safe2Help Helpline - **1-844-4-SAFEIL**
National Suicide Prevention Lifeline - **988**
Crisis Text Line - **Text HOME to 741741** for free 24/7 crisis counseling

VIII. Personal Property, Search & Seizure

Lockers
All lockers belong to D181 and are loaned to students during the school year. Each student will be assigned a hall locker and a locker for physical education (Middle School).

The school reserves the right to open lockers, backpacks, and purses (with or without the student's knowledge) for general inspection or when there is a reasonable concern that the student has an illegal or harmful substance or article in the locker. Expectations related to school lockers.

- Students are expected to keep locker doors shut when not in use and locked.
- Students must purchase locks from the school office for their Phys. Ed. gym locker. (Middle School)
- Lock combinations should be kept confidential and not shared with others. (Middle School)
- Students are to keep their lockers clean and organized. There will be periodic locker checks.
- Students may only decorate the outside of lockers with prior permission, and should never include food.
- Students may be charged for any damages and will lose privileges if the locker is damaged.
- Items of unusual value or large sums of money that need to be brought to school should be taken to the office for safekeeping. Lost or stolen items are not the responsibility of the school.

Physical Education Locker (Middle School)
A physical education locker is assigned to each student for the storage of items necessary for his/her physical education class. There should be no food/drink or other materials in these lockers. An exception to this will be if the student is on a school athletic team. In this case, the student may store the school team uniform in the physical education locker.

Physical Education Clothing (Middle School)
All students are **required** to wear uniforms for a physical education class. Uniforms consist of a shirt, shorts, socks, and athletic shoes. Shorts and shirts can be purchased in the main office. Further information about cost and sizes will be provided to parents with the summer registration materials.

Lost and Found
Each D181 middle school has a designated primary Lost and Found area. Other locations include individual classrooms and gym offices. Students need to check all places for lost items. If an item is not found, report the missing item to the office. Items left unclaimed for an extensive period of time may be donated to charity.

Search and Seizure
In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment; Personal Effects Left 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.

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

Seizure of Property
If a search provides evidence that the student has violated or is violating Illinois law, school rules, and/or the district’s policies, it may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

IX. Reporting Student Progress

Grading and Promotion (Elementary)
It is the policy of the Board of Education that a student who finishes a grade in any District school and has shown satisfactory progress for the year shall be promoted to the next higher grade. The decision to promote a student to the next grade level shall include but may not be limited to successful completion of the curriculum, attendance, and academic performance. A student shall not be promoted based upon age or any other social reason unrelated to academic performance. The administration shall determine appropriate remedial assistance for a student who is not promoted. Where exceptional progress exists, the parents/guardians will be called for a conference prior to a decision about promotion.

Report Cards (Elementary)
Each trimester, parents can expect their child’s report card approximately two weeks after the grading period ends. Report cards will be available through the Skyward parent portal. Parents are welcome to initiate

communication with their child's teacher about grading and student progress at parent/teacher conferences or by appointment.

Grading for Report Cards (Middle School)
All grades are calculated using a 4.0 scale. While plus and minus designations may appear on the report card, grades are figured as follows:

Letter Grade		Grade Points	Percentages
A	=	4.0	90 - 100%
B	=	3.0	80 - 89%
C	=	2.0	70 - 79%
D	=	1.0	60 - 69%
F	=	0	0 - 59%

Internet Grade Access/Parent Portal (Middle School)
Skyward Parent Portal provides electronic access to student grades and attendance for families. Each family will receive a confidential login to access the Parent Portal portion of our student information database. Teachers will update grades twice per month.

Report Cards (Middle School)
Grades can be accessed online at any time using the parent portal. Parents will be notified at the end of each marking period to check the portal for quarter grades. End-of-year report cards will be mailed home approximately 2 weeks after the end of the school year. End-of-year report cards include grades for all four quarters.

Parent Conferences
Parent conferences are traditionally held in the fall. Information about dates, times, and schedules will be provided. In addition to the fall conference time, conferences may be arranged by parents, teachers, or administrators whenever circumstances warrant. Parents need to call the school to schedule an appointment in advance.

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-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

X. Student Services

Admission of New Students

Registration of new students is handled by the District Administrative Office. Proof of district residency and a copy of the student's birth certificate are the only initial requirements to enroll. Subsequent to enrollment, please see the Health and Medical Services Section of the Student Handbook regarding required student health and immunization records. It is contrary to the policy of the Board of Education to admit students who do not legally reside with their parents/legal guardians within the district's boundaries.

Falsification of information on the residency form submitted to District 181 may result in the child being excluded from school. This may expose the parent to monetary liability under Illinois law for payment of tuition for such time as the child was illegally enrolled in the district. The District's complete residency policy and procedures are enumerated within Board Policy and Administrative Regulation 7:60, both of which may be obtained at the District's Administrative Offices.

If a student's change of residence is due to the military service obligation of the student's legal custodian, then upon the written request of the person having legal custody of the student, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation. The District, however, is not responsible for the student's transportation to or from school. If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Open Enrollment

District policy governs student assignment to designated neighborhood schools. The policy allows families to apply for enrollment at another school. Open enrollment requests must be submitted to the Superintendent and are decided on a space-available basis. Admission is subject to administrative discretion as outlined in Administrative Procedures (Board Policy 7:30). Parents/Guardians whose children attend a school other than the designated neighborhood school are responsible for transportation to and from school.

Homeless Students

When a child loses permanent housing and becomes eligible for education services under the McKinney-Vento Homeless Assistance Act, or when a child is in transition between his or her temporary living arrangements, the parent or guardian of the 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 that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Education of Students With Disabilities

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 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 22nd birthday for whom it is determined that special education

services are needed. It is the intent of the school district to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Parents with questions pertaining to Special Educational Services may learn more by clicking on the ISBE publication "Notice of Procedural Safeguards for Students with Disabilities" or contact the District 181 Department of Learning to obtain further information about Special Education Services.

Preschool Program
Any preschool-aged child with or without disabilities may be considered for enrollment in the District's Preschool/Early Childhood Education (ECE) program. Students are instructed by a certified teacher and supported by related services staff (e.g. Speech/Language Pathologist, Occupational Therapist, Social Worker). Children without disabilities benefit from the individualized and small group instruction at their own ability level, while the children with disabilities benefit from their interactions with typical peer models. Parents may apply by contacting the program administrator on the D181 Website.

Preschool Screening
Preschool screening for three, four, and five-year-olds are conducted on a monthly basis at Oak School. The purpose of the screening is to identify children who may be eligible for special education and related services. During the screening, parents are given the opportunity to meet and consult with District 181 personnel. If parents have questions about their child's readiness for kindergarten, they are encouraged to have their child participate in the screening. Screening for children ages 0-2 who may have a disability is available by calling the Department of Learning at 630-861-4900.

Gross Motor Screening
Each fall gross motor screenings are conducted for all kindergarten and new first-grade students. The school contacts parents of children identified by the screening who may benefit from gross motor support. Parent consent is required prior to a child's participation in gross motor classes.

Continuum of Placement Options and Services for Students with Disabilities
District 181 provides a continuum of placement options and services for students eligible for special education. A student's placement options and support services are determined by the student's IEP team. A student may spend all or part of his/her day in settings such as general education classrooms with accommodations and/or other supports, resource classrooms, and instructional classrooms. The student's IEP team may also consider special schools and services outside the District. The IEP team will determine the most appropriate and least restrictive environment that meets the individual needs of the child. In addition to general education classes, related services (e.g. OT/PT, Speech Therapy, Social Work), resource classrooms, and special education programs may be recommended for eligible special education students.

Section 504
Students with disabilities who do not qualify for an Individualized Education Program (IEP) may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student: (1) has a physical or

mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of an individual's disability in any educational program, or activity receiving federal funds. This statute obligates public schools to provide equal access and equal opportunity to otherwise qualified persons with disabilities. A student is protected from discrimination under Section 504 if the student has a mental or physical impairment that substantially limits one or more major life activities.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact your building Pupil Services Administrator or Principal.

Discipline of Students with Disabilities
Students who are eligible for special education services (have IEPs) or who have Section 504 Accommodation Plans are generally expected to comply with the Discipline Code but may also be subject to unique consideration of disciplinary action based on their disability and the relationship of that disability to the infraction. These actions are governed by the Illinois School Code, the Illinois Administrative Regulations for Special Education, and federal legislation and regulations pertaining to the Individuals with Disabilities Education Act. (Policy 7:230, Misconduct by Students with Disabilities)

Education of English Language Learners
The school offers opportunities for English Language Learners to develop high levels of academic attainment 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 Language Learners will be given prior notification regarding their child's qualifications and an opportunity to have input in the placement process. Other general information about the District's English Language Learners program for which a child qualifies should be directed to the building Principal.

Advisory Program (Middle School)
The advisory program is a school-wide program designed to match all students with an adult mentor or advisor. **The advisor is the student's link between home and school and is a primary contact person at the school.** Advisory time is dedicated to team-building activities, community service projects, and affective activities designed to teach skills such as responsibility, conflict resolution, and interpersonal relationships.

Social Workers
School social workers are available to students, parents, and teachers to help students achieve maximum academic benefit during their middle school years. Social workers work with students to help them deal with school and life issues.

School social workers help students understand themselves and others, develop self-control and take responsibility for their actions, cope with stress, and develop strong decision-making skills. Parents are welcome to consult with the school social worker to better understand and meet their child's needs on all levels—academic, social, and emotional. Often, school social workers intervene on behalf of students and families at all levels within the school setting. If the need arises, school social workers can provide referrals to

community resources. While bound by a number of laws and codes of ethics and confidentiality, school social workers endeavor to open lines of communication between children, families, and schools.

Counseling Services

Any student 12 years of age or older may request to receive counseling services. The student may receive up to eight 90-minute sessions. After the eighth session, the consent of a parent, guardian, or person in loco parentis will be required before continuing counseling services.

Family Educational Rights and Privacy Act (FERPA) - Privacy and Student Records

Both the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) protect the privacy of student education records and provide parents with the right to inspect, copy and challenge material contained within their children's education records**.**

Specifically, FERPA is administered by the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605, and affords parents the following rights:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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.

Complete copies of the Board policy and procedures regarding student records and confidentiality can be obtained by contacting the Superintendent's office.

Prioritization of Urgency of Need for Services (PUNS)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page PUNS Brochure

You may also contact the following District employee for assistance:
Ms. Erica Ekstrom
eekstrom@d181.org

XI. Transportation

Bicycles (Elementary)
Students in Grades 3-5 may ride their bikes to school. Bikes must pass a safety check at the beginning of the school year for students to continue riding throughout the year. After participating in the bike safety check students in Grades 3-5 may ride their bike to school. Students who use bicycles to commute to school must dismount and walk their bicycles to the bike rack upon arrival on school grounds. Students are expected to wear properly fitted bike helmets. Please follow all bicycle rules of the road when going to and from school. All bicycles must be **locked** in the school bicycle racks. The District is not responsible for bikes brought onto school grounds.

Bicycles (Middle School)
There are bicycle racks located at the main entrance of the buildings. All bicycles must be **locked** in the school bicycle racks. Please follow all bicycle rules of the road when going to and from school. Students who use bicycles to commute to school must dismount and walk their bicycles to the bike rack upon arrival on school grounds. Students are expected to wear properly fitted bike helmets.

Motorized Scooters, Motorized Bikes, Rollerblades, Skateboards, Scooters, Skates, etc.
The following are prohibited on school property: skateboards, rollerblades, and wearing shoes with wheels (heelies). Use of these items poses a safety hazard and may cause a potential disruption to the educational environment and damage school property. Therefore, they are not permitted on school grounds at any time. If brought on school grounds, these items will be confiscated by administration and only returned to parents/guardians.

Students who use motorized bicycles or scooters to commute to school must dismount and walk them to the bike rack upon arrival on school grounds. Riding motorized bicycles or scooters on school grounds is prohibited. Students are expected to wear properly fitted bike helmets. All motorized bicycles or scooters and their riders must follow local village ordinances. The District is not responsible for motorized bicycles or scooters confiscated by local authorities.

*A motorized scooter is defined as a two-wheeled device that has handlebars, a floorboard designed to be stood upon when riding, and is powered by a motor, either gas or electric. A motorized bicycle is defined as a two or three-wheeled device that is capable of no more than 30 mph on level ground, and equipped with a motor, either electric or gas, with or without pedals for human propulsion.

Cell Phone Use in School Zones
According to state law, drivers may not talk on a cell phone while driving through school speed zones unless they are using a hands-free device. Your cooperation is appreciated in helping to maintain a safe school environment.

Student Drop Off/Pick-Up and Crossing Guards
Many students are dropped off and picked up from school. For specific details about the pick-up and drop-off procedures at your child's school, please check with your Principal. It is important for the safety of all that drivers follow the guidelines stated below:

1. Do not leave your car for any reason in a pick-up lane.
2. Cross only at the crosswalks.
3. Be alert, patient, and cautious.
4. Please inform all caregivers of the safety procedures.

Many students walk to school each day. Students must cross at the crosswalks with the crossing guard and should not cross in the middle of the street for any reason. A crossing guard is provided to assist students in crossing the street before and after school as well as during the lunch hour if required. All students should wait for the crossing guard's direction before entering a crosswalk.

Bus Transportation
The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year. **Students are not permitted to ride a bus other than the bus to which they are assigned as indicated on their student ID. Students are required to display their student ID before boarding a school bus**.

While students are on the bus, they are under the supervision of the bus driver. 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 Assistant Principal/Principal. If there is a medical emergency on the bus, the bus driver will access local emergency services for help, however will not administer medication or first aid.

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 school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. Additional consequences may include but are not limited to, detention, Friday Extended Day School, suspension, or expulsion, as deemed appropriate by the school administration. All students participate in bus evacuation drills each year. Bus safety procedures and expectations for behavior are reviewed during these drills.

In the interest of the student's safety and in compliance with state law, students are also expected to observe the following bus rules:

- Be aware of moving traffic and pay attention to your surroundings.

- 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.
- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Follow all school rules while on the bus.
- Refrain from any behavior that may district the bus driver.Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, computers, smart phones, smart watches, and other electronic devices must be silenced on the bus unless a student uses headphones. No throwing items in, at, or from the bus.
- Lower windows no further than the black lines.
- 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.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) 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.
- 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, even after the driver's signal.
- Never run back to the bus, even if you dropped or forgot something.

For questions regarding school transportation issues, contact the student services secretary or building Principal.

XII. Mandated Notifications

Asbestos Management and Integrated Pest Management
All District 181 schools are in compliance with the United States Environmental Protection Agency (USEPA) and the Illinois Department of Public Health (IDPH). Asbestos management plans are available for public review. The District uses Integrated Pest Management procedures to control building and outdoor pest problems with the least possible hazard to people, property, and the environment. For more information, see Department of Buildings and Grounds.

Student Registration, Free and Reduced Lunch Program Policy
Free and reduced lunches are provided for students who qualify according to state and federal guidelines. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive eligibility information. For more information, see New Student Registration on our district website.

Erin's Law / Sexual Abuse Awareness and Prevention Curriculum
Illinois House Bill 6193, known as Erin's Law, requires public schools to implement an age-appropriate sexual abuse awareness and prevention curriculum for all students in grades Pre-K-12. To meet this mandate, District 181 social workers have taught lessons at every grade level using the Child Lures Prevention Curriculum, The age-appropriate presentations emphasize healthy and safe relationships through interactive activities and discussions, Prevention programs are also backed up in our District by the teaching of fundamental social and emotional skills that help children develop their abilities to know and express themselves, have positive relationships, and make good choices. Please contact the Department of Learning with any concerns or questions.

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):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. 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.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Sex Offenders and Violent Offenders
State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth. You may find both the Illinois Statewide Child Murderer and Violent Offender

Against Youth Registry and Illinois Sex Offender Registry on the Illinois State Police's website at: https://isp.illinois.gov/.

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors (Faith's Law)
Sexual abuse, grooming behaviors, inappropriate employee-student relationships, and other boundary violations harm students, their parents/guardians, the District's environment, the school community and the community at large, while diminishing a student's ability to learn. Such conduct and other sexual misconduct are prohibited pursuant to Board Policy 5:120 and the Employee Code of Conduct. To increase awareness and understanding of these issues, the District encourages parents/guardians, students, and all members of the school community to closely review Policy 5:120, *Employee Ethics, Conduct, and Conflict of Interest,* Board Policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors,* and the information contained on the District website. Please refer to the following information for additional resources.

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Uniform Grievance Procedure
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, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments Act of 1972
- Section 504 of the Rehabilitation Act of 1973
- 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. §2000e et seq.
- Sexual Harassment (Illinois Human Rights Act, Title VI of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educational disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112

- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/.
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
- Employee Credit Privacy Act, 820 ILCS 70/.

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

Filing a Complaint
A person (hereinafter Complainant) who wishes to avail himself 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 gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

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

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will decide under the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal
Within 5 school business days after receiving the Complaint Manager's Report, the Superintendent shall mail his or her written decision to the Complainant by U.S. Mail, first-class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the 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 Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

- Nondiscrimination Coordinator:
  - Assistant Superintendent of Human Resources, Dr. Gina Hermann (630) 861-4901, 115 W. 55th Street, Clarendon Hills, IL.
- Complaint Managers:
  - Assistant Superintendent of Human Resources, Dr. Gina Hermann (630) 861-4901, 115 W. 55th Street, Clarendon Hills, IL.
  - Assistant Superintendent of Learning: Dr. Kathleen Robinson (630) 861-4901, 115 W. 55th Street, Clarendon Hills, IL.

Complaints Concerning Students with Disabilities
Complaints or concerns regarding students with disabilities should be directed to the Pupil Services Administrator assigned to your child's school and/or the Principal. If concerns require further resolution, the Assistant Superintendent of Student Services may be contacted at the Administrative Center. District 181 may consider other measures beyond school-based interventions, such as mediation or other non-judicial resolution alternatives to resolve disputes.

A formal due process complaint may be filed at any time relative to the: identification, evaluation, or placement of your child, or the provision of FAPE ("free and appropriate public education") to your child. An "Explanation

of Procedural Safeguards”, describes the required procedures. District 181’s Department of Learning is committed to resolving complaints in a timely and reasonable manner.

Website

For the most up to date information, links to online Board policies, financial documents (i.e. District Budget), special alerts (i.e. pesticide use), and other key information visit the District 181 website at www.d181.org.