



SCHOOLS OF 58

District 58 Family Handbook

2022-23

We Envision. We Seek. We Believe.

District 58 website: www.dg58.org

Facebook: www.facebook.com/district58

Twitter: www.twitter.com/DGDistrict58

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Please note: This document, and any links within this document, may be amended during the year without notice.

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Superintendent's Greeting

Dear District 58 Families,

Welcome to the 2022-23 school year! As District 58's superintendent, it is an honor and privilege to serve your family and District 58.

I invite you to review the Schools of 58: A Handbook for Families with your children and reference it throughout the year as needed. This handbook provides useful information about District 58's policies, procedures, resources and student expectations.

District 58 highly values two-way communication between families and staff. If you have a question about District 58 that cannot be answered within these pages, I invite you to visit the District's website at www.dg58.org or reach out to your child's teacher, principal or me.

I look forward to working with you to ensure your child's academic experience in District 58 is a great one.

Yours in Education,

Dr. Kevin Russell
Superintendent of Schools
krussell@dg58.org
630-719-5803

Board of Education

District 58 Board of Education, 2022-23

Darren Hughes, President, dhughes@dg58.org
Gregory Harris, Vice President, gharris@dg58.org
Kirat Doshi, kdoshi@dg58.org
Melissa Ellis, mellis@dg58.org
Emily Hanus, ehanus@dg58.org
Steven Olczyk, solczyk@dg58.org
Tracy Weiner, tweiner@dg58.org

Melissa Jerves, Secretary
boe@dg58.org

District 58 is served by a seven-member volunteer Board of Education. The Illinois School Code and federal statutes provide the basis for Board actions. The Board also operates under the guidelines of District 58's written policies and procedures.

The Board adopts and monitors the District's budget; develops and approves District policies; and hires the District Superintendent. The Board delegates the day-to-day operation of the District and its schools to an administrative staff led by the superintendent of schools. The public is encouraged to attend District 58 Board of Education meetings, typically held on the second Monday of each month at 7 p.m. Visitors may address the Board during the Public Comment portion of the meeting. Other public meetings are scheduled as needed.

Information regarding Board meetings -- including official agendas, meeting video, meeting audio, minutes and the Board Briefs news report -- can be found on the District 58 website at www.dg58.org.

This Family Handbook provides a summary of Board of Education policies governing the school district. It does not include all Board policies. To view all Board of Education policies, please visit <https://www.dg58.org/school-board/board-policies> or the District Office.

The Board of Education encourages open communication between the community and District 58. Community members are encouraged to communicate directly with the District employee closest to their specific situation, as he or she typically will be the best person to respond. If further discussion is needed after speaking to the person directly involved in the issue, the staff member's immediate supervisor should be contacted. In most situations this individual would be the principal or assistant principal. The District superintendent also is available to facilitate the partnership between home and school.

Members of the Board of Education can be contacted through Board Secretary Melissa Jerves by calling 630-719-5803. Board members can also be reached by email at boe@dg58.org or by mailing a letter to the Board of Education, District 58 Office, 2300 Warrenville Road, Suite 200NE, Downers Grove, IL, 60515. All communication to the Board or individual Board members is shared with the superintendent and the entire Board. Communications to the Board are also listed in the Board's monthly meeting agenda.

About District 58

Our Mission

The mission of District 58, in partnership with parents and community, is to challenge and engage each child by providing quality educational programs and support services in a safe, nurturing and child-centered environment in order to prepare all students to be lifelong learners and contributing members of a global society.

Our Core Beliefs

- Each student is capable of learning and deserves to be educated and challenged to reach his/her highest potential.
- Education is the foundation for success, both in academic achievement and social emotional development.
- Within each child, we will cultivate the social awareness, self-management and responsible decision-making skills necessary to be a contributing member of society.

- Educators, students, families and community members should work together to support the healthy development of all students.
 - The school environment should be stimulating and engaging, with opportunities for creative, collaborative and meaningful learning experiences.
 - The school environment should be safe, friendly and nurturing, where everyone comes to learn, grow and develop.
-

Our Vision

We Envision a school district that inspires children, sparks creative and innovative thinking, celebrates diversity and builds visionaries.

We Seek an education that excites minds, touches spirits, challenges abilities and prepares our children for life.

We Believe every child should be expected to grow, stretch, evolve and embrace the challenges of the future in a global environment.

Strategic Plan

In 2018, District 58 developed a comprehensive four-year Vision 58 Strategic Plan in partnership with staff, parents/guardians and community members. The Strategic Plan clearly lays out three specific goals, along with objectives and strategies to achieve them. District 58 leaders present quarterly Strategic Plan progress updates to the Board of Education to provide transparency and accountability.

- **Goal 1: Focusing on Learning** - Enhance and support learning to meet the needs of all students.
- **Goal 2: Connecting the Community** - Cultivate and strengthen community relationships by focusing on communication, collaboration and consistency.
- **Goal 3: Securing the Future** - Provide safe and effective learning environments in fiscally-responsible ways.

Learn more about the Strategic Plan at www.dg58.org/strategic-plan. Follow District 58's progress by visiting the Vision 58 Dashboard at www.dg58.org/strategic-plan-dashboard.

District 58 At-a-Glance

Our Students and Schools

District 58 is home to approximately **4,900 students** who attend **11 elementary schools, two middle schools** and **one preschool program** (at two locations). All District 58 schools feed into District 99 for high school.

District 58 measures student academic growth with the Measures of Academic Progress test, a nationally-normed assessment. District 58 students achieved tremendous achievement and growth last school year.

76th-94th percentile: District 58 grade level achievement ranges in Reading

76th-97th percentile: District 58 grade level achievement ranges in Math

Source: Spring 2022 MAP assessment

District 58 Community

Downers Grove, population 49,500, resides in the southeastern portion of DuPage County, about 25 miles west of Chicago. District 58 serves preschool-through-eighth grade students living in Downers Grove and portions of Darien, Lisle, Lombard, Oak Brook, Westmont and Woodridge. The geographical area extends roughly from Butterfield Road on the north to 75th Street to the south, and from Walnut Avenue on the west to Williams Street on the east. Visit www.dg58.org/school-boundary-map for precise boundary maps.

Budget

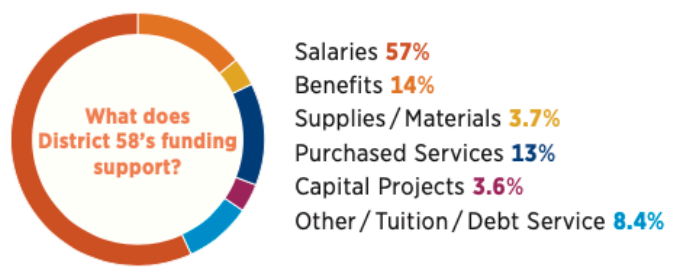
The District 58 budget is posted on the District website, www.dg58.org, within 10 business days of its formal adoption by the Board of Education in September.

District 58 aims to spend responsibly while providing students with a world-class education. This approach has earned District 58 the Illinois State Board of Education's (ISBE) **highest financial strength rating for 20 straight years**, as well as a commendable **Aa1 rating** by Moody's Investors Services.

District 58 spends **\$15,031** per student, which is **\$966 less than state average**, and has the **lowest property tax rate** among all DuPage County large elementary school districts, as defined by ISBE.

District 58 Revenue and Expenses

Numbers may not equal 100 due to rounding



Source: 2021-22 District 58 budget (prior to audit adjustment)

Contact Information

District 58 Central Administration

District Office

2300 Warrenville Road, Suite 200NE
Downers Grove, IL 60515
630-719-5800

Dr. Kevin Russell, Superintendent of Schools
Dr. Jayne Yudzentis, Assistant Superintendent for Personnel
Justin Sisul, Assistant Superintendent for Curriculum and Instruction
Dr. James Eichmiller, Assistant Superintendent for Technology and Learning
Jessica Stewart, Assistant Superintendent for Special Services
Todd Drafall, Assistant Superintendent for Business/CSBO
Dr. Sonali Patil, Manager of Business Services
Megan Hewitt, Community Relations Coordinator
Lauren Hartelius, Behavior Support Systems Coordinator
Dr. Jackelyn Cadard, Special Programs Coordinator
Eleni Gajewski, Sandy Cristobal and Christine Priester, Curriculum Coordinators

District Service Center

1860 63rd St.
Downers Grove, IL 60516
630-719-5858

Kevin Barto, Director of Buildings and Grounds
Geoff Neustadt, Assistant Director of Buildings and Grounds

District 58 Schools

Belle Aire School

3935 Belle Aire Lane
630-719-5820
Principal: Brent Borchelt

El Sierra School

6835 Fairmount Ave.
630-719-5825
Principal: Jason Lynde

Fairmount School

6036 Blodgett Ave.
630-719-5830
Principal: Lisa Niforatos

Henry Puffer School

2220 Hadow Ave.
630-968-0294
Principal: Mark Leipart

Highland School

3935 Highland Ave.
630-719-5835
Principal: Zachary Craft
Assistant Principal: Sandy Cristobal

Hillcrest School

1435 Jefferson Ave.
630-719-5840
Principal: Michelle Rzepka

Indian Trail School

6235 Stonewall Ave.
630-719-5845
Principal: Tracey Ratner

Kingsley School

6509 Powell St.
630-719-5850
Principal: Charles Brewster
Assistant Principal: Eleni Gajewski

Lester School

236 Indianapolis Ave.
630-719-5855
Principal: Katie Novosel
Assistant Principal: Lauri Smith

Pierce Downer School

1436 Grant St.
630-719-5860
Principal: Leland Wagner

Whittier School

536 Hill St.
630-719-5865
Principal: Michael J. Krugman

Herrick Middle School

4435 Middaugh Ave.
630-719-5810
Principal: Dr. David Norman
Assistant Principal: Samantha Inglema

O'Neill Middle School

635 59th St.
630-719-5815
Principal: Matt Durbala
Assistant Principal: Bryant Cobo

Grove Children's Preschool

Located at Henry Puffer and Indian Trail schools
630-968-0454
To set up a preschool/developmental screening, call
630-719-5800.
Coordinator: Susan Dillon

2022-23 Calendar

August 22-23	Teacher Institute Days *
August 25	First Day of Classes – Full day

September 5	Labor Day *
October 10	Columbus Day *
October 18 & 20	Evening Parent/Teacher Conferences
October 21	Daytime Parent/Teacher Conferences and School Improvement Day *
November 8	Election Day *
November 18	End of First Trimester
November 23-25	Thanksgiving Break *
Dec. 19-Jan. 2	Winter Break *
January 3	School Resumes
January 16	Martin Luther King, Jr. Day *
February 7 & 9	Evening Parent/Teacher Conferences
February 20	Presidents Day *
February 28	Teacher Institute Day *
March 3	End of Second Trimester
March 27-31	Spring Break *
April 3	School Resumes
April 4	Teacher Institute Day *
April 7	No School *
May 29	Memorial Day *
June 7 **	Last Day of School

* No school for students

** June 8-14 are Emergency Days and may be declared holidays if not needed for emergencies. If no Emergency Days are used, the last day of school will be June 7, 2023.

COVID-19 Impacts on the 2022-23 School Year

District 58 is committed to opening the 2022-23 school year as "normal" as possible. District 58 will follow all State health protocols while maximizing instruction and minimizing educational disruptions. Since COVID-19 safety guidance may evolve throughout the school year, please visit www.dg58.org to view the most updated COVID-19 guidance. Please also reference the below public agency websites for additional information:

- Centers for Disease Control and Prevention: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html
- Illinois Department of Public Health: www.dph.illinois.gov/covid19/community-guidance/school-guidance
- DuPage County Health Department: www.dupagehealth.org/595/Schools-and-Daycares
- Illinois State Board of Education: www.isbe.net

Early Release Mondays

District 58 schools dismiss students in grades K-6 at 2 p.m. and grades 7-8 at 2:10 p.m. on Mondays. This early dismissal gives teachers dedicated professional learning time on Monday afternoons. This time helps teachers

implement new curriculum resources, improve their instructional practice, and ultimately provide students with the highest-quality learning experiences. Learn more at www.dg58.org/academics/professional-learning.

School Day Schedule

- **Preschool:** 8:50-11:30 a.m. (morning session) and 12:30-3:10 p.m. (afternoon session), Monday-Friday
- **Morning Kindergarten:** 8:15-11:20 a.m., Monday-Friday
- **Kindergarten with OKEEP* and Grades 1-6:** 8:15 a.m.-2 p.m. on Monday and 8:15 a.m.-3 p.m. on Tuesday-Friday
- **Grades 7-8:** 8:30 a.m.- 2:10 p.m. on Monday and 8:30 a.m.-3:17 p.m. on Tuesday-Friday. Early Bird classes (band, choir and orchestra) will take place from 7:45-8:25 a.m. Monday-Friday.

* OKEEP stands for the Optional Kindergarten Enrichment and Enhancement Program

General Information

Admission

Kindergarten

A child may attend kindergarten in District 58 if he or she will turn five years of age on or before Sept. 1 of that school year. In addition, kindergarteners must reside within District 58 boundaries and their parent or guardian must submit several registration forms, the child's original certified birth certificate, three proofs of residency, and required health/immunization records. Visit www.dg58.org/registration for more information and to register.

Incoming kindergarten parents/guardians may also visit www.dg58.org/kindergarten or their school's webpage for more information.

First Grade

A child may attend first grade in District 58 if he or she will turn six years of age on or before Sept. 1 of that school year. If a child has not attended kindergarten in District 58, he or she will be asked to submit an original birth certificate, along with the other new family registration materials listed in the "Kindergarten" section above.

Early Admission

If the fifth birthday of a child occurs after Sept. 1, the parent/guardian may apply for the early admission of their child to kindergarten. District 58 strongly encourages parents/guardians to contact their child's future school before April 1 to be considered for early admission in the following year. The school's principal will provide parents/guardians with early admission written assessment guidelines and application procedures.

Early admission is based on the successful attainment of standards established by District 58, with final approval by school personnel. The same procedure applies for early admission to first grade if the sixth birthday of that child occurs after Sept. 1 of that year.

Reference: [Board Policy 7:50](#)

Attendance

To report absences, please call your child's school office. A 24-hour answering system is available to receive calls. Whenever a child is absent from school, parents/guardians are required to call the child's school. Parents/guardians are asked to report all student absences to the office prior to the start of the school day.

Regular student attendance is critical to successful student achievement. Research indicates that student attendance is highly correlated with success in school. Time missed from the classroom where students and teachers interact can never truly be made up, even by doing makeup work. District 58 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by the parent(s) or guardian(s) and school personnel.

The following absences will be excused: illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Here is additional information on specific types of absences:

Illness - When determining if your child should remain home from school due to an illness, the District asks that you follow the recommendations of the DuPage County Health Department, the Illinois Department of Public Health and the Centers for Disease Control and Prevention. For example, your child should stay home if he or she has experienced the following symptoms within the past 24 hours: vomiting, diarrhea or a fever greater than 100. Your child may return to school if he or she has been symptom-free for 24 hours without the use of medication.

Individuals who have tested positive for COVID-19 or who are suspected of having COVID-19 infection should seek medical attention, self-isolate and follow CDC guidelines for discontinuation of isolation. *NOTE: Requirements are subject to change pursuant to updated public health guidance and changing public health conditions. Please consult guidance from the Illinois Department of Public Health at dph.illinois.gov.*

Religious Reasons - A student may be excused from school because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day.

Tardies - In accordance with Illinois State Board of Education requirements, any absence of 30 minutes or longer is recorded as a minimum of a half-day absence. Appropriate procedures are followed in all schools for chronic tardiness.

Vacations - The District asks parents/guardians to schedule vacations during normal school holidays and break periods. In the event of an unavoidable family trip over school attendance days, every effort will be made to provide work for students to make up. Parents/guardians should contact their child's principal to make these arrangements. The District is also asking families to be mindful of travel restrictions related to COVID-19 outbreaks that are imposed by the state of Illinois and DuPage County. District 58 will enforce any mandatory quarantine orders by the State of Illinois and/or DuPage County.

Unexcused absences - An absence without valid cause (such as those described above), class cut, or an absence without a parent or guardian telephone call to the school office verifying the absence will be considered unexcused.

Chronic truancy/absenteeism - In keeping with Illinois School Code and state legislation, any student who misses 5% or more of the school year without valid cause is considered chronically truant by the Illinois State Board of Education (ISBE). This means a student who has eight or more unexcused absences within a school year is considered to be chronically truant. District 58 will work to support the families of students who are chronically truant in an effort to prevent recurring unexcused absences.

A student is considered chronically absent by ISBE if they miss 10% or more of the school year regardless of whether absences are excused or unexcused. A student missing more than 18 days in a school year for any reason will be considered chronically absent. Exceptions include only student hospitalizations and deaths in the immediate family.

Student absences are reported on each student's report card and are maintained within each student's permanent record. A school's chronic absenteeism rate also is factored into the school's overall ISBE school rating.

Reference: [Board Policy 7:70: Attendance and Truancy](#)

Before- and After-School Care

District 58 offers a before- and after-school program at all elementary schools. For more information, please visit www.discoverchampions.com.

Bus Transportation

All students who live beyond one and one-half miles from their school, or in an area that has been designated a serious safety hazard by the Board of Education and the Illinois Department of Transportation, are eligible for bus transportation to their school. Any child not eligible for bus transportation as authorized above may ride the school bus on a space available basis if the parents/guardians agree to pay the actual costs for transportation and the student can safely access an established bus stop.

Reference: [Board Policy 4:110: Transportation](#)

Early Dismissal Procedures

Any parent/guardian who wishes to take his/her child out of class during regular school hours must call the school office ahead of time or send a written notice. The child must be picked up at the school office by the parent or his/her designee, who must sign for the child's dismissal.

Facility Rental

District 58 rents school facilities to community groups. Groups interested in renting school facilities may call the building principal for availability, scheduling and fees. District 58 provides equal access to public school facilities for the Boy Scouts of America and any other Title 36 youth group, in accordance with the Boys Scouts of America Equal Access Act.

Fees

Fees for students in preschool through eighth grade are set annually by the Board of Education. Fees for the 2022-23 school year are as follows:

- Kindergarten Instructional Materials: \$134
 - Grade 1-6/Dual Language Kindergarten Instructional Materials: \$225
 - Grade 7-8 Instructional Materials: \$259
 - Transportation (>1.5 miles/safety hazards): \$46
 - Transportation (<1.5 miles): \$614
 - Grade K-6 Milk: \$70
 - Grade 7-8 Yearbook Fee (Optional): \$20
 - Outplaced Student Instructional Fee: \$145
 - Optional Kindergarten Enrichment and Enhancement Program: \$2,890
 - Grove Children's Preschool (Tuition): \$3,840
-

Fee Waivers

The District will waive fees for textbooks, instructional materials, outdoor education activities and other field trip activities for students whose parents/guardians are unable to purchase these services. Students may receive a fee waiver if they qualify for the National School Lunch Program. In addition, the District will consider approving a waiver for students whose parents/guardians cannot afford the fees due to one or more of the following factors: family illness; unusual expenses, such as fire, flood or storm damage; unemployment; work stoppage; or other emergency situations. If a parent/guardian requests a fee waiver due to the extenuating circumstances listed above, he or she may be asked to provide suitable documentation.

Procedure for Applying/Resolution of Disputes

The application for the Waiver of Fees shall be completed by a parent/guardian and submitted to the child's school for approval by the building principal. All information submitted shall remain confidential.

Fees Not Waived

Fees not included in the waiver process include summer school fees; library fines and other charges made for the loss, misuse or destruction of District 58 property; charges for the purchase of yearbooks and school pictures; charges for paid bus transportation; and charges for admission to school dances, athletic events or other social events.

Reference: [Board Policy 4:140](#)

Food Services

Food Service Program

District 58 offers daily hot lunch at Herrick Middle School and O'Neill Middle School. All meals meet the U.S. Department of Agriculture (USDA) nutritional guidelines that include: more whole-grain foods; fruits and vegetables every day of the week; only fat-free or low-fat milk; no trans fats and reduced saturated fat and sodium. To view monthly menus, nutritional and allergen information, and pricing please visit <https://www.dg58.org/family-resources/food-services>. Students can choose to purchase a hot lunch or bring their own to school.

District 58 elementary schools do not offer hot lunch, and students bring their own lunch to school daily. However, District 58 offers a daily milk program for all elementary students. Milk costs \$70 annually, and students can sign up through school.

Free and Reduced Price Food Services Eligibility

District 58 offers free and reduced priced meals at all schools to students whose families meet the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture's National School Lunch Program and distributed by the Illinois State Board of Education.

To see if your student qualifies for free or reduced price school meals, a parent or guardian can review the free and reduced lunch application, which lists the eligibility requirements. This application is available at school offices and online at www.dg58.org/family-resources/food-services. Questions about free and reduced price food services may be directed to Manager of Business Services Dr. Sonali Patil at 630-719-5839.

Unpaid Meal Charges

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. The building principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your building principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by [Board Policy 4:45. Insufficient Fund Checks and Debt Recovery](#) and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the building principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the building principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Illinois Department of Children and Family Services and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the building principal or designee.

Reference: [Board Policy 4:130 Free and Reduced-Price Food Services](#); [4:140. Waiver of Student Fees](#).

Homeless Liaison

The District's homeless liaison is Jessica Stewart. She may be reached at 630-719-5824 or jstewart@dg58.org. Families who meet any of the following criteria qualify for homeless status:

- Live in a shelter or motel
- Live in a campground, car, old building or other temporary shelter
- Share housing with others due to lost housing or economic hardship
- Lack a permanent address

Families who meet these criteria may enroll their children in school immediately, even if they do not have school or medical records. The District's homeless liaison will help these families access immunizations and/or medical records. Homeless families also have the right to enroll their children in their previous school or their school of current residence. The District will help to remove any barriers that interfere with a student's access to educational services.

Registration

The preschool application period begins each winter at www.dg58.org/preschool. Registration for kindergarten through grade 8 begins in the spring. Both returning and new families may register their incoming grade K-8 child online at www.dg58.org/registration and pay applicable fees online via credit card or echeck. Families may also complete and submit registration paperwork and fees by paper directly to their child's school.

Families who prefer to register their children via paper forms can still pay annual student fees via credit card using the PushCoin system at www.pushcoin.com. Accepted forms of payment are Visa, Mastercard, Discover and

American Express. All information is kept secure and confidential. Visit www.dg58.org/registration for more information.

Residency

Prospective District 58 students must be a legal resident of the school district. Criteria describing a “legal resident” are included in [Board Policy 7:60](#). It is the general practice of the Board of Education not to accept non-resident students.

Student Errands

No student shall be permitted to return home or leave the school grounds during the school day without written permission from the student’s parent/guardian. If it is necessary for the student to leave the school for emergency purposes, the student must be accompanied by a parent, adult designee or school personnel.

Student Rights and Responsibilities

As charged by [Board Policy 7:130](#), all students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitution, is not sponsored, promoted or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Transfer Students

Students new to District 58 and not certain which school to attend should call the District 58 Office at 630-719-5800 for assistance. If the parent/guardian knows which school the child will attend, please contact that school or visit www.dg58.org/registration for registration materials and information. Boundary information for District 58’s 11 neighborhood elementary schools and two middle schools can be found at www.dg58.org/school-boundary-map.

All students who enter the District from a school outside District 58 are required to present an original birth certificate and transfer document indicating grade placement, among other documents. The superintendent or his designee may make any exceptions to grade placement as deemed necessary and appropriate. Students transferring from another Illinois school district shall provide a copy of the ISBE Student Transfer Form to verify whether or not the student is in “Good Standing” and whether or not the medical records are up to date and complete. A student transferring from an out-of-state public school shall provide written certification by the parent or guardian that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring. When requested by the parent/guardian, the building principal will initiate transfer

proceedings, and school records will be forwarded to the receiving school when the necessary procedures are completed.

If the student is moving out of District 58, the building principal should be notified as soon as possible and given the departure date. On the final day of attendance, the student is given a transfer card. Student records will be released to the new school upon request.

Requests for an intra-district transfer to a school different from the student's assigned school must be made in writing to the superintendent during the school year immediately preceding the year of attendance requested and should be submitted prior to April 1 for full consideration. Decisions regarding transfer requests will not be made until student registration has been completed. The superintendent or designee may, at his or her discretion, approve a transfer request under extraordinary circumstances.

For intra-district transfers approved **prior to March 1, 2019**, the intra-district transfer approval shall remain in effect throughout subsequent years of attendance in the District for that student in that school.

For intra-district transfers approved on or after **March 1, 2019**, the intra-district transfer approval shall remain in effect throughout the school year for which the transfer was approved. For each subsequent year, the family must submit to the superintendent a written request for intra-district transfer for the subsequent year of attendance. Approval for subsequent years of attendance will be considered in accordance with [Board Policy 7:30](#).

Please reference [Board Policy 7:30](#) for more information about student transfers.

Upon the successful completion of eighth grade, student records are automatically transferred to Community High School District 99 unless a parent/guardian indicates otherwise in a letter to District 58. Additional procedures for intra-district transfer related to the Unsafe School Choice Option are included in [Board Policy 4:170](#).

Student Learning

Assessments and Testing

Various assessments are routinely used in District 58. Assessment information is collected and analyzed on an ongoing basis to assist in effective instructional planning, and to identify students who may need extra assistance or may have additional challenges to meet their full potential (see also: Response to Intervention).

District 58 administers several standardized tests annually to students in selected grade levels. The State-mandated Illinois Assessment of Readiness measures whether students are on track to be successful in college and their careers. The Northwest Evaluation Association Measures of Academic Progress (MAP) assessment is administered three times each year to students in grades K-8 to assess children's achievement and growth in reading and mathematics. A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment. Parents/guardians may learn more about these and other District 58 assessments at www.dg58.org/academics/curriculum/assessments.

Reference: [Board Policy 6:340: Student Testing and Assessment Program](#)

Curriculum

District 58 aims to provide students with comprehensive learning opportunities to help each child learn and grow. The District designs learning experiences to meet children at their instructional level and to help children progress at a rate that supports and challenges them to reach high standards of achievement. Curricula adopted by District 58 aligns with the Illinois Learning Standards in each area of study.

Elementary School Areas of Study: Art, English-Language Arts, Mathematics, Music (General and Instrumental), Physical Education, Science, Social-Emotional Learning and Social Studies

Middle School Areas of Study: Art, Connections, English-Language Arts, Family & Consumer Science, Foreign Language, Mathematics, Music (General and Instrumental), Physical Education, Science, Social-Emotional Learning, Social Studies and STEAM Studio

In addition, District 58's grade K-8 curriculum includes age-appropriate instruction in recognizing and avoiding sexual abuse, as required by law. Schools will provide at least five days written notice to parents/guardians before commencing instruction in recognizing and avoiding sexual abuse to afford the parents/guardians an opportunity to submit a written objection to their child's participation.

Reference: [Board Policy 6:60 Curriculum Content](#)

Learn more at www.dg58.org/academics/curriculum.

English Language Learners

District 58 provides screening, evaluation and instructional services on a consultative and direct basis to eligible students of limited-English proficiency. Parents or guardians should complete a Home Language Survey at the time of registration and notify the building principal if the child speaks a language other than English, or if a language other than English is spoken in the home. The District also operates a Dual Language Program, which serves native Spanish speakers who are English Language Learners. New this school year, District 58 is beginning a Two-Way Dual Language Program for both native English and Spanish speakers. This new program is being offered to kindergarteners and will expand by one grade level every school year.

Extracurricular Activities

A variety of extracurricular activities, including athletics at the middle school, are offered to promote student involvement. Information regarding specific activities and programs is available at each school. For students in kindergarten through eighth grade, selection of members or participants is at the discretion of the teachers,

sponsors or coaches, provided that the selection criteria conform to the District's policies. District 58 does not discriminate on the basis of sex in the provision of educational and extracurricular programs, activities, services and benefits. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. *Reference:* [Board Policy 6:190](#) and [Board Policy 7:10](#).

[Board Policy 7:300](#) regarding middle school extracurricular athletics participation is pasted below.

7:300 Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in [Board Policy 6:190, Extracurricular and Co-Curricular Activities](#).
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility for the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The Pre-Participation Physical Examination Form, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion [policy 7:305, Student Athlete Concussions and Head Injuries](#).

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with [Board Policy 7:10, Equal Educational Opportunities](#), and (2) shall maintain the necessary records to ensure student compliance with this policy.

Field Trips

Field trips are an important part of the school curriculum, as they serve to enhance the educational program. Parents/guardians are notified of planned field trips and are required to sign verification forms. Students will not be allowed to participate in field trips without parent/guardian permission. Some trips may involve a modest fee to cover the cost of admission.

Gifted and Accelerated Instruction

District 58 recognizes uniqueness in all children with different learning styles, different intellectual talents and different ways of understanding.

Each spring, District 58 students are evaluated for possible placement into two specific instructional programs - **math acceleration and gifted instruction**. Eligibility for both programs includes a review of students' academic performance as well as teacher observations.

All students who will be **entering grades 3 through 7** are evaluated for potential **math acceleration (single and double acceleration opportunities)** for the upcoming school year. To learn more about math acceleration criteria, please see our [website](#).

All students who will be **entering grades 4 through 6** are evaluated for potential placement in the **elementary gifted education program**, which is a one day per week pull-out program hosted at a central location. Additionally, students **entering grades 7 and 8** are evaluated for placement into the **gifted Reading/Language Arts classes** at the middle school. For more information about gifted program eligibility criteria, please see our [website](#).

Student information is reviewed each spring, and all placement decisions are finalized before the end of the school year. Any general questions about gifted programming and math acceleration can be directed to Assistant Superintendent of Curriculum and Instruction Justin Sisul at jsisul@dg58.org or 630-719-5867.

Homework

Homework is part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Superintendent shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles and skills;
2. Is not assigned for disciplinary purposes;
3. Encourages independent thought, self-direction and self-discipline; and
4. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Students absent for a valid cause may make up missed homework in a reasonable timeframe per [Policy 7:70: Attendance and Truancy](#).

Illinois School Report Card

The Illinois School Report Card for District 58 is available for viewing at www.illinoisreportcard.com and at www.dg58.org/about/school-report-cards.

Libraries

The library in each school building provides materials and services to students and teachers that support teaching and learning. Students receive instruction in locating and using materials through print and electronic resources. The library encourages a love for reading and offers many support services (such as computer and related technologies, audiovisual materials, teacher services, interest centers and special projects), supplements classroom instruction and assists with the Intervention and Referral Team.

Physical Education Exemptions

A student may be exempted from some or all physical education activities when an appropriate excuse is submitted to the school by the parent/guardian or a person licensed under the Medical Practice Act. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Students in grades 7 and 8 may submit a written request to the building principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Reference: [Board Policy 7:260 Exemption from Physical Education](#)

Preschool and Developmental Screenings

District 58 offers free preschool/developmental screenings to help parents/guardians identify and address potential developmental delays in children ages 0-5. Parents/guardians may make an appointment by calling 630-719-5800. Screenings examine a child's development in speech/language, vision, hearing, cognitive/pre-academic skills, independence, fine and gross motor skills, and social/emotional/behavioral skills. Preschool/developmental screenings can help determine if a child needs further evaluation for potential special education eligibility within the school district.

The screening process also helps to identify children who may be eligible to participate in the District's Preschool For All program or who may be eligible to receive special education supports and services. The Preschool For All program serves children found to be at-risk for future academic failure as the result of environmental, biological, cultural or socio-economic factors. Program eligibility is determined through a child's participation in the preschool screening process. Children found eligible for the Preschool For All program may be invited to participate in high quality early education programming through Grove Children's Preschool at no cost to the parents/guardians. Preschool/developmental screenings are a two-stage process. Those who progress to stage two can expect screenings to take about 90 minutes. Parents/guardians must attend with their child.

Preschool Program

District 58's Grove Children's Preschool is a developmentally-appropriate program serving children who turn three or four years old on or before Sept. 1. The program is funded by the Illinois State Board of Education, District 58 and student fees. District 58 encourages prospective preschool students to participate in a developmental screening (see also: Preschool/Developmental Screenings) before starting preschool. Contact the District office for an appointment at 630-719-5800. Learn more at www.dg58.org/preschool.

Professional Learning

District 58 provides teachers time for dedicated and structured professional learning. This time will help teachers implement new curriculum resources, improve their instructional practice, and ultimately provide students with the highest-quality learning experiences. Learn more about professional learning at www.dg58.org/academics/professional-learning.

Promotion

Students shall be promoted to the next grade level based on the following criteria:

- Successful completion of the curriculum
- Attendance
- Performance within the classroom and based on standardized assessments, local assessments and individual education plans or accommodation plans for disabled students

The Board of Education adheres to the Illinois School Code's prohibition on promotion of a student to the next grade level based on social reasons, such as age. The administration will determine remedial assistance for a student who is not promoted. The superintendent may establish rules and regulations to implement this policy.

Reference: [Board Policy 6:280](#)

Response to Intervention

District 58 uses Response to Intervention (RtI) protocols to identify at-risk and struggling students; provide them with high-quality, research-based interventions matched to their needs; and monitor their progress. RtI also is designed to ensure the educational success of all students by strengthening and enhancing the core curriculum. Staff use quantitative data to monitor a student's rate of improvement (growth over time) and level of performance compared with peers across the country, district or school. A core principle of RtI is that all children can learn, though not necessarily all in the same way. Another key concept is that staff must intervene early when there are needs identified through screening. All children in District 58 are screened a minimum of three times per year, and the progress of students determined to be in need of interventions is monitored more frequently.

Most students are performing at or above grade level and fall within what is known as Tier 1, meaning the core curriculum meets their needs. Students who fall within Tiers 2 and 3 are at low- and high-risk respectively and need extra support, such as additional instruction presented in small groups or individually. Students in Tiers 2 and 3 also receive more frequent progress monitoring to determine the effectiveness of the interventions. District 58 uses a team-based problem-solving framework to structure thinking and decision-making related to instruction and intervention with RtI. Intervention plans include information about the type of intervention being used; the length of time that will be allowed for the intervention to have a positive effect before moving to the next tier of intervention; and how progress will be assessed. In addition to academic interventions, students who are identified as at-risk may receive additional support through a variety of district resources, including but not limited to additional parent-teacher conferences and support from school social workers or guidance counselors.

Social-Emotional Learning

A District 58 education focuses on the whole child, and social-emotional learning (SEL) is an important component. SEL, as defined by the not-for-profit Collaborative for Academic, Social and Emotional Learning, is the process through which children and adults develop essential social and emotional skills, knowledge and attitudes related to the core areas of social and emotional competency: self-awareness, self-management, social awareness, relationship skills and responsible decision-making. SEL supports and boosts academic achievement and provides the foundation for improved social, health and behavioral outcomes. SEL promotes key competencies through instruction and modeling, as well as through the creation of learning environments where students feel safe, cared for and engaged in learning. District 58's goal is to create a learning environment where students show up eager to learn; feel a sense of connectedness to their school and teachers; feel safe from being treated poorly; perform to their fullest potential; treat all others with respect; and contribute to the well-being of the community. More information regarding SEL is available at www.dg58.org/academics/social-emotional-learning-sel.

Special Education Services

Overview

It is the right of all children with disabilities to receive a free appropriate public education as provided under Illinois School Code and the Individuals with Disabilities Education Act, IDEA. Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits or services that are separate or different from, but as effective as, those provided to others.

Reference: [Board Policy 8:70 Accommodating Individuals with Disabilities](#).

Inquiries regarding the identification, assessment and placement of such children should be directed to your child's principal or to the assistant superintendent for special services. Special education services are available to all eligible students, whether or not they are enrolled in the District.

District 58 offers a full continuum of special services to assess and assist children who may be in need due to the educational impact of disabling conditions. Parents/guardians, staff members or others may request an investigation of a suspected problem by contacting the building principal. Children ages 0-5 suspected of having a disability are ordinarily seen at one of the District's periodic developmental screening sessions (see also: Preschool/Developmental Screenings). Concerns regarding school-age children are reviewed by the building's Intervention and Referral Team, which provides observation, screening, consultation and evaluation regarding student problems.

District 58's in-district programs and services for students with disabilities include: the Intervention and Referral Team; school social work services; speech and language therapy; school psychological services; special education resource program; autism program; instructional programs for students with mild/moderate mental disabilities at elementary and middle school levels; a program for students with emotional disabilities at the elementary and middle school levels; and an early childhood program for preschool-aged students with disabilities.

District 58 is a member of SASSED (School Association for Special Education in DuPage County). The District uses these resources to extend its continuum of services for students unable to be served by the District's own extensive special education services.

For eligibility information, contact your child's principal, or contact the assistant superintendent for special services at 630-719-5824.

Intervention and Referral Team

An Intervention and Referral Team (IRT) consists of certified personnel involved with a given student. The team meets in each school building to afford the classroom teacher and appropriate school personnel the opportunity to review concerns about a given student. The goal of the team is to provide teachers with skills and techniques to meet an individual student's needs. Recommendations for helping the student are developed through the consensus of those present at the meeting. A parent/guardian may contact the building principal to request that concerns be discussed by the Intervention and Referral Team.

Special Education Evaluation Requests

Special education evaluations may be requested by parents/guardians or school personnel. An evaluation usually takes place when the screening or Intervention and Referral Team believe further assessment is necessary to identify a suspected disability or determine eligibility for special services. Requests for an evaluation are made in writing to the building principal. No evaluation is conducted without the permission of the parent/guardian. Evaluation components completed by appropriate staff may include a child interview; assessment of intelligence, motor skills, learning style and processing deficits; screening of vision and hearing; health history; social developmental study and adaptive behavior assessment; review of learning environment; personality and neuropsychological assessment; speech/language evaluation; and others as needed. Results are reviewed and recommendations explained at an Individualized Educational Program (IEP) conference. Parents/guardians who disagree with the results of the evaluation may request an independent evaluation at the District's expense if they are unable to resolve their differences with the District.

IEP Meeting Interpreter Requests

Parents/guardians have the right to request District 58 provide an interpreter for their IEP meeting. Parents/guardians may also request that the interpreter serve no other role in the IEP meeting other than as an

interpreter, and District 58 will make reasonable efforts to fulfill this request. Parents/guardians may contact Assistant Superintendent for Special Services Jessica Stewart at 630-719-5824 to request an interpreter or to ask questions/provide complaints about interpretation services.

SASED Services

District 58, through membership in the School Association for Special Education in DuPage (SASED) cooperative, provides schools and/or classrooms for students who are deaf, hard of hearing, blind or visually impaired, multiply impaired or autistic. SASED services available within the District include: educational and behavior specialist consultation; vision and hearing itinerant teacher services; physical/occupational therapy services; assistive technology; and audiological referral services. District 58 refers eligible students to public and private programs located outside the District when appropriate. These may include multi-needs programs, alternative emotional disorder programs, programs for children with autism spectrum disorder, and instructional programs for children with moderate/severe vision or hearing problems. Questions regarding any of these programs or services can be directed to building principals or to the assistant superintendent for special services at 630-719-5824.

Special Services Personnel

District 58 Special Services personnel include:

- Assistant superintendent for special services
- Special programs coordinator
- Behavioral Coach
- Behavior support systems coordinator
- Therapists (occupational, physical and speech and language)
- Guidance counselors
- Low-incidence disability teachers
- School nurses
- Special education resource teachers
- Instructional program special education teachers (learning disabilities, social/emotional disorders, mildly cognitively impaired and early childhood special education)
- School social workers
- School psychologists
- Preschool coordinator

Service Animals

The use of service animals, including dogs and miniature horses, individually trained to perform tasks for the benefit of a student with a disability are permitted to accompany a student at all school functions, whether in or outside the classroom. The service animal must be properly vaccinated (e.g., rabies) and in compliance with any local licensing/registration requirements for the type of animal. Please contact the assistant superintendent for special services at 630-719-5824 if you anticipate the potential for your child to bring a service animal to school.

Student Report Cards

The standards-based report card is designed to be an easy-to-understand student progress reporting tool. Standards are statements about learning expectations for students, and a standards-based report card gives students, teachers and parents a clear message about what children know, what they are able to do, and what

they need to learn in relation to the Common Core State Standards. Students are evaluated on standards listed in each content area, and progress is reported three times per year in relation to expected levels of performance at that point in time. Students also are evaluated on their work habits and social skills, as feedback in these areas is an important part of the communication between school and home. Learn more and see sample report cards at <https://www.dg58.org/academics/report-card>.

Summer Programs

District 58 students can enroll in general education summer school, which typically includes reading, math, kindergarten prep, band, orchestra and art classes. Please check the District website, www.dg58.org/summer, in the spring for details on specific program offerings and dates.

District 58 also offers an extended school year program for students who receive special education services and have been found eligible for these services by their Individualized Education Program (IEP) team.

Wellness

Student wellness, including good nutrition and physical activity, is promoted in the District's educational program, school activities and meal programs. [Board Policy 6:50: School Wellness](#) is interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

This Board policy covers:

- Goals for Nutritional Education
- Goals for Physical Activity
- Nutrition Guidelines for Foods Available in Schools During the School Day
- Exempted Fundraising Day (EFD) Requests
- Guidelines for Reimbursable School Meals
- Guidelines for Food Items at Birthday Celebrations, Holidays and Other Student Recognition
- Monitoring
- Community Input
- Recordkeeping

Reference: [Board Policy 6:50: School Wellness](#)

Technology

Computer Network Use and Internet Safety

Board Policy 6:235, the Parent Technology Notification Letter and the District Internet Rules are written below in their entirety.

Board Policy 6:235: Access to Electronic Networks

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District- issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and [Board policy 6:60, Curriculum Content](#), students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use

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

Internet Safety

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as

determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access

Each staff member must sign the Authorization for Access to the District's Electronic Networks as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

Confidentiality

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: 20 U.S.C. §7131, Elementary and Secondary Education Act. 47 U.S.C. §254(h) and (l), Children's Internet Protection Act. 47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act. 720 ILCS 5/26.5.

CROSS REF.: [5:100](#) (Staff Development Program), [5:170](#) (Copyright), [6:40](#) (Curriculum Development), [6:60](#) (Curriculum Content), [6:210](#) (Instructional Materials), [6:230](#) (Library Media Program), [6:260](#) (Complaints About Curriculum, Instructional Materials, and Programs), [7:130](#) (Student Rights and Responsibilities), [7:190](#) (Student Behavior), [7:310](#) (Restrictions on Publications; Elementary Schools), [7:345](#) (Use of Educational Technologies; Student Data Privacy and Security)

Parent Internet Notification Letter

One goal of the District is to actively promote the use of technology and provide access to a wide variety of resources. The District believes the use of the Internet will enable students to access and use information from distant resources and share information with others.

Families should be aware that some material accessible via the Internet may contain information which is inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well.

School personnel may review files and communications to ensure that the system is being used responsibly. Users should not expect that files stored on District accounts and platforms will be private.

District Internet Rules

Students will be responsible for their behavior when making use of the Internet and the school computer network. Individual users are also responsible for their communications over those networks. It is expected that users will comply with District standards and will honor the agreements they have signed. The following general rules will apply for the use of the Internet/computer network. Students may not:

- Give out any personal information on the Internet.
- Send email without teacher permission.
- Send, display or download offensive messages or pictures.
- Use obscene language.
- Harass, insult, or attack others.
- Damage computers, computer systems, or computer networks.
- Violate copyright laws.
- Share or use another's password.
- Trespass in another's folders, work, or files.
- Disrupt another's use of the network.
- Make use of the network for commercial purposes.

Violation of the Conditions and Rules for Use may result in loss of access as well as other disciplinary or legal action. Students and their families may be held responsible for charges and/or fees for unauthorized use.

Personal Cell Phones and Electronic Devices

Students may possess cellular phones and other personal electronic devices in school or on school property, only in accordance with the following requirements:

District 58 prohibits students from using an electronic device in a manner that disrupts the educational environment or violates the rights of others, including using the device to record (video or audio) others without permission, take photographs or recordings (video or audio) in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Electronic devices include, but are not limited to, a cellular phone, wearable technology, computer/laptop, tablet, earbuds, personal technology, etc.

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 an electronic device. Electronic devices may be used when:

- 1) there is a documented need in a formal student support plan (medical plan, 504 plan, MTSS plan, or Individualized Education Plan);
- 2) it is needed in an emergency that threatens the safety of students, staff, or other individuals;
- 3) the supervising teacher grants permission; or
- 4) before or after school hours.

During the school day, personal electronic devices should be turned off or silenced and out of sight, including those that are able to connect wirelessly to other devices (e.g. Bluetooth Airplay), unless a supervising staff member directs otherwise. Students may use personal electronic devices before or after school in a manner that is consistent with [Board Policy 7:190: Student Discipline](#) and does not disrupt the educational process. District-issued devices may be used during the school day in a manner that is consistent with this policy and does not disrupt the educational process.

Any student found to be in violation of this policy shall be disciplined consistent with the Board's written disciplinary standards for such a violation as set forth in [Board Policy 7:190: Student Discipline](#), including suspension and/or expulsion.

Family and Community Engagement

Communication

District 58 uses several communication channels to effectively share news and information with its students, employees, families and community members.

Parents/guardians are required to report immediately any changes in home address, telephone number, work number, emergency numbers and email address to their school(s). This information is essential for quick communication between home and school in case of an accident, illness and/or emergency, as well as timely, effective home-school communication in general.

Parents/guardians may view the [District's Communication Guide](#) to access the District's communication tools, their frequency, and their purpose.

Curriculum Night

Each school conducts a Curriculum Night in the fall. This is a time for parents/guardians to meet as a group with their children's teachers to learn about the curriculum for the various grade levels and ask questions. This provides an excellent opportunity for parents/guardians and teachers to begin working together on behalf of the students.

Education Foundation

Since its inception in 2002, the Education Foundation of Downers Grove District 58 has donated more than \$500,000 toward the enhancement of educational programs in District 58's 13 schools. Foundation-funded programs include annual teacher grants, the Select 58 service awards for eighth-graders, Sneak Preview for incoming seventh-graders, and the Distinguished Service Awards for staff, among others. Learn more at www.58foundation.net.

Open House

Each District 58 elementary school hosts an Open House annually in the second half of the school year, during which students' class work and projects are on display. Parents/guardians, friends and community members are invited to attend.

Parent Notification System

District 58 uses a parent notification system to directly communicate with parents and guardians via telephone, email and/or text message. The system is used to send emergency notifications, such as emergency school closings, as well as to notify parents/guardians of activities and events at the District and/or building level. District 58 also uses this system to provide parents/guardians with occasional email notifications regarding new online postings of approved community e-flyers. Parents/guardians should promptly notify their school(s) of any changes to their email address(es) and/or phone number(s) to ensure timely communication, especially in cases of emergency.

Parent-Teacher Association (PTA)

Each District 58 school has its own unit of the Parent-Teacher Association. All units are coordinated through the Downers Grove Area Council of PTAs, and are affiliated with the Illinois and National Congress of Parents and Teachers. Membership and activities are coordinated by the individual school units.

Parent-Teacher Conferences

The purpose of a parent-teacher conference is to facilitate communication among parents/guardians, teachers and students. In all grades, two formal opportunities are provided for parents/guardians and teachers to meet. Parents/guardians are encouraged to keep in close contact with their child's teacher(s) throughout the school year. Additional conferences can be requested at any time.

Photo and Video Permissions

Parents/guardians are asked when completing their child's annual registration form to indicate whether they give permission for their child to appear in photographs published in print and/or online. This includes the District's website, publications and social media.

Superintendent's Community Advisory Council

The Superintendent's Community Advisory Council comprises a representative group of parents/guardians who meet regularly with the superintendent to collaboratively work on different District 58 initiatives, particularly those in support of the Strategic Plan Goal 2: Connecting the Community. District 58 occasionally recruits parents/guardians to participate on this council, as well as on other councils and committees. Such recruitment endeavors are communicated by direct email and in District newsletters.

Title 1 School Family Engagement Compacts

District 58 receives federal Title I funds under the Elementary and Secondary Education Act. Title I funding is available to schools based upon the percentage of students enrolled in the school attendance area from low-income families. This year, five schools in our district are eligible to utilize these dollars for the intended purpose of providing additional support for students identified as at-risk of failure. Schools receiving funds include: Belle Aire, El Sierra, Henry Puffer, Indian Trail and Kingsley.

The District maintains programs, activities and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact

The superintendent or designee will develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the *Compact* is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact

Each building principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each building principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Title 1 schools will offer parent/guardian meeting(s) to discuss the compact during the school year and to involve families in the process.

Reference: [Board Policy 6:170: Title 1 Programs](#)

Student Health and Safety

Accident and Illness

If a child becomes ill at school, staff will make the child as comfortable as possible until the school notifies the parent/guardian(s) and makes arrangements to take the child home. School first aid is given to any child in cases of accident or illness and every effort is made to contact the parent/guardian(s). If emergency treatment is necessary, 911 will be called and the child will be taken to the nearest hospital. It is imperative that the school office has the current name and phone number of the person to call in the event of a child's illness or accident. An alternate name and phone number should also be listed.

Anaphylaxis Prevention, Response and Management Program (formerly Food Allergy Management Plan)

District 58 aims to provide a safe environment for all children, including those with life-threatening allergies. Although the risk to students with these allergies in the schools cannot be completely eliminated, it can be greatly reduced. District 58's plan of support, which is available [on this District 58 webpage](#), addresses the identification of individual needs, staff awareness, necessary curricular and procedural modifications, and emergency plans.

Protecting students with life-threatening allergies is the shared responsibility of families, schools and the community. Although District 58's food allergy management plan focuses on life-threatening food allergies, other life-threatening allergies can include bee/insect stings, medications and latex. Therefore, some of the documents also apply to these situations.

District 58 cautions that an all allergen-free environment is impossible to achieve, and to expect it is to harbor a false sense of security. The purpose of the food allergy management plan is to reduce unintended allergic reactions by outlining the problem, providing education on allergen avoidance strategies, establishing emergency response procedures, and outlining the responsibilities for the student, families and the school system. District 58 will continue to monitor and evaluate this issue to ensure the proper implementation of guidelines across its jurisdiction.

Families with questions regarding the District's Food Allergy Management Plan should contact Assistant Superintendent for Special Services Jessica Stewart at 630-719-5824 or jstewart@dg58.org.

Reference: [Board Policy 7:285: Anaphylaxis Prevention, Response and Management Program](#)

Asthma Action Plan

Per House Bill 6333, District 58 requests an annual asthma action plan from the parents/guardians of students with asthma.

If a parent/guardian provides District 58 with their child's asthma action plan, it must be kept on file in the office of the school nurse or building principal. Copies of the asthma action plan may be distributed to appropriate school staff who regularly interact with the student and, if applicable, may be attached to the student's Section 504 or IEP. The child's asthma action plan will help school personnel better manage the child's asthma.

Chronic Infectious Disease

[Board Policy 7:280](#) states that a student with or carrying a communicable and/or chronic infectious disease has all rights, privileges and services provided by law and the School Board's policies. As developed by the superintendent or designee, administrative regulations and procedures will govern these rights while managing health and safety concerns.

Concussion and Head Injuries (Student Athletes)

District 58 follows all requirements set forth by the Youth Sports Concussion Safety Act and complies with the concussion protocols, policies and by-laws of the Illinois High School Association, including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion and Return to Play (RTP) Policy. Please see [Board Policy 7:305 Student Athlete Concussions and Head Injuries](#) for details.

CPR and AED Video

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time, at:

www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx.

Emergency Preparedness and Drills

District 58 reviews its district-wide Emergency Management Plan annually and updates the plan as necessary. The plan, created in conjunction with various community agencies, ensures the safety of District 58 students and

staff by providing district-wide guidelines for various emergency situations. An Emergency Classroom Action Guide is posted in each classroom as a quick guide.

All District 58 students participate in several safety drills each year, including fire drills, tornado drills, bus evacuation drills, and active threat drills. To complete these drills, District 58 partners with public agencies, including the Fire and Police departments and bus company. Building principals notify families when a drill takes place, either through email or newsletter.

All schools within District 58 receive severe weather information. If a tornado watch has been issued, all students participating in outdoor activities are brought into the school building. Regular bus service continues during a tornado watch. If a tornado warning has been issued, all regular school activities cease. Students move to a designated area until the warning is lifted. If the warning is not lifted, a student will not be dismissed until his/her parent (or the parent's designee) arrives at the school to take the child home. The classroom teacher and building principal must be advised before a student leaves the building.

Learn more at <https://www.dg58.org/family-resources/emergency-preparedness>.

Emergency School Closings

In the event of hazardous weather or other emergencies that present threats to the safety and well-being of students, staff or property, the superintendent may deem it necessary to close school. District 58 uses an automated calling system to alert families and staff of school closings (see also: Parent Notification System). The District also posts information on the District's social media pages and website, and places a message on the District's answering machine, which can be accessed by calling 630-719-5800.

In cases of emergency early dismissal, the superintendent allows one hour, if possible, from the time the announcement is made to the time of dismissal. Students who walk to school are dismissed only after the parent or the parent's designee arrives in person to take the child home. Buses unable to reach designated stops will return students to their home schools.

Federal Asbestos Plan

In accordance with the U.S. Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) and the Illinois Asbestos Abatement Act & Rules and Regulations, inspections and management plans have been made for all District 58 buildings concerning materials containing asbestos. A copy of these documents may be examined at the District 58 Office and at each school office.

Head Lice

Lice infestation may occur in any age category, but is most frequent among grade school children. Lice is not an infectious disease and in most cases does not result in health complications. District 58 follows best practices regarding lice provided by the Centers for Disease Control and Prevention, the American Academy of Pediatrics, and the DuPage County Health Department. Per their recommendations, District 58 does not exclude children from school because of known or suspected head lice or nits. The District focuses efforts on prevention education and communication regarding treatment with parents/caregivers.

The District encourages prompt treatment for students who are affected. While school-wide and class-wide head checks and screenings are not recommended, the District nursing staff are prepared to support appropriate identification and to assist with education regarding recommended treatment. Principals will notify parents/guardians when there is one confirmed case of lice in their child's grade. If there is more than one confirmed case in a school, across multiple grade levels, the principal will send a message home to the entire school. This notification may come either as a standalone email or within the weekly school newsletter.

Health Examinations

Board Policy 7:100 is printed below in its entirety.

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

Required Health Examinations and Immunizations

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

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice registered nurse, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. An 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.

4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papillomavirus (HPV) and HPV-related cancers and the availability of the HPV vaccine.
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parents/guardians.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice registered nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to [Board Policy 7:280, Communicable and Chronic Infectious Disease](#), and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if the examining physician, advanced practice registered nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

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

LEGAL REF.: 42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act, 105 ILCS 5/27-8.1 and 45/1-20. 410 ILCS 45/7.1 and 315/2e. 23 Ill.Admin.Code §1.530. 77 Ill.Admin.Code Part 665. 77 Ill.Admin.Code Part 690.

CROSS REF.: [6:30](#) (Organization of Instruction), [6:140](#) (Education of Homeless Children), [7:50](#) (School Admissions and Student Transfers To and From Non-District Schools), [7:280](#) (Communicable and Chronic Infectious Disease)

Please note: If a student meets a dental or vision examination exemption, as outlined above, they must complete an Illinois Department of Public Health waiver. [Please access the dental examination waiver here](#). [Please access the eye examination waiver here](#).

Health Services Overview

District 58 provides the following services, which are monitored by a certified school nurse:

- Hearing and vision screenings (see also: Hearing and Vision)
- Emergency procedures
- Health histories
- Developmental screening (see also: Preschool/Developmental Screenings)
- First aid
- Medical information referrals (for interested parents/guardians)
- Supervision of medication/medical procedures

All federal/state mandates are complied with as stated in the Individuals with Disabilities Education Act (IDEA); School Code of Illinois; Article 14; State Rules and Regulations to Govern the Administration and Operation of Special Education; Family Education Rights and Privacy Act of 1974; Illinois School Records Act; Section 504 (of the Rehabilitation Act of 1973); and the Americans with Disabilities Act.

Hearing and Vision

District 58 conducts hearing and vision screening programs annually, as mandated, in designated grade levels. The program's purpose is to detect problems early and refer students for treatment. Each student is screened twice before a referral is made.

Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo a 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. However, parents and guardians of students entering kindergarten or an Illinois school for the first time must present proof before Oct. 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. Parents and guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

In the case of a hearing problem detected during screening, a complete audiogram is done, and a copy is provided to the parent/guardian so that the physician may be made aware of the school's findings. A parent/guardian may request a screening at any time if a concern exists.

Immunizations

The dates of all immunizations are required by Illinois Law (Title 77, Part 665, Section 665.240). The dates must be verified by the signature of the health provider. Please visit www.dg58.org, hover over "Resources" and click "Health Services" to view the full schedule of immunizations, examinations and screenings. Additionally, parents/guardians are notified in the spring of any vaccination(s), examination(s) and/or screening(s) their child will need to receive prior to entering school the following year.

District 58 will make its immunization data publicly available on the Health Services page referenced above on or before Dec. 1 of each year.

Reference: [Board Policy 7:100: Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students](#)

Medication Administration

Board Policy 7:270, Administering Medicines to Students is written below in its entirety. Please note: District 58 will provide notice to parents/guardians (or emergency contact, if known) after the administration of asthma medication, an epinephrine injector, an opioid antagonist or glucagon.

Board Policy 7:270: Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State

law. Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A *designated caregiver* may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

CROSS REF.: [7:285](#) (Anaphylaxis Prevention, Response and Management Program)

Menstrual Hygiene

Illinois School Code requires public schools serving students in grades 4-12 to make menstrual hygiene products available, at no cost to students, in the bathrooms of school buildings. All District 58 schools have stocked menstrual hygiene dispensers in bathrooms.

Pesticide Applications

District 58 uses the Integrated Pest Management program, which combines preventative techniques, non-chemical pest control methods and the appropriate use of pesticides (weed or insect) with a preference for products that are the least harmful to human health and the environment. District 58 uses the parent notification system (see also: Parent Notification System) to alert families and staff prior to pesticide applications. Prior notice is not required if there is an imminent threat to health or property. In these cases, District 58 will communicate notice to families and staff as soon as possible.

Reference: [Board Policy 4:160: Environmental Quality of Buildings and Grounds](#); Illinois Structural Pest Control Act; Illinois Lawn Care Products Application and Notice Act

Radon Testing

District 58 tests its buildings for radon on a rotating basis. Testing results are posted on the District's website at <https://www.dg58.org/about/finance-transparency/radon-testing>.

School Bus Safety

All students should review and understand the following school bus safety rules, even students who do not participate in daily bus transportation, as they may from time-to-time be transported to school activities by school bus.

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.

5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
 6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
 7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
 8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
 9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
 10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
 11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
 12. Never run back to the bus, even if you dropped or forgot something.
-

Sex Offenders

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the building principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, superintendent, or superintendent's designee. If permission is granted, the superintendent or Board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The superintendent or designee shall serve as the District contact person for purposes of these laws. The superintendent and building principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the superintendent or building principal determines advisable.

(Reference: [Board Policy 4:175 Convicted Child Sex Offender: Screening: Notifications](#))

Student Accident Insurance

Student accident insurance covers all District 58 children while participating in school-sponsored programs or school-supervised activities, including athletics. Parents/guardians may enroll for this optional insurance online at www.k12specialmarkets.com. This website includes detailed information regarding coverages, benefits, premiums and claim forms. Parents/guardians will have the option to directly enroll their child using a credit or debit card, or they may print out an enrollment form and mail it with a check or money order.

Suicide and Depression Awareness and Prevention

District 58 maintains a suicide and depression awareness and prevention program, in accordance with requirements listed in [Board Policy 7:290: Suicide and Depression Awareness and Prevention](#).

If you or someone you know needs immediate assistance, please dial 911. Here are additional resources:

- **Call/text 988** and the National Suicide Prevention Lifeline will provide 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones.
- **Text “ACT” to 741741**: The National Crisis Text line will connect you with free, confidential assistance.
- **[Click here to connect with Safe2Help Illinois](#)**. Students can contact Safe2Help Illinois to safely and confidentially report a crisis or threat involving themselves or someone they know. Safe2Help is monitored 24/7 by trained crisis professionals. District 58 staff will receive an alert after the Safe2Help professional provides support. [Learn more about Safe2Help here](#). Through Safe2Help, students can report a crisis or threat through the following ways:
 - **Website**: <https://app.safe22helpil.com>

- **Text:** SAFE2 (72332)
- **Phone:** 844-4-SAFEIL (844-472-3345)
- **App:** "Safe2Help Illinois" app available in the Apple App Store and Google Play Store
- **Email:** HELP@Safe2HelpIL.com

Reference: [Board Policy 7:290: Suicide and Depression Awareness and Prevention](#)

Visitors to School Property

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

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.

Reference: [Board Policy 8:30: Visitors to and Conduct on School Property](#)

Student Conduct

Bullying, Intimidation and Harassment

Board Policy 7:20, Board Policy 7:180 and Board Policy 7:185, regarding harassment, bullying and intimidation, are written on the following pages in their entirety.

7:20 Harassment of Students Prohibited

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

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

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, Title IX Sexual Harassment Grievance Procedure, and 2:260, Uniform Grievance Procedure.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under [Board Policy 2:260, Uniform Grievance Procedure](#), and/or [Board Policy 2:265, Title IX Sexual Harassment Grievance Procedure](#). The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Dr. Jayne Yudzentis
2300 Warrenville Road, Suite 200NE
Downers Grove, IL 60515
jyudzentis@dg58.org
630-719-5807

Complaint Managers:

Dr. Jayne Yudzentis
2300 Warrenville Road, Suite 200NE
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jyudzentis@dg58.org
630-719-5807

Mr. Justin Sisul
2300 Warrenville Road, Suite 200NE
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jsisul@dg58.org
630-719-2768

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

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

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

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Nondiscrimination Coordinator or designee shall consider whether action under [policy 2:265, Title IX Sexual Harassment Grievance Procedure](#), should be initiated.

For any other alleged student harassment that does not require action under [Policy 2:265, Title IX Sexual Harassment Grievance Procedure](#), the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under [policies 2:260, Uniform Grievance Procedure](#), and/or [7:190, Student Behavior](#), should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to [Policy 5:90, Abused and Neglected Child Reporting](#). In addition to reporting the suspected abuse, the complaint shall also be processed under [Policy 2:265, Title IX Sexual Harassment Grievance Procedure](#), or [Policy 2:260, Uniform Grievance Procedure](#).

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy 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, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, Uniform Grievance Procedure, and 2:265, Title IX Sexual Harassment Grievance Procedure).

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

LEGAL REF.: 20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106. 105 ILCS 5/10-20.12, 5/10-22.5, 5/10-23.13, 5/27-1, and 5/27-23.7. 775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act. 23 Ill.Admin.Code §1.240 and Part 200. *Davis v. Monroe County Bd. of Educ.*, 526 U.S. 629 (1999). *Franklin v. Gwinnett Co. Public Schs.*, 503 U.S. 60 (1992). *Gebser v. Lago Vista Independent Sch. Dist.*, 524 U.S. 274 (1998). *West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: [2:260](#) (Uniform Grievance Procedure), [2:265](#) (Title IX Sexual Harassment Grievance Procedure), [4:165](#) (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), [5:20](#) (Workplace Harassment Prohibited), [5:90](#) (Abused and Neglected Child Reporting), [7:10](#) (Equal Educational Opportunities), [7:180](#) (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:185](#) (Teen Dating Violence Prohibited), [7:190](#) (Student Behavior), [7:240](#) (Conduct Code for Participants in Extracurricular Activities)

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

Definitions from 105 ILCS 5/27-23.7

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

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

Bullying may take various forms, including without limitation one of more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and

harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator and Title IX Coordinator:

Dr. Jayne Yudzentis
2300 Warrenville Road, Suite 200NE
Downers Grove, IL 60515
jyudzentis@dg58.org
630-719-5807

Complaint Managers:

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Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

4. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

1. 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.
2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
4. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and [Policy 2:240, Board Policy Development](#), the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
 1. The frequency of victimization;
 2. Student, staff, and family observations of safety at a school;
 3. Identification of areas of a school where bullying occurs;
 4. The types of bullying utilized; and

5. Bystander intervention or participation.

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

1. An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2. If not revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or a signed statement from the board; or
3. A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

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

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

1. [2:260, Uniform Grievance Procedure](#). A student may use this policy to complain about bullying.
2. [2:265, Title IX Sexual Harassment Grievance Procedure](#). Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
3. [6:60, Curriculum Content](#). Bullying prevention and character instruction is provided in all grades in accordance with State law.
4. [6:65, Student Social and Emotional Development](#). Student social and emotional development is incorporated into the District's educational program as required by State law.
5. [6:235, Access to Electronic Networks](#). This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
6. [7:20, Harassment of Students Prohibited](#). This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
7. [7:185, Teen Dating Violence Prohibited](#). This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
8. [7:190, Student Behavior](#). This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
9. [7:310, Restrictions on Publications; Elementary Schools](#). This policies prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act

23 Ill.Admin.Code §1.240 and §1.280.

CROSS REF.: [2:240](#) (Board Policy Development), [2:260](#) (Uniform Grievance Procedure), [2:265](#) (Title IX Sexual Harassment Grievance Procedure), [4:170](#) (Safety), [5:230](#) (Maintaining Student Discipline), [6:60](#) (Curriculum Content), [6:65](#) (Student Social and Emotional Development), [6:235](#) (Access to Electronic Networks), [7:20](#) (Harassment of Students Prohibited), [7:185](#) (Teen Dating Violence Prohibited), [7:190](#) (Student Behavior), [7:220](#) (Bus Conduct), [7:230](#) (Misconduct by Students with Disabilities), [7:240](#) (Conduct Code for Participants in Extracurricular Activities), [7:285](#) (Anaphylaxis Prevention, Response, and Management Program), [7:310](#) (Restrictions on Publications; Elementary Schools)

Board Policy 7:185: Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student 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 or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 1. [2:260, Uniform Grievance Procedure](#). This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
 2. [2:265, Title IX Sexual Harassment Grievance Procedure](#). This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
 3. [7:20, Harassment of Students Prohibited](#). This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 4. [7:180, Prevention of and Response to Bullying, Intimidation, and Harassment](#). This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

1. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
2. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager identified in [Policy 7:20. Harassment of Students Prohibited](#).
3. Incorporates age-appropriate instruction in grades 7 and 8, in accordance with the District's comprehensive health education program in [Board policy 6:60. Curriculum Content](#). 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](#).
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Incorporated by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)
LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: [2:240](#) (Board Policy Development), [2:260](#) (Uniform Grievance Procedure), [2:265](#) (Title IX Sexual Harassment Grievance Procedure), [5:100](#) (Staff Development Program), [5:230](#) (Maintaining Student Discipline), [6:60](#) (Curriculum Content), [6:65](#) (Student Social and Emotional Development), [7:20](#) (Harassment of Students Prohibited), [7:180](#) (Prevention of and Response to Bullying, Intimidation, and Harassment), [7:190](#) (Student Behavior), [7:220](#) (Bus Conduct), [7:230](#) (Misconduct by Students with Disabilities), [7:240](#) (Conduct Code for Participants in Extracurricular Activities)

Bus Conduct

Students are expected to conduct themselves in an orderly manner while traveling as passengers in school district transportation vehicles. Regard for transportation property, respect for drivers, and consideration of the rights and welfare of others should govern pupil actions.

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. 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.

Reference: [Board Policy 7:220 Bus Conduct](#)

Dress

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise reasonable 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.

Reference: [Board Policy 7:160 Student Appearance](#)

Misconduct by Students with Disabilities

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

The District complies with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Reference: [Board Policy 7:230 Misconduct by Students with Disabilities](#)

Search and Seizure

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

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots and other school property and equipment for illegal drugs, weapons or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

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

When feasible, the search should be conducted as follows:

- Outside the view of others, including students,
- In the presence of a school administrator or adult witness, and
- By a certificated employee or liaison police officer of the same sex as the student.

- Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

If a search produces evidence that the student has violated or is violating either the law or the District's policies or 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.

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- 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.

District 58 is required to contact a student's parent/guardian prior to the detention and questioning of a law enforcement officer, a school resource officer or other school security personnel of a student who is under 18 years old and suspected of committing a criminal act. The time and manner of notification to a student's parent/guardian, or attempted notification, must be documented. In addition, reasonable efforts must be made to ensure that a student's parent/guardian is present during questioning, or, if unavailable, to ensure that school personnel are present during questioning.

Reference: [Board Policy 7:140 Search and Seizure](#)

Student Discipline

Board Policy 7:190 Board Policy 7:200, and Board Policy 7:210 regarding Student Discipline, are written on the next pages in their entirety.

7:190 Student Behavior

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

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:

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

Prohibited Student Conduct

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:
 1. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 3. 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.
 4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 5. 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.
 6. 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.

7. 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.
8. 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 this policy, or violating the Weapons section of this policy.
5. Using an electronic device, including but not limited to a cellular phone, wearable technology, computer/laptop, tablet, earbuds, personal technology, etc., in a manner that disrupts the educational environment or violates the rights of others, including using the device to record (video or audio) others without permission, take photographs or recordings (video or audio) 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 an electronic device. Electronic devices may be used when: (a) there is a documented need in a formal student support plan (medical plan, 504 plan, MTSS plan, or Individualized Education Plan); (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals; (c) the supervising teacher grants permission; or (d) before or after school hours.

During the school day, personal electronic devices should be turned off or silenced and out of sight, including those that are able to connect wirelessly to other devices (e.g. Bluetooth Airplay), unless a supervising staff member directs otherwise. Students may use personal electronic devices before or after school in a manner that is consistent with this policy and does not disrupt the educational process. District issued devices may be used during the school day in a manner that is consistent with this policy and does not disrupt the educational process.

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, 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 Board of Education 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 (UAS) 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.

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.

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 non-exclusionary discipline before using out-of-school suspensions or expulsions. 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 parent(s)/guardian(s).
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 Building 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 must be used. The student must be supervised by the detaining teacher or the 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 2 calendar years in accordance with [Board policy 7:210, Expulsion Procedures](#). A student who has been expelled shall also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, 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. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s). The District does not allow the use of isolated time out. Physical restraint is used as a last resort when a student presents as an imminent threat to themselves or others. Restraint is provided commensurate with ISBE guidelines and only by staff members certified to do so.

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 5/24-1).
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.

Re-Engagement of Returning Students

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

Required Notices

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

Delegation of Authority

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

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

Student Handbook

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.

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994. 20 U.S.C. §7961 *et seq.*, Gun Free Schools Act. 105 ILCS 5/2-3.71(a)(7), 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7 and 5/31-3. 105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act. 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program. 410 ILCS 647/, Powdered Caffeine Control and Education Act. 430 ILCS 66/, Firearm Concealed Carry Act. 23 Ill.Admin.Code §§1.280, 1.285.

CROSS REF.: [2:150](#) (Committees), [2:240](#) (Board Policy Development), [5:230](#) (Maintaining Student Discipline), [6:110](#) (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), [7:70](#) (Attendance and Truancy), [7:130](#) (Student Rights and Responsibilities), [7:140](#) (Search and Seizure), [7:150](#) (Agency and Police Interviews), [7:160](#) (Student Appearance), [7:170](#) (Vandalism), [7:180](#)

(Prevention of and Response to Bullying, Intimidation, and Harassment), [7:185](#) (Teen Dating Violence Prohibited), [7:200](#) (Suspension Procedures), [7:210](#) (Expulsion Procedures), [7:220](#) (Bus Conduct), [7:230](#) (Misconduct by Students with Disabilities), [7:240](#) (Conduct Code for Participants in Extracurricular Activities), [7:270](#) (Administering Medicines to Students), [7:310](#) (Restrictions on Publications; Elementary Schools), [8:30](#) (Visitors to and Conduct on School Property)

Board Policy 7:200: Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Prior to assigning an in-school suspension, the building administrator must contact the Superintendent or designee.
2. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
3. Students are supervised by licensed school personnel.
4. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. Prior to assigning an out-of-school suspension, the building administrator must contact the Superintendent or designee.
2. 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.
3. 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.
4. An attempted phone call to the student's parent(s)/guardian(s).
5. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) 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 student 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 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii. For a suspension of 5 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.

6. 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.

7. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear

and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975). 105 ILCS 5/10-22.6. 23 Ill.Admin.Code 1.280.

CROSS REF.: [5:100](#) (Staff Development Program), [7:130](#) (Student Rights and Responsibilities), [7:190](#) (Student Behavior), [7:220](#) (Bus Conduct)

Board Policy 7:210: Expulsion Procedures

Expulsion Procedures

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - 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 suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there

is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After 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. 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.
- 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.

5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.: Goss v. Lopez, 419 U.S. 565 (1975). 105 ILCS 5/10-22.6

CROSS REF.: [5:100](#) (Staff Development Program), [7:130](#) (Student Rights and Responsibilities), [7:190](#) (Student Behavior), [7:200](#) (Suspension Procedures), [7:230](#) (Misconduct by Students with Disabilities)

Notifications

Equal Educational Opportunities

No pupil in the district is excluded from or segregated within any school on account of his or her color, race, national origin, religion, sex, sexual orientation, gender identity, pregnancy, ancestry, age, marital status, or physical or mental disability or status of being homeless.

Any student may file a sex equity complaint by using [Board Policy 2:260, Uniform Grievance Procedure](#). A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

(Reference: [Board Policy 7:10 Equal Educational Opportunities](#))

Freedom of Information Act (FOIA)

The Board of Education permits access to and copying of public records in accordance with the Illinois Freedom of Information Act and within the limited exceptions recognized in the Act to safeguard individual privacy and the District's efficient operation. Learn more about the Freedom of Information Act at www.dg58.org/school-board/foia-information.

Individuals with Disabilities

District 58 aims to provide all individuals with disabilities the equal opportunity to participate in school-sponsored services and activities. Individuals with disabilities are asked to please contact their principal or the superintendent if they require assistance in advance to arrange reasonable accommodations at, including, but not limited to, parent-teacher conferences, school programs and Board of Education meetings.

Students with disabilities may receive related services as part of their individual education programs (IEPs). The school district or special education cooperative will maintain related service logs that record the type and number of minutes of the related service(s) administered to such students. Copies of any related service logs will be available to parents/guardians at their child's annual review IEP meeting. Parents/ guardians of students with disabilities may also request copies of their child's related service logs at any time.

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act, 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. Questions about the identification, assessment and placement of students should be directed to Assistant Superintendent of Special Services Jessica Stewart at 630-719-5824.

Parental Opt-Out Rights

Parents/guardians have the right to opt-out their child from any comprehensive personal health and safety or comprehensive sexual health education class/course by submitting the request in writing. Parents/guardians also have the right to review the scope and sequence of the instructional materials to be used in such a class or course. In addition, parents/guardians may also opt their child out of the following classes/trainings,:

- Family life instruction
- AIDS instruction

- Training on how to properly administer cardiopulmonary resuscitation
- Training on how to use an automated external defibrillator

Refusal to take or participate in the above classes/trainings may not be a reason for disciplinary action, academic penalty, suspension, expulsion or any other sanction of a student.

Parents Right to Know Teacher Qualifications

In accordance with the Elementary and Secondary Education Act, parents/guardians may request District 58 provide them with information, in a timely manner, regarding the professional qualifications of their students' classroom teachers including, at a minimum, the following:

- 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 or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree
- Whether the child is provided services by paraprofessionals and, if so, their qualifications

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you.

This information is collected and disseminated in a manner that protects the privacy of individuals. Questions related to District 58 teachers or aides meeting the standards for highly-qualified teachers/aides should be addressed to the assistant superintendent for personnel.

School Visitation Rights

The School Visitation Act requires that District 58 notify parents/guardians of the following: Public and private employers who employ 50 or more individuals in Illinois must grant an employee up to a total of eight hours leave during any school year (no more than four hours on any given day) to "attend school conferences or classroom activities related to the employee's child if the conference or activities cannot be scheduled during non-work hours."

The Act further provides that the employee must first exhaust all accrued vacation, personal and compensatory leave, and any other types of leave except sick or disability leave before using school visitation leave, and the employee must notify the employer in writing seven days in advance of the school visitation leave. If no personal or vacation leave is available, the employee may be absent without pay. In emergency situations, the employer may still require up to, but no more than, 24 hours advance notice of such leave. Documentation of the school visit may be required by the employer and is available from the school office.

Sex Offender Notification

The Illinois Sex Offender Registration Act and Child Murderer Community Notification Law authorizes the release of names, addresses, and offenses committed by registered child sex offenders. Parents/guardians may obtain this information from their local police department or sheriff's office. Information is also available at www.isp.illinois.gov/sor.

Student and Family Privacy Rights

The Board of Education has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. Copies of those policies are available on request.

District 58 provides for student and family privacy rights in accordance with the Protection of Pupil Rights Act. Board Policy 7:15 is written below in its entirety.

Board Policy 7:15 - Instruction - 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 [Policy 6:10, Educational Philosophy and Objectives](#), or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey, 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. If the survey requests personal information, additional requirements apply as set forth below.

Surveys Requesting Personal Information

No student shall be required to submit to a survey, analysis, or evaluation that reveals personal information as part of a U.S. Department of Education (ED) program (such as through an ED-administered grant program) without the prior written consent of a student's parent(s)/guardian(s). For any survey that reveals personal information that is not administered as part of an ED program or to which the student is not required to submit, the student's parent(s)/guardian(s) may inspect the survey, upon their request and within a reasonable time of their request. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey, analysis, or evaluation revealing personal information. Surveys, analyses, or evaluations reveal personal information if they contain 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.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child's educational curriculum within 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 administered pursuant to the District's extracurricular drug and alcohol testing program (see [Policy 7:240, Conduct Code for Participants in Extracurricular Activities](#)).
4. Is otherwise authorized by Board policy.

Prohibition on Selling or Marketing Students' Personal Information

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.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

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

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

Notification of Rights and Procedures

The Superintendent or designee 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 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.

Transfer of Rights

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.

LEGAL REF.: 20 U.S.C. §1232h, Protection of Pupil Rights Act, 105 ILCS 5/10-20.38, 325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

CROSS REF.: [2:260](#) (Uniform Grievance Procedure), [6:210](#) (Instructional Materials), [6:260](#) (Complaints About Curriculum, Instructional Materials, and Programs), [7:130](#) (Student Rights and Responsibilities)

Student Data Privacy

Exhibit – Student Data Privacy; Notice to Parents About Educational Technology Vendors

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

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

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

Depending upon the particular educational technology being used, District 58 may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

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

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

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

Student Records

The rules and regulations administering the Illinois School Student Records Act establish guidelines for the release and placement of information into a student's record. Listed below are key provisions of the Act and an indication of the rights granted to parents/guardians and students. Please feel free to contact the principal of your local school, should you have any questions regarding student records. The principal is the official records custodian of each school.

The District will maintain two sets of school records for each student: a permanent record and a temporary record. The *permanent* record shall include:

- basic identifying information
- unique student identifier assigned by the Student Information System
- academic transcripts and grades
- grade level achieved
- attendance record
- class rank
- graduation date
- accident and health reports
- information pertaining to release of this record

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District. When a student transfers in or out of the district, both Permanent and Temporary Records should be requested or sent to a new school.

The *temporary* record shall include:

- family background
- intelligence and aptitude scores
- psychological reports
- achievement test results
- state assessment tests
- participation in extracurricular activities
- honors and awards

- disciplinary information
- special education files
- biometric information
- verified reports or information from non-educational persons
- verified information of clear relevance to the student's education
- information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6) including any final reporting received from a Child Protective Service Unit.
- information pertaining to release of this record
- completed home language survey
- information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.

Family Educational Rights and Privacy Act (FERPA)

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

1. *The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.*
 - Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges \$.10 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15).
2. *The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.*
 - Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) 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 parent(s)/guardian(s) or eligible student when notified of the right to a hearing.
3. *The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.*
 - Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee,

such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.
- The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.
- Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

- Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

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

- Throughout the school year, the District may release directory information regarding students, limited to:
 - name
 - grade level
 - academic awards, degrees, and honors
 - information in relation to school-sponsored activities, organizations, and athletics
 - major field of study
 - period of attendance in school
 - photos, videos, images
- Any parent, guardian, or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent, guardian, or eligible student are specifically informed otherwise.

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

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

- The name and address of the Office that administers FERPA is:
 - Family Policy Compliance Office
U.S. Department of Education

Policy 7:340 Student Records is written below in its entirety.

Policy 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.50 ILCS 205/7, Local Records Act. 105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq. 105 ILCS 10/, III. School Student Records Act. 105 ILCS 85/, Student Online Personal Protection Act. 325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act. 750 ILCS 5/602.11, III. Marriage and Dissolution of Marriage Act. 7:340. 23 Ill.Admin.Code Parts 226 and 375. Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002). Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: [5:100](#) (Staff Development Program), [5:130](#) (Responsibilities Concerning Internal Information), [7:15](#) (Student and Family Privacy Rights), [7:220](#) (Bus Conduct), [7:345](#) (Use of Educational Technologies; Student Data Privacy and Security)