

Parent Handbook

QUEEN BEE SCHOOL DISTRICT 16

2025/2026



The mission of the Queen Bee Schools is to empower all students to reach new heights by delivering a world-class education.

Mission, Vision, Values: The mission is built upon a set of beliefs that our stakeholders share about elementary education.

We believe:

- We strive to foster a sense of belonging so that our students collaborate, innovate, and excel.
- A safe and secure environment promotes student growth and development.
- Integrity is valued and fosters a culture of trust and respect.
- Building community enhances the social and emotional well-being of students, families, and our faculty.
- Collaborative teamwork produces equitable outcomes for all students.

Board of Education:

The Board of Education consists of seven members elected by the voters of District 16. The Board itself elects officers, President, and Vice-President, and appoints a Secretary. The Secretary to the Board of Education is Ms. Janet De Santiago who can be reached at 630-260-6105 and/or idesantiago@queenbee16.org. Board of Education meetings are normally held on the second Monday of each month at 7:00 P.M. in the Queen Bee Operations Center, 1540 Bloomingdale Road, Glendale Heights, Illinois, 60139.

The current School Board members are as follows:

Ms. Laura Bruce, President	Mr. William Staunton	Ms. Paula Bodzioch	Ms. Nichol Moore
Ms. Fatima Baggia, Vice-President	Ms. Marjorie Fierro	Mr. Richard McDonald	

DISTRICT ADMINISTRATIVE STAFF

Dr. Joseph R. Williams	Superintendent	630/260-6105
Dr. Lonna Hancock	Asst. Superintendent of Teaching and Learning	630/260-6123
Dr. James Stelter	Business Manager	630/260-6109
Ms. Annel Justiniano	Director of English Language Learning	630/260-6132
Ms. Michele Bonham	Director of Special Services	630/260-6132

BUILDING ADMINISTRATIVE STAFF

Glenside Middle School 1560 Bloomingdale Road	Mr. Edward Garza, Principal	630/260-6112
	Ms. Melissa Manning, Assistant Principal	
	Mr. Matthew Lindgren, Assistant Principal	
Americana Elementary School 1629 President Street	Ms. Laura Marzullo, Principal	630/260-6135
	Ms. Jennifer Napravnik, Assistant Principal	
Glen Hill Elementary School 1324 Bloomingdale Road	Ms. Jennifer Jonas, Principal	630/260-6141
	Ms. Stephanie Scherer, Assistant Principal	
Queen Bee Early Childhood Center 1525 Bloomingdale Road	Ms. Sarah Price, EC/Pre-K Coordinator	630/344-5601

School Hours:

SCHOOL	Monday - Friday	
	Start	Dismissal
Elementary (Glen Hill and Americana)	8:20 a.m.	3:00 p.m.
Morning Kindergarten (Glen Hill & Americana) *There may not always be a morning class due to full day programs.	8:20 a.m.	11:30 a.m.
Morning Early Childhood & Pre-Kindergarten (Queen Bee Early Childhood Center)	8:05 a.m.	10:35 a.m.
Afternoon Early Childhood & Pre-Kindergarten (Queen Bee Early Childhood Center)	12:20 p.m.	2:50 p.m.
Glenside Middle School	8:08 a.m.	3:03 p.m.

Parents are requested to note the above information. Unless specifically requested to do so, students are not to arrive any earlier than 15 minutes before the bell rings. Students arriving earlier than these times are not supervised. No student will be allowed to remain after school without permission from a teacher or principal. Students will be able to enter the buildings at 8:00 a.m. when weather conditions deem it necessary.

School Year Calendar and Day:

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance. BOE Policy 6:20

Attendance:

The Compulsory School Attendance policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1st) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age. Subject to specific requirements in State Law, the following students are not required to attend public school: (1) any child attending a private school or parochial school, (2) any child who is physically or mentally unable to attend school, (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Because the Board of Education discourages vacation trips during the normal school year, absences of this nature will be considered unexcused absences, and no make-up work will be permitted, nor will lesson plans be provided. There are no penalties and/or zeros issued for work missed during a vacation. Tardiness is highly discouraged, as it interferes with the educational program. In the event a student is tardy, they must report to the office and secure a tardy slip. Excessive tardiness may be considered to be unexcused absences. Students may be required to make up the time before or after school. BOE Policy 7:70

Fees:

The Superintendent will recommend to the Board of Education a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school owned materials.

Fees for textbooks, other instructional materials, as well as fines for loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in the district policy. The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available. The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. BOE Policy 4:140

Transportation:

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing or (b) a *course or pattern of criminal activity*, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, [740 ILCS 147/](#). The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with [Section 45/1-15](#) of the Education for Homeless Children Act. Foster care students shall be transported in accordance with [Section 6312\(c\)\(5\)\(B\)](#) of the Elementary and Secondary Education Act.

Bus schedules and routes shall be determined by the bus company and Business Manager and shall be altered only with the Business Manager's approval and direction. In setting the routes, the pick-up and discharge points will be as safe for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The Business Manager may increase student ridership and routes less than 1.5 miles as necessary to achieve tiering efficiency with other district partners, as well as loading and route balancing. BOE Policy 4:110

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Food Services:

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy [6:50](#), *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*. BOE Policy 4:120

Access to District Public Records

Full access to the District's public records is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. BOE Policy 2:250

Student Health, Accidents, and Illness:

A student's parent/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade

State law provides regulations regarding what immunizations and/or screenings are required, the District/School Nurse will provide parents with this information. BOE Policy 7:100

Exclusion from School:

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. Details regarding exclusion from school due to failure to comply with the regulations will be provided by the District Certified School Nurse. BOE Policy 7:100

Eye Examination:

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. BOE Policy 7:100

Dental Examination:

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year. BOE Policy 7:100

Exemptions:

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee.

2. Health examination or immunization requirements on medical grounds, if the examining physician, advance practice registered nurse, or physician assistant provides written verification.
 3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
 4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.
- BOE Policy 7:100

Medication at School:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. BOE Policy 7:270

Self-Administration of Medication:

A student may possess and self-administer an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." A student may also possess the supplies necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan. The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine auto-injector, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector, asthma medication, and/or a medication required under a qualifying plan. BOE Policy 7:270

Student Illness/Accidents:

The Board recognizes that parents/guardians might request District employees to withhold emergency care for students in the event of a life-threatening circumstance. However, it is the policy of this District that when any student enrolled in the District experiences sudden illness or injury District staff should provide emergency health care to preserve life and prevent disability. "Do Not Resuscitate" ("DNR") orders or other orders to forgo life-sustaining treatment will not be honored by school personnel absent an order of a court or appropriate governmental agency. District staff will provide any such orders to emergency medical personnel when they assume responsibility for Queen Bee School District students.

Parents/guardians who submit such orders are to be advised of the following procedures:

- When Queen Bee staff receives notification from a parent/legal guardian that such an order is being made, the Building Principal will notify the parent/guardian that the District will not honor such a request and a copy of this policy will be provided.
- The order will immediately be placed in the student's medical file.
- District personnel who have been trained in emergency rescue procedures (e.g., CPR, AED) are expected to administer first aid including lifesaving resuscitation procedures to a student in the event of an accident, choking, respiratory and/or life-threatening emergency.
- Community emergency rescue personnel (911) will be called immediately and school personnel will continue resuscitation procedures until relieved by emergency rescue personnel.
- The student's parents/legal guardian will be contacted immediately or as soon as possible after injury giving rise to the need for emergency medical assistance. If the parents/guardians cannot be reached, the emergency number listed in the child's student information file will be called.

- When emergency rescue personnel arrive at the school site, school personnel will transfer responsibility for the student to the emergency personnel and simultaneously provide the emergency team with a copy of the order.
- Once the student begins transport from the school to an emergency room or medical facility, the order becomes the responsibility of the parent/guardian and physicians.
- The order may be addressed in a student's Individualized Education Program or Section 504 Plan. BOE Policy 7:275

PLEASE BE CERTAIN THAT THE SCHOOL HAS A CURRENT EMERGENCY NUMBER THAT CAN BE CALLED AND THAT ANY CHANGES ARE REPORTED TO THE SCHOOL OFFICE IMMEDIATELY. We require two (2) emergency numbers for each child's file.

Allergy Policy:

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis. It is not possible for the District to completely eliminate the risk of an anaphylactic emergency when a student is at school, and Anaphylaxis Prevention, Response and Management Program using the cooperative effort among students' families, staff members, students, and health care providers, emergency medical services, and the community helps The District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. BOE Policy 7:285

Wellness Policy:

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). BOE Policy 6:50

Visitor Policy:

All visitors to school property are required to report to the Building Principal's office or other school personnel onsite and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, friends, and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Access shall be facilitated according to guidelines from the Superintendent or designee. BOE Policy 8:30

Convicted Child Sex Offender:

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the exceptions as outlined by the Illinois State Code. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or the offender received permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal. In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. BOE Policy 8:30

Enforcement of Visitor Policy:

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. BOE Policy 8:30

Student Behavior:

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. BOE Policy 7:190

Student Conduct:

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional* time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends. BOE Policy 7:130

Each of the grade level centers has a Code of Conduct that regulates the implementation of disciplinary action. Parents and students are required to read this document and provide the school with a signed document declaring their understanding of the program, including consequences for engaging in behaviors inconsistent with the school expectations. The Code of Conduct outlines all procedures relative to suspension, expulsion, and the appealing of decisions. The Code of Conduct is regulated by state and federal policy, which is outlined on the District website.

Student Appearance:

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. 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. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775 ILCS 5/1-103(Q). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*. BOE Policy 7:160

Prevention of and Response to Bullying, Intimidation, and Harassment:

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

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristics 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 a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying, through this means has occurred; and it does not require staff members to monitor any non-school-related activity, function, or program.

Bullying, including cyber-bullying, is defined in Section 27-23.7 of the School Code (105 ILCS 5/27-23.7). The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment and including restorative measure as an alternative to exclusionary discipline. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. Building Principals serve as the Complaint Manager. Anonymous reports are also accepted. BOE Policy 7:180

Required Notifications

Residence:

Only students who are residents of the District may attend a District school without tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student. A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency.

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a non-resident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. 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. BOE Policy 7:60

Homeless Children:

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. The term "homeless children and youth" is defined by the McKinney-Vento Act and specifies that it is individuals who lack a fixed, regular, and adequate nighttime residence. Board of Education policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children. BOE Policy 7:60

Education Rights of Students Who Are Homeless:

The school district is required to designate a person to serve as “Homeless Liaison.” The liaison can help with problems related to enrollment, request transportation on behalf of the children, help obtain immunizations or immunization records and birth certificates, and help mediate disputes with the school district. They are also there to help youth without parents or guardians. If you think your family may qualify for homeless services, or your family is having financial difficulties, please contact your school principal or your school social worker. Your information will always be treated confidentially.

District Liaison:	Ms. Michele Bonham	630/260-6132	mbonham@queenbee16.org
DuPage ROE Homeless Student Advocate:	Ms. Heather Britton	630/514-1389	

Student Records:

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. BOE Policy 7:340

Non-Discrimination:

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. BOE Policy 7:10

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy [2:260](#), *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy [2:260](#), *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure. BOE Policy 2:270

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board, its employees, or its 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, 42 U.S.C. §12101 et seq.
- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
- Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.
- Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
- Discrimination and/or harassment on basis of race, color, or national origin prohibited by the Illinois Human Rights Act, 775 ILCS 5/; Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.; and or Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
- Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq.
- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally 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 prohibited by the Illinois Genetic Information Privacy Act, 410 ILCS 513/; and Titles I and II of the Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
- Employee Credit Privacy Act, 820 ILCS 70/

Nondiscrimination Coordinator:

Ms. Annel Justiniano

630/260-6100

ajustiniano@queenbee16.org

Complaint Managers:

Dr. Lonna Hancock

630/260-6100

lhancock@queenbee16.org

Complaint Managers:

Dr. James Stelter

630/260-6100

jstelter@queenbee16.org

BOE Policy 2:260

Harassment of Students Prohibited:

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance, socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or

causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. BOE Policy 7:20

Title IX Sexual Harassment Grievance Procedure:

Discrimination on the basis of sex, including sex-based harassment, affects a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from discrimination on basis of sex is an important District goal. The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations ([34 C.F.R. Part 106](#)), including against applicants for employment, students, parents/guardians, employees, and third parties. BOE Policy 2:265

Title IX Sexual Harassment Prohibited:

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. 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 subject to discrimination under any educational program or activity operated by the District. Title IX Sexual Discrimination includes discrimination on basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity. Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District’s education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person’s participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
3. Sexual assault as defined in [20 U.S.C. § 1092\(f\)\(6\)\(A\)\(v\)](#), dating violence as defined in [34 U.S.C. §12291\(a\)\(11\)](#), domestic violence as defined in [34 U.S.C. §12291\(a\)\(12\)](#), or stalking as defined in [34 U.S.C. §12291\(a\)\(36\)](#).

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person’s alleged sexual activities,

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. BOE Policy 7:185

INSTRUCTIONAL PROGRAM:

Curriculum Content: BOE Policy 6:60

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

- Math
 - Language Arts
 - Science
 - Social Studies
 - Physical Education
 - Art
 - Reading
 - Music
 - Social and Emotional Learning
- Our students also receive developmentally appropriate instruction in a number of other areas including:
- Health
 - Career Readiness
 - Citizenship

- Drug and substance abuse prevention including the danger of opioid abuse
- Project Lead The Way (PLTW) Launch and Gateway
- Other Communication Skills
- Internet Safety
- Character Education

Title I Programs:

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. Each Building Principal or designee shall develop a *School-Level Parent and Family Engagement Compact* according to Title I requirements. BOE Policy 6:170

Program for the Gifted:

The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to student needs and is within the budget parameters as set by the Board. Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented. The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy. BOE Policy 6:130

Student Assistance:

Multi-Tiered Systems of Support (MTSS) is a process to ensure all students are making acceptable educational progress. In order to make this determination, a team of school personnel assess and analyze school academic and behavior data. Students who fail to meet the district's identified criteria for acceptable educational progress will be identified by the team and considered for additional support.

The role of the school personnel in this process is to:

- Define what the issue is for the student
- Analyze and discuss reasons why the issue is occurring
- Create a plan for the student to address the issue, monitoring the student on a regular basis for progress and modifying as necessary
- Evaluate the effectiveness of the plan

Some ways for parents to be involved in their child's education include:

- Attending school functions such as open house or parent/teacher conferences
- Getting to know the child's teacher and his/her expectations for success
- Asking questions about the RTL process and how the child's needs are being met
- Learning about the Universal Screening Assessment given three times a year to all students

If you have concerns about a student's academic or behavioral progress:

- Notify the child's teacher and building administrator of your concerns
- Be prepared to share information related to the child's strengths, homework habits, attitude about school, test scores, previous school experience, peer relationships, and challenges
- Participate in problem-solving discussions with the school staff about the child's specific strengths and needs
- Develop interventions with school staff and monitor the child's progress towards meeting specific, measurable goals

Education of Children with Disabilities:

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s students with disabilities. If necessary, students may also be placed in nonpublic special education programs or education facilities. BOE Policy 6:120

ADA Accessibility:

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. BOE Policy 8:70

English Learners:

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

- Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
- Appropriately identify students with limited English language proficiency.
- Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
- Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
- Determine the appropriate instructional program and environment for English Learners.
- Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
- Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
- Provide information to parents/guardians of English Learners will be provided information about: (1) the reason for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child's individualized educational program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee. BOE Policy 6:160

Grading & Promotion:

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Ill. State Board of Education (ISBE) and/or other assessments.

A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher, and providing an acceptable reason for the change as per board policy. BOE Policy 6:280

Student Testing and Assessment Program:

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests. Informs students of the timelines and procedures applicable to their participation in every State assessment.

The Superintendent or designee will provide each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, Grading and Promotion, and utilizes professional testing practices. Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues. BOE Policy 6:340

Access to Electronic Networks:

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The District has a comprehensive Acceptable Use Policy that outlines the procedures for addressing the use and integration of technology, appropriate use(s) for online resources and internet safety as outlined under the Child's Privacy Protection and Parental Empowerment Act (325 ILCS 17/). This policy is provided to parents at the beginning of each year and is also on our website. Parents and students are required to read this document and provide the school with a signed document declaring their understanding of the program, including consequences for engaging in behaviors inconsistent with the school expectations. BOE Policy 6:235

Use of Artificial Intelligence (AI)-Enabled Tool

The Board recognizes the AI-enabled tools are important to enhance student learning, educator effectiveness, and school operations. The use of AI-enabled tools in the District shall be implemented in a safe, ethical, and equitable manner and in accordance with Board policies 1:30, School District Philosophy, and 7:345, Use of Technologies. BOE Policy 6:235

Student Social and Emotional Development:

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. The Illinois Learning Standards include three goals for students (1) Develop self-awareness and self-management skills to achieve school and life success (2) use social-awareness and interpersonal skills to establish and maintain positive relationships (3) demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts. BOE Policy 6:65

Summer School:

The District provides a variety of experiences for students to enhance their education during the summer school. Extended school year experiences include a summer program for Students with Disabilities in conjunction with the special education cooperative, a bridge program with Glenbard District 87 and locally developed instructional programs.

Library/Media Program:

The Superintendent or designee shall manage the District's library media program to comply with State law and Illinois State Board of Education rules. BOE Policy 6:230

Homework:

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework is (1) used to reinforce and apply previously covered concepts, principles, and skills (2) not assigned for disciplinary purposes (3) serves as a communication link between the school and parents/guardians (4) encourages independent thought, self-direction, and self-discipline (5) of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment. BOE Policy 6:290

Extracurricular and Co-Curricular Activities:

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. "Co-curricular activity" refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. "Extracurricular activity" refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs. The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, BOE Policy 6:190

Field Trips:

Field trips are encouraged when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives. All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight

must have the prior approval of the Board of Education. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition. BOE Policy 6:240

Safety:

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan. The plan will include an emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school; provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney; a school safety drill plan; instruction in safe bus riding practices; and a clear, rapid, factual, and coordinated system of internal and external communication. In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

- Three school evacuation drills
- One bus evacuation drill
- One law enforcement drill to address a school shooting incident and evaluate preparedness
- One severe weather and shelter-in-place drill

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (ISBE). BOE Policy 4:170

Notification Regarding Student Accounts or Profiles on Social Networking Websites:

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, (105 ILCS 75/): 1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. 2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. BOE Policy 7:140

EMERGENCY INFORMATION

School Closing:

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. BOE Policy 4:170

Toxic Art Supplies:

Toxic art or craft materials that are purchased by the district for student use in grades K-6 are strictly prohibited. Toxic art materials for students in grades 7-8 are only purchased when they meet the legal labeling standards and are stored in compliance with ISBE regulations.

Protective Eye Devices:

Protective eye devices are required to be worn by all students, teachers, and visitors when participating or observing in classes that use chemical or combined chemical-physical laboratories that involve caustic chemicals, explosive chemicals, or hot liquids and/or solids.

Automated External Defibrillator (AED):

At least one automated external defibrillator (AED) shall be present in each District attendance center during the school day and during any District-sponsored extracurricular activity on school grounds. In addition, the Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one AED to be available at every physical fitness facility on the premises according to State law requirements. BOE Policy 4:170

Unsafe School Choice Option:

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District as defined by State law and identified by the Illinois State Board of Education. BOE Policy 4:170

Parent Concerns:

Parents/Guardians are encouraged to discuss matters of concern with the appropriate individual. The customary procedure is to begin with the teacher, where most problems can be resolved. The parent who does not receive satisfaction at this point should talk to the Building Principal. Should further action be required, the Superintendent of Schools will attempt to resolve complaints. As a final step, parents/guardians may notify the Superintendent of Schools of their desire to bring their problem to the Board of Education. The Superintendent of Schools will arrange for their concern to be presented at a scheduled Board meeting.