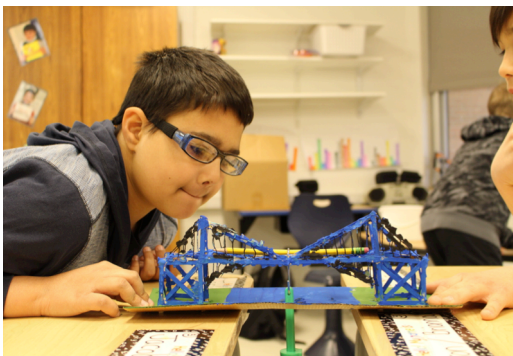


Community Consolidated School District 89

# Student/Parent Handbook



## 2022-2023 SCHOOL YEAR

[www.ccsd89.org](http://www.ccsd89.org)

[info@ccsd89.org](mailto:info@ccsd89.org)

(630) 469-8900

<b>Acknowledgement form</b>	3	<b>Enrollment</b>	6-7	<b>Student Records</b>	8-12
<b>Health</b>	12-16	<b>Attendance / Dismissal</b>	17-21	<b>Transportation</b>	22-23
<b>General Information</b>	24-41	<b>Discipline</b>	42-51		

Absences	17	Extended Absences	20	Required Notices	49
Absentee Phone Lines	17	Faith's Law	27	Resources for Chronic Truants	20
Academic Credit for Bus Suspensions	42	Field Trips	28	Safety Drills	33
Accelerated Placement	6	Fines, Fees, Charges, Waiver of Fees	28	School Closings	20
Administrative Transfers for Students	6	Food Guidelines for School Events	28	School Wellness	15
Anaphylaxis Response, Management	12	Gang Activity	47	Search and Seizure	50
Asbestos Management	24	Hazing	47	Sex Equity	33
Attendance Policy	17	Head Lice	13	Sexual Harassment	33
Behavioral Interventions	42	Health Certificate	13	Sexual Harassment Grievance	33
Bicycles	22	Health Forms and Requirements	13	Seizures	16
Bullying Prevention / Response	42	Health Records	13	Sexual Offender Notification	36
Bus Safety / Suspensions	22	Homeless Children	29	Severe Storm Warning at Dismissal	20
Bus Transportation	23	Home and Hospital Instruction	19	Special Services	36
Cell Phones and Other Electronic Devices	44	Homework	29	Sports Attire Modifications	37
Challenge Program	24	Human Growth and Development	29	Sports Physicals	16
Channels of Communication	24	Instrumental Music	30	Student Accident Insurance	16
Chronic/Habitual Truant	17	Items Not To Bring to School	30	Student Accounts on Social Media	30
Communicating with Parents	25	Illness at School	13	Student Behavior	42
Communicable / Chronic Infectious Diseases	12	Labeling Items Brought to School	30	Student Bullying / Harassment / Intimidation	43
Concussions	13	Library Media Center (LMC)	30	Student Fees and Textbook-Loan Program	7
COVID-19 Information	25	Lunch and Milk Program	30	Student/Parent Handbook	50
Corporal Punishment	44	Medication Policy and Procedures	14	Student Registration	7
CPR and AED	25	Notification of Absence	19	Student Records	8
Cyberbullying	44	Open Boundary Enrollment	7	Student Online Personal Protection Act	11
Delegation of Authority	45	Out of School Suspensions	47	Suicide Prevention	37
Diabetes	13	Parents' Right to Know	31	Summer School	37
Disability Accommodation	25	Parent-Teacher Conferences	31	Teen Dating Violence	50
Disciplinary Measures	45	Parent-Teacher Councils	31	Testing and Evaluation	38
Discipline of Special Education Students	46	Parental Rights and Responsibilities	32	Time Out / Physical Restraint	50
Early Dismissal	18	Personal Appearance	32	Transfer Students	16
Educating Children with Disabilities	25	Pest Control and Herbicide	32	Truancy / Unexcused Absences	20
E-Learning	18	Physical Education	32	Unsafe School Choice Option	41
Electronic Recording on School Buses	22	Physical Exams and Immunizations	14	Uniform Grievance	39
Electronic Signaling Devices	46	Privacy Rights	37	Use of School Buildings and Grounds	41
Emergency Evacs: Fire, Intruder, Tornado	26	Prohibited Student Conduct	48	Vandalism	41
Entrance Requirements	6	Promotion / Retention	33	Video and Audio Taping on Buses	23
Equal Education Opportunity	6	Psychological Testing	33	Visitors to School	41
Erin's Law	26	Record of Absences	19	Weapons	51
Excessive Absences	18	Records of Eighth Grade Students	11	Weather Guidelines for Outdoor Recess	41
Excused Absences	18	Re-engaging Returning Students	49	When / Where Conduct Rules Apply	51
Expulsion Procedures	46	Report Cards	33	When to Keep Your Child Home	20

# CCSD 89 Student/Parent Handbook Acknowledgement Form

Please take time to read or discuss the 2022-23 Handbook with your child and sign the below acknowledgement. If you have any questions concerning its contents, please contact your building principal.

**Once you have reviewed the Student/Parent Handbook with your child, please sign below, remove this page, and return the signed page to the office at your student's school within 10 days of receipt.**

If you have more than one student in the district,  
you will need to turn in one Acknowledgement Form for each student.

*By signing below, you indicate: I have read, or have had explained to me, the 2022-23 Student/Parent Handbook which contains a summary of school rules regarding student behavior and other district policies.*

*I agree that my child will follow these rules, and I understand that if he or she violates the rules, he or she can be subject to discipline. By signing below, I acknowledge that my child and I understand and agree to abide by the Board of Education policies and school rules contained in the handbook.*

Student's first name: \_\_\_\_\_

Student's last name: \_\_\_\_\_

Student's school: \_\_\_\_\_

Student's grade: \_\_\_\_\_

By signing below, I certify that I have received and reviewed with my child the 2022-23 Student/Parent Handbook.

\_\_\_\_\_  
(guardian signature)

\_\_\_\_\_  
(date)

*The student handbook is a summary of the Board of Education policies, which can be viewed at [www.ccsd89.org/board](http://www.ccsd89.org/board).  
The handbook and policies may be amended during the year without notice.*

**THIS PAGE WAS INTENTIONALLY  
LEFT BLANK**

# DISTRICT CALENDAR PLACED HERE

# ENROLLMENT

## Accelerated Placement Program

*Per CCSD 89 Board Policy 6:135 (Accelerated Placement Program)*

The district provides an Accelerated Placement Program (APP). APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented.

Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in Board Policy 7:10 (Equal Educational Opportunities) or any factor other than the student's identification as an accelerated learner. The district has the flexibility to establish the criteria for the APP, and design local education policy and instructional programs. Based on such criteria, policies, and programs, the district reserves the right to make the final determination regarding a student's placement after fair and equitable review.

## Administrative Transfers for Students

CCSD 89 policies 7:30 and 7:30-R (Student Assignment and Intra-District Transfer) provide administrative guidance in assigning new student enrollments to schools when class sizes are capped at elementary schools. When an elementary school's in-person class sizes and sections are capped at the maximum enrollments, new students may be administratively transferred to another school with lower class sizes and available space. Transportation will be provided. The regulation is intended to balance elementary class sizes and make the best use of district resources.

Should an opening become available during the school year, the first student moved out will be the first contacted to return to the original home school. The parent may elect to leave the student at the newly assigned school, return the student immediately to the home school, or inform the principal their child will return to the home school beginning the following academic year.

## Entrance Requirements

*Per CCSD 89 Board Policy 7:50 (School Admissions and Student Transfers To and From Non-District Schools)*

To enter kindergarten, a child must be 5 years of age on or before September 1 of the current school term. First graders must be 6 years of age on or before September 1. To enroll in CCSD 89 preschool, children must be at least 3 years of age by September 1. Parents/guardians must also prove residency in the district and provide proof of vaccinations and/or physical exam, when applicable. Within 30 days of a student enrolling in the district, parents/guardians must supply the district with a certified copy of the child's birth certificate.

## Equal Education Opportunity

*Per CCSD 89 Board Policy 7:10 (Equal Education Policies)*

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 status, including pregnancy. Equal educational opportunities shall include all programs, activities, extra-curricular programs, and services or benefits offered by the district, as well as designated youth groups as outlined in Board Policy 8:20 (Community Use of School Facilities). The CCSD 89 Board of Education provides a uniform grievance procedure (as outlined in Board Policy 2:260, Uniform Grievance Procedure) for any individual who alleges a violation of this policy. Further information regarding this policy can be found on the district's website, [www.ccsd89.org/board](http://www.ccsd89.org/board).

The dependent of U.S. military personnel who is housed in temporary housing located outside of the district may enroll if the dependent will be living within the district within six months after the time of initial enrollment and the military personnel seeking to enroll the dependent provides proof that the dependent will be living within the boundaries of the district within six months. If a student's change of residence is due to military service obligation of the person with legal custody of a student, he/she may, with a written requires from the legal custodian, maintain residency as determined prior to the military obligation.

## Open Boundary Enrollment

*Per CCSD 89 Board Policy 7:30 (Student Assignment and Intra-District Transfer)*

Parents may request that their child be transferred to a CCSD 89 elementary school outside their attendance area. Applications for school reassignment are available in each school office. Completed applications shall be received annually from May 9 through May 20 (date and time stamped by the school office on the day received) by the school to which the parent is seeking their child's reassignment. Consideration shall be given to requests on a first-come, space-available basis. Parents may not receive a final decision regarding open boundary reassignment until the sixth day of enrollment. District transportation will not be provided for students who have chosen to attend a school other than the one designated to serve that part of the district in which the student resides. Reassignment will normally permit continued enrollment until the child completes fifth grade.

## Student Fees and Textbook-Loan Program

Textbooks and supplies are provided to students on a fee basis. Refunds of fees are made on a quarterly basis. No refunds are made during the final quarter of the school year.

Each year upon registering your child, the district assesses fees that are customarily collected to defray the cost of textbooks, instructional materials, etc. Fines for the abuse of books used by a student are made according to the teachers' and principal's judgment. Textbooks may be withheld for non-payment of rental fees or fines.

The loan of textbooks shall be made in accordance with the rental fee set annually by the Board. Textbooks must be replaced at the current cost if a student loses a textbook or damages it beyond reasonable repair and/or usefulness. All books must be returned at the end of a school year.

There is a process for securing a waiver of fees for eligible families. Generally, families who are eligible for such a waiver would include, but not be limited to, those who qualify for free lunches. If you have any questions about this subject, please call the school office.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in Board Policy 4:140 (Waiver of Student Fees). In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when the student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code. The superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; 5) When one or more of the parents/guardians are involved in a work stoppage.

The fee waiver application can be found at [www.ccsd89.org/feewaiver](http://www.ccsd89.org/feewaiver)

## Student Registration

All students will be registered online through a secure, online registration program. Each returning student will be assigned a unique "SnapCode" (access code), which is mailed to his or her home.

Once received, parents and/or guardians can begin the registration process by creating an account with a password.

Parents and/or guardians will use the individual "SnapCode" to register each child in the family under this account. Students are not fully enrolled until parents/guardians complete the full online form and submit the information. Payment may be made online or by personal check at the school office.

More information is available at [www.ccsd89.org/register](http://www.ccsd89.org/register).

# STUDENT RECORDS

## Student Records

The Illinois School Student Records Act (“ISSRA”), the Family Educational Rights and Privacy Act (“FERPA”), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy. The Board of Education has adopted a Policy (7:340 Student Records) and Regulation (7:340-R School Student Records) which are available on the district’s website ([www.ccsd89.org/board](http://www.ccsd89.org/board)) under “Board Policies”.

The district maintains both a permanent and temporary record for each student.

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, or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. The district maintains two types of school records for each student: permanent record and temporary record.

Upon graduation, transfer, or permanent withdrawal of a student from a school, students’ temporary and permanent records will be kept according to school code. Request of records can be done through the records custodian, the administrative assistant to the superintendent. The destruction schedule for records is:

- **Temporary:** Records are kept for five years after graduation, transfer, or permanent withdrawal of a student from a school.
- **Permanent:** Records are kept for sixty years after graduation, transfer, or permanent withdrawal of a student from a school.

The permanent record includes:

1. Basic identifying information, including the student’s name and address, birth date and place, gender, and the names and addresses of the student’s parent(s)/guardian(s).
2. Evidence required under Missing Children’s Records Act. 325 ILCS 50/5(b) (1).
3. Academic transcripts, including: grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), the unique student identifier assigned and used by the Illinois State Board of Education’s Student Information System; designation of the student’s achievement of the State Seal of Biliteracy; and designation of the student’s achievement of the State Commendation Toward Biliteracy.
4. Attendance record.
5. Health record defined by the Illinois State Board of Education as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code.”
6. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released
  - b. The name and signature of the official records custodian releasing such information
  - c. The name and capacity of the requesting person and the purpose for the request
  - d. The date of release
  - e. A copy of any consent to a release

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.
2. Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through eighth grade).
3. Completed home-language survey.
4. Information regarding serious disciplinary infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.



6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs, e.g., glucose readings, long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in a vocational and technical course as a substitute for a high school or graduation requirement.

The temporary record may include:

1. Family background information
2. Intelligence test scores - group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
5. Elementary achievement level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education records
11. Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education

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

**The right to inspect and copy the student’s education records within 10 business days of the day the district receives a request for access.**

- The degree of access a student has to his/her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the building principal (or appropriate school official) a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents/guardians or student of the time and place where the records may be inspected. The district may extend the response timeline to 15 business days in accordance with ISSRA. The district charges 35 cents per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.
- These rights are denied to any person against whom an order of protection has been entered concerning a student.

**The right to request the amendment of the student’s education records that the parents/guardians or eligible student believes are inaccurate, irrelevant, or improper.**

- Parents/guardians or eligible students may ask the district to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the building principal or the official records custodian, clearly identify the record they want changed, and specify the reason.
- If the district decides not to amend the record as requested by the parents/guardians or eligible student, the district will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding

the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

**The right to inspect and challenge information in a student record prior to it being transferred to another school district.**

- Parents/guardians or eligible students may inspect, copy, and challenge school student records prior to transfer of records to another school district. If the challenge is made at the time that the students' school records are being forwarded to another school to which the student is transferring, then parents/guardians shall not have the right to challenge references in those records to expulsions or out-of-school suspensions or to academic grades.

**The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or ISSRA authorizes disclosure without consent.**

- Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. Individual board members do not have a right to see student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing the records would be in furtherance of the interest.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the district discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- When a challenge is made at the time that the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.
- Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parents/guardians can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**The right to a copy of any school student record proposed to be destroyed or deleted.**

- Parents/guardians or eligible students may obtain a copy of the students' school student records prior to the scheduled destruction of records.
- Upon graduation, transfer, or permanent withdrawal of a student from a school, the district will notify the student's parents/guardians or eligible student of the destruction schedule for the student's permanent and temporary record, and of the right to request a copy of the student's records at any time prior to their destruction. The notification will contain the following information: date of notification; names of the student, parents/guardians, and the official records custodian; and the scheduled destruction date of temporary and permanent records. The district may provide reasonable prior notice to the parent/guardian or student through: (1) notice in the school's parent/student handbook, (2) publication in a newspaper published in the district or, if no newspaper is published in the district, in a newspaper of general circulation within the district, (3) U.S. mail delivered to the last known address of the parent/guardian or student; or (4) other means provided that the notice of confirmed to have been received.
- The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians. Student temporary records are reviewed every four years or upon a student's change in attendance centers - whichever occurs first.

**The right to prohibit the release of directory information concerning the parent's/guardian's child.**

- Throughout the school year, the district may release directory information regarding its students, limited to:
  - Name
  - Address
  - Grade level

- Birth date and place
  - Parent/guardian names, addresses, email addresses, and telephone numbers
  - Photographs, videos, or digital images of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs for informational or news-related purposes
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of attendance in school
- Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal by August 31, or within 10 days of enrolling in the district. No directory information will be released within this time period, unless the parent/guardian or eligible student is specifically informed otherwise.
  - No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable; and no image on a school security video recording shall be designated as directory information.

**The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.**

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington DC 20202-4605

## School Student Records for Eighth-Grade Students

As part of eighth-grade students' transition to high school, CCSD 89 will make a student's school student records available to the high school that the student will be attending. Parents/guardians have the right to inspect, copy, and challenge their child's records before they are transferred to the high school, except grades or references to expulsions or out-of-school suspensions may not be challenged.

## Student Online Personal Protection Act (SOPPA)

*Per CCSD 89 Board Policy 7:345 (Use of Educational Technologies; Student Data Privacy and Security)*

School districts in 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 (also known as '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 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 State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the district may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications.

Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include:

- 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, homeless status, etc.)
- 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 and e-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

CCSD 89 uses internet filters, blocking software, and other technology protection measures to prevent access to obscenity, child pornography, or materials that would be harmful to minors.

# HEALTH

*Per CCSD 89 Board Policy 7:100 (Health, Eye, Dental Examinations; Immunizations; and Exclusion of Students)*

## **Anaphylaxis Prevention, Response, Management**

While it is not possible for the district to completely eliminate the risks of an anaphylactic emergency when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps reduce risks and provide accommodations and proper treatment for anaphylactic reactions.

CCSD 89 has adopted Board Policy 7:285 Anaphylaxis Prevention, Response, and Management Program. Parents/guardians can contact the nurse or principal at their child's school or district nurse Sandy Lawinger with any questions about how the policy can apply to their child.

## **Communicable and Chronic Infectious Disease**

Parents/guardians should notify the nurse or principal at their child's school if the child has a communicable and/or chronic infectious disease. A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the Board of Education's policies.

If a student's communicable or infectious disease affects his or her ability to participate in the district's educational programs, he or she shall be treated as a disabled person under Section 504 of the Rehabilitation Act of 1973, unless the student has already qualified for and is receiving services through an Individualized Education Plan (IEP).

Rules and guidance from the Illinois State Board of Education (ISBE) and Illinois Department of Public Health (IDPH) should be consulted and supersede these procedures. Guidance documents and important information include:

1. Communicable Disease Guide: [www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf)
2. Management of Chronic Infectious Diseases in Schoolchildren: [www.isbe.net/Documents/chronic\\_diseases.pdf](http://www.isbe.net/Documents/chronic_diseases.pdf)
3. The Department of Public Health Powers and Duties Law of the Civil Administrative Code of Illinois (20 ILCS 2310/) and the Department of Professional Regulation Law of the Civil Administrative Code of Illinois (20 ILCS 2105/). Both expanded the statutory authority of the governor and IDPH to respond to significant threats to the public health.

## Concussions

Students may not participate in an interscholastic athletic activity during a school year until the student's guardian has signed and submitted the pre-participation acknowledgment and consent form that explains concussion prevention, symptoms, treatment, oversight, and guidelines for resuming participation in athletics following a concussion. More information and the sign-off form are available at [www.ccsd89.org/domain/675](http://www.ccsd89.org/domain/675) See Board policy 7:305 (Student Athlete Concussions and Head Injuries) for additional information. Board policies are available at [www.ccsd89.org/board](http://www.ccsd89.org/board)

## Diabetes

Parents/guardians must notify the nurse or principal at their child's school if the student has a diagnosis of diabetes. CCSD 89 will follow the Care of Students with Diabetes Act, including the requirement that the parent provide the school with a Diabetes Care Plan (completed by their physician) and an authorization and release form. The Diabetes Care Plan will serve as the basis for a Section 504 plan or as part of an Individualized Education Plan (IEP). Staff will receive training on the care of a student with diabetes according to state mandates.

## Head Lice

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

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent/guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## Health Certificate

A health certificate from your physician is required:

1. After certain communicable diseases, to show freedom from contagion. If you inform the school that your child has been diagnosed with a communicable disease, the district will share this information with the local health department. (Board Policy 7:280 Communicable and Chronic Infectious Disease)
2. After a rash, to show freedom from contagion.
3. After surgery, to notify the school of any restriction on physical activity.
4. When an excuse from physical education classes is necessary for longer than three days. (Board Policy 7:260 Exemption from Physical Education)
5. When requested by the nurse.

## Health Forms and Requirements

All health forms and requirements are available on the district website at: [www.ccsd89.org/health](http://www.ccsd89.org/health).

## Health Records

Each child's health examination and immunization record is kept up to date. When a child transfers, the health record is sent to the new school upon request of that school.

Parents should inform the school principal and the school nurse of any health problem their child has, especially if the medical condition could result in an emergency situation at school.

Parents/guardians are requested to provide updated action plans on an annual basis (e.g. asthma, seizure, food allergy).

## Illness at School

If a child becomes ill at school, the parents or other responsible party will be notified as soon as possible. During registration, parents are asked to provide the name and phone number of an emergency contact who can come for the child if the parents are not available. These emergency forms should be kept up to date and the school should be notified immediately if there is any change in the emergency information.

## Medication Policy and Procedures

*Per CCSD 89 Board Policy 7:270 (Administering Medicines to Students)*

Only those medications essential to maintain a student's health are to be given during the school day. All medications must be prescribed by a medical doctor, including over-the-counter medications. A School Medication Authorization Form must be completed and signed by the physician and the parent or legal guardian before any medication is given at school. Parents will receive the medication policy within 15 days of the start of the school year.

Parents or guardians are the only individuals permitted to carry a student's medication to and from school, with the exception of those students who have provided the school with a copy of signed consent for their child's unsupervised self-administration of asthma medication and/or an epinephrine auto-injector. Medication must be in the original container or current prescription bottle. All medication, with the exception of approved asthma medications and/or an epinephrine auto-injector, will be kept in the nurse's office in a locked cabinet, and dispensed according to a physician's orders.

Students shall not allow other students to carry, possess or use their prescription or non-prescription medication, and violation of this rule may result in discipline. The district shall not be held liable for misuse of medication by the student who is permitted unsupervised self-administration of asthma medication and/or an epinephrine auto-injector, or for the misuse of the medication by others.

CCSD 89 maintains a supply of undesignated epinephrine auto-injectors (EpiPens) for students who have forgotten their EpiPen at home or who do not have a known food allergy. A registered nurse may administer an EpiPen to any student who he or she, in good faith, believes is having an anaphylactic reaction even though the parent/guardian has not completed and signed an Emergency Action Plan or otherwise granted permission to administer the epinephrine injector. The district, school, and its employees and agents are exempt from any claims, except for a claim based on willful and wanton conduct arising out of the administration of asthma medication, an epinephrine injector, or an opioid antagonist - regardless of whether authorization was given by the student's parent/guardian or by the student's physician, physician assistant, or advanced practice registered nurse. Parents/guardians must sign and return an acknowledgement to the district to that effect. Parents/guardians who do not want their child to be administered epinephrine under any circumstances may "opt out" by submitting a written request to the school.

No one, including without limitation parents/guardians of students, should rely on the district for the availability of an EpiPen. The supply of emergency epinephrine is not intended to replace epinephrine prescribed to students with known allergies. Physicians should still prescribe epinephrine as appropriate and encourage parents whose children are suffering from a severe allergy to put in place an Emergency Action Plan with their child's school.

For self-administration of asthma medications only, parents or guardians of the students may provide the prescription label, which must contain the name of the medication, the prescribed dosage, and the time or circumstances under which the medication is to be administered in lieu of the written physician authorization. The district, school, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of any medication pursuant to a student's authorized self-administration of medication plan. Parents/guardians must sign and return an acknowledgement to the district to that effect. The School Medication/Self-Administration Authorization form (Board Policy 7:270-F2) must be renewed each school year.

Students participating in before- and after-school functions that are sponsored by non-district entities (YMCA, Scouts, etc.) do not have access to student medication provided to the school. If students require medication at these functions, parents must work directly with these organizations for administration.

## Physical Examinations and Immunizations

*Per CCSD 89 Board Policy 7:100 (Health, Eye, Dental Examinations; Immunizations; and Exclusion of Students)*

A physical examination is required by law for all pupils entering preschool, kindergarten (or first grade, if a child did not attend kindergarten), sixth grade, and students transferring into Illinois from out of state or out of country to CCSD 89 in other grades. Proof of the student's required health examination and immunizations must be provided to the district by October 15 of the current school year or by an earlier date if established by the district. The examination must be completed within one year prior to entry into one of the above grades (or transfer from out of state or out of the country to CCSD 89) and must include:

- **Physical examination**, which shall include an evaluation of: height, weight, blood pressure, BMI, skin, eyes, ears, nose, throat, mouth/dental, cardiovascular, respiratory, gastrointestinal, genito-urinary, neurological, musculoskeletal, spinal examination, nutritional status, lead screening and other evaluations deemed necessary by the examiner. The strongly recommended evaluations include hemoglobin or hematocrit, urinalysis, and sickle cell. The examiner should list any medications the child takes routinely, diet restrictions/needs, special equipment needed, or other needs, and known allergies.
- **Medical history**, which shall be completed and signed by the parent or legal guardian of the student. The medical history shall be inclusive as indicated on the Certificate of Child Health Examination form.

Students must also provide evidence that they have received **immunization against preventable communicable diseases**. All students must be immunized against specific diseases as required by federal and state laws and regulations, including diphtheria, pertussis, tetanus, polio, measles, mumps and rubella. It is recommended that students receive a tuberculosis skin test. The influenza vaccine is not required but families are encouraged to speak with their physician about receiving the influenza vaccine.

All students must have received **two doses of varicella vaccine** on or after their first birthday and a second no less than four weeks later. Any child entering kindergarten through eighth grade shall show proof of having received **two doses of the varicella vaccine** or proof of disease or immunity. Students may also provide documentation of physician-diagnosed varicella disease, have a statement from a health care provider verifying that a parent's description of varicella disease history is indicative of past infection, or have laboratory evidence of immunity to varicella.

Preschool, sixth, seventh, and eighth grade students are required to have received **three doses of Hepatitis B vaccine** administered at the appropriate intervals. Preschool students must have received **Haemophilus Influenza Type B series (Hib) vaccine** after age 15 months and one dose of **Pneumococcal Conjugate series vaccine**.

All sixth, seventh, and eighth grade, students are required to have a **Tdap booster** (defined as tetanus, diphtheria, acellular pertussis) and have a **Meningococcal vaccine** on or after their 11th birthday.

A **diabetes screening** shall be included as a required part of each health examination and results of the diabetes risk assessment shall be documented on the Certificate of Child Health Examination form.

**Age-appropriate developmental screening** and an **age-appropriate social and emotional screening** are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

**Lead screening** is a required part of the health examination for children age six years or younger prior to admission to preschool and kindergarten.

All Illinois children in kindergarten, second, and sixth grades will be required to have an **oral health (dental) examination** performed by a licensed dentist. Each child shall present proof of examination by a dentist prior to May 15 of the school year. Students may be eligible for a waiver of this requirement if compliance with would place an undue burden on the student or the student lacks access to a dentist. The waiver form is available upon request and must be submitted by May 15 of the school year. Students' report cards may be held until parents/guardians provide proof of a completed dental examination (taken place within 18 months prior to May 15).

A **vision examination** is required for all children enrolling in kindergarten and any student enrolling for the first time in school in Illinois. The child must be examined within the previous year by a physician licensed to practice medicine in all its branches or a licensed optometrist before October 15 of the school year. Students may be eligible for a waiver of this requirement if compliance with would place an undue burden on the student or the student lacks access to an optometrist or to a physician who performs eye examinations. The waiver form is available upon request and must be submitted by October 15 of the school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Students' report cards may be held until proof of a completed eye examination or proof that an eye examination will take place within 60 days after October 15.

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. If records are not complete at that time, the child could be subject to exclusion from school until the requirements are on file at the school.

State law allows exemptions from immunizations and physical, dental, or vision examinations based on religious or medical grounds. A physician may submit a statement of immunity or a medical objection, indicating that an immunization is medically contraindicated. A parent or legal guardian who object, for religious reasons, to immunizations or health examinations for their child for school entry must now have a Certificate of Religious Exemptions that is signed by a healthcare provider. The local school authority will determine if the objection is valid. Immunization clinics are held weekly by the DuPage County Health Department. For information regarding this service, call (630) 682-7400, or go to [www.ccsd89.org/health](http://www.ccsd89.org/health).

By law, CCSD 89 must submit required immunization data to the Illinois State Board of Education. Please contact your child's school if you have any questions regarding district immunization records/data or other health requirements. See 'COVID-19' in the 'General' section of this Handbook for more information related to COVID-19.

## School Wellness

*Per CCSD 89 Board Policy 6:50 (School Wellness)*

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).

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.



- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum.

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle.

The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

## **Seizures**

Parents/guardians must notify the nurse or principal at their child's school if the student has a seizure diagnosis. CCSD 89 will follow the Seizure Smart School Act, including the requirement for the parent to provide the school with a Seizure Action Plan (completed by their physician) and an authorization and release form. The Seizure Action Plan will serve as a basis for a Section 504 plan or as part of an Individualized Education Plan (IEP), as appropriate. Staff will receive training on care of the student with a seizure according to state mandates.

## **Sports Physicals for Interscholastic Teams**

Any student wishing to try out and participate in interscholastic sports (not intramurals) in middle school is required to have a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner not more than 395 days preceding such tryout, practice or contest in any athletic activity.

You may submit documentation on the Physical Exam Form or a Sports Physical Form, which are both located on the district website at: [www.ccsd89.org/health](http://www.ccsd89.org/health).

## **Student Accident Insurance**

CCSD 89 has purchased a student accident insurance program that covers its students for injuries incurred while participating in school sponsored and supervised activities, including all athletics. This plan is secondary to any primary medical insurance the student may currently have. **WHEN INJURIES OCCUR, IT IS THE RESPONSIBILITY OF THE PARENT TO REQUEST A CLAIM FORM AND SUBMIT THE FORM TO THE INSURANCE COMPANY.**

## **Transfer Students**

Children who transfer to CCSD 89 from another school system must show proof of a current, complete physical examination and proof of immunization within 30 calendar days after entering a CCSD 89 school.



# ATTENDANCE, DISMISSAL

## Absences

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

Absences fall into two major categories: excused, and unexcused or truancy. Principals are charged with the responsibility for using these categories to determine the necessity of an absence. The following are the Illinois State Board of Education parameters used to determine attendance:

- **Half-day kindergarten:** Since CCSD 89 has a half-day program, students who miss more than 55 minutes will be considered absent for the day.
- **Full-day kindergarten and grade 1:** Students who miss more than 114 minutes but less than 3 hours and 55 minutes of school will be credited with half-day attendance. Students who miss 3 hours and 55 minutes or more of school will be considered absent for the full day.
- **Grades 2-5:** Students who miss more than 54 minutes but less than 3 hours and 5 minutes of school will be credited with a half-day of attendance. Students who miss 3 hours and 5 minutes or more of school will be considered absent for the full day.
- **Grades 6-8:** Students who miss more than 37 minutes but less than 3 hours and 6 minutes of school will be credited with a half-day of attendance. This translates to missing four class periods during a day. Students who miss more than 3 hours and 6 minutes of school will be considered absent for the full day. This translates to missing five or more class periods during a day.

## Absentee Phone Lines

The elementary schools should be called before 8:30 a.m. if a child will be absent for the morning session or for the entire day. The schools have voicemail that will record absentee information. The middle school should be contacted before 7:45 a.m. if a child will be absent for part of the day or the entire day.

Arbor View	(630) 790-6076
Briar Glen	(630) 545-3301
Glen Crest	(630) 858-1844
Park View	(630) 858-5239
Westfield	(630) 858-1222

Parents/guardians must notify the school by phone or in writing if the student is tardy for any reason.

## Attendance Policy

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

Whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session.

Regular school attendance is vital to a student's achievement and success in school. For this reason, the Board of Education believes that absenteeism must be kept to a minimum by the joint cooperation of the student, parents/guardians, and school personnel.

## Chronic or Habitual Truant

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

Students who miss more than 1 percent but less than 5 percent of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5 percent or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants.

Once a student's absenteeism has been classified as truancy, chronic truancy, or as being characteristic of a truant minor, the superintendent shall direct the appropriate district staff to develop diagnostic procedures to be used with the student. The diagnostic procedures may include, but are not limited to, interviews with the student, his or her parents, and any school officials or other parties who may have information about the reasons for the student's attendance problem.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## Early Dismissal/Release Time for Religious Observance

*Per CCSD 89 Board Policy 7:80 (Release Time for Religious Instruction/Observance)*

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

*Per CCSD 89 Board Policy 7:90 (Release During School Hours)*

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.

## e-Learning

*See also: 'School Closings'*

E-learning is available when the school is closed due to weather conditions. When schools are closed on an emergency basis (such as snowfall or ice that makes travel dangerous), CCSD 89 staff members can provide temporary e-learning. (For more information on weather-related school closings, go to: [www.ccsd89.org/closing](http://www.ccsd89.org/closing)) All policies in this book, including those relating to discipline, apply to students who are in person as well as those who are participating in e-learning.

An e-learning day will consist of at least five hours of instruction or schoolwork. The e-learning day could consist of checking assignments, learning new skills, practicing skills, working on projects, working with other students, teacher instruction, or other academic tasks. Students could be working on any of the subjects that would take place during an in-person school day. Support staff (counselors, psychologists, etc.) may also be available.

When weather reports indicate that severe weather may close schools the next day, students should bring their technology devices home with them. CCSD 89 makes every effort to keep schools open if it is safe to do so.

If school must provide e-learning, students should check their CCSD 89 email account or online classroom for instruction and assignments at the start of the school day. If students cannot participate in e-learning, they should contact the school to report an absence. E-learning is not available for students who are absent due to vacation.

## Excessive Absences

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

Any student who is absent for 10 percent of regular attendance days - excused or unexcused - may be considered to have excessive absences. The school will contact the student and his or her parents/guardians if accumulated absences become excessive. The district will track and provide early identification or potentially harmful attendance practices, and provide a progressive, multi-level plan toward remediation of the problem as defined in the Illinois School Code, Section 26-2a. If absences continue to be excessive after supportive services have been provided, a medical note signed by a physician licensed to practice medicine in all its branches, including MD, DO, advanced practice nurse, or physician assistant, may be required in order to have the absence excused. The note must state the dates that the student was unable to attend school and the date at the doctor saw the student.

## Excused Absences

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

The importance of regular school attendance is vital to the learning continuity needed to promote maximum opportunities for achievement and success. State law lists valid causes for keeping your child home from school. Valid causes include: personal illness; observance of a religious holiday or event; death in the family; family emergency or circumstances which cause reasonable parental concern for the safety and health of the student's mental, emotional, health or safety; COVID-19 symptoms; attending a military honors funeral to sound 'Taps'; or other reason approved by the building principal.

Additionally, a student will be excused for up to five days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from, deployment to a combat zone or combat-support postings. The Board may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school to explain the reason for the absence. If a call has not been made to the school by 10 a.m., or the student has not checked in remotely, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential. The district requires, at the time of enrollment, at least one telephone number at which parents/guardians can be reached by the school regarding absence notifications.

## **Extended Absences**

Students who are absent 11 days or more due to an extended family trip, or any other reason other than the valid reasons listed herein, may be dropped from the school's enrollment. Upon return, and whenever possible, the student will be re-enrolled in the same class or classes he/she had been enrolled in prior to the extended absence.

## **Home and Hospital Instruction**

*Per CCSD 89 Board Policy 6:150 (Home and Hospital Instruction)*

A student who is absent from school - or whose physician, physician assistant, or advance practice registered nurse anticipates his or her absence from school - because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Director of Student Services, Katie Kreller.

## **Notification of Absence**

Schools have a legal obligation to make a conscientious effort to report any unauthorized absence, within two hours of the start of the school day, to the child's parent, guardian, or other person having legal custody. The requirements of this policy shall have been met if notification of an absence has been attempted by calling the home or business phone numbers provided to the school by the parent, legal guardian, or other person having legal custody of a child, whether or not there is any answer at such telephone number or numbers. Further, the requirements of this policy shall have been met if the said notification is given to a member of the household of the child's parent, legal guardian, or other person having legal custody of the child, provided the member of the household is 10 years of age or older.

## **Record of Absences**

The superintendent shall maintain a system of attendance accounting that supports the concept of consistency of attendance on the part of each student enrolled in a CCSD 89 school. The accounting system shall be detailed in standard operating procedures.

## **Referral of Chronic Truants**

*Per CCSD 89 Board Policy 7:70 (Attendance and Truancy)*

A child is considered to be a truant minor when supportive services for the chronic truant have been provided, or offered but refused by the parents, guardians, and/or student, or have failed to result in the remediation of the chronic truancy. Truant minors are referred to the Regional Office of Education Truancy Intervention Program. Punitive actions, including out-of-school suspensions, expulsions, or court action, shall not be taken against a chronic truant for his/her truancy unless available supportive services and other school resources, including prevention, diagnostic, intervention and remedial services, and alternative programs, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused.

## Resources and Supportive Services for Chronic Truants

In addition to developing the diagnostic procedures listed in Board Policy 7:70 (Attendance and Truancy), CCSD 89 also provides the following resources and supportive services for the chronic truant and their parents or guardians:

1. Conferences with school personnel;
2. Student and family counseling;
3. Psychological testing;
4. Schedule or program changes; *and*
5. Information about existing community agencies for appropriate services.

When the supportive services of the school district have been offered to the student, and if these measures prove ineffective so that the truancy persists, the building principal shall refer the matter to the Truant Office of the Educational Service Region of DuPage County. The Board of Education, superintendent, administrators, and teachers of CCSD 89 shall assist and furnish any information that may be helpful in aiding truancy officers in the performance of their duties.

## School Closings

If there is a serious weather emergency, the automated emergency phone system will be activated to contact each family. To receive these messages, you must ensure the school has up-to-date emergency contact information. School closing information can be obtained via the district's website ([www.ccsd89.org](http://www.ccsd89.org)); Facebook account ([facebook.com/CCSD89](https://facebook.com/CCSD89)); or Twitter account (@CCSD89). The buses usually run every day that school is in session, although schedules may vary in bad weather for reasons of safety and slow-moving traffic.

If weather and road conditions become worse during the school day, it may become advisable to dismiss school early. In addition to weather, there are other types of emergencies that may cause an early dismissal of school. Parents should be aware of the possibility that early school dismissals may be necessary and should make plans for the care of their children. Parents should also make sure their children know which individuals have been listed on school forms as people who can pick them up if school is dismissed early.

## Severe Storm Warning at Dismissal Time

If a severe storm approaches the area at dismissal time, all children will be kept at school until the storm warning is lifted. Students will then be dismissed and buses will proceed as usual.

## Truancy/Unexcused Absences

Truancy is defined as an absence without valid cause for any school day or a portion thereof.

This definition applies to any child who is subject to compulsory school attendance. Unexcused absences, which may be classified as truancy, include those when the school office has not been notified that a child will be absent from school.

Parents are discouraged from taking their children on vacations or trips when school is in session. Vacations are recorded as unexcused absences. If family vacations or trips are unavoidable, the school should be notified several days in advance. Students who are absent because of extended vacations will not receive homework assignments ahead of time, nor remedial instruction upon their return. In addition, students should be present during standardized testing, which is essential to monitoring current understandings and drive future instruction.

## When to Keep Your Child Home

The importance of regular school attendance is vital to the learning continuity needed to promote maximum opportunities for achievement and success. During the COVID-19 pandemic, families should follow the most up-to-date guidance from state and local health officials.

While illness is never predictable, students should not attend school if they are experiencing any of the following symptoms:

1. Fever of 100.4 degrees or higher
2. Vomiting or diarrhea
3. White patches on the tonsils
4. Red or irritated eye or eyes, which may be pink eye (conjunctivitis). May also see swollen eyelids and pus or crusting
5. Severe cold with sneezing, coughing, running nose (especially if nasal drainage is very thick or green/yellow in color)
6. Persistent cough/extreme congestion
7. Any rash not diagnosed by a physician
8. Earache – with or without drainage
9. Head lice

Do not send your child back to school until:

1. Temperature is normal without fever reducing medicine for 24 hours
2. No vomiting or diarrhea for 24 hours
3. On antibiotics for 24 hours for bacterial infection
4. Breathing is comfortable without medication
5. A note is received from the doctor stating that your child's rash is not contagious
6. Cough does not interfere with school functioning and your child is able to cover his/her mouth and nose when coughing

# TRANSPORTATION

## Bicycles

Riding bikes to school is generally discouraged for children younger than second grade. Parents are encouraged to check with the principal to determine specific regulations. Parents are also encouraged to review the following safety regulations with their bicycle-riding children:

1. Students who ride their bicycles to and from school should ride on the right side of the street.
2. Always ride single file.
3. Students should walk their bicycles across major highways.
4. Bicycles must not be ridden on the playground. When arriving or leaving the school grounds, students should walk their bicycles.
5. When weather is bad, bicycle riding should be discouraged.
6. All bicycles should be locked to prevent theft.
7. Children are not to loiter around bicycles parked in the rack.
8. Students are not to take bicycles out of the rack and ride them without the permission of the owner.
9. Students should not ride double.
10. Parents are to encourage the use of helmets.

The district is not responsible for the theft or vandalism of student bicycles.

## Bus Suspensions

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

- Prohibited student conduct as defined in School Board policy, 7:190 (Student Behavior).
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the superintendent or designee deems to threaten the safe operation of the bus and/or its occupants. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district shall provide the student with notice of the gross disobedience or misconduct and an opportunity to respond.

## Electronic Recordings on School Buses

*Per CCSD 89 Board Policy 7:220*

Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with state law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

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

## School Bus Safety – Instructions for Bus Riders

Parents are urged to instruct their children about proper behavior at bus stops and where to stand while waiting for the bus. In most cases, students should stand back from the edge of the road at least 10 feet and at least 20 feet along a high-speed road. Students must remain at a safe distance from a moving bus at all times.

It is the responsibility of the parents to teach their children to respect the property of others. Students who do not conduct themselves properly at bus stops may have their bus privileges suspended.

Student safety on the school bus depends on how well they conduct themselves on the school bus as well as how the driver performs his or her responsibilities. There are consequences for breaking bus-riding rules, and students may lose their bus-riding

privileges as a result of breaking the rules. The driver and the bus supervisors also have rules that must be followed and unsafe driving practices or inappropriate conduct should be reported to the principal or Assistant Superintendent for Finance and Operations.

The following bus safety rules for students are published by the State Superintendent of Education, and they should be followed to ensure the safety and well being of all students:

1. Help keep the bus on schedule by being on time at the designated school bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus comes to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out the bus window.
8. Remember that loud talking and laughing or unnecessary confusion divert the driver's attention and could result in a serious accident.
9. Be quiet when approaching and crossing railroad crossings.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Carry no animals on the bus except with special permission of the district.
13. Keep books, packages, coats, and all other objects out of the aisles and away from emergency exits. These items should be placed under the school bus seat while in transit.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow students and the bus driver. To earn respect, you must first show respect.
16. Help look after the safety and comfort of smaller children. Keeping distractions to a minimum will help the bus driver ensure your safety while in transit.
17. Do not ask the driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from a school official.
18. Observe safety precautions at discharge points. Know and observe the rules. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for the signal from the school bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Students must keep their cell phones turned off and in their backpacks, pockets, purses or otherwise out of sight and not readily accessible while riding a school bus.

## School-Bus Transportation

*Per CCSD 89 Board Policy 4:110 (Transportation)*

Board policy allows students who live more than one and one-half miles from school to ride a bus for free. Students who live under one and one-half miles, but who would have to walk along or cross a hazardous route as defined in state regulations, also qualify for bus transportation services without cost.

The school, the parents, and the students must cooperate in order to ensure the safety of all. Students whose behavior causes difficulty or endangers the safety of other students or the bus driver may be denied the privilege of riding the school bus for a short period of time or for the remainder of the school year. Parents will be notified if such action is necessary.

Students are not to ride on a bus to which they have not been assigned. Children who walk to school may not ride home on the bus. Eligible students are issued a bus pass at the beginning of the school year.

Buses usually run every day that school is in session. Bus pick-up and departure schedules may vary, particularly in very bad weather. The fact that a bus cannot make its normal run does not legally excuse students from attending school.

It is your responsibility as a parent/guardian to make the bus driver aware of any health concerns related to your child.

## Video and Audio Taping on Buses

*Per Board policies 7:220 (Bus Conduct) and 7:194 (Security Cameras)*

CCSD 89 has installed video/audio taping equipment in school buses. Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity.

# GENERAL INFORMATION

## Asbestos Management Plans Available

Although CCSD 89 has removed all asbestos-containing materials inside schools, with the exception of floor tiles and mastic, the district maintains an asbestos management plan for each school building. These plans are located in the district office, and each school has a copy of the plan for that building. All questions concerning the asbestos management plans should be directed to the Director of Buildings and Grounds, at (630) 469-8900, ext. 4301.

## Challenge Program

The Challenge Program is a CCSD 89 program designed to meet the learning needs of students who display a combination of exceptional intellectual ability, high levels of creativity, and advanced academic performance. The elementary schools offer Challenge instruction as a pull-out resource program. Glen Crest advanced programming is available in language arts/reading, mathematics, and science. All subjects are differentiated for students' needs.

### Screening and Identification of Students for the Challenge Program

All students are screened in the fall of second and fourth grades for potential entrance to the Challenge program. Students may be tested at other designated times through teacher or parent nominations. Identification is based on both cognitive and academic performance. Please note: identification for Challenge is not something for which teachers and/or parents can prepare students. Students identified for the program show a natural ability, cognitive strength, and general ease with curriculum and new challenges.

Placement eligibility for Challenge LAH requires a cognitive score above the 93rd percentile, and MAP ELA performance consistently above the 93 percentile. Placement eligibility for Challenge STEM requires a cognitive score above the 93rd percentile, and MAP Math performance consistently above the 93 percentile. For more information, go to [www.ccsd89.org/challenge](http://www.ccsd89.org/challenge)

## Channels of Communication

Communication with the schools is welcomed whenever it is motivated by a sincere desire to improve the quality of the educational program or to help the schools do their job more effectively. Complaints and grievances are best handled and resolved as close to their origin as possible. The Board of Education should only be involved when a problem cannot be resolved through consultation with the teacher, principal or other staff members.

If you have a concern about the following areas, please make your first contact with the person listed first on this list. If you still have a concern, then reach out to the second person on the list, and so on.

### Instruction, Discipline or Learning Materials

1. Teacher
2. Principal
3. Assistant Superintendent for Teaching and Learning
4. Superintendent
5. Board of Education

### School Personnel

1. School employee
2. Employee's immediate supervisor
3. Principal, where applicable
4. Assistant Superintendent for Teaching and Learning
5. Superintendent
6. Board of Education

### Transportation

1. Principal or Assistant Principal
2. Assistant Superintendent for Finance and Operations
3. Superintendent
4. Board of Education

### Board Operations and Policies



1. Superintendent
2. Board of Education

Every effort will be made to promptly reply to complaints, questions, and comments. Matters referred to the superintendent and the Board should be in writing and should state the nature of the complaint and the desired outcome.

The CCSD 89 Board of Education provides a uniform grievance procedure (Board Policy 2:260) for any individual who alleges a violation of this policy. Further information regarding this policy can be found on the district's website, [www.ccsd89.org/board](http://www.ccsd89.org/board).

## Communicating with Parents

CCSD 89 schools use electronic newsletters as a regular means of keeping parents informed of coming activities and current procedures. Fliers and notices will be posted on the district's webpage at [www.ccsd89.org/backpack](http://www.ccsd89.org/backpack) (under "Quick links" on the homepage). Additional communications are sent through a mass email system. If you are not receiving email updates from CCSD 89, please call your school secretary and verify a valid family email address is on file.

**Videoconferencing:** In circumstances limited to those outlined in federal and state statutes and regulations, as well as state guidance, CCSD 89 may use teleconference and/or videoconferencing software (such as Zoom, Google Hangouts, Google Classrooms, etc.), to provide instruction to students. A prominent feature of these platforms is that students and parents will have the ability to see teachers and other classmates during instructional sessions.

Remote sessions may also be recorded for students who were unable to attend the live session. While the primary focus of these recordings will be on the instruction, rather than on the students, your student's image and voice may be recorded. Only students in the class will have access to these recordings.

If you have any questions or concerns regarding your student's participation in these remote sessions through these platforms, or specifically regarding your child's privacy or confidentiality, please contact your school principal.

## COVID-19 Information

All students, staff, and guests visiting CCSD 89 buildings will abide by the most current mitigation and social distancing requirements for the CDC, ISBE, IDPH, and applicable health officials. The district may have to make adjustments to parts of this handbook based on the latest local health conditions and guidance. Under those circumstances, the district will make every effort to communicate that new information to families as soon as possible.

## CPR and AED

Families are encouraged to watch the video that is posted on the Illinois High School Association website that outlines hands-only cardiopulmonary resuscitation and automated external defibrillators. The video is available at: [www.ihsa.org/Resources/Sports-Medicine/CPR-Training](http://www.ihsa.org/Resources/Sports-Medicine/CPR-Training)

## Disability Accommodation

The district does not discriminate on the basis of disability in the provision of, or access to, any of its programs or services by student, parents, or community members. If you require accommodation to attend or participate in any board meeting, parent-teacher meeting, or other district activity or event, please contact the superintendent's office. If you feel that you have been discriminated against on the basis of disability in the district's provision of programs or services, please contact the district's Non-Discrimination Coordinator.

## Education of Children with Disabilities

*Per CCSD 89 Board Policy 4:110 (Education of Children 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 district 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 to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the district office. Parents/guardians have the ability to request related service logs, including speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, and school nursing services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact the CCSD 89 Director of Student Services Katie Kreller, 22W600 Butterfield Road, Glen Ellyn, (630) 469-8900.

## Emergency Evacuation, Fire, Intruder, and Tornado Drills

*Per CCSD 89 Board Policy 4:170 (Safety)*

Emergency evacuation, fire, intruder, and tornado drills are regularly practiced. Special equipment in each school relays signals from state and county police and warns school officials of imminent danger. In the event of an emergency evacuation, staff may need to relocate students to alternative sites designated by each school, and the procedure for off-schedule dismissal may be implemented. Information about a school's emergency plan is available from the principal.

## English Learners

CCSD 89 offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the academic standards expected of all students.

During registration, CCSD 89 administers a home-language survey to all students who are new to the new district. The home-language questions are: 'Is a language other than English spoke in the home?' and 'Does the student speak a language other than English?' Based on the response to these questions, EL staff will screen and determine if the student qualifies for English-language services. CCSD 89 sends notification letters to parents of EL students who participate in the language-instruction programs no later than 30 days after the beginning of the school year. CCSD 89 notifies parents every year in which EL students participate in a language-instruction program. When a student is identified as EL after the start of the school year, the district sends a notification letter to the students' guardians within 14 days of the child being placed in a language-instruction program.

## Erin's Law (Child Sexual Abuse Prevention)

All Illinois school districts are required to provide health education to students regarding the protection from sexual abuse and abduction. The goal of this law is to increase awareness of crimes against children. All students in grades preschool through eighth grade receive age-appropriate curriculum related to the prevention of sexual abuse and abduction. If you have any questions or concerns regarding the content of the curriculum, please contact your child's teacher or principal. The district will provide written notice to parents/guardians of students in preschool through eighth grade before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford the parents/guardians an opportunity to submit a written objection to their child's participation in this unit of instruction by sending a written request to the school principal.

When a perpetrator intentionally harms a minor physically, psychologically, sexually, or by acts of neglect, the crime is known as child abuse. Child sexual abuse isn't always easy to spot and some survivors may not exhibit obvious warning signs. The perpetrator could be someone you have known a long time or trust, which may make it even harder to notice. Consider some of the following common warning signs.

**Physical signs:** Bleeding, bruises, or swelling in genital area; bloody, torn, or stained underclothes; difficulty walking or sitting; frequent urinary or yeast infections; pain, itching, or burning in genital area

**Behavioral signs:** Changes in hygiene, such as refusing to bathe or bathing excessively; develops phobias; exhibits signs of depression or post-traumatic stress disorder; expresses suicidal thoughts, especially in adolescents; has trouble in school, such as absences or drops in grades inappropriate sexual knowledge or behaviors; nightmares or bed-wetting; overly protective and concerned for siblings, or assumes a caretaker role; returns to regressive behaviors, such as thumb sucking; runs away from home or school; self-harms; shrinks away or seems threatened by physical contact

More information about signs of child sexual abuse is available at [www.rainn.org/articles/child-sexual-abuse](http://www.rainn.org/articles/child-sexual-abuse)

## Faith's Law

Child sexual abuse and grooming behaviors harm students, their parents/guardians, the district's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between district employees and students based upon state law, and (6) how to prevent child sexual abuse.

To address the Board's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the superintendent or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The program will:

1. Educate students with:
  - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60 (Curriculum Content);
  - b. Information in policy 7:250 (Student Support Services) about: District counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) Community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving the district.
2. Train district employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
  - a. A definition of prohibited grooming behaviors and boundary violations pursuant to policy 5:120 (Employee Ethics; Conduct; and Conflict of Interest);
  - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and boundary violations pursuant to Board policies 2:260 (Uniform Grievance Procedure); 2:265 (Title IX Sexual Harassment Grievance Procedure); 5:90 (Abused and Neglected Child Reporting); 5:100 (Staff Development Program); and 5:120 (Employee Ethics; Conduct; and Conflict of Interest); and
  - c. How to report child sexual abuse, grooming behaviors, and/or boundary violations pursuant to Board policies 2:260, (Uniform Grievance Procedure); 2:265 (Title IX Sexual Harassment Grievance Procedure); and 5:90 (Abused and Neglected Child Reporting).
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and boundary violations with evidence-informed educational information that also includes:
  - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between District employees and students based upon policy 5:120 (Employee Ethics; Conduct; and Conflict of Interest), and how to prevent child sexual abuse from happening;
  - b. Methods for how to report child sexual abuse, grooming behaviors, and/or boundary violations to authorities; and
  - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250 (Student Support Services).
4. Provide parents/guardians of students in any of grades kindergarten through eighth with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

### Professional and Appropriate Conduct

All district employees and agents are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

The superintendent or designee shall identify appropriate employee conduct standards and provide them to all district employees. Standards related to school employee-student conduct shall, at a minimum:

1. Incorporate the prohibitions noted in paragraph 1 of this policy;
2. Define prohibited grooming behaviors to include, at a minimum, sexual misconduct. Sexual misconduct is (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
  - a. A sexual or romantic invitation

- b. Dating, or soliciting a date
  - c. Engaging in sexualized or romantic dialog
  - d. Making sexually suggestive comments that are directed toward or with a student
  - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
  - f. A sexual, indecent, romantic, or erotic contact with the student
3. Identify expectations for employees to maintain professional relationships with students, including expectations for employee-student boundaries based upon students' ages, grade levels, and developmental levels. Such expectations shall establish guidelines for specific areas, including but not limited to:
    - a. Transporting a student
    - b. Taking or possessing a photo or video of a student
    - c. Meeting with a student or contacting a student outside the employee's professional role
  4. Reference employee reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), and the Elementary and Secondary Education Act (20 U.S.C. § 7926);
  5. Outline how employees can report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260 (Uniform Grievance Procedure); 2:265 (Title IX Sexual Harassment Grievance Procedure); and 5:90 (Abused and Neglected Child Reporting); and
  6. Reference required employee training related to educator ethics, child abuse, grooming behaviors, and boundary violations as required by law and policies 2:265 (Title IX Sexual Harassment Grievance Procedure); 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors); 5:90 (Abused and Neglected Child Reporting); and 5:100 (Staff Development Program).

## **Field Trips**

*Per CCSD 89 Board Policy 6:240 (Field Trips)*

Parental permission is required before students participate in any field trips. Students are expected to exhibit good conduct and to act in a responsible, courteous manner. When necessary, parents may be asked to help provide supervision during a field-trip experience.

## **Fines, Fees, and Charges; Waiver of Fees**

*Per CCSD 89 Board Policy 4:140 (Waiver of Student Fees)*

The district establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or 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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children). The superintendent or designee will give additional consideration where one or more of the following factors are present: 1) Illness in the family; 2) Unusual expenses such as fire, flood, storm damage, etc.; 3) Unemployment; 4) Emergency situations; 5) When one or more of the parents/guardians are involved in a work stoppage.

The fee-waiver application can be found at [www.ccsd89.org/feewaiver](http://www.ccsd89.org/feewaiver)

## **Food Guidelines for School Events**

*Per CCSD 89 Board Policy 4:130 (Free and Reduced-Price Food Services)*

CCSD 89 became part of the National School Lunch program beginning in 2011-12. Significant changes related to food served at school went into effect as a result of participation in the National School Lunch Program and because of policy in the Illinois School Code.

The Illinois State Board of Education, in conjunction with the Illinois Department of Public Health, requires school boards to adopt a food-allergy-management policy based on specific guidelines. These guidelines specifically outline that the only treatment for food allergies is avoidance.

1. Food is not permitted for birthday recognition in the classroom. Birthdays will be acknowledged according to individual teacher guidelines.
2. Food offered at all school-related events, except those designated as “family events,” must be selected from a district-wide pre-approved list ([www.ccsd89.org/preapproved](http://www.ccsd89.org/preapproved)). No food may be brought to school for general student consumption that is prepared or baked at home. Foods offered may include fresh fruits and vegetables, water, 100% fruit juice, or milk. Foods served will comply with the current USDA Dietary Guidelines for Americans. School staff will monitor compliance with these safe-food options.
3. Food served at elementary classroom parties (Halloween, holiday, and Valentine’s Day) will be limited to one beverage and up to two other food items from the Holiday Elementary School Classroom Party Food List ([www.ccsd89.org/holidayfood](http://www.ccsd89.org/holidayfood)). The same food items will be served to the entire school for each holiday party. No food will be allowed in individual treat bags to be sent home with students and no food will be allowed for party games or crafts. Due to concerns about safety and food allergies, classroom celebrations will focus on activities rather than food.

## Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school’s attendance area may attend that school. Homeless students are not required to attend a separate school for homeless children or youths and homeless children will be provided with comparable transportation services, education services, and meal programs.

The superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the regional superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.

Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with state law.

Children experiencing homelessness will be supported and not stigmatized by school staff. For questions or support, contact Katie Kreller, CCSD 89 Director of Student Services, at [kkreller@ccsd89.org](mailto:kkreller@ccsd89.org) or (630) 545-3515 or the Illinois Coordinator for Education of Homeless Children and Youths at [homeless@isbe.net](mailto:homeless@isbe.net) or (217) 782-5270.

## Homework

Decisions regarding homework are made by individual teachers. Teachers determine when assignments are appropriate in regard to type, amount, and the length of time allowed to complete the work. A description of homework expectations is provided in each school’s parent/student handbook and Board policy 6:290 and Regulation 6:290-R (Homework).

## Human Growth and Development

Community Consolidated School District 89 provides a comprehensive health education program for students, including human growth and development in fifth grade and seventh grades. Parents/guardians of fifth- and seventh-grade students will be notified prior to the start of this instruction. Families are encouraged to have conversations about this instruction before, during, and after in-class instruction.

Parents/guardians may request their students be excused from portions of this instruction by submitting a written request to the building principal. Excused students will be provided an alternative learning activity and will not be subject to discipline.

Parents/guardians may review the curriculum materials on the district’s website by going to the Teaching and Learning Department, then selecting the “Human growth and development” tab. To learn more, go to: [www.ccsd89.org/Page/8983](http://www.ccsd89.org/Page/8983)

## Instrumental Music

Instruction in string instruments (orchestra) begins at fourth grade, and instruction in band instruments begins at fifth grade. Information about instrumental instruction is sent home with students in those grades eligible to participate.

## Items Not to Bring to School

Objects that create a safety hazard or interfere with the learning environment should not be brought to school. Parents are urged to help children understand which items are undesirable and why. Undesirable objects will be confiscated if brought to school without the teacher's permission. The district is not responsible for lost or stolen items.

## Labeling Items Brought to School

Articles of clothing, boots, tennis shoes, backpacks and lunch boxes should be marked with the child's name and grade or room number so they may be returned if lost. A lost-and-found box is located at each school. Found articles should be brought in immediately and children should check this box as soon as they lose an item. Parents are encouraged to occasionally go through the lost-and-found.

## Library Media Center

All students have the opportunity to use the Library Media Center (LMC). Failure to follow LMC rules may result in privileges being revoked or suspended.

## Lunch and School-Milk Program

*Per CCSD 89 Board Policy 4:130 (Free and Reduced-Price Food Services)*

### K-5 Schools

A hot lunch program will be available for \$3.25 per meal, which includes milk. Alternatively, individual half-pint milk cartons will also be available for sale at 50 cents per carton. Parents can add money to their child's account by accessing MySchoolBucks through PowerSchool. Students who would like to apply for reduced lunch fees can pick up the necessary forms in the school office. Students may bring their own lunch any day.

The students eat in the school's lunchroom and then remain on the school grounds for the remainder of the lunch period. Supervision is provided.

Children who remain at school during the lunch hour are governed by the normal rules of school conduct. Violation of these rules may result in suspension from the lunch program. As with any school-day disturbance, the principal will notify the child's parents about his/her conduct and the possible consequences.

### Glen Crest

A hot lunch program is available for \$3.50 per meal, which includes milk. Parents may add money to their student's account by accessing MySchoolBucks through PowerSchool. Those students who would like to apply for reduced lunch fees can pick up the necessary forms in the school office.

During the 2021-22 school year, the cost of meals may be waived for all students.

## Notification Regarding Student Accounts or Profiles on Social Networking Websites

*Per CCSD 89 Board Policy 7:140 (Search and Seizure)*

State law requires the district to notify students and their parents/guardians that school officials may not request or require a student or their 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. 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.



## Parents' Right to Know

*Per CCSD 89 Board Policy 4:130 (Title I Programs)*

In accordance with federal law, parents have the right to request information regarding the professional qualifications of their child's classroom teacher(s) and paraprofessional(s) at District Title I schools. Parents/guardians may request information about the qualifications of their child's student's teachers and paraprofessionals, including:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which state qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification; and
- When a student has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications

Parents/guardians also have the right to the following information:

- Student's achievement level and academic growth of the student, if applicable and available, on each state academic assessment;
- When a student has been assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned;
- At the beginning of the school year, information regarding any state or local policy regarding student participation in mandated assessments by the state or the district. Parents/guardians have the right to opt the student out of such assessment, if applicable.
- Information on each assessment required by the state or the district, where such information is available and feasible to report; and
- No later than 30 days after the beginning of the school year, the school will inform parents/guardians of an English learner who is participating in, or has been identified for participation in, a program of English learning of (i) the reasons for the identification and need of placement in a language instructional education program; (ii) the child's level of English proficiency, how the level was assessed, and the status of the child's academic achievement; (iii) the methods of instruction used in the program, the methods of instruction used in other available programs, and the use of English and a native language in instruction; (iv) how the program will meet the educational strengths and needs of the child; (v) how the program will specifically help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation (vi) the specific exit requirements for the program, including the expected rate of transition from such program into classrooms not tailored for English learners; (vii) how the program meets the objectives of an IEP, if applicable; and (viii) information pertaining to parent/guardian rights.

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

## Parent-Teacher Conferences

Parent-teacher conferences are offered first trimester to all students and second trimester by request of the family or the teacher. The school will share information about how to schedule a parent-teacher conference.

The Illinois School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. The school can provide a letter documenting the time the school visitation began and ended, if needed, of the parent/guardian to submit to his/her employer. The School Visitation Rights Act (Policy 8:95-R) is available on the district's website at [www.ccsd89.org/board](http://www.ccsd89.org/board)

## Parent-Teacher Councils

Each school has a parent-teacher organization coordinated through a district council that supports programs and issues of value to the students and education in general. All parents and teachers are encouraged to be active members of their school's organization. Information about parent-teacher organization meetings and plans can be obtained by contacting the school office.

## Parental Rights and Responsibilities

*Per CCSD 89 Board Policy 8:95 (Parental Involvement)*

A strong educational program is a responsibility shared between the school and home. Parents who understand their rights and responsibilities in regard to the education of their child contribute to a strong educational system. Parents have the right to:

- Understand the curricular goals set for their child's grade level;
- Receive information regarding their child's progress in school on a regular basis and in a manner that is understandable;
- Gain access to their child's school records and to expect that the information contained therein is confidential;
- Receive notification of any special problems that their child might be having in school;
- Participate in planning a special-education program that their child might need;
- Remove their child from a specific aspect of the curriculum that they feel is contradictory to their basic religious or ethical beliefs;
- Visit their child's school and become acquainted with the academic and extracurricular program;
- Comment, question, or make suggestions about any aspect of the school program that they feel deserves or requires special attention;
- Attend and/or request an educational or behavioral conference related to their child;
- Request and receive a copy of the School Visitation Rights Act (Board Policy 8:95).

## Personal 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. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

## Pest Control and Herbicide Applications

Illinois law requires schools to adopt an Integrated Pest Management (IPM) plan and notify staff, students, and parents prior to certain types of pest-control applications.

Integrated Pest Management emphasizes inspection and communication within the school. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest-control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program, but does involve use of nontoxic control methods such as sticky traps and baits. If it becomes necessary to use any pest-control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as practicable. The district will establish a registry in each school for those who wish to be notified of certain pesticides and/or herbicide applications. Each school has its own registry. If you wish to be placed on the list to receive written notification prior to the applications of any pest-control materials subject to the notification requirements, please call the school or schools that your child or children attend, and ask for a copy of the request form from each. Once you receive the form(s), please complete and return it to the appropriate school.

The district has contracted with Anderson Pest Control to provide IPM services. Anderson has had IPM programs in place in schools since 1991. For information regarding CCSD 89's pest management program, contact the Director of Buildings and Grounds at (630) 469-8900, ext. 4301, or contact Anderson Pest Solution directly at (630) 834-3300.

## Physical Education

Physical education classes are provided for every child in kindergarten through eighth grade. Students must have gym shoes with their names written in them for these classes. Glen Crest students wear gym uniforms.

Student participation is required by state law unless excluded by a physician's statement. Notes from parents are acceptable as a short-term excuse from student physical education activities (not to exceed three days). **If children are excused from physical education activities, they will also be excluded from recess.** At the middle school, if a child is medically excused with a parent or physician's note, they are excluded from interscholastic participation.

Requests by parents for longer-term exclusions for religious practices such as fasting will be determined on an individual basis. (Board Policy 7:260 Exemption from Physical Education) In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.



A student in seventh or eighth grade may submit a written request to the principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Board Policy 7:260.

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

State law prohibits the district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the district.

## Promotion/Retention

*Per CCSD 89 Board Policy 6:280 (Grading and Promotion)*

CCSD 89 shall encourage and assist each student to meet or exceed state and local standards. Progress shall be measured by successful academic achievement as delineated in Board Regulation 6:280-R (Promotion or Retention of Students). Criteria that is not related to academic achievement shall not be considered in determining whether to promote or retain a student, but may be used in determining whether to accelerate a student beyond the next higher grade level.

## Psychological Testing

A psychologist is available to provide expertise in the diagnosis and correction of special problems involving learning and the adjustment of the student to the school community. If a student is recommended for special testing, parental support and cooperation are necessary.

## Report Cards

Performance reports, or report cards, are sent home at the end of each trimester to indicate a child's general progress. Parent-teacher conferences are offered in the fall and in February. Parents seeking more specific information during a year can arrange a conference with the teacher.

## Safety

The district is deeply concerned with the safety of every child. Safety rules and procedures should be taught and practiced both at home and school to prevent accidents. Parents are asked to urge their children to walk with friends and go directly to and from school or home. Parents are asked to follow the school's traffic and parking regulations for safety reasons and set a good example. The only children permitted on the playground during school hours are those who attend the school.

## Safety Drills

*Per CCSD 89 Board Policy 4:170 (Safety)*

Safety drills will occur at times established by the 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 evacuation drills, a minimum of one severe weather (shelter-in-place) drill, a minimum of one law enforcement drill to address an active-shooter incident, and a minimum of one bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## Sex Equity

No student shall, based on sex, sexual orientation, or gender identity, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities. If you feel that you have been discriminated against on the basis of sex, please contact the District's Non-Discrimination Coordinator, Maureen Jones.

## Sexual Harassment

Per Board Policy 7:20 (Harassment of Students Prohibited), sexual harassment of students of any kind and in any form is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that:

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

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

The CCSD 89 Board of Education provides a uniform grievance procedure (Board Policy 2:260 Uniform Grievance Procedure, 2:265 Title IX Sexual Harassment Grievance Procedure) for any individual who alleges a violation of this policy. Further information regarding this policy can be found on the district website, [www.ccsd89.org/board](http://www.ccsd89.org/board) The Title IX coordinator for CCSD 89 is Maureen Jones, who can be reached at [mjones@ccsd89.org](mailto:mjones@ccsd89.org) or (630) 469-8900.

## Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important district goal. The district does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the district's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a district employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A district employee conditions the provision of an aid, benefit, or service on an individual'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 educational 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)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

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

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Education program or activity includes locations, events, or circumstances where the district has substantial control over both the respondent and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed.

### Title IX Sexual Harassment Prevention and Response

The superintendent or designee will ensure that the district prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the district's comprehensive health education program in Board policy 6:60, (Curriculum Content), incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades preschool through

12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12.

2. This includes incorporating student social and emotional development into the district's educational program as required by state law and in alignment with Board policy 6:65 (Student Social and Emotional Development).
3. Incorporates education and training for school staff pursuant to policy 5:100 (Staff Development Program), and as recommended by the superintendent, Title IX Coordinator, Nondiscrimination Coordinator, principal, assistant principal, or a Complaint Manager.
4. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the district's website, if any, and in each handbook made available to such persons.

### **Making a Report**

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, principal, assistant principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

**Title IX Coordinator:** Maureen Jones, 22W600 Butterfield Road, Glen Ellyn, IL 60137 mjones@ccsd89.org (630) 545-3508

### **Processing and Reviewing a Report or Complaint**

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the complainant to: (1) discuss the availability of supportive measures, (2) consider the complainant's wishes with respect to supportive measures, (3) inform the complainant of the availability of supportive measures with or without the filing of a Formal Title IX Sexual Harassment complaint, and (4) explain to the complainant the process for filing a Formal Title IX Sexual Harassment Complaint. Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260 (Uniform Grievance Procedure); 5:20 (Workplace Harassment Prohibited); 5:90 (Abused and Neglected Child Reporting); 5:120, (Employee Ethics; Conduct; and Conflict of Interest); 7:20 (Harassment of Students Prohibited); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 7:185 (Teen Dating Violence Prohibited); and 7:190 (Student Behavior), to determine if the allegations in the report require further action. Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the district's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

### **Formal Title IX Sexual Harassment Complaint Grievance Process**

When a Formal Title IX Sexual Harassment Complaint is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation. The superintendent or designee shall implement procedures to ensure that all Formal Title IX Sexual Harassment Complaints are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The district's grievance process shall, at a minimum:

1. Treat complainants and respondents equitably by providing remedies to a complainant where the respondent is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a respondent.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
3. Require that any individual designated by the district as a Title IX Coordinator, investigator, decision-maker, or any person designated by the district to facilitate an informal resolution process:
  - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.
  - b. Receive training on the definition of sexual harassment, the scope of the district's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by the district as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by the district as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.

6. Include a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies the district may implement following any determination of responsibility.
9. Base all decisions upon the preponderance of evidence standard.
10. Include the procedures and permissible bases for the complainant and respondent to appeal.
11. Describe the range of supportive measures available to complainants and respondents.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

### **Enforcement**

Any district employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any district student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. This policy does not increase or diminish the ability of the district or the parties to exercise any other rights under existing law.

### **Retaliation Prohibited**

The district prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260 (Uniform Grievance Procedure).

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

## **Sex Offender Notification Law**

The Sex Offender Registration Act requires public or private elementary and secondary schools to notify the parents of children attending the school that information about sex offenders is available to the public. Parents may obtain information on registered sex offenders living within the school district boundaries by accessing the Illinois State Police website at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

## **Special Services**

CCSD 89 provides additional support for students in several areas, including, but not limited to: speech correction, remedial reading and math, learning and behavioral disabilities, and English Learners (EL). Special services are also available from a school social worker. If a parent feels his/her child qualifies for these special services and is not receiving them, the child's teacher or principal should be contacted.

Home/hospital services are provided to a student when a licensed medical physician determines that the student, due to a medical condition, will be out of school for a minimum of two consecutive weeks of school (10 days) or more, or on an ongoing intermittent basis. (Board Policy 6:150 Home and Hospital Instruction) The goal of home/hospital instruction is to afford the student experiences equivalent to those afforded to other students at the same grade level and are designed to enable the student to return to the classroom. Thus, the substance or content of the instruction, generally academic, is to enable the student to remain synchronized with the other students in his or her class.

The district is a member of the Cooperative Association for Special Education (C.A.S.E.), which provides Special Services classes not available within the district. CCSD 89's Director of Student Services is Katie Kreller. She can be reached at (630) 469-8900 or 22W600 Butterfield Road, Glen Ellyn. Information about CCSD 89's special services can be obtained from the building principal.

## Sports Attire Modifications for Interscholastic Teams

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

## Suicide Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness are important Board goals. You can learn more about the district's work to increase awareness and prevention of depression and suicide in Board Policy 7:290 (Suicide and Depression Awareness and Prevention) at [www.ccsd89.org/board](http://www.ccsd89.org/board)

The National Suicide Prevention Lifeline can be reached at (800) 273-8255. The Crisis Text Line can be reached by texting HOME to 741741. Safe2Help Illinois can be reached by calling (844) 4-SAFEIL, texting SAFE2 to 72332, or emailing [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com).

## Summer School

CCSD 89 summer school is offered if grant funds are available. Students are identified based on academic need in math and reading.

## Student and Family Privacy Rights

*Per CCSD 89 Board Policy 7:15 (Student and Family Privacy Rights)*

### 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 School Board Policy 7:15 (Instructional Philosophy), 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 parents/guardians 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 program.

The student's parents/guardians 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 parents/guardians exercised this option.

### Instructional Material

Parents/guardians may inspect, upon their request, any instructional material used as part of their child’s educational curriculum within a reasonable time of their request.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the internet). The term does not include academic tests or academic assessments.

### **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 paragraph 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: (1) if the student’s parent(s)/guardian(s) have consented; or (2) the collection, disclosure or, use of personal information collected from students is 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.

### **Notification of Rights and Procedures**

The superintendent shall notify students’ parents/guardians of:

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

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

## **Testing and Evaluation**

The CCSD 89 assessment program aids in the evaluation and improvement of teaching and learning. Assessments measure achievement, readiness, mental ability, speech and language, gross and fine motor skills, hearing, and vision.

Test results indicate a student’s ability, achievement, or growth. Tests are one measure of mental, physical, or social development. They become useful only when considered in relation to a student’s overall performance in and out of school.

### **Measurement of Academic Progress (MAP) and Cognitive Abilities Test (CogAT)**

Student academic achievement is measured by classroom-based and district assessments. A comprehensive system of local assessments - tied to the CCSD 89 curriculum - measures how students progress toward achieving grade level learning expectations and the Illinois Learning Standards. The Measurement of Academic Progress (MAP) Test is administered in grades K-8. This is a nationally recognized test of academic achievement. The CogAT (Cognitive Abilities Test) is given to all second- and fourth-grade students. This nationally recognized test measures student ability.

### **State Standardized Tests**

In addition to local tests, the State of Illinois requires that students take the Illinois Assessment of Readiness (an assessment of in reading and math) in grades 3-8, as well as the Illinois Science Assessment in grades 5 and 8, to measure students' proficiency with the Illinois Learning Standards.

### **Preschool Screening**

The district conducts a preschool screening four times a year for children ages 2 years, 10 months to 5 years old. Preschool screening is for early discovery of potential learning problems and the identification of students who may be eligible for preschool speech or special education. The teacher, counselor and/or principal are available to discuss testing results with parents.

### **Vision and Hearing Screening**

Students also receive testing to assess gross- and fine-motor skills as part of physical education classes. Vision screening is performed on all preschool, kindergarten, second-, fourth- and eighth-grade students. Hearing screening is performed on all preschool, kindergarten, first-, second- and third-grade students. In addition, vision and hearing are screened on all students with an IEP, foster children, by request from a teacher or parent, and on all new transfer students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

## **Uniform Grievance Procedure**

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 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:

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, Title IX Sexual Harassment Grievance Procedure
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-
7. 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. (Title IX sexual harassment complaints are addressed under policy 2:265 (Title IX Sexual Harassment Grievance Procedure)
8. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
9. Bullying, 105 ILCS 5/27-23.7
10. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
11. Curriculum, instructional materials, and/or programs
12. Victims' Economic Security and Safety Act, 820 ILCS 180/
13. Illinois Equal Pay Act of 2003, 820 ILCS 112/
14. Provision of services to homeless students
15. Illinois Whistleblower Act, 740 ILCS 174/
16. 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.
17. Employee Credit Privacy Act, 820 ILCS 70/
18. The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.



### **Right to Pursue Other Remedies Not Impaired**

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

### **Deadlines**

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

### **Filing a Complaint**

A person (hereinafter complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same 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.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), in addition to any response required by the Uniform Grievance Policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20 (Workplace Harassment Prohibited, the Complaint Manager) shall process and review the complaint according to that policy, in addition to any response required by this policy.

### **Investigation Process**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians 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 any collective bargaining agreement, (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, this policy, or any collective bargaining agreement, (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.

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

The superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### **Decision and Appeal**

Within five school business days after receiving the Complaint Manager's report, the superintendent shall mail his or her written decision to the complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the superintendent's decision, the complainant or the accused may appeal the decision to the Board 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 after an appeal of the superintendent's decision, the Board shall affirm, reverse, or amend the superintendent's decision or direct the superintendent to gather additional information. Within five school business days after the Board's decision, the superintendent shall inform the complainant and the accused of the Board's action.

For complaints containing allegations involving the superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the Board shall mail its written decision to the complainant and the accused by registered mail, return receipt requested, and/or personal delivery as well as to the Complaint Manager. This policy 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.



**Nondiscrimination Coordinator:**

Maureen Jones, 22 W 600 Butterfield Rd., Glen Ellyn, IL 60137 [mjones@ccsd89.org](mailto:mjones@ccsd89.org)

**Complaint Managers:**

Maureen Jones, 22 W 600 Butterfield Rd., Glen Ellyn, IL 60137 [mjones@ccsd89.org](mailto:mjones@ccsd89.org)

Dr. Jill Kingsfield, 22 W 600 Butterfield Rd., Glen Ellyn, IL 60137 [jkingsfield@ccsd89.org](mailto:jkingsfield@ccsd89.org)

## Unsafe School Choice Option

*Per CCSD 89 Board Policy 8:20 (Community Use of School Facilities)*

The unsafe school choice option allows students to transfer to another district school or to a public charter school within the district. The unsafe school choice option is available to: (1) all students attending a persistently dangerous school, as defined by state law and identified by the Illinois State Board of Education; and (2) any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

## Use of School Buildings and Grounds

The basic purpose of the school building and grounds is to serve student academic and recreational needs, including school-sponsored events held outside of the regular school day. Individuals and recognized groups within the community may also use school property for approved activities. The district provides equal access to the Boy Scouts and other designated youth groups to use its facilities. Information about building availability and fees can be obtained from the principal. Illinois State Law prohibits the use of tobacco, alcohol, and drugs in all public school buildings and on school grounds at all times.

## Vandalism

Citizens are urged to immediately notify the school principal about any damage to the school building and/or grounds and give the identity of the vandals, if possible. The Board of Education, acting upon recommendations from school officials, will determine whether punitive or court action should be taken. In all cases where school property is damaged by students, parents and guardians will be held responsible for replacement or repair of damaged or defaced property.

## Visitors to School

Parents/guardians of students currently enrolled at a CCSD 89 school may visit their child's school during the day when students are in class. Parents are encouraged to limit their visits to school in order to minimize disruptions to the learning environment.

Visits by non-parents and volunteers may be permitted with approval of the principal. All visitors must sign a visitors' log, provide identification, and wear a visitor's lanyard badge. When leaving the school, visitors must return their lanyard visitor badge and their identification will be returned. On those occasions when large groups of parents and friends are invited onto school property, visitors may not be 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. Visitors may not enter any room where students are present or approach students on school grounds without the prior approval of the principal or his/her designee. In all cases, the principal or his/her designee may exclude or restrict visits when they deem it appropriate.

Generally, individuals wishing to visit a school should contact the school at least 24 hours in advance. Visitors must contact the school principal 24 hours in advance of a classroom visit. Visitors may be escorted. When visits occur while school is in session, visitors to a classroom should confine their questions and inquiries to a time when the teacher does not have direct responsibilities to the students.

It is prohibited by law to commit criminal damage to school property, to vandalize school property, or to distribute/deliver written or printed solicitation within 1,000 feet of school property for the purpose of inviting students to an event in which a significant purpose is to commit or solicit illegal acts or will otherwise be held in or around abandoned buildings.

## Weather Guidelines for Outdoor Recess/Recreation

Weather permitting, students have outside recess/recreation at lunch time. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Students will have outdoor recess as long as the "feels like" temperature is greater than 10 degrees as measured on [www.weather.com](http://www.weather.com). Please be sure your child is dressed appropriately for the weather conditions. Coat, snow pants, boots, hat or hood, gloves or mittens are a must for playing in the snow. Conversely, students will not go outside if it is too hot. Decisions to stay indoors during hot weather depend upon the temperature and the heat index. Students will remain indoors if the "feels like" temperature is 100 degrees or greater.

# DISCIPLINE

All of these policies apply whether the student is learning in person or via computer.

## Student Behavior

*Per CCSD 89 Board Policy 7:190 (Student Behavior)*

The goals and objectives of this policy are to provide effective discipline practices that:

- ensure the safety and dignity of students and staff;
- maintain a positive, weapons-free, and drug-free learning environment;
- keep school property and the property of others secure;
- address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in resolution;
- teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

## Academic Credit for Missed Classes During School-Bus Suspensions

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

## Behavioral Interventions

Behavioral interventions shall be used for students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

## Bullying Prevention and Response Plan

*Per CCSD 89 Board Policy 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment)*

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

The superintendent shall develop a program that includes:

1. (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.
2. Examining the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Encouraging students to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is expected to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.
4. The superintendent or designee promptly investigating and addressing reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the building principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and state laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the building principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the district's jurisdiction and shall require that the district provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.
5. Bullying prevention and character instruction in all grades in accordance with state law. This includes incorporating student social and emotional development into the district's educational program as required by law. The superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
6. Fully informing staff members of the district's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the district's expectation – and the state requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
7. Encouraging all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
8. Clear communication that reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. Information that a student will be not be punished for reporting bullying or supplying information, even if the district's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
10. Actively involving students' parents/guardians in the remediation of the behaviors of concern. This includes ensuring that all parents/guardians are notified, as required by state law, whenever their child engages in aggressive behavior.
11. Communicating the district's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
12. Annually communicating this policy to students and their parents/guardians.
13. Ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the district's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness
14. Complies with state and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every two years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

## **Bullying, Harassment, and Intimidation of Students**

*Per CCSD 89 Board Policy 7:180 (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, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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 district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

## Cell Phones, Other Electronic Devices

*Per CCSD 89 Board Policy 7:192 (Student Use of Mobile Telecommunication Devices)*

The possession and use of smartphones, cell phones, and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack, purse, or locker.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
4. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in state law (i.e., sexting). Possession is prohibited regardless of whether the depiction violates state law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

- Use of the device is provided in the student's IEP, or
- Permission is received from the student's teacher; e.g., Bring-Your-Own-Technology (BYOT) programs.

Examples of electronic devices that are used as study aids include devices with audio or video recording, iPods, some cell phones, smartphones, laptop computers, and tablet computers or devices, e.g., tablets.

Examples of electronic devices that are not used as study aids include: hand-held electronic games, CD players, MP3 players/iPods used for a purpose other than a study aid, global positioning systems (GPS), radios, and cell phones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. Using technology as a study aid must always follow the established rules for the BYOT program. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The district is not responsible for the loss or theft of any electronic device brought to school.

## Corporal Punishment

Corporal punishment is prohibited by any CCSD 89 employee as a means of discouraging student behavior. Corporal punishment is defined as slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm upon students. 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.

Reasonable force by district employees may be used as needed to maintain his/her own safety, the safety of a student or other students, or to protect other school personnel or visitors. Reasonable force may also be needed for the purpose of self-defense, or protecting the physical site. Isolated time-outs or physical restraint may be utilized consistent with the requirements of the School Code and with the regulations of the Illinois State Board of Education. The district will provide written notice to a student's parent or guardian within one business day after any use of isolated time out, time out, or physical restraint.

## Cyberbullying

*Per CCSD 89 Board Policy 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment)*

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

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's 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: email, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, social media account, 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. These rules also apply during remote or e-learning. Students who want to report cyberbullying can submit tips to the “SpeakUp for Safety” tip line at (630) 348-2033 or [speakup@ccsd89.me](mailto:speakup@ccsd89.me). Students can submit tips anonymously.

## Delegation of Authority

*Per CCSD 89 Board Policy 7:190 (Student Behavior)*

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

The superintendent, building principal, assistant principal, or dean of students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the superintendent, building principal, assistant principal, or dean of students may issue in-school suspensions; may issue out-of-school suspensions to students guilty of gross disobedience or misconduct (including all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of nonexclusionary discipline before using out-of-school suspensions or expulsions. Restorative measures will be used when acting on disciplinary measures. ‘Restorative measures’ means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher, building principal, or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public-safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220 (Bus Conduct).
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200 (Suspension Procedures). A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board Policy 7:210 (Expulsion Procedures). A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program upon written agreement with the student’s parents or following a Board of Education hearing.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alike substances, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.

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

## Discipline of Special Education Students and Students with Section 504 Plans

The district shall comply with the Individuals With Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Illinois State Board of Education's Regulations when disciplining students with disabilities. No student with a disability shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### Electronic Signaling Devices

Students may not use or possess electronic signaling (paging) devices or two-way radios on school property at any time, unless the principal specifically grants permission.

### Expulsion Procedures

*Per CCSD 89 Board Policy 7:210*

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

1. Before a student may be expelled, the student and his or her parents/guardians shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspensions.
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parents/guardians or attorney inform the superintendent or Board attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parents/guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted, or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parents/guardians may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. In determining the length of the student's expulsion, the Board also shall consider:
  - a. The egregiousness of the student's conduct;
  - b. The history of the student's past conduct;
  - c. The likelihood that such conduct will affect the delivery of education for other students;
  - d. The severity of the punishment; and
  - e. The student's best interests.
5. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
  - e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.
6. Upon expulsion, the district may refer the student to appropriate and available support services.



## Gang Activity Prohibited

*Per CCSD 89 Board Policy 7:190-R2 (Gang Activity Prohibited)*

Students are prohibited from engaging in gang activity. A gang is any group of two or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang;
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity may be subject to one or more of the following disciplinary actions:

- Removal from extracurricular and athletic activities
- Conference with parents/guardians
- Referral to appropriate law-enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed two calendar years

## Hazing Prohibited

*Per CCSD 89 Board Policy 7:190-R1 (Hazing Prohibited)*

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Students engaging in hazing may be subject to one or more of the following disciplinary actions:

- Removal from the extracurricular activities,
- Conference with parents/guardians, and/or
- Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

- Suspension for up to 10 days, and/or
- Expulsion for the remainder of the school term.

## Out-of-School Suspension Procedures

*Per CCSD 89 Board Policy 7:200 (Suspension Procedures)*

The superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

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



- ii. For a suspension of four or more school days, an explanation:
    - 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted, as to whether school officials attempted other interventions or determined that no other interventions were available for the student and, that the student's continuing presence in school would either:
      - a. Pose a threat to the safety of other students, staff, or members of the school community, or
      - b. Substantially disrupt, impede, or interfere with the operation of the school.
  - iii. For a suspension of five or more school days, the information listed in section 4.e.ii., above, along with documentation by the superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the superintendent or designee.

## Prohibited Student Conduct

### *Per CCSD 89 Board Policy 7:190 (Student Behavior)*

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned-substance list, unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
  - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the weapons section of Board Policy 7:190 (Student Behavior), or violating the weapons section of Policy 7:190.
5. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation: creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept powered-off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is authorized for use during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a district staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180), bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185 (Teen Dating Violence Prohibited).
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; state law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to: assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system or drone for any purpose on school grounds or at any school event unless granted permission by the superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. All other conduct prohibited by Board of Education policies, which are available on the district's website at [www.ccsd89.org/board](http://www.ccsd89.org/board)

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

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

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

## **Re-Engagement of Returning Students**

*Per CCSD 89 Board Policy 7:190 (Student Behavior)*

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**

*Per CCSD 89 Board Policy 7:190 (Student Behavior)*

A school staff member shall immediately notify the office of the building principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2)

observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the 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 1,000 feet of the school, as well as school property itself.

A student's guardian will be contacted prior to the detention or questioning of any student by a law enforcement officer, a school resource officer, or other school security personnel. The time and manner of notification or attempted notification will be documented. Reasonable efforts will be made to ensure that a student's guardian is present during questioning or, if unavailable, school personnel are present.

## Search and Seizure

*Per CCSD 89 Board Policy 7:140 (Search and Seizure)*

Maintaining order and security in schools is essential to establishing a positive learning environment. Recognizing this, the CCSD 89 Board of Education authorizes administrators and certified employees to conduct searches of students and their personal effects, as well as the property of the district (including desks and lockers). Items found which are illegal may be seized and impounded by school officials, and law enforcement officials may be contacted. When appropriate, such evidence may be transferred to law enforcement authorities. Items that may merely disrupt the educational process can be confiscated until the item can be removed from the educational setting without creating a potential disruption. Whenever an item is seized, disciplinary action may be taken. For more information, see Board Policy 7:140 (Search and Seizure) at [www.ccsd89.org/board](http://www.ccsd89.org/board)

## Student/Parent Handbook

*Per CCSD 89 Board Policy 7:190 (Student Behavior)*

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

A student handbook, including the district disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Students and their parents/guardians must acknowledge receipt by signing the document on page 2 of this handbook or confirming via electronic receipt.

## Teen Dating Violence Prohibited

*Per CCSD 89 Board Policy 7:185*

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 13-19 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. The superintendent shall develop and maintain a program to respond to incidents of teen dating violence. Students in seventh and eighth grades will receive age-appropriate instruction on teen dating violence in accordance with the district's comprehensive health education program.

## Time Out and Physical Restraint

Isolated time out and physical restraint shall be used only as a means of maintaining a safe and orderly environment for learning and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. The use of isolated time out and physical restraint by any staff member shall comply with the Illinois State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out and Physical Restraint."

Guardians of the affected student will be notified within 24 hours if time out or physical restraint occurs.

Isolated time out and physical restraint are defined as follows:

- **Isolated time out:** The confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.
- **Physical restraint:** Holding a student or otherwise restricting his or her movements. Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or (2) remove a disruptive student who is unwilling to leave the area voluntarily.

More information is available in Board Policy 5:190-R4 (Use of Isolated Time Out and Physical Restraint) at [www.ccsd89.org/board](http://www.ccsd89.org/board)

## 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 firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241)
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

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

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

## When and Where Conduct Rules Apply

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

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

# Community Consolidated School District 89

[www.ccsd89.org](http://www.ccsd89.org)

[info@ccsd89.org](mailto:info@ccsd89.org)

(630) 469-8900

22W600 Butterfield Road, Glen Ellyn, IL 60137

[www.facebook.com/CCSD89](http://www.facebook.com/CCSD89)

[www.twitter.com/CCSD89](http://www.twitter.com/CCSD89)

Superintendent: Dr. Emily K. Tammaru

## **Arbor View Elementary School**

Principal: Emily Burnett

(630) 469-5505

[www.ccsd89.org/arborview](http://www.ccsd89.org/arborview)

## **Briar Glen Elementary School**

Principal: Mitch Dubinsky

(630) 545-3300

[www.ccsd89.org/briarglen](http://www.ccsd89.org/briarglen)

## **Park View Elementary School**

Principal: Kristie Mate

(630) 858-1600

[www.ccsd89.org/parkview](http://www.ccsd89.org/parkview)

## **Westfield Elementary School**

Principal: Matt McDonald

(630) 858-2770

[www.ccsd89.org/westfield](http://www.ccsd89.org/westfield)

## **Glen Crest Middle School**

Principal: Kim Price

Assistant Principal: Antonio Diaz

(630) 469-5220

[www.ccsd89.org/glencrest](http://www.ccsd89.org/glencrest)