

District 101 Elementary Schools

Parent/Student Handbook

2026–27

Mr. Thomas Sturm — Principal, Forest Hills
Mrs. Renee Epstein — Principal, Laidlaw
Mrs. Carrie Dolan — Dean of Students, Laidlaw
Mrs. Emily Kruzel — Principal, Field Park



Western Springs School District 101
4225 Wolf Road, Western Springs, IL 60558
wsd101.org

This handbook is subject to change and may be updated throughout the year, as necessary.

Table of Contents

Section 1 — General Information

- School Contact Information
- Visitors and Volunteers
- Photos for Publication
- Getting a Message to Your Child
- Medication at School
- Required Health Records
- Lunch and Recess
- Food Allergy Procedures
- Fee Waivers and Financial Assistance
- Support for Families Experiencing Housing Instability

Section 2 — Attendance Policies

- Reporting an Absence
- Valid Cause for Absence (Excused Absences)
- Is My Child Too Sick to Come to School?
- Requests for Midday Pickups or Changes to Dismissal Plans
- Extended Absences
- Impact of School Absences
- Tardy Policy

Section 3 — Academic Information

- Homework Policy
- Reteaching & Reassessment Policy
- Student Records

Section 4 — Behavior

- Discipline Policy
- Bullying Prevention and Response
- Our Commitment to an Inclusive School
- Dress Code
- Plagiarism
- Gangs
- Student Conduct & Disciplinary Responses
- School Bus and Audio/Video Surveillance
- Social Emotional Learning
- Social Work Services
- Suicide and Mental Health Support
- Evidence-Informed Educational Information on the Warning Signs of Sexual Abuse
- Search and Seizure

Section 5 — Use of Technology

- Chromebook Guidelines
- Educational Technology and Student-Data Privacy
- Personal Electronic Devices

Section 1 — General Information

School Contact Information

	Forest Hills	Laidlaw	Field Park
Address	5020 Central Avenue, Western Springs, IL 60558	4072 Forest Avenue, Western Springs, IL 60558	4335 Howard Avenue, Western Springs, IL 60558
Phone	(708) 246-7678	(708) 246-7590	(708) 246-7576
Fax	(708) 482-2598	—	(708) 482-2582
Attendance Email	emclaughlin@d101.org	ewalker@d101.org	dstetler@d101.org
Principal	Thomas Sturm — tsturm@d101.org	Renee Epstein — repstein@d101.org	Emily Kruzel — ekruzel@d101.org
Dean of Students	—	Carrie Dolan — cdolan@d101.org	—

Visitors and Volunteers

We love having community members visit and volunteer at our schools. When you do need to visit our elementary schools, please enter through each school's main entrance/main office door. Once you enter the main office, you will need to check in with the building administrative assistant. For security purposes, the door will be locked, so please use the buzzer upon arrival.

If you are volunteering for a school activity, you will be asked to provide an ID, and in return, you will be given a lanyard that identifies you as a visitor who is known to be in the building. Once you are done with your visit, please return to the main office, turn in your lanyard, and pick up your ID.

Photos for Publication

Through our registration process, parents are prompted to give permission for their child(ren) to be photographed for use in District communications. Examples of the publications may include, but are not limited to, school newsletters, district newsletters, the district website, or local newspapers. If you are concerned about having your child's photograph used in any of these ways, please do not hesitate to contact the front office or decline consent during registration.

Getting a Message to Your Child

All three elementary schools have a telephone located in the school office that may be used by students. However, parents and students should arrange all necessary communications or appointments before students leave for school in the morning to avoid interrupting classes to deliver messages to students. Should you need to get a message to your child, please call your elementary school's Main Office and the building administrative assistant will ensure your message gets to your student.

Students should come to the Main Office to contact parents rather than use cell phones during school hours.

Please note: In order to maintain a safe and academically focused environment, both cell phones and smart watches are NOT allowed to be used during the school day at ANY D101 school. They are to remain turned off and in a student's locker. Should you need to get a message to your student, or should they need to get a message to you, they must do so through the main office telephone.

Medication at School

To ensure the health and well-being of our students, our school has an on-staff nurse available to support those who require medication during the school day. As a general rule, students may not possess or consume any prescription or non-prescription medication on school grounds or at school-related functions.

If a student's licensed healthcare provider and parent/guardian determine that medication is necessary during school hours, the following procedures apply:

- **Authorization and Delivery:** No school employee will administer any prescription or non-prescription medication without a completed and signed School Medication Authorization (SMA) Form on file. Caregivers must submit this form and deliver the medication directly to the school nurse.
- **Self-Carry Exceptions:** Students are permitted to possess and self-administer certain medications — such as epinephrine injectors (e.g., EpiPens), asthma medication, or necessary supplies for managing diabetes or epilepsy — provided a signed SMA Form and a qualifying emergency action plan are on file.
- **Emergency Administration:** Our school maintains a supply of undesignated asthma medication, which trained personnel may administer in good faith to any person experiencing respiratory distress. Nothing in this policy prohibits any school employee from providing emergency medical assistance to a student, including the administration of medication.

Required Health Records

To help keep our school community safe and healthy, and in accordance with State law and District Policy 7:100, all students must meet specific health examination and immunization requirements.

Required Examinations and Immunizations

- **Health Examinations and Immunizations:** All students must have a current health examination and proof of up-to-date immunizations on file.
- **Eye Examinations:** All students entering Kindergarten must submit proof of a professional eye examination.
- **Dental Examinations:** All students entering Kindergarten and Second Grade must submit proof of a dental examination.

Important Deadlines and Consequences

Requirement	Deadline	If Missed
Health exams & immunizations	October 15	Student may be excluded from school until documentation is provided
Dental exam (Kindergarten & 2nd Grade)	May 15	School may hold the student's report card

Medical and Religious Exemptions

- **Medical Exemptions:** Must be supported by a signed statement from a licensed healthcare provider detailing the medical condition that prevents the immunization or exam.
- **Religious Exemptions:** Must be supported by a signed Certificate of Religious Exemption detailing the parent's or guardian's specific religious objection.

Please contact the school nurse or the Main Office if you need guidance on submitting these exemption forms or if you need assistance locating local health or dental resources.

Lunch and Recess

Lunch

Students have a 45-minute lunch period within their schedule each day. This block of time is inclusive of lunch and recess. Students should bring a personal lunch from home each day. Milk is available each day for \$0.35, or parents can prepay and buy milk for the year for \$60.00. Students may go home for lunch. If they go home for lunch, they are expected to stay home for the entirety of lunch, and they should return to school at, and not before, 12:25 p.m. More specific information regarding lunch logistics will be communicated directly from building principals.

Students are not permitted to bring or share food or drink items with a larger group (i.e., their lunch table).

Recess

Students will be outdoors for classroom and lunch recess unless the “feels like” temperature is below 13 degrees or above 98 degrees Fahrenheit. If there is snow on the ground, students must have appropriate snow gear (boots, snow pants, gloves) in order to play in the snow. If a student does not have appropriate snow gear, they will still be expected to go outside, but they may not play in the snow.

Food Allergy Procedures

These procedures are intended to address food allergy management in District 101. For the purposes of these procedures, the use of the term “food” will be construed broadly and will include any substance that people ordinarily eat or drink in order to maintain life and growth.

Documentation

1. [A Medical Authorization Form](#) from a student’s physician identifying the food allergy must be signed by a physician.
2. [A Food Allergy Emergency Plan](#) is to be signed by the parent and the physician.

Epi-Pens (Epinephrine Auto-Injectors)

3. Epinephrine auto-injectors (EAI’s) will be stored in the nurses’ offices and are required to be supplied by parents. In addition to this, parents of children with food allergies may choose from the following, which are acceptable options in addition to EAI’s being housed in the nurses’ offices:
 - a. Students may carry an additional EAI on their person.
 - i. Parents are required to complete and submit a *Permit For Administration of Required Medications During School Hours* form.
 - ii. Students may carry an additional EAI in a transportable “fanny pack” that will travel with the student throughout the day, including to “specials” classes, lunch, recess, and extracurriculars.
 1. The responsibility of transporting the EAI via the fanny pack is the student’s, at the directive of their parents.
 2. A standard-issue fanny pack will be given to students whose parents request them.
4. The district maintains undesignated epinephrine injectors as provided by Board policy and State law; availability cannot be guaranteed.

Hand Washing

5. ARRIVAL TO SCHOOL and FOLLOWING LUNCH: Minimally, all students who share a homeroom (elementary) or first period class (McClure) with a student who has a *Food Allergy Emergency Plan* will be expected to wash their hands with soap and water.

General

6. No homemade foods may be brought into the school buildings for any school- or parent-sponsored event. Parents/Guests, who bring food that has not been previously approved or that is not in compliance with these Procedures, will not be permitted to distribute/sell it to District 101 students.

7. Food *distributed* to students must be obtained from one of the District’s approved outside food vendors, or otherwise be in compliance with the parameters outlined in these procedures.

Lunch

8. NUT-FREE TABLE: A nut-free table (which for this purpose shall include all tree nuts and peanuts) will be provided for in each of the District’s lunchrooms. This table will be cleaned after each lunch period by District staff and will be used exclusively for this purpose. Parents will provide authorization annually in writing (email is acceptable) that their child must be seated at the nut-free table during lunch.
- a. Lunchroom staff will do a visual review of lunches for each student sitting at a “nut-free” table. This review is designed to provide a quick review for obvious peanut/nut contents/products, rather than a thorough review of all ingredients.
 - b. Students with a *Food Allergy Emergency Plan* that is not nut-based, but which requires special safety measures in the lunchroom, will be provided with appropriate accommodations via planning coordinated by the building principal, school nurse, and lunchroom supervisor.
9. LUNCHES HELD OUTSIDE THE LUNCHROOM: Infrequently, and often due to unforeseen circumstances, there will be days when lunch will be held outside of the regular lunch room – likely in individual classrooms. Appropriate precautions and arrangements will be made in these instances for safe consumption of lunches brought by students, as well as for appropriate cleanup following the lunches. These arrangements will be coordinated by the building principal, and will include:
- a. A standard-template letter sent home at the start of each school year informing parents that foods consumed outside of the regular lunchroom are to be nut-free (free of tree nuts and peanuts).
 - b. Plans for extracurricular events where lunch is eaten outside of the lunchroom (eg: Chess Wizards, Brownie Meetings, Student Council Meetings). For extracurricular lunch groups, a student whose lunch includes nut products will be asked to eat their lunch in another location, wash their hands, and then return to the classroom for the extracurricular activity.
 - c. When practical, the lunchroom supervisor or school nurse will rotate through classrooms hosting a lunchtime extracurricular event to help in the visual inspection of student lunches, similar to the role played by the lunchroom supervisor for students seated at the nut-free table in the lunchroom.

Food In The Classroom

10. HOLIDAY/CLASSROOM PARTIES: Food/snacks/treats are NOT allowed at any elementary classroom party (Halloween, Holiday Party, and Valentine’s Day).
11. CLASSROOM SNACKS: Organized snack breaks are not a part of the classroom experience.
12. USE OF FOOD AS PART OF THE CURRICULUM: Whenever food is used as a part of students’ curricular experience, District personnel will consider foods that will allow for full inclusion of all students in a classroom.
- a. Food is not to be utilized as a “reward” or “motivator” for students, except as designated for students with identified special needs.
13. BIRTHDAY CELEBRATIONS: Food is not an option available to help celebrate a student’s birthday in the school setting. As an alternative, parents who wish to assist in the celebration of their child’s birthday in the classroom are encouraged to consider other options, such as:
- a. Providing a small token gift for members of the classroom.
 - b. Donating a book in the name of the child to either a classroom library collection or the school’s library.
 - c. Determining other reasonable age-appropriate ways to include classroom students.

Miscellaneous

14. BUS RIDERS: Parents will be given the option to share their child’s Food Allergy Emergency Plan with the regular bus driver. It is the District’s expectation that drivers will follow our transportation vendor’s safety guidelines on this/other health-related concern topics, which is to move the bus to a safe location and contact 911 if a

health-emergency is identified. As a general rule, food is not to be consumed at any time while students are being transported via school bus.

15. FIELD TRIPS: An EAI is to stay with the teacher, the student’s own parent if theirs is a field trip supervisor, or the student themselves (when applicable) throughout the duration of a field trip. Please refer to Section 3 above for additional information regarding EAI procedures.
 - a. Teachers are to inform the school nurse in advance of an upcoming field trip.
 - b. On field trips during which lunch will be eaten, students will be required to bring their own lunches. Students are asked to bring lunches which are nut-free (free of tree nuts and peanuts), and there is to be no sharing of lunches between students. Bottled water should be the only “purchased” option available to students on a field trip.
16. SUBSTITUTE TEACHERS: A health concerns list is to be included in each building’s daily “sub folder,” which is provided to substitute teachers. Additionally, as is practicable, the school nurse will train substitute teachers how to properly identify the need for, and how to use, EAI’s.
17. EXTRACURRICULARS OUTSIDE THE SCHOOL DAY (Choir, Athletics, etc.)
 - a. Students are required to carry their own EAI’s with them to extracurricular events that take place before or after school hours.
 - b. Nurses will communicate health concern information to extracurricular sponsors and coaches.
 - c. All extracurricular events/celebrations that include food will require communication in advance to parents of all included students and the use of a parent permission form for any student who has a *Food Allergy Emergency Plan*. Procured foods must be from one of the District’s approved outside vendors, or otherwise be in compliance with the parameters outlined in these procedures.
18. STAFF LOUNGE/OTHER: Spaces within a building such as the Teacher’s Lounge, which are designated as areas where nut products and other foods potentially containing allergens may be consumed, should not be used as student-instruction areas. Should circumstances require such use, teachers should take measures to have this space appropriately cleaned prior to use.
19. FUNDRAISERS: Fundraisers, in which food is sold or distributed to students, must include only pre-packaged foods, foods pre-approved by the building principal, or foods procured from one of the approved District food vendors.
 - a. Ice Cream Social Events are family socials designed, in part, with food in mind. Event organizers for these gatherings are to assure that:
 - i. Foods to be served are pre-packaged.
 - ii. Foods chosen should include enough variety as to be inclusive of all students within that building.
 - iii. Foods chosen to be served should be communicated for approval through the building principal.
 - iv. Communication to all building parents should precede the event with enough time to allow parents to make informed decisions about attendance and/or alternatives for their own child.
20. 504 SERVICES: If at any time Parents of any student believe the District 101 Administrative Procedures for Food Allergies do not adequately safeguard their child while at school, they should contact their Building Principal or the District’s Director of Student Services to request a Section 504 meeting to discuss the nature of their concern and whether additional supports are necessary in order to provide a safe learning environment for their child.

Fee Waivers and Financial Assistance

Western Springs District 101 is committed to ensuring all students have equal access to educational opportunities regardless of financial circumstances. School student fees, textbook/instructional material costs, and related school charges may be waived for families experiencing financial hardship.

For confidential support or questions regarding fee waivers, milk assistance, or instructional materials, please contact your Building Principal or the District Office.

Support for Families Experiencing Housing Instability

We understand that housing transitions can be challenging, and we are here to help. If your family is experiencing housing instability, please reach out to the District's Homeless Liaison or the Director of Student Services, Patrick Duncan, for confidential assistance:

- Email: pduncan@d101.org
- Phone: (708) 246-3700
- Address: 4225 Wolf Rd., Western Springs, IL 60558

District staff will work with you privately and respectfully to ensure your student receives the resources, stability, and support they need to succeed.

Section 2 — Attendance Policies

Reporting an Absence

When an illness occurs, parents are asked to call their home school office or email by 8:15 a.m. to report an absence. If no call has been received, the office staff will attempt to contact parents using phone numbers and emails provided on the parent emergency form. Please note that students are responsible for making up any work that they miss while away from school.

Valid Cause for Absence (Excused Absences)

While regular attendance is essential for academic and social success, we recognize that absences are sometimes unavoidable. In accordance with District policy, the following circumstances are recognized as valid causes for an excused absence:

- **Illness and Health:** Physical illness, or mental or behavioral health needs.
- **Medical Appointments:** Verified medical or therapeutic appointments.
- **Religious Observance:** Observance of a religious holiday or event.
- **Bereavement:** Death in the immediate family.
- **Civic Events:** Attendance at a recognized civic event.
- **Family Emergencies:** Unforeseen family emergencies.
- **Health or Safety Concerns:** Circumstances that create a reasonable concern for the student's health or safety.

If your child's absence falls into one of these categories, please be sure to provide this context when you contact the Main Office to report the absence. All other reasons for a student's absence are recorded as unexcused as required by board policy 7:70 and state reporting requirements, unless the Board deems a particular case as an excused absence.

Is My Child Too Sick to Come to School?

See You in Class!	Best to Stay Home.
• Have a runny nose or a little cough, but no other symptoms	• Temperature higher than 100.4°F (with or without medicine)
• No fever-reducing medicine for 24 hours, and no fever during that time (100.4°F or higher)	• Persistent cough
• No throwing up or diarrhea for 24 hours	• Throwing up or diarrhea • Eyes are pink and crusty • Instructed by doctor to isolate from others

Requests for Midday Pickups or Changes to Dismissal Plans

In the event a student needs to leave school early for an appointment, please contact your home school's front office by phone or email to alert the building administrative assistant of the details. Courtesy emails to the student's classroom teacher are welcome; however, official notice of any change of plans needs to be formally made through the school's front office. Classroom teachers do not always have an opportunity to check email during the school day, and for safety purposes we want to ensure students are accounted for at all times.

Extended Absences

Should your student need to miss school for an extended amount of time (3 days or more), please contact the student's classroom teacher and your home school's building administrative assistant to alert them to this prior to the absence whenever possible.

General guideline for extended absences

- If a student needs to be away from school for an extended period of time, their teacher(s) will compile missed work for students to complete upon their return to school. Lesson planning is a fluid process and is responsive to student needs; therefore, assignments may not be solidified well in advance.

Impact of School Absences

Regular attendance at school has benefits well beyond academic ones. When students are at school they have the full opportunity to learn social skills, practice academic content, and be a vital part of their classroom communities. Every effort should be made to prioritize regular attendance at school. Students who are on track to miss more than 10% of the school year (~18 days, or more than 2 days per month) are required to be submitted in our state reporting and will receive communication from the Main Office. Attendance is calculated by minutes; missing one period per day for 10 days is equal to missing a full day of school.

Did You Know?
A day of missed school is a lost opportunity for social development. By coming to school every day they're not sick, your child is gaining important social skills including time management, collaboration, and problem solving.
Children's mental health is important. Students who miss just 2 days of school a month tend to be more stressed and anxious.
Research shows that students missing 10 days by December are more likely to fail at least one class.
Research shows that improving attendance by just five days a year leads to higher achievement in English and Math.
Research shows students who miss 2 or more days a month in high school are 7 times more likely to drop out by senior year. Going to school each day they're not sick helps students set positive habits for attendance throughout their school career.

The Board recognizes the value of consistent attendance in school and authorizes the Superintendent to develop procedures for handling students who have an excessive number of absences and/or are truant. District services may be offered to a student who is experiencing attendance problems, including parent-teacher conferences, health evaluation by the school nurse, counseling services provided by the school social worker or psychologist, or alternative educational programs.

Tardy Policy

Tardy to School

Any student reporting to school after 8:40 a.m. is to report to the Main Office. Please notify the school office and classroom teacher if your student is going to be tardy, including the reason.

- Doctor, dentist, or orthodontist appointments are examples of excused tardies.

- Sleeping in, running late, alarm clock malfunctions, etc., are unexcused tardies.

Section 3 — Academic Information

Homework Policy

Purpose of Homework

The research-based purposes for homework are to:

- Provide additional time to deepen student understanding of a learning concept
- Build rote memorization and automaticity
- Develop a regular communication tool between families and school
- Improve academic behaviors that enhance academic achievement

District Time Expectations for Homework

Grade Band	Nightly Time Expectation
Grades K–2	0–30 minutes per night
Grades 3–5	30–60 minutes per night
Grades 6–8	60–90 minutes per night

Research is clear that the positive impact of homework has diminishing returns for junior high and elementary students beyond 90 minutes in any single session. Nightly minutes spent on homework are inclusive of students' time spent studying for tests; however, the expectation is that students would not devote all time preparing for a test to only the evening preceding that assessment.

Homework is not to be assigned over extended breaks for any grade, K-8 (Thanksgiving Break, Winter Break, or Spring Break). Long-term assignments may be addressed and worked on by the student, if needed, over a break, but should not be due immediately following the return from an extended break.

It is also recommended that homework not be given to K-5 students over a weekend, or for any student K-8 on “special” weekends (family-oriented holidays, extended weekends, etc.). These decisions are at the discretion of the teacher.

Recommendations for Homework Completion

Since both causal model studies (11 of 12 studies reviewed) and correlation model studies (27 of 35 studies reviewed) link time spent on homework to greater positive achievement, we recommend the following guidelines when completing work at home:

- A designated area should be defined in the home to be used on a daily basis.
- A specific time frame, free from distractions, should be set aside daily for work completion.
- When possible, the student's work area should be located in a common area within the home.

Students should independently complete work to the best of their ability. If students are unable to complete the assignment independently, assistance may be given. Parents are not expected to be “experts” in curricular content; rather, their primary role is to help and oversee the greatest degree of homework completion.

Parents should notify the classroom teacher if their child is consistently spending more time than the grade-level time expectations or if the homework continually proves too difficult to independently complete successfully.

Our Philosophy on Homework

Homework Should	Homework Should Not Be
- Reinforce the curriculum, deepening the understanding of a focused topic - Define expectations clearly for students - Result in timely feedback from the teacher for student growth - Be engaging, purposeful, relevant, and provide an opportunity to apply what's been learned	- Used as a punishment or reward (e.g., a “No Homework Pass”) - Busy work that doesn't deepen understanding (word searches, coloring, etc.) - Defined by quantity rather than quality - Completed by parents (though assistance can be given at a point of sustained frustration)

Reteaching & Reassessment Policy

Teachers at our elementary buildings understand that students learn at their own pace, and our assessment of their learning should reflect this reality. If a student requires additional practice or instruction around a skill, students will meet with their teacher in an individual or small group setting to receive extra assistance during their WIN (What I Need) time.

Student Records

WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101 — STUDENT RECORDS

Maintenance

District 101 maintains two types of student school records: temporary and permanent. Permanent records are maintained for sixty (60) years after a student has graduated, transferred, or permanently withdrawn from District 101. Examples of information kept in the permanent file include:

- Basic identifying information: student and parent names, addresses, student birth date
- Academic transcripts: grades, grade level, date of graduation, class rank, scores on college entrance exams
- Attendance records
- Health records
- A record of any release of permanent student record information

Temporary records are maintained for five years after the student has graduated, transferred, or permanently withdrawn from District 101. Examples of information kept in the temporary file include:

- Family background
- Intelligence and aptitude scores
- Psychological reports
- Participation in extracurricular activities
- Honors and awards
- Disciplinary information, including information regarding any punishment for misconduct involving drugs, weapons, or bodily harm inflicted on another person
- Special education files
- Verified information relevant to the student's education

At the completion of eighth grade or withdrawal of a student from a school, student records will be transferred to the custodian of records at: Western Springs Public School District 101, 4225 Wolf Road, Western Springs, IL 60558.

You have the right to inspect, copy, or challenge the information in the school student record with regard to the above action to be taken. Please contact the custodian of records within 60 days if you wish to inspect, copy, or challenge the information in the school student records prior to any action being taken.

Custodian of Record	Building	Phone
Emily Kruzel	Field Park Elementary	708-246-7675
Thomas Sturm	Forest Hills Elementary	708-246-7678
Renee Epstein	Laidlaw Elementary	708-246-7673
Laura Broadnax	McClure Junior High	708-246-7590

Destruction of Records Notice

This notice contains the destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c). This schedule complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requiring that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. The parent(s)/guardian(s), or the student if at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

Class	Temporary Records Destroyed No Earlier Than	Permanent Records Destroyed No Earlier Than
Class of 2016	July 1, 2021	2076
Class of 2017	July 1, 2022	2077
Class of 2018	July 1, 2023	2078
Class of 2019	July 1, 2024	2079
Class of 2020	July 1, 2025	2080
Class of 2021	July 1, 2026	2081
Class of 2022	July 1, 2027	2082
Class of 2023	July 1, 2028	2083
Class of 2024	July 1, 2029	2084
Class of 2025	July 1, 2030	2085
Class of 2026	July 1, 2031	2086
Class of 2027	July 1, 2032	2087

Section 4 — Behavior

Discipline Policy

An orderly educational setting is essential for a good learning environment. Teaching effectiveness is enhanced when good order is maintained. School personnel, parents/guardians, and students have the responsibility to develop and maintain an atmosphere that is safe, secure, and conducive to fostering a positive educational environment. Student conduct shall be governed by Board Policy and individual building provisions. Parents wishing to review this information can do so by visiting the District website, or by requesting information from the Administration.

Bullying Prevention and Response

Administrative Procedure (Board Policy 7:180)

Bullying Defined

Bullying is any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student or students that has or can reasonably be predicted to have one or more of the following effects:

- Places a student in reasonable fear of harm to their person or property
- Causes a substantially detrimental effect on a student's physical or mental health
- Substantially interferes with a student's academic performance
- Substantially interferes with a student's ability to participate in or benefit from school services, activities, or privileges

Bullying includes cyberbullying and is prohibited on school property, at school-sponsored activities, on school transportation, through the District's electronic networks, and in other circumstances permitted by law when the conduct substantially disrupts the educational environment or interferes with students' rights.

District 101 is committed to providing a safe, inclusive learning environment where all students are treated with dignity and respect. Bullying in any form is prohibited and will be addressed promptly.

Reporting Bullying

Students are encouraged to report bullying immediately. Reports may be made orally or in writing to the Building Principal, Assistant Principal, Dean of Students, Title IX Coordinator, Complaint Manager, or any trusted staff member.

District Contacts for Reporting — if you need to escalate a concern or file a formal complaint, please contact:

Nondiscrimination & Title IX Coordinator	Complaint Managers
Nadia Garofalo, Assistant to the Superintendent/HR 4225 Wolf Rd., Western Springs, IL 60558 ngarofalo@d101.org (708) 246-3700	Patrick Duncan, Director of Student Services pduncan@d101.org (708) 246-3700 Dr. Katie Hannigan, Director of Finance and Operations/CSBO khannigan@d101.org (708) 246-4280

Parents/guardians, staff members, and community members who have information about actual or suspected bullying are also encouraged to report concerns. Anonymous reports will be accepted; however, disciplinary action will not be based solely on an anonymous report.

Students will not be disciplined for making a report in good faith, even if an investigation determines that bullying did not occur. Knowingly making a false report or providing false information may result in disciplinary consequences.

Investigation and Parent Notification

The Building Principal or designee will promptly investigate all reports of bullying and make reasonable efforts to complete investigations within 10 school days of receiving the report, while considering any additional relevant information received during the investigation.

Parents/guardians of all students involved in an alleged bullying incident will be notified within 24 hours after the school becomes aware of the student's involvement, consistent with state and federal student privacy laws. The school may also discuss available supports, including school social work services, counseling, school psychological services, restorative practices, and other interventions.

Parents/guardians of students involved will receive information about the investigation, its findings, and actions taken, consistent with student privacy requirements, and will have an opportunity to meet with the Building Principal or designee to discuss the investigation, findings, and actions taken.

Investigation Outcomes and Student Supports

When an investigation substantiates bullying, the Building Principal will implement appropriate disciplinary action consistent with Board policy and the Student Code of Conduct. Parents/guardians of the students involved will be informed of the investigation findings and actions taken, consistent with state and federal student privacy laws.

The District will implement developmentally appropriate interventions designed to support students and prevent future incidents. Interventions may include, but are not limited to:

- School social work services
- Restorative measures
- Social-emotional skill development
- Behavioral supports
- Community-based resources, when appropriate

The District will also provide students who have experienced bullying with information about available school and community support services. School staff will continue to monitor and support students involved as appropriate.

If an investigation determines that bullying did not occur, parents/guardians of the students involved will be informed of the findings, consistent with student privacy requirements. When student conflict or other behavioral concerns are identified, the school may implement appropriate interventions or supports.

Repeated incidents of bullying may result in progressive disciplinary action consistent with Board policy and the Student Code of Conduct. If conduct involves violence, threats of violence, or other potentially criminal behavior, law enforcement may be notified as appropriate.

Retaliation Prohibited

Retaliation or reprisal against any individual who reports bullying or participates in an investigation is strictly prohibited. Any student or employee who engages in retaliation will be subject to appropriate disciplinary action.

Types of Bullying

- **Verbal Bullying:** Saying or writing mean things — teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm.
- **Social Bullying:** Hurting someone's reputation or relationships — leaving someone out on purpose, telling others not to be friends with someone, spreading rumors, embarrassing someone in public.

- **Physical Bullying:** Hurting a person's body or possessions — hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, rude gestures.
- **Cyberbullying:** Using the internet, social media, or other digital platforms to engage in any of the above. This explicitly includes acts of electronic impersonation, the creation or distribution of AI-generated content, and the use of unauthorized digital replicas to harass or harm another individual.

Conflict or Unkind Behavior vs. Bullying

Other behaviors students engage in may be considered unkind, but they do not automatically rise to the level of bullying. While all of these behaviors are unpleasant and will be addressed, factors such as context, severity, repetition, power dynamics, intent, and impact must be taken into consideration before the label of bullying is applied.

1. Not liking someone — it is natural that people do not like everyone around them; this is not automatically an act of bullying.
2. Being excluded — it is not considered bullying if a child is excluded from one activity or not invited to one party. Repeated and deliberate exclusion, however, can be bullying.
3. Accidentally bumping into someone — accidents happen without bad intention and should not be treated as bullying.
4. Making other kids play a certain way — not automatically bullying, though we teach assertiveness so it isn't seen as aggressive or “bossy”.
5. A single act of telling a joke about someone — not bullying unless it happens repeatedly and is done deliberately to hurt someone.
6. Arguments — heated disagreements are not, in themselves, a form of bullying.
7. Expression of unpleasant thoughts or feelings regarding others — unpleasant to hear, but not automatically bullying; intent and impact matter.

Our Commitment to an Inclusive School

Promoting Inclusivity

Western Springs School District 101 is committed to providing a safe, inclusive, and welcoming learning environment for all students. We strictly prohibit discrimination, harassment, and bullying on the basis of race, color, national origin, religion, disability, sexual orientation, gender identity, or any other protected classification. Every student has the right to learn in an environment where they are treated with dignity and respect.

Sexual harassment includes unwelcome verbal, nonverbal, written, electronic, or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from school programs or activities, creates an intimidating, hostile, or offensive educational environment, or otherwise violates State or federal law. Examples of prohibited conduct include, but are not limited to:

- Sexual comments, jokes, rumors, or name-calling
- Unwelcome sexual advances or requests for sexual favors
- Unwanted touching, gestures, or other physical conduct of a sexual nature
- Sharing or displaying sexually explicit messages, images, or other electronic communications
- Pressuring or coercing another person to engage in sexual conduct
- Threatening or retaliating against someone for refusing sexual advances or for reporting concerns

How to Report Concerns

Students and families who experience, witness, or have concerns about discrimination or harassment of any kind are strongly encouraged to report it immediately, to:

- Any trusted school staff member or teacher
- The Building Principal, Assistant Principal, or Dean of Students
- The District's designated Nondiscrimination Coordinator, Title IX Coordinator, or Complaint Managers

Any District employee who receives a report of alleged sexual harassment must promptly forward the report to the appropriate District administrator for review and investigation. Reports will be handled as confidentially as possible, consistent with the District's responsibility to investigate complaints and maintain a safe, respectful, and nondiscriminatory learning environment.

Reports will be reviewed and investigated in accordance with Board Policies 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), and other applicable District policies. Students who engage in sexual harassment or other prohibited conduct will be subject to appropriate disciplinary action, up to and including suspension or expulsion.

District Contacts for Reporting

Nondiscrimination & Title IX Coordinator	Complaint Managers
Nadia Garofalo, Assistant to the Superintendent/HR 4225 Wolf Rd., Western Springs, IL 60558 ngarofalo@d101.org (708) 246-3700	Patrick Duncan, Director of Student Services pduncan@d101.org (708) 246-3700 Dr. Katie Hannigan, Director of Finance and Operations/CSBO khannigan@d101.org (708) 246-4280

Retaliation Is Strictly Prohibited

District 101 prohibits any form of retaliation against anyone who, in good faith, reports a concern about discrimination or harassment, or who participates in an investigation. Any student or employee who engages in retaliatory behavior will be subject to appropriate disciplinary action.

For additional information about the District's grievance procedures and nondiscrimination policies, please refer to Board Policies 2:260, 2:265, 2:270, 7:10, and 7:20, available on the District website.

Dress Code

Students shall dress and conduct themselves in an appropriate manner that assures safety, promotes health, avoids disruption, prevents damage to school property, and maintains high educational standards. This policy 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.

To support a focused learning environment, students are expected to remove hats while inside District school buildings during the school day. Hats may be worn outdoors during classroom activities and lunch recess, as appropriate for the weather and under the direction of school staff. Exceptions will be made for documented medical needs, sincerely held religious beliefs or practices, or other extenuating circumstances in accordance with applicable law and Board policy.

Students whose dress or appearance disrupts the educational process or compromises standards of health or safety may be required to modify their appearance.

Plagiarism

Plagiarism can be defined as the use of another person's ideas and/or words without giving credit to the source. Examples of when credit must be given may include, but are not limited to, ideas, opinions, or theories of another; anything that is not common knowledge, such as facts, statistics, graphs, and drawings; quotations of a person's writing or spoken words; and paraphrase of a person's writing or spoken words.

Submitting content created by generative AI in place of your own original work is strictly prohibited. Students may only use AI tools if explicitly authorized by a teacher for a specific assignment or project.

Consequences will be determined by the severity of the offense. These consequences may include, but are not limited to: loss of points, parent/teacher/student conference, referral, or suspension. Please note, enabling plagiarism by sharing work that is intended to be copied also falls under the consequences listed above.

Gangs

Western Springs Public Schools District 101 affirms its position that all schools shall provide an orderly and supportive learning environment. The Board of Education prohibits the existence of gangs on school property or at any activity associated with or under the general supervision of school authorities. “Gang” means two or more individuals who associate with each other for disruptive or other activities prohibited by law or by the District's rules and regulations. No student shall:

- Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other thing which is evidence of membership or affiliation with any gang
- Draw gang graffiti or distribute gang-related literature
- Use any speech or act in furtherance of gang activity
- Solicit others for membership in any gang
- Request any person to pay protection or otherwise act to extort any person
- Commit any other illegal act or other violation of school district policies
- Incite other persons to act with physical violence upon any other person
- Participate in gang-related activity that violates District rules or disrupts school

Any student who violates this policy is subject to the rules and regulations of the Board of Education District 101 pertaining to acts of gross misconduct. All gang-related paraphernalia or materials will be confiscated.

Student Conduct & Disciplinary Responses

Our District-wide approach to creating positive school climates focuses on three core expectations: Be Respectful, Be Responsible, Be Safe.

Prohibited Student Conduct

Students are expected to follow school rules and staff directions and to behave in ways that support a safe, respectful, and productive learning environment. Students may be subject to disciplinary action for gross disobedience or misconduct when their conduct is reasonably related to school or school activities, including off-campus activity that interferes with, disrupts, or adversely affects the school environment. Examples of prohibited conduct include, but are not limited to:

1. Violence, assault, threats, intimidation, harassment, hazing, bullying, cyberbullying, stalking, or other aggressive behavior that causes physical or psychological harm
2. Disobeying school rules or reasonable directives from staff or school officials
3. Damaging, attempting to damage, stealing, or attempting to steal school or personal property
4. Possessing, using, transferring, or controlling a weapon or look-alike weapon as prohibited by Board policy

5. Possessing, using, distributing, purchasing, selling, or being under the influence of alcohol, illegal drugs, cannabis, prohibited substances, look-alike drugs, or related paraphernalia
6. Possessing or using tobacco or nicotine products, including electronic cigarettes or vaping devices
7. Gang involvement or gang-related activities
8. Engaging in sexual harassment, sexual misconduct, or other prohibited sexual activity
9. Being absent without a recognized excuse, subject to the District's attendance and truancy procedures
10. Inappropriate or unauthorized use of cell phones, smart watches, recording devices, or other telecommunications devices
11. Inappropriate use of District or personal technology, including conduct that harasses or bullies others or disrupts the school environment
12. Academic dishonesty, including cheating, intentional plagiarism, unauthorized assistance, or unauthorized use of generative artificial intelligence
13. Other conduct that violates school rules or law or interferes with, disrupts, or adversely affects the school environment, school operations, an educational function, or the health and safety of students or staff

Additional prohibited conduct and applicable definitions are described in Board Policy 7:190, Student Behavior.

Responding to Student Behavior

When students demonstrate unexpected behavior, our goal is to help them understand the impact of their choices, repair harm when appropriate, and develop skills for future success. When appropriate, our first response is to reteach expectations and provide students with an opportunity to make a better choice.

The response to student behavior will depend upon the circumstances, including the nature, severity, and frequency of the conduct. Possible responses may include parent/guardian notification, student reflection, disciplinary conferences, temporary removal from the classroom, loss of privileges, restitution, after-school study or detention, behavioral or social-emotional supports, in-school suspension, bus suspension, out-of-school suspension, or expulsion. The appropriate response will not necessarily follow a prescribed sequence and will be determined based on the circumstances of each situation.

Communication About Student Behavior & Privacy

When student behavior affects another student, a classroom, or a group of students, the school will communicate with families as appropriate while protecting the privacy rights of all students.

If your child is directly involved in or impacted by an incident, school staff may share information about what occurred involving your child, the supports provided to your child, and steps being taken to maintain a safe and supportive learning environment. The District generally may not disclose personally identifiable information about another student, including disciplinary consequences, disability status, Individualized Education Program (IEP), behavioral supports, or other confidential educational information.

At times, student behavior may affect an entire classroom or group without directly involving a particular student. In those situations, when deemed necessary, the school may provide families with general information about the impact on the learning environment and the steps being taken to support the class, but may not share information that identifies an individual student or reveals confidential information about that student's educational program or services.

These privacy protections apply to all students and may be particularly relevant when a student receives individualized services or supports through an IEP, Section 504 Plan, or other educational plan.

Student Reflection, Reparation & Loss of Privileges

Classroom or lunchtime consequences, loss of privileges, student reflection, or after-school detention may be used when appropriate. Parents/guardians will receive advance notice when a student is required to remain after school.

These responses are intended to help students recognize the impact of their behavior, consider better choices, repair harm when appropriate, and develop a plan for responding successfully to similar situations in the future.

In-School Suspension

For more serious or repeated misconduct, a student may be assigned to in-school suspension. Before an in-school suspension is assigned, the student will be informed of the concern and given an opportunity to respond. Students will be appropriately supervised and given the opportunity to complete classroom work for equivalent academic credit.

Out-of-School Suspension

Out-of-school suspension is used when warranted by the seriousness or circumstances of the conduct and in accordance with Board Policy 7:200, Suspension Procedures. Students and parents/guardians will receive the notices and due-process protections required by Board policy and law, and students will be given the opportunity to complete or make up missed work for equivalent academic credit. School officials seek to limit the use and duration of out-of-school suspensions and expulsions to the greatest extent practicable.

School Bus and Audio/Video Surveillance

Safe transportation on the school bus is of utmost importance. For student safety, parents/guardians and other unauthorized adults may not board or ride a school bus used for District transportation unless specifically authorized by the District and the transportation provider. All students riding the school bus are expected to adhere to school and District expectations regarding appropriate behavior. The same disciplinary consequences are possibilities for behavioral infractions. Buses may be equipped with audio and/or video surveillance, which may be utilized as part of a disciplinary investigation.

Social Emotional Learning

In D101, we recognize that academic learning cannot be the only focus of classroom instruction. In order to help meet the needs of the whole child, D101 has created a Social Emotional Learning (SEL) curriculum that prioritizes our students' social and emotional health.

Consistent with all D101 curriculum development, our teachers, via a K-8 representative district committee, have reviewed available research, built a learning progression, written grade-specific lessons aligned to State standards, and selected corresponding resources with our students in mind. Students participate in SEL lessons approximately twice per month, addressing three goals defined and required by the Illinois State Standards:

- Develop self-awareness and self-management skills to achieve school and life success
- Use social-awareness and interpersonal skills to establish and maintain positive relationships
- Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts

SEL is not new in D101. Rather, much like math and science, this curricular area undergoes a periodic curriculum review cycle, and the D101 SEL curriculum committee remains active, gathering feedback and meeting on an ongoing basis to make revisions as necessary between formal review cycles.

Social Work Services

Social work services are available for students to address issues that impact school performance. These services are available during the school day as needed. Our building social worker is also available to talk with parents about any concerns they may have. Please contact the school office to access these services.

Suicide and Mental Health Support

District 101 is deeply committed to the mental health, well-being, and safety of our students. We recognize that students may experience mental health challenges or crises that require immediate and compassionate support.

Whom to Contact at School

If you or your child are experiencing a mental health challenge, feeling overwhelmed, or experiencing thoughts of depression or suicide, please reach out for help. During school hours, students and families should contact:

- The School Social Worker or School Psychologist
- The Building Principal, Assistant Principal, or Dean of Students
- Any trusted teacher or school staff member

Our staff is trained to listen, support, and connect students with the appropriate resources and interventions to ensure their safety and well-being.

In an Immediate Emergency

If a student is in immediate danger of self-harm or experiencing a severe mental health crisis outside of school hours, do not wait. Call 911 immediately, or go to the nearest hospital emergency room.

24/7 Confidential Crisis Resources

In accordance with State law and Board Policy 7:290, the District provides the following free, confidential, 24/7 resources for students and families seeking immediate mental health or crisis support:

Resource	How to Reach	What It Offers
988 Suicide & Crisis Lifeline	Call or text 988; chat at 988lifeline.org	24/7 free, confidential support for people in distress; prevention and crisis resources
Safe2Help Illinois	1-844-4-SAFEIL, text SAFE2 (72332), or HELP@Safe2HelpIL.com	Confidential way to share safety concerns or report threats or bullying
Crisis Text Line	Text HOME to 741741	24/7 free, confidential text-based support from a volunteer Crisis Counselor
Call4Calm	Text TALK (or HABLAR for Spanish) to 552020	Connects to a mental health professional from a local community mental health center

Evidence-Informed Educational Information on the Warning Signs of Sexual Abuse

Erin's Law is an Illinois law requiring school districts to address child sexual abuse through proactive practices. District 101 is committed to increasing awareness, empowering families, and ensuring a safe environment for all students by providing evidence-informed information on recognizing and reporting abuse, grooming, and boundary violations.

Parents/guardians are essential partners in this effort. We encourage you to discuss body safety with your children and to be vigilant in recognizing potential signs of concern.

Employee-Student Boundaries

District 101 holds its staff to the highest ethical standards and strictly enforces professional boundaries between all employees and students. Examples of boundary violations may include, but are not limited to:

- Engaging in secretive behaviors or asking a student to keep secrets
- Inappropriate or excessive electronic communications (e.g., personal texting or messaging on social media)
- Showing extreme favoritism or giving unwarranted, personalized gifts
- Spending excessive or unjustified time alone with a student
- Oversharing intimate or inappropriate personal information

Recognizing Grooming Behaviors

Grooming refers to the manipulative behaviors a potential abuser uses to gain the trust of a child and their family, lower their defenses, and eventually isolate the child. Grooming can happen over a long period and often looks like an adult being overly helpful, excessively flattering, or overly involved in a child's life. Recognizing boundary violations is often the first step in identifying grooming behaviors.

Warning Signs of a Child Being Abused

According to the Erin's Law website, the following signs may indicate that a child is experiencing abuse:

- Nightmares, trouble sleeping, or bed wetting
- Changes in appetite or academics
- Fear of certain people, places, or activities
- Mood swings: rage, anger, fear, anxiety, insecure, or withdrawn
- Depression, aggression, or feeling shameful or guilty
- Isolating oneself or withdrawing from someone
- Resisting removing clothes at appropriate times (e.g., bedtime, bathtime)
- Running away from home or suicidal thoughts
- Acting out sexually or exhibiting adult sexual behaviors, knowledge, and language

Signs more common in adolescents:

- Eating disorders or self-injury
- Drug and alcohol abuse
- Promiscuous activity
- Depression, anxiety, fear, or suicidal ideation

How to Report Concerns

If you suspect that a child is a victim of sexual abuse, or if you observe grooming behaviors or employee-student boundary violations, it is critical to report it immediately.

- **Reporting District Employees or Volunteers:** If your concern involves a District employee, volunteer, or agent, please report it immediately to your Building Principal, the District Title IX Coordinator, or the Superintendent.
- **Emergency Situations:** Always call 911 if a child is in immediate danger.
- **State Authorities:** You can report suspected child abuse directly to the Illinois Department of Children and Family Services (DCFS) Child Abuse Hotline at 1-800-25-ABUSE (1-800-252-2873) or local law enforcement.

Assistance, Referral, and Resource Information

School personnel are mandated reporters and will report all suspected abuse or neglect to DCFS. If you need more information or support, the following resources are available:

- Rape, Abuse & Incest National Network Hotline (RAINN): rainn.org or 800.656.HOPE (4673)
- Childhelp National Child Abuse Hotline: childhelp.org or 1-800-4-A-CHILD (800-422-4453)
- Illinois Coalition Against Sexual Assault: icasa.org
- Faith's Law Resource Guide: available on the Illinois State Board of Education website

Please contact your building's principal, social worker, or school psychologist for more information on the emotional and educational supports available within the school for students affected by sexual abuse.

Search and Seizure

School Property

School property, including but not limited to desks, lockers, and the technology network, is owned and controlled by the District, and the District may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general, or random administrative inspections of school property as a means of protecting the health, safety, or welfare of the District, its employees, and students, without notice to or consent of the student and without a search warrant. Students have no reasonable expectation of privacy in these places or areas, or in their personal effects left there. School officials may request the assistance of law enforcement officials for the purpose of conducting reasonable searches of school grounds and lockers for illegal drugs, including searches conducted through the use of specially trained dogs.

Seizure of Property

If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

The District is required to provide notice to students and their parents/guardians of the following:

1. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website.
2. The school 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 the investigation, the student may be required to share the content that is reported in order to make a factual determination.

Section 5 — Use of Technology

We know that technology increasingly plays an important role in how people communicate, learn, and engage with one another. We also know that children and young adults need to be trained on how, and when, to use these devices appropriately. In order to help students develop these skills, D101 has guidelines for students' Chromebook usage and policies regarding cell phones and other electronic devices.

Chromebook Guidelines

D101 believes that technology can be a valuable tool that can supplement classroom learning. As a result, all elementary students have access to technology:

Grade Band	Device
Kindergarten & 1st Grade	Dedicated student iPad that remains in the classroom
2nd–5th Grade	Dedicated student Chromebook that remains in the classroom

In order to fully participate in class, the following expectations are in place for technology usage. To properly engage in their lessons, students should:

- Leave their devices connected to the classroom charger at the end of the day
- Bring headphones that can be used with their device
- Only use their device when directed by school staff
- Treat their device with care

Chromebook and Network Use — Acceptable Use Rules

Accessing the District's electronic networks and devices is a privilege, not a right. To ensure a safe and productive digital learning environment, all students must adhere to the following expectations:

- **Educational Purpose:** All device and network use must be strictly educational or school-related.
- **No Expectation of Privacy:** Students should not expect privacy while using District systems, networks, or devices. The District reserves the right to monitor all network activity and may access, review, or manage any stored or deleted material at any time.
- **Account Security:** Students must protect their personal information and never share their account credentials or passwords with others.
- **Prohibited Activity:** Unauthorized access, “hacking,” or any attempt to bypass District network security filters is strictly prohibited.
- **Artificial Intelligence (AI):** Generative AI tools may only be used when explicitly authorized by a teacher and must be utilized in accordance with specific District guidance.
- **Authorization Required:** A signed authorization form from both the student and their parent/guardian is required before a student is permitted to access the District network unsupervised.

For a more detailed overview of District 101's Chromebook Policies, please contact the Main Office for the current link.

Educational Technology and Student-Data Privacy

The District protects student information used by educational technology providers in accordance with Policy 7:345. Student records and covered information may not be sold, rented, leased, or traded. The District maintains security

practices designed to protect covered information and will provide legally required notifications if a data breach occurs.

Personal Electronic Devices

Cell Phone Policy

In order to maintain a safe and academically focused environment, cell phones may not be used in any D101 school building during the school day. Upon entering the building, students are authorized to bring a device only if it remains turned off and stored in the student's locker or cubby, and may not be visible or in use at any time during, before, or after the school day while in the school building.

Smart Watch Policy

Similar to cell phones, in order to maintain a safe and academically focused environment, student smart watches may not be used in any D101 school building during the school day. D101 requires each student wearing a smart watch to turn it off and leave it in their locker or cubby, where it will need to remain during school hours.

Consequences

Should a student choose not to follow the cell phone/smart watch policy, the following consequences will take place:

Offense	Consequence
First	Device turned off and confiscated by staff; delivered to the office; student picks it up at the end of the day
Second	Device confiscated and delivered to the office; a parent/guardian must come in to pick it up (device will not be returned to the student alone)
Third	Device picked up by a parent; student must turn the device in to the office each morning going forward, picking it up at day's end. Further offenses: consequences determined by building administrator(s)

Getting Messages to Students

To help support our policy regarding cell phones and smart watches, we ask that if parents/guardians need to get an urgent message to their child, they should contact the Main Office. The office staff will make sure that the message is passed along to the student. Following this procedure will limit the temptation that a student will feel to check their phones during the school day.