

# Student and Parent/Guardian Handbook 2023-2024



This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.butler53.com](http://www.butler53.com)) or at the Board office, located at:

2801 York Road  
Oak Brook, IL 60523  
(630) 573-2887

**Dr. Paul O'Malley**  
*Superintendent*

Butler Jr. High  
**Ms. Melissa Zaniewski**  
*Principal*

Brook Forest Elementary  
**Dr. Andrea Prola**  
*Principal*

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## Board of Education and Administrative Staff

The School Board governs the school district and is elected by the community. Current School Board members are:

Mrs. Kavitha Neerukonda, President  
Mr. Craig Donnelly, Vice President  
Mr. Reynick Martinez, Secretary  
Dr. Sahar Ahmad, Member  
Dr. Syed Ali, Member  
Mr. John Baar, Member  
Mrs. Athanasia Skokos, Member

The School Board has hired the following administrative staff to operate the school:

Dr. Paul O'Malley, Superintendent  
Dr. Andrea Prola, Brook Forest Principal  
Ms. Melissa Zaniewski, Butler Jr. High Principal  
Mr. John Hamilton, Butler Jr. High Assistant Principal  
Dr. LaTonya Wilks, Director of Student Services  
Mr. Michael Finke, Athletic Director

The schools and support teams are located and may be contacted at:

### Brook Forest Elementary School

60 Regent Drive  
Oak Brook, IL 60523  
(630) 325-6888 phone  
(630) 325-8452 fax

### Registrar

(630) 368-4520  
(630) 280-8803  
<https://www.butler53.com/about/registration>

### Butler Junior High School

2801 York Road  
Oak Brook, IL 60523  
(630) 573-2760 phone  
(630) 573-1725 fax

### Heliox Technology Support

(630) 368-4540 BJH  
(630) 920-7658 BF  
[support@butler53.com](mailto:support@butler53.com)

Dear District 53 Parents/Guardians, and Students:

The District 53 faculty and staff would like to extend our most sincere welcome! Our goal is to provide students with the most appropriate educational services to meet individual developmental needs. Our District mission and vision statements best define this goal:

### **Mission**

Butler D53 will provide an evolving, innovative, and inclusive educational experience for all students to achieve academic excellence, social maturity, physical and emotional well-being, and an appreciation for cultural diversity.

### **Vision**

To foster a community school district where students, teachers, administration, and parents strive to achieve success beyond all limits in learning, relationship building, and self-actualization.

### **Purpose**

We commit to do everything in our power to stand with and inspire our children to achieve a personal best for themselves and their community, every day.

### **Instructional Blueprint Goals**

- A curriculum that is progressive and meets real world needs and also is reviewed, evaluated and fine-tuned regularly.
- An instructional strategy that engages and motivates students and helps them to individually achieve their highest academic success.
- State-of-the art technology that enriches the learning environment and provides students with 21st century skills through a variety of tools: whiteboards in every classroom, iPads for K-3rd grade students and a laptop for every junior high student.
- Technologies, curriculum and methodologies that help students to become problem-solvers and prepare them for a world in which innovation, creativity, autonomy and individual and group research is prized.
- [K-8 Curriculum Pathways](#)

### **We hold dear...**

- Providing for the highest academic achievement.
- Empowering every child to soar beyond established standards.
- Ensuring a child-centric approach to educational decision making.
- Creating a holistic pursuit of academic, social and emotional growth.
- Facilitating and enriching student-driven learning.
- Fostering a collaborative, team-based learning environment.

- Exemplifying state-of-the-art educational best practices.
- Engaging teaching professionals in continuous learning.
- Investing in the success of every member of Butler 53.
- Developing partnerships with the Oak Brook community.

We hope this handbook will prove helpful in providing general information about Butler District 53. If you have any questions or concerns, please do not hesitate to contact us, or any of our fine staff. We encourage you to attend our orientation meetings, PTO meetings, parent-teacher conferences, and curriculum nights, and look forward to partnering with you in securing an excellent education for your child.

Our best regards,

***District 53 Administration***

## **Part I – Butler School District 53 Information**

This handbook has been developed to inform students and parents/guardians about important District 53 policies, procedures, and guidelines, and to serve as a reference guide when questions arise. This handbook provides a summary of various District 53 policies and procedures, and school rules and expectations. District 53 reserves the right to amend its policies and procedures, school rules and expectations, and this handbook, at any time and without notice. To the extent of any conflict between this handbook and the District's policies/procedures or applicable law, the policies/procedures or law will control.

This handbook is not intended to address every situation that may occur. In the event of a situation not covered by this handbook, the situation will be addressed pursuant to Board policy, administrative procedures, applicable law, or as determined appropriate by the administration.

Please note that the handbook is divided into three sections. Part I is intended to address information that is applicable to all students in the school district. Part II addresses those issues that are relevant to Brook Forest Elementary students, and Part III addresses specific information about Butler Junior High School. Please feel free to contact your child's school staff for more information about any of these topics.

### **District 53 Philosophy**

Butler School District 53 is a public, educational institution serving students in grades K-8. The district comprises Brook Forest School (elementary) and Butler Junior High School. Both schools serve the students of Oak Brook, Illinois.

Self-contained classrooms are found at Brook Forest School, while Butler Junior High is departmentalized. The district's philosophy is conservative in its approach to developing individual basic skills. The core academics are stressed, and special emphasis is placed on serving all students' needs. Curriculum is reviewed and revised regularly.

Students enjoy a well-rounded education during the school day. Outside of the school day, students may participate in a wide variety of extracurricular activities and competitions.

### **Nondiscrimination, Equal Opportunity and Sex Equity**

Butler District 53 prohibits unlawful discrimination. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or

any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, [Community Use of School Facilities](#). Any student or parent/guardian may file a discrimination grievance by following the procedures set forth in Board policy 2:260, [Uniform Grievance Procedure](#).

**Sex Equity:** No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by following the procedures set forth in Board policy 2:260, [Uniform Grievance Procedure](#).

**Accommodation:** The District provides accommodations for individuals with disabilities, including at events such as Board of Education meetings and parent-teacher conferences. Requests for accommodation at District events should be directed to the Superintendent. Requests for accommodation at school events should be directed to the building principal.

### **Admissions and Residency**

At the time of registration, a child must be a resident of Butler District 53, and the child's parents or legal guardians must provide proof of residency (see also 'Enrollment Requirements'). Proof of residency must be submitted annually with registration.

#### **Enrollment Requirements**

Parents/guardians desiring to enroll students in District 53 schools should contact the Butler 53 District Registrar for more information and to schedule an enrollment appointment.

The following entrance requirements must be met for each student enrolled in Butler District 53 schools. Families must provide (for each child):

- Completed Residency Affidavit
- Proof of Residency (See [website](#) for accepted documents)
- Completed Physicals (Kindergarten, 6th Grade, & transfer students new to IL)
- Completed Dental Forms (Kindergarten, 2nd & 6th Grades)
- Completed Vision Forms (Kindergarten, & transfer students new to IL)
- Completed Health Questionnaire
- Original Birth Certificate\*
- Payment for required fees
- At least one telephone number for contact purposes
- Other documents and information, as requested

\* Within 30 days of enrollment, the person enrolling the student must provide either: (1) a certified copy of the student's birth certificate; or (2) other reliable proof (as determined by the Department of State Police) of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate.



Enrollment is conducted through a registration meeting. Meeting arrangements may be made through contact with the District Registrar at (630) 368-4520. Military personnel, please refer to Board policy 7:60, [Residence](#).

### **Media/Website Release Information**

During the annual student registration process, parents are provided with the opportunity to sign a release allowing photos of students, attributed quotes, or copies of student work to be posted on the district website or shared with the media. If a parent would like to amend the media/website release at any time, this can be accomplished by contacting the school principal.

### **Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. All children will be placed at the age-appropriate grade level across all grade levels when entering Butler 53 schools. While consideration will be given to child readiness and assessment data, the school administration will make the final decision per Board policy when determining placement. With many high performing students at every grade level, differentiated instruction at the classroom level, and advanced programming opportunities for qualifying students, it is extremely rare that children are grade advanced. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois Assessment of Readiness (IAR) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. Completion of programming in another school system does not ensure eligibility to be promoted beyond age-appropriate grade level. The programming in Butler 53 is extremely rigorous and designed to meet the needs of each student. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. Please refer to Board policies 6:135 [Accelerated Placement Program](#) and 6:280, [Grading and Promotion](#).

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which the student resides, during the entire time school is in session (unless the child has already graduated from high school). Additionally, any child below the age of six or above age seventeen who is enrolled in grades kindergarten through 12th grade is also required to attend school while in session during the regular school term. It is the responsibility of the parent/guardian to ensure their child attends school regularly, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

## Absences/Tardy Reporting

The District 53 staff believes that regular school attendance is essential to learning. A habit of regular attendance and promptness to class promotes academic success. In addition, daily attendance is required by law. Absences above 5% of days school is in session will be closely monitored by the district and notification will be sent home. Absences will be recorded as excused or unexcused. If excessive excused absences are accumulated, the administration may require a doctor's verification for subsequent absences. Excused absences include illness, absence due to religious reasons, including the observance of a religious holiday or participation in religious instruction, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's emotional, mental or physical safety or health, a student who is an expectant parent, or parent, or victim of domestic or sexual violence, or other reasons as approved by the building principal. Excused absence for illness includes the mental or behavioral health of a student for up to 5 days for which the student need not provide a medical note, in which case the student will be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second mental health day is used, the student may be referred to the appropriate school support personnel. Pre-arranged absences such as vacations must be approved by the building principal. Examples of unexcused absences include, oversleeping, missing the bus, traffic, etc. This list of unexcused absences is not intended to be all-inclusive.

Parents/guardians are responsible for authorizing a student's absence, and for notifying the school in advance or at the time of the absence. When illness or family obligations necessitate an absence, parents/guardians are asked to call the school office between 8:00 a.m. and 9:00 a.m. Please see the guidelines below, "When Children Should Stay Home," for more information on when students should remain home from school due to illness.

The school will call the student's home to verify any unreported absences within two hours of the start of the school day. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

If a student is absent for more than two (2) days, teachers will provide assignments upon parent/guardian request. A homework request should be made through the main office.

**If a student is tardy to school, the office will mark the student tardy. Reasons for excused tardiness to school include medical appointments, illness, and inclement weather. Detentions will be issued when students have accrued three tardies and beyond.**

## Vacations and Planned Absences

Vacations or planned absences during the academic year are disruptive and make it difficult for a child to keep pace with grade-level peers. Classroom instruction and assignments will occur according to the plans of the teacher(s) during your child's absence. Vacations or planned absences should coincide with regularly scheduled breaks on the school calendar, whenever possible. [Extended vacation homework request forms](#) can be found on each school's website.

## **Early Dismissal**

A written note must be sent to school by the parent/guardian. The student should present this note in the office at the beginning of the day. The student will be issued an early dismissal pass or be summoned to the office at the appropriate time. Students should inform the appropriate teacher(s) of the early dismissal. A parent/guardian must come into the office to sign a student out. If the student returns to school before school is dismissed, the student must sign in with the office.

## **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must submit written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any missed assignments and/or examination(s)..

## **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 176 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue and, if the supportive services are not effective, take reasonable diagnostic measures to identify the cause of absence (such as interviews with relevant persons).

If chronic truancy persists after appropriate support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

## **Transfers/Withdrawal**

When a student is transferring out of the district, a parent or guardian should notify the school office as soon as possible and sign a [Withdrawal form](#). This procedure will allow the forwarding of temporary and permanent student records to the next school attendance center. Records will not automatically be provided to the parent/guardian for transfer purposes; however, parents/guardians may receive copies upon request.

## **Student Fees**

Student fees are assessed on an annual basis. Fees are assessed for instructional and technology expenses, as well as certain student activity costs. Fees vary by student age level and are payable at the time of student registration.

## **Financial Assistance / Free-Reduced Lunch**

Students qualifying under federal guidelines for free lunch shall have their meals provided at no cost. Students may also qualify for reduced/waived student fees under similar guidelines.

Details on the necessary qualifications for the free or reduced-cost meal program, as well as information regarding the process for applying for free or reduced-cost meals, may be obtained from the District's registration website [www.butler53.com](http://www.butler53.com). Questions regarding the program should be directed to the Registrar. Additional information found in Board policy 4:130, [Free and Reduced-Price Food Services](#).

## **Waiver of Student Fees**

Students whose parent(s)/guardian(s) are unable to afford student fees may be eligible for a waiver of student fees. The School District's fee waiver policy (Board policy 4:140, [Waiver of Student Fees](#)) is included in the appendices to this handbook. Applications for a waiver of student fees are available on the District's registration website [www.butler53.com](http://www.butler53.com), or at the main office of any Butler 53 school building. Questions regarding student fee waivers may be directed to the Registrar.

## **Non-Custodial Parents**

According to Illinois State law, a non-custodial parent has the same rights to access student records as custodial parents and has the right to copies of notices, calendars, conferences, report cards, and other communications unless a court issues an order limiting those rights. A non-custodial parent must annually request such communications in writing to the school office and include a correct address and telephone number.

## **Homeless Provisions**

Butler District 53 adheres to all provisions of the McKinney-Vento Homeless Assistance Act and the Illinois Education for Homeless Children Act, as required by law. Each child of a homeless individual and each homeless youth has equal access to the same free appropriate public education as provided to other children and youths. For more information regarding education available to homeless youth as well as rights afforded to homeless families and children, please see Board policy 6:140, [Education of Homeless Children](#), or contact the Local School Homeless Liaison.

## **General Procedures**

### **School Lunches**

Families who wish to purchase lunch from the Quest hot lunch program must make payment online. Families will be issued specific user logins and passwords annually. Payment must be made by credit card via the secured Internet site so that funds are available for students to purchase school lunch. Specific information about school lunches and the payment procedure will be communicated to families in advance of the start of school. Group lunches are prohibited. This practice may leave some children feeling excluded. District staff will not accept deliveries for food or other items from outside vendors.

Parents/guardians who choose to drop off a lunch from home during the school day must do so by 12 p.m. each day. Each building principal will designate a space near the main entrance of the school

building for parents to drop off lunches. Any lunches dropped off should be labeled with the student's full name and grade level. Parents dropping off lunches may not linger on District property as this can become disruptive to the educational setting and may compromise the safety and security of the school buildings.

## **Treats and Snacks**

These guidelines will be found in all handbooks as well as available from our school offices.

- Families should contact the school nurse if they have a child with food allergies.
- No food treats for birthdays.
- Food is not an option available to help celebrate a student's birthday in the school setting. As an alternative, parents/guardians who wish to assist in the celebration of their child's birthday in the classroom are encouraged to consider other options, such as:
  - Donate a book in the name of the child to either the classroom library collection or the school's library.
- Please do not replace the class food treats with goody bags or other student items. Those kinds of things are perfect for the at home birthday party.
- The office will give birthday pencils, stickers, or other tokens
- Room parties - no desserts, no sugar treats.
- We are allowing 1 to 2 healthy snacks and water for room parties.
- All food must be approved by both the principal and the school nurse at least 3 days prior to the event.

## **Bus Transportation**

Bus transportation is available for students in accordance with state and district guidelines. Families will be notified of bus routes and pick-up times in mid-August.

For student safety and insurance reasons, bus-riding students are expected to ride only their assigned bus to and from school. Our contract with the bus company prevents us from allowing students to ride any bus other than their assigned bus. Consistent ridership assists with route efficiency and helps students establish predictable routines. Students who are not bus riders are to go home after school and make arrangements to visit their friends through their parents/guardians.

It is important that every parent/guardian have the phone number of our bus company. The Brook Forest school office is open until 4:30 p.m. and the Butler Junior High is open until 3:45 p.m. Should an emergency happen after the school office closes (bus breakdown, etc.) parents/guardians may choose to call the bus company and inquire as to the status of the route. Please call First Student at (630) 964-2500. Bus routes and stops are planned by the bus company and school administration with great care. Stops are designed to be the safest and most convenient for the greatest number of students.

Every student is entitled to a safe and comfortable ride. Each student is expected to demonstrate common courtesy and consideration of others. The driver will notify the principal of any violation of the rules. Offending students may be forbidden to ride the bus. Parents/guardians will be notified. (Please see the "Student Behavior" section regarding bus behavior, below, for more information.)

In addition, students are expected to comply with the following safety procedures:

1. 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.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. Avoid making loud noises that could distract the driver.
6. Keep belongings out of the aisle and away from emergency exits.
7. Always listen to the driver's instructions.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps 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.
10. 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.
11. Never run back to the bus, even if you dropped or forgot something.

Any problems with bus schedules or student behavior on the bus should be referred to the administration.

### **Invitations**

Party invitations should not be brought to school to be distributed unless all students at a particular grade or class are being invited. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### **Field Trips and Special Planned Activities**

Field trips are a privilege for students and are as varied as the academic programs offered in the district. When students go on various field trips, they represent the entire school. The school takes pride in the numerous compliments Butler District 53 students have received for their behavior and good manners. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher,
- Failure to complete appropriate coursework,
- Behavioral or safety concerns,
- Denial of permission from administration, or
- Other reasons as determined by the school.

On days when whole classes are participating in a field trip, students who are not participating are still required to attend school and will be provided with an alternative activity for the day.

### **Lost and Found**

Many items go missing from their owners and are subsequently turned into the school office. Parents/guardians and students should check the Lost and Found periodically to recover any missing materials.

### **Lost Books**

Students who have lost, misplaced, or damaged textbooks or library books are responsible for replacement costs. Students are asked to inform the teacher immediately about lost or damaged books so that a replacement can be provided as soon as possible.

## **Home-School Communication**

### **Sources of Information**

Although exceptions may exist, in general, parental/guardian inquiries should be directed as follows:

A child's teacher is to be the initial point of contact when parents/guardians have a question or concern about specific issues such as student progress, grade level or subject area curriculum, classroom practices or expectations, the instructional program, student discipline, or other matters related to classroom activities or organization.

The school principal is the appropriate person to contact when parents/guardians have a question or concern relative to school rules or regulations, student placement practices, student registration, parent/guardian participation and involvement, student records, special programs and related student services, building goals, transportation, or other matters related specifically to school-wide activities or organization.

The Office of the Superintendent is the initial contact when questions or concerns exist relative to district policies or procedures and their application, general district questions or concerns, public communications, Board of Education meetings and agendas, or other matters related to district operations and governance which are not defined within the general role descriptions delineated above.

Weekly electronic communications are sent from the district office, including district, PTO and community news. Schools send weekly updates via email. The greatest source of information is the school website.

Please review the [Effective Parent Communication Norms](#) for more information on communicating with staff.

## **Board of Education Meetings**

Board of Education meetings are typically held on the second Monday of each month in the boardroom located at Butler Junior High School. Board of Education Committee of the Whole meetings are typically scheduled once a month. Meeting agendas are posted at least 48 hours in advance of the meeting and can be accessed on the district website. Members of the public are welcome and invited to attend. Please note that all guests in attendance must adhere to the posted standards of decorum for public meetings.

## **Communication System**

Butler District 53 has contracted with a third-party communication software company. . This third-party system allows District 53 schools to send bulk voicemail, email, and text messages about important school matters. Although the system is ideal for informing parents/guardians instantly about critical or emergency situations, it is used more frequently to issue reminders and keep families informed about school events and activities. Each family is provided with personal and secure access to the system in order to input proper contact information. This contact information is then stored and used by District 53 to communicate in the manner preferred by individual sets of parents/guardians. Parents/guardians may update contact information by contacting their child's main office or the registrar.

## **PTO**

Butler District 53 is fortunate to have a very strong Parent Teacher Organization. The group sponsors many activities that benefit our students. Meetings are held 4 times a year, and all parents/guardians are invited and encouraged to become involved with this wonderful organization! Important information can be found on the PTO website at: <http://butler53pto.com/>.

## **Volunteers**

The PTO is actively involved in supporting school programs through a variety of volunteer efforts. In addition, there are a number of volunteer opportunities available for community members. Please feel free to contact the school office or visit the PTO website for more information <http://butler53pto.com/>. [Please review the District's Volunteer and Visitor Guidelines for more information on volunteering with the District.](#)

## **Report Cards**

Butler Junior High uses a quarterly grading system and report cards are available electronically. Brook Forest Elementary uses a trimester system and report cards are available electronically as well. The purpose of this report is to keep students and parents/guardians informed of academic progress in school. This evaluation considers student characteristics, abilities and effort. If, after reviewing the report, students or parent(s)/guardian(s) have a question concerning academic progress, contacting the teacher for further clarification or arranging a personal conference is encouraged.

Work habits and social development may also be included on progress reports. There are many categories for positive comments. Some comments may also show where a student needs improvement.



## Parent/Guardian Portal

Parents/Guardians have the opportunity to review their child's grades online through the Parent/Guardian Portal. Instructions about using the Parent/Guardian Portal as well as secure passwords and login information will be assigned when your child is enrolled. Please contact the main office at your child's school if you would like additional assistance utilizing this program.

## Incompletes

If a student receives an incomplete on his/her report card for causes other than illness/extended absence, the student will have ten (10) days to complete the class assignments or requirements, or the incomplete will convert to the letter grade resulting from the cumulative point average at the close of the grading period in which the incomplete was given. Please contact the classroom teacher for more information regarding a grade of "incomplete."

## Student Records Policy

Butler District 53 complies with all legal requirements of the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act regarding the collection, maintenance, inspection, and dissemination of student records.

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 for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; electronic recordings made on a school bus; and information received from law enforcement officials concerning a student who has been arrested or taken into custody.

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The permanent record includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
- A copy of the student's certified birth certificate;
- Academic transcripts, including grades, graduation date, grade level achieved, and the unique student identifier assigned by the Student Information System;
- Attendance record;
- Health record (i.e., medical documentation necessary for enrollment and proof of health examinations); and
- Record of release of permanent record information.

The permanent record may include:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information may be kept in the permanent record.

All information not required or authorized to be kept in the student permanent record is kept in the student temporary record. The temporary record includes:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8);
- The completed home language survey;
- Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from the Child Protective Service Unit;
- Any biometric information that is collected in accordance with Section 10-20.40 of the School Code;
- Health-related information; and
- Accident reports.

The temporary record may include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records, including reports of the multidisciplinary staffing conference(s) on which placement or non-placement was based, and all records and audio recordings relating to special education placement hearings and appeals;
- Section 504 plans and related records; and
- Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student.

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

1. The right to inspect and copy the student’s education records within 10 business days (or 15 business days if extended) of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student’s age. Students under 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have the right to access and copy both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) the

Student wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place at which the records may be inspected. The District charges \$.35 per page for copying but no one will be denied the right to copies of records for inability to pay this cost. This includes the right to review and copy a student's school records prior to any special education eligibility or IEP meeting.

These rights are not available to any person against whom an order of protection has been entered concerning the student. All rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

2. The right to request amendment of education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before disclosure of personally identifiable information from the student's education records, except to the extent that FERPA or the Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, evaluator, data analysis/reporting firm, cloud computing providers, and/or providers of educational software or applications, such as Google); or any parent/guardian 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 or administrative interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information to be released, and an opportunity to inspect, copy, and challenge the records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being 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/guardian 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and other individuals or entities as set forth in FERPA or the Illinois School Student Records Act.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or otherwise permanently withdraws. Parents/guardians and eligible students are hereby notified that the permanent record will be destroyed after that 60-year period. Parents/guardians and eligible students may request copies of the permanent record at any time prior to destruction.

The temporary record is maintained for at least 5 years after the student transfers, graduates, or otherwise permanently withdraws. Parents/guardians and eligible students are hereby notified that the temporary record will be destroyed after that 5-year period. Parents/guardians and eligible students may request copies of the temporary record at any time prior to destruction.

Temporary records that may be of assistance to a student with a disability who graduates or otherwise permanently withdraws may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

Student temporary 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.

Directory information is information that is generally not considered harmful or an invasion of privacy. Unless the parent/guardian or eligible student requests otherwise, the District may release the following directory information regarding students:

- a. Name;
- b. Address;
- c. Grade level;
- d. Birth date and place;
- e. Parent/guardian names, addresses, email addresses, and telephone numbers;
- f. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs;
- g. Academic awards, degrees, and honors;
- h. Information in relation to school-sponsored activities, organizations, and athletics;
- i. Major field of study; and
- j. Period of attendance in school.

*Any parent/guardian or eligible student may request that some or all of this information not be released, by delivering a written objection to the building principal within 30 days after the start of the school term.*

Butler 53 will use its discretion to disclose directory information only in circumstances where there is a legitimate educational or administrative purpose for the disclosure. Butler 53 will not permit the collection, disclosure or use of personal information collected from students or their parents/guardians for the purpose of selling that information

Please note that some directory information is routinely released to organizations such as the PTO and other district-related groups, unless the parent/guardian specifically requests that the information not be released.

6. The rights 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 that the individual may obtain through the exercise of any right secured under the Illinois School Student Records Act or its implementing regulations.

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  
400 Maryland Avenue, SW  
Washington DC 20202-8520

For additional information, see Board policy 7:340, [Student Records](#).

### **Parent-Teacher Conferences**

Parents/Guardians are expected to keep in close contact with their child's teachers. Conferences regarding the pupil's progress should be scheduled to take place before or after school at a time convenient for both parent/guardian and teacher. To enhance communication, conferences are scheduled periodically throughout the school year.

### **Inclement Weather**

Students will be admitted to the buildings before school during inclement weather. Students should enter the buildings through the designated entrances such as the bus entrances, classroom doors or main entrances. After entering the buildings on these days, students must remain in the designated area(s) until dismissed to class.

### **Emergency School Closing**

If the closing of school becomes necessary due to severe weather, parents/guardians will be notified. Messages regarding school closings will not be communicated through students. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Telephone Use/Forgotten Items**

Office phones are business phones and should be used by students on a limited basis. Please make arrangements for student transportation ahead of time and communicate the arrangements to your child. Other personal or family concerns should be reviewed before coming to school. Students should not routinely call home for missing assignments, lunches, or materials.

If it is necessary for a parent/guardian to bring something to school for a student, such items are to be brought to the main office. Emergency messages and other items will be sent to the students involved as soon as possible.

### **Gift Policy**

District employees are subject to the Gift Ban provisions of the State Officials and Employees Ethics Act. Pursuant to the Act, gifts to an employee from any one source (including a parent/guardian or student) must be less than \$100 in cumulative value during any calendar year. Parents/guardians or students who wish to show their appreciation to a District employee may choose to give a gift of nominal value, but parents/guardians and students certainly should not feel obligated to do so.

### **Parent/Guardian Concerns**

The District values open and direct communication with parents/guardians. We believe partnerships in education are critical to student success. Parents/Guardians are encouraged to address their questions or concerns to the person or office most directly involved in the matter's resolution. When subsequent conversation is deemed necessary, the customary "chain of command" should be followed (e.g., teacher to principal to appropriate District office administrator to Board of Education). Those involved in addressing matters that are raised are committed to responding to all concerns in an appropriate and timely manner. Parents/Guardians will be redirected, if needed, to ensure teacher notification is the first step in the communication process, followed by principal notification before contacting the District office.

Parents/Guardians are encouraged to communicate with their child's teachers. If a specific concern arises, it is important that the parent/guardian first discuss it with the teacher. If the outcome of that discussion is not satisfactory, the parent/guardian may request a conference with the teacher and principal. If the parent/guardian feels that the teacher or the principal cannot resolve the problem, parents/guardians may seek the assistance of the superintendent by submitting their concern in writing. When a parent/guardian brings a concern to the attention of a teacher, administrator, or board member, the concern will be shared with the teacher in confidence and in no way will the concern be used to penalize students.

**Student Concerns**

If a student needs to talk to someone about something troubling him or her, it is important that the need be expressed to a staff member. The principal, assistant principal, teachers, school psychologist, and social worker are available to help address any student needs. Butler District 53 wants all students to feel comfortable each day at school.

**Information Regarding Teacher Qualifications**

Parents/guardians may request information regarding the professional qualifications of their student's classroom teachers. Requests may be directed to the school principal.

**School Visitation Rights**

Pursuant to the School Visitation Rights Act, parent/guardians are notified that an employer must grant an employee leave of up to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non work hours; however, no leave may be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee must provide the employer with a written request for leave at least 7 days in advance of the leave. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to unduly disrupt the operations of the employer.

**Student Instruction****Homework**

The assignment of homework can serve a dual purpose in the educational program of our schools. It can be viewed as a means of enriching the daily classroom experiences of pupils and as a means of providing needed practice in a specific subject.

The following homework guidelines aim to be sensitive to developmental readiness as the student progresses from kindergarten through eighth grade, and to provide a framework to prepare students for the responsibilities and workloads of high school and beyond. As a student progresses from grade to grade, the student is expected to increasingly self-advocate with teachers while the need for parent/guardian intervention becomes less. During these developmental years, it is appropriate for students to experience challenges that lead to determination, confidence, and independence. These are traits that will assist them in becoming lifelong learners who are able to cope with the explosion of new information that is becoming available at increasingly rapid speed.

The purpose of homework should be to extend the individual's experience by emphasizing activities and skill developments that will create added knowledge and reinforce existing understanding for each student.

Homework should meet the following criteria:

1. It should be adapted to the needs of the class or to the needs of the individual.

2. It may be a continuation or extension of an activity started in school.
3. It should emphasize activity of a creative nature, and/or allow for reinforcement of basic skills.
4. It should be definite, clear, and meaningful.
5. It should be preceded by attention to appropriate skills.

### Expectations for Students and Parents/Guardian Regarding Homework

The amount and type of homework a student is assigned will vary from day to day, subject to subject and teacher to teacher. There may be times when several assignments overlap and tests may be set for the same dates. Students are expected to keep pace with each teacher's expectations and turn in assigned homework in a timely manner.

The following suggestions are offered to parents/guardians to assist in your role as partner to the teacher and student in the educational progress.

- Students should work in a quiet area suited for study with necessary material readily available.
- Parents/guardians may assist when necessary but should not do the homework for the child.
- Students should plan a timeline for completion of long-term assignments.
- Students should develop good study habits that will enable them to become life-long learners and successfully cope with the explosion of new information that is becoming available at rapid speed.
- Parents/Guardians should request homework to be picked up if their child is absent for more than one day.
- Parents/Guardians should inform the teacher if the child is experiencing difficulties or is unable to complete the homework.
- Parents/Guardians should be vigilant about their child's attention to homework. Remember extracurricular activities, both in and out of school, may greatly impact a child's time and energy levels to complete homework. Life is about choices and priorities.

Parents/Guardians need to factor in the amount of time spent on recreational activities, snack time, telephone time and other distractions that affect the actual work/study time for homework when measuring the amount of time their child spends on homework.

NOTE: Whenever you have questions or concerns about homework, please contact your child's teacher(s) so that the situation can be fully addressed and a mutual understanding reached. Modifications may be made for children who are spending too much or too little time on homework. Parents/Guardians may need to help students budget time for long-term projects in order to ensure adequate progress.

### *Time Allocation Guidelines*

Kindergarten	20 - 30 minutes per week
Grade One	10 - 20 minutes per night
Grade Two	20 - 30 minutes per night
Grade Three	30 - 45 minutes per night



Grade Four	45 - 60 minutes per night
Grade Five	60 - 90 minutes per night
Grades Six - Eight	

The range of time for homework assignments may be as little as one-half hour to two or more hours per night. Long-term projects and assignments may increase a student's workload. Advanced planning for these assignments can mitigate excessive last minute time commitments.

### **Requests for Student Homework - Planned Absences**

Vacations or planned absences during school days are disruptive and make it difficult for a child to keep pace with grade-level peers in the learning environment at school. Classroom instruction and assignments will occur according to the plans of the teacher(s) during your child's absence. Vacations or planned absences should be planned to coincide with the regularly scheduled breaks on the school calendar, whenever possible.

Parents/Guardians may request homework at least one week prior to the absence using the district [form](#). Homework can also be requested to be available to students upon return. The student will have an amount of time equal to the number of days absent to complete make-up work. It is the responsibility of the student to make up all work missed after his/her return.

The completed form shall be given to the school office at least one week prior to the extended vacation or planned absence. The [Extended Vacation Homework Request form](#) is available on the school website.

### **Academic Assistance**

Teachers will make themselves available for academic assistance before or after school. Students and parents/guardians should discuss the need for assistance and make arrangements with the teacher(s) in advance.

### **Tutoring Policy**

No employee (teacher, certified staff member, or non-certified staff member) may solicit or accept arrangements to privately tutor for compensation:

- Any student currently enrolled in the employee's class or currently receiving services from the employee; or
- For Brook Forest Elementary School, any student moving within the next school year into the grade level at which the employee teaches or provide services; or
- For Butler Junior High School, any student moving within the next school year into a class or instructional group that the employee will teach or in which the employee will provide services.

All paid tutoring by District 53 staff must be performed outside the school day and off school premises. Please refer to Board policy 5:202, [Tutoring](#).

### **Textbooks / Workbooks**

Textbooks are provided for student use by the school district. Students are responsible for maintaining the condition of the textbooks that they have been issued. Students will be assessed charges for lost or damaged textbooks. Workbooks are provided for student use through the payment of annual student registration fees. A fee will be charged for the replacement of lost workbook materials.

### **Assignment Books/Student Planners**

Assignment books and/or student planners are provided for students in grades 2-8 in Butler District 53 at no charge. Assignment books have been implemented for the purpose of assisting students in the development of necessary organizational skills. Classroom teachers will have specific directions for student use of assignment books.

### **School Supplies**

Brook Forest students' supplies are included in the annual registration fees. Butler Junior High students will be expected to bring basic school supplies. A list of supplies is provided on [BJH's school's web page](#). Occasionally students will be asked to bring in additional materials.

### **Standardized Testing**

One method to obtain information about a student's potential and academic achievement level is standardized testing. Teachers and administrators evaluate the results of these tests in planning for students' needs. Achievement test results are forwarded to parents/guardians. Upon receiving the results, parents/guardians are welcome to contact their child's teacher if they have any questions or make an appointment with the principal to discuss concerns. Butler District 53 students will take at least two major assessments. One is required by the state and others are selected by the school district to assist with instructional decisions. The state requires all students in grades 3 - 8 to participate in the Illinois Assessment of Readiness (IAR). This assessment will be administered once per year. The district has selected the NWEA Measures of Academic Progress (MAP) as its primary local assessment and can be administered several times per year. In addition second, fourth, and sixth-grade students are given the Cognitive Abilities Test (CogAT).

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;

6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **NWEA Measures of Academic Progress (MAP)**

MAP are K-12 interim assessments that measure growth, project proficiency on high-stakes tests, and inform how educators differentiate instruction, evaluate programs, and structure curriculum. Butler District 53 students in grades 2-8 take the MAP tests.

Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they are ready to learn. MAP assessments are grade independent and adapt to each student's instructional level. Every item on a MAP assessment is anchored to a vertically aligned equal interval scale, called the RiT scale Rasch Unit – a stable measurement, like inches on a ruler, which covers all grades. This serves as an essential data point in a student's learning plan; educators can see each student's precise learning level and respond accordingly.

### **The Illinois Assessment of Readiness: IAR**

IAR is a computer-based assessment that will cover English language arts (ELA)/literacy and math for grades 3-8.

In the ELA/literacy courses, students will analyze literature and a narrative writing task. Students will read texts and write several pieces to demonstrate they can read and understand sufficiently complex texts independently; write effectively when using and analyzing sources; and build and communicate knowledge by integrating, comparing, and synthesizing ideas.

In Math, students will be asked to solve problems involving the key knowledge and skills for their grade level (as identified by the Common Core State Standards), express mathematical reasoning and construct a mathematical argument, and apply concepts to solve model real-world problems.

For more on the design of the assessment system, visit the website at [www.isbe.net/iar](http://www.isbe.net/iar).

### **Illinois Science Assessment**

Students in grades 5 and 8 will take part in the Illinois Science Assessment (ISA).

### **Additional Assessment Information**

Additional information regarding District assessment is available on the District's website at: <https://www.butler53.com/departments/curriculum-instruction-assessment> Parents may also request information regarding any State or local educational policy pertaining to student participation in any assessments (and parental right to opt their student out where applicable) mandated by Every Student Succeeds Act ("ESSA") and by the State or local educational agency.

### **Family Life Education (Candor Health Education)**

The Candor Health Education and District 53 partner to deliver family life education courses to our fifth, sixth, seventh, and eighth-grade students. Parents/Guardians can make arrangements to preview

the curriculum by calling Candor Health Education at 630-325-1900 or by visiting the <https://candorhealthed.org/> website.

Procedure for parents/guardians choosing for their child not to participate: If after previewing the Candor Health Center's health curriculum, parents/guardians choose for their child to not participate in the program they are asked to contact the principal's office to discuss an alternate curriculum. Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-8, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-8, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/ Guardians may examine the instructional materials to be used in any district sex education class or course.

### **Multi-Tiered Systems of Support (MTSS)**

Multi-Tiered Systems of Support (MTSS) are a set of processes designed to assist schools in organizing resources to meet the needs of all students. School teams use academic and behavioral data to identify needs and develop plans for groups of students or individuals. MTSS strives to blend initiatives and create efficiencies in schools. Focus is placed on universal design, differentiation, and anticipating student needs.

### **Education of Children with Disabilities**

The School District will provide a free appropriate public education in the least restrictive environment and necessary related services and/or accommodations to all children with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

If it is determined that a child has a disability (as defined under IDEA) and needs special education and related services by reason of the disability, an Individualized Education Program (IEP) will be developed for the child. This applies to children between age 3 and eighth grade (inclusive). For students eligible for special education services under IDEA, the District will follow procedures for identification, evaluation, placement, and services as provided in the Illinois State Board of Education's *Special Education* rules. If a student is determined to be eligible under IDEA, services will be delivered by learning behavior specialists or speech pathologists. Student may qualify for services provided by other related service providers as deemed necessary including, but not limited to, speech and language therapists, occupational and physical therapists, school psychologists, school social workers, teachers of the visually impaired, and hearing itinerants. Students with disabilities receive special education assistance within the learning environment determined most appropriate which may include within their home schools and the regular classroom environment; within special education classrooms; within public therapeutic settings, or within non-district facilities when alternatives to the public school setting are needed.

In addition, it is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 (Section 504) are identified, evaluated, and provided with appropriate educational services. A student may be disabled within the meaning of Section 504 even though the student does not require services pursuant to IDEA. A student who does not qualify for an IEP under IDEA may qualify for services under Section 504 if the student has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical or mental impairment, or is regarded as having a physical or mental impairment. Parents or guardians may request, at any time, a copy of the related service log that records the delivery of related services administered under a student's individualized education program and the minutes of each type of related service (speech and language service, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services) that has been administered.

Additionally, interpretation services are available at IEP team meetings for parents/guardians whose native language is not English or for parents/guardians who are deaf. If a qualified interpreter is not available, the school may use outside vendors, including telephonic interpreters. A parent/guardian requiring interpretation services at an IEP meeting may contact their student's case manager or building administrator in writing, by phone, or email at least 5 business days before an IEP meeting to request an interpreter at the meetings. A parent or guardian has the right to request that the interpreter serve no other role in the IEP meeting other than interpreter, and the school should make reasonable efforts to fulfill this request. In addition to interpretation services, written translations of vital IEP process documents are available to parents/guardians of students with IEPs. A parent/guardian may contact the case manager or building administrator with any questions or complaints about interpretation services and/or to find out more information or to address concerns regarding translation of vital IEP documents.

Copies of the publications explaining the procedural safeguards under IDEA and Section 504 may be obtained from the District Office.

Inquiries regarding the identification, evaluation, and placement of children with disabilities should be directed to Dr. LaTonya Wilks, Director of Student Services, at (630) 368-4555 or [lwilks@butler53.com](mailto:lwilks@butler53.com).

### **Course Placement**

On rare occasions, students with high ability may elect to pursue outside courses to supplement their educational opportunities in District 53 schools. While it is not the practice of the school district to grant academic credit for the exemplary completion of outside programs, there may be reason to consider them in determining student placement for leveled courses in Butler schools. Please refer to Board policies 6:135 [Accelerated Placement Program](#).

Please be aware that the exemplary completion of outside courses or programs cannot be considered as grounds for a change in student placement unless the course has been pre-approved by the school for this purpose. Please contact the school principal for questions about this procedure. [Butler Junior High Placement Change Request](#) information is available on the school's website.

## **Social Work Services/School Counseling**

The school social workers provide a variety of academic and social-emotional services for students and families at Butler District 53. School guidance and social work counseling is available for any student at both Brook Forest Elementary and Butler Junior High.

## **Elective and Educational Support Teachers**

District 53 hires speech therapists, librarians, counselors, reading specialists, advanced learning specialists, special education, physical education, instrumental music, general music, art, and special education support staff.

## **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a District student with disabilities, an independent educational evaluator, or a qualified professional retained by or on behalf of the parent/guardian, will be afforded reasonable access to District schools, educational facilities, personnel, classrooms, buildings or programs, subject to applicable school and Board policies and procedures regarding visits. For further information, please contact the school principal and review related Board of Education policies such as policy 6:120, [\*Education of Children with Disabilities\*](#), and policy 8:30, [\*Visitors to and Conduct on School Property and applicable District procedures\*](#).

## **English Learners**

Under 23 Ill. Admin. Code 228.40, no later than 30 days after the beginning of the school year or 14 days after the enrollment of any student in a transitional bilingual education program in the middle of a school year, the school district must notify the parents or legal guardians of the student, by mail, that their child has been enrolled in a transitional bilingual education program or a transitional program of instruction. The notice shall be in English and in the home language of the student and shall convey, in simple, nontechnical language, all of the information called for in Section 14C-4 of the School Code (105 ILCS 5/14C-4).

As required by the Every Student Succeeds Act (ESSA), Section 1112(3), the District will inform the parent/guardian of a limited English proficient student identified for participation or participating in a language instruction educational program, as determined under part C of Title III of Every Student Succeeds Act:

- The reasons for their student being identified
- Their student's level of English proficiency
- The instructional method used
- How their student's program will meet their student's needs
- How the program will help the student learn English
- Exit requirements for the program to meet the objectives of any limited English proficiency
- For a child with a disability pursuant to the Individuals with Disabilities Education Act, how the program meets the student's objectives in his IEP
- Information regarding parental rights, including
  - The right that parents have to have their child immediately removed from such a program upon their request
  - The option that parents have to decline to enroll their child in such a program or to choose another program or method of instruction, if available

- Assisting parents in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity

As required by Every Student Succeeds Act (ESSA), Section 1112(3)(B), the District must notify the parent/guardian of a student identified as English learners during the school year of the student's eligibility to receive English language services during the first two weeks of the student being placed in a language instruction educational program.

As required by Every Student Succeeds Act (ESSA), Sections 1112(3)(C), the District has implemented an effective means of outreach to its parents/guardians of limited English proficient students to inform them how they can be involved in their student's education, and be active participants in assisting their students to attain English proficiency, achieve at high levels in core academic subjects, and meet the challenging state academic achievement and content standards. In addition, the outreach includes holding and sending notice of opportunities for regular meetings to formulate and respond to parent/guardian recommendations.

### **Student Behavior**

A student is subject to disciplinary action for engaging in prohibited student conduct, 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:
  - a. 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*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.



- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing 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*.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

- 4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.



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.

### **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 may 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.

## **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). The expulsion period under this paragraph may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.
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 this paragraph may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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.

### **Additional Information**

Students are responsible for understanding and complying with District policies and school rules addressing student conduct. Students and parents/guardians are to review Board policy 7:190, [Student Behavior](#), a complete copy of which is included in the appendices to this handbook. Questions regarding the policy should be directed to the principal.

### **Detention**

As a disciplinary consequence, students may be issued a detention during lunch, or before/after school. Parents/guardians will receive prior notice of any detention. Students may be required to serve detention on the day the detention is issued. Detentions take priority over all extracurricular activities.

### **Suspension / Expulsion Procedures**

[Board policies 7:200](#) and [7:210](#) provide detailed information about suspension and expulsion procedures. Those policies are included, in full, in the appendices to this handbook.

### **Bus Behavior**

Bus safety is of the utmost importance. To ensure safety, cooperation from all stakeholders is needed. Parents/guardians are asked to discuss positive bus behaviors with their child(ren) and report any concerns to the school promptly. All students riding the school bus must comply with the following rules of conduct:

- Students must enter the bus in a single line, without pushing.
- Students must enter the bus quietly and take their seats. If a student has been assigned a particular seat, they must take that seat.
- Pushing, tripping, fighting, or loud and unnecessary noises are not permitted.

- Any student using an electronic device must wear headphones or silence the device.
- Students are not to unfasten any required restraints while the bus is in motion.
- Inappropriate or profane language is prohibited at all times.
- Students are not to lean out of the bus windows or call out to passers-by.
- Students are not to throw objects at any time.
- Eating, drinking, or chewing gum on the bus is not permitted.
- Verbal abuse or disobedience to school personnel or the bus driver will not be permitted.
- Students are expected to follow all school rules while on the bus.
- Students also must comply with Board policy 7:190, [Student Behavior](#), while on the bus.

Students riding the bus are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the driver. In the case of a written disciplinary referral, student bus conduct will be investigated and addressed by the building principal and/or another administrator.

Any student who engages in misconduct on the bus will be subject to discipline. Discipline guidelines are set forth below; however, higher-level consequences may be imposed at any time in the administrator's discretion, based upon the severity of the misconduct.

First Violation – a conference will occur with the administration.

Second Violation - the parent/guardian will be notified via email by the administration.

Third Violation - the parent/guardian and administration will have a problem-solving phone conference regarding the presenting issues.

Fourth Violation - the offending pupil may be suspended from the bus. The parent/guardian will be notified by telephone and in writing by the principal.

The Superintendent, principal, or assistant principal is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to the following:

1. Prohibited student conduct as defined in Board policy 7:190, [Student Behavior](#);
2. Willful injury or threat of injury to a bus driver or to another rider;
3. Willful and/or repeated defacement of the bus;
4. Repeated use of profanity;
5. Repeated willful disobedience of a directive from a bus driver or another supervisor;
6. Other behavior that the administrator deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board of Education may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

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

## Misconduct by Students with Disabilities

The Individuals with Disabilities Education Act (IDEA) and all Illinois and federal law govern disciplinary action for misconduct by students with disabilities. District 53 follows all legal requirements regarding disciplinary action for students with disabilities.

The School District has developed and implemented policies and procedures on the use of behavioral interventions for students with disabilities. Behavioral interventions, including the use of physical restraint, time out, and isolated time out, will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors

A copy of the District's policies and procedures on the use of behavioral interventions for students with disabilities may be obtained from the School District office.

Additional information regarding discipline of students receiving special education services is available in Board policy 7:230, [\*Misconduct by Students with Disabilities\*](#). Questions can be directed to the Director of Student Services.

## Bully Prevention and Response Plan

Bullying is a very serious matter and is not acceptable in any form at Brook Forest Elementary or Butler Junior High. All individuals in our learning community must conduct themselves with proper regard for the rights and welfare of others. 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. This plan is based on the engagement of a range of school stakeholders.

### Bullying Definition:

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

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

Bullying is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes substantial disruption to the education process or orderly operation of a school. This paragraph applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function or program.

#### Cyber-bullying Definition:

Cyber-bullying means bullying through the use of technology or any electronic communication. Cyber-bullying 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. Cyber-bullying 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.

#### Preventative Measures:

Both Brook Forest Elementary and Butler Junior High communicate, model, enforce, reinforce, and reteach positive behavior expectations to all students. Each school uses pride tickets to reinforce positive behaviors and share news of positive behaviors with parents/guardians. In addition, Brook Forest students engage in guidance classes each week and Butler Junior High students participate in retreat programs focused on teamwork, friendship, appropriate risk-taking, and healthy social and emotional choices. Anti-Bullying Week is recognized at each school and includes announcements and activities to engage students in thoughts and conversations about the dangers of bullying. Strategies are used to encourage reporting and engage bystanders.

#### Reporting and Response:

1. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator or Complaint Manager identified in Board [policy 7:180](#), the building Principal, Assistant Principal, 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 one of the individuals listed above. Anonymous reports are also accepted.
2. Consistent with federal and State laws and rules governing student privacy rights, the staff member handling the report 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.
3. The staff member handling the report shall promptly investigate and address reports of bullying, by, among other things:



- a. Making all reasonable efforts to complete the investigation within 10 school days after the report and considering additional relevant information received during the course of the investigation.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Consistent with federal and State laws and rules governing student privacy rights, providing all involved parents/guardians with information and an opportunity to meet to discuss the investigation, findings, and actions taken to address the reported incident of bullying.
4. The District will address bullying with interventions that may include school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based services, and/or appropriate discipline.

*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 Illinois Human Rights Act.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Additional information regarding this topic is included in Board policy 7:180, [\*Prevention of and Response to Bullying, Intimidation, and Harassment\*](#). A complete copy of policy 7:180 is included in the appendices to this handbook.

See also:

Board policy 7:20, [\*Harassment of Students Prohibited\*](#)

Board policy 7:190, [\*Student Behavior\*](#)

Board policy 5:230, [\*Maintaining Student Discipline\*](#)

Board policy 7:310, [\*Restrictions on Publications; Elementary Schools\*](#)



## **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.

### **Making a Complaint: Enforcement**

Students who believe they are victims of harassment, intimidation, and/or bullying or have witnessed such conduct are encouraged to discuss the matter with District 53's Nondiscrimination Coordinator. Students may also discuss the matter with the Building Principal, Assistant Principal, or Dean of Students or any employee with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

### **Butler District 53's Nondiscrimination Coordinator**

Dr. LaTonya Wilks  
[lwilks@butler53.com](mailto:lwilks@butler53.com)  
630-368-4555

## **School Dress Code / Student Appearance**

Students must be dressed and groomed in a manner that will not: be disruptive to the educational process; constitute a health or safety hazard (chains, pointed or sharp jewelry, etc.); cause damage to school property; or violate civil law. Any garment that poses a safety hazard is not permitted in the shop, laboratories, or during PE. Tops that are too low-cut, short skirts or shorts, and any clothing that allows undergarments to show may impede the educational process by being a distraction for other students. In addition, articles of clothing with inappropriate phrases, profanity, and/or obscene or suggestive connotations may also not be worn at school. This includes, but is not limited to, articles of clothing depicting weapons, alcohol or tobacco related items, illegal substances and paraphernalia, gang related symbols or references, and anything that is defamatory, inflammatory, sexual, or discriminatory. The district may not prohibit hairstyles historically associated with race, ethnicity, or hair texture.

In addition, students are expected to:

- Wear shoes or sandals that cover the feet and that do not mar or damage the floors or other school property.
- Dress in clothing that completely covers undergarments and cannot be seen through. Midriff, halters, spaghetti strap, low-cut tops, short shorts and short skirts may not be worn at school.
- Remove sunglasses, hats, sweatbands, and other headwear. Accommodations may be made for religious or health reasons.
- Wear pants that are secure around the waist (a belt may be needed if the waist size is too large).
- Wear jewelry that will not jeopardize the safety of the individual or others.

## **Health and Medical**

### **Wellness Policy**

Butler District 53 complies with Illinois law requiring that guidelines be established for the development of a Wellness Policy. This policy addresses student wellness, including goals for physical activity, nutrition, and nutrition education. It also provides for specific actions that the school district will take to serve the needs of students in these areas. Please refer to Board policy 6:50, [School Wellness](#).

### **Immunizations and Health Exams**

Consistent with Butler School District 53 Board of Education Policy: Parent(s)/guardian(s) of students shall present proof of a health examination by a healthcare provider (licensed physician, advanced practice nurse, or physician assistant) and of having received the immunizations and screenings for preventable communicable diseases, as required by the Department of Public Health rules: “Within one year before entering kindergarten or the first grade; Within one year of entering sixth grade; and Whenever a student first enrolls in school, regardless of the student’s grade.”

The examination must be recorded on the State of Illinois Department of Public Health -approved school examination form. 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 school, subject to certain exceptions. New students who register mid-term 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 an appropriate medical professional.

In addition, all children entering 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. Failure to present proof allows the school to hold the child’s report card until the student presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. State of Illinois Department of Public Health-approved Dental forms must be used for this purpose.

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the

student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days of October 15.

A student will be exempt from the above requirements for:

- Immunizations or health, dental, or eye examinations on religious grounds if the student's parent/guardian presents to the building principal a completed IDPH Certificate of Religious Exemption form;
- Health examinations or immunizations on medical grounds if the health care provider (licensed physician, advanced practice nurse, or physician assistant) provides written verification;
- Eye examinations, if the student's parent/guardian shows 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; or
- Dental examinations, if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Please refer to Board policy 7:100, [Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students](#).

### **Exclusion of Students**

Unless an exemption or extension applies, failure to comply with the health exam and immunization 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 will 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 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 the student has proof that an appointment for the required vaccinations is scheduled with a provider 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.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents/Guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be temporarily excluded from school or sent home from school following notification of the parent or guardian.

## Head Lice

The school will observe recommendations of the DuPage County Health Department regarding head lice in the school setting.

1. Parents/Guardians are required to notify the school nurse if they suspect their child has head lice.
2. If a child is identified as having lice at school, the school nurse will contact the parent/guardian to give necessary instructions regarding appropriate treatment. The student may be sent home to begin treatment.
3. School nurses will check all siblings to determine if head lice/nits are present and take appropriate measures. If lice/nits are present, the sibling(s) may be sent home to begin treatment.
4. Upon returning to school, the school nurse will check the student to confirm treatment was successful. The student may be monitored for 7-10 days after initial treatment.
5. School-wide or classroom-wide screenings are not recommended. This practice can create false assurance at one point in time that children are lice/nit free.

## Medication at School

Taking medication during school hours or during school-related activities is prohibited 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 by completing a "[School Medication Authorization Form](#)."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to 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 procedure.

## Self-Administration of Medication

A student may possess 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 a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

Students who are diabetic may also self-carry and self-administer supplies and equipment necessary to monitor and treat diabetes, including testing supplies and insulin. Students who are diabetic must also have a Diabetes Care Plan on file with the school.

## Undesignated Medication

The District schools may maintain the following undesignated prescription medications, and standing protocol for the administration of such medications, for emergency use: (1) Asthma medication; (2) Epinephrine injectors; and (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or District for the availability of undesignated medication. The District does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medications. Any parent/guardian wishing to exclude their child from the administration of any of the undesignated medications referenced herein will need to submit a written request indicating such to the Building Principal.

The School District and its employees and agents, including a physician, physician assistant, or advanced practice registered nurse providing standing protocol and a prescription for school epinephrine injectors, an opioid antagonist, or undesignated asthma medication, are to incur no liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epinephrine injector, or an opioid antagonist regardless of whether authorization was given by the student's parents/guardians or by the student's physician, physician assistant, or advanced practice registered nurse.

For additional information regarding the administration of medication in our schools, please see Board policy 7:270, [\*Administering Medicines to Students\*](#).

## When Children Should Stay Home

Please follow these guidelines to help you determine when you should keep your student home from school.

- Symptoms of COVID 19 or influenza .
- Bad Coughs/Cold - if the child has symptoms that will interfere with the ability to keep up with school activities, including a constant running nose or continual coughing.
- Skin Rash or Red Eye - if the cause is undetermined your child can return with a doctor's note.
- Diarrhea or Vomiting - until illness is over and your child is symptom free for at least 24 hours - without use of medicine.
- Fever of 100° or higher by mouth (fever of 99° or greater under the arm) - Your child should be fever free for twenty-four hours without the use of medicine before returning to school.

If antibiotics are prescribed, they must be given 24 hours before the student may return to school. Please help control the spread of illness by reminding your child to use tissues as needed and to wash their hands frequently. If you have any questions about these guidelines, please contact the district nurse.

## Students with Food Allergies

Students with life-threatening allergies or life-threatening chronic illnesses may be covered by applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the school nurse.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access their education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Food Allergy Management**

Using “Guidelines for Managing Life-threatening Food Allergies in Illinois Schools” from the offices of the Illinois State Board of Education (ISBE) and the Illinois Department of Public Health (IDPH), Butler District 53 follows the following guidelines:

- Families should contact the school nurse if they have a child with food allergies.
- Food is not an option available to help celebrate a student’s birthday in the school setting. Please follow the guidelines pertaining to birthday and room party celebration procedures within the individual school sections of the handbook.
- Please do not replace the class food treats with goody bags or other student items. Those kinds of things are perfect for the at home birthday party.

Please refer to Board policy 7:285, [\*Food Allergy Management Program\*](#).

### **Prevention of Anaphylaxis**

For information about District procedures/policy for prevention of anaphylaxis and during a medical emergency resulting from anaphylaxis contact your building principal. Please refer to Board Policy 7:285, [\*Anaphylaxis Prevention, Response, and Management Program\*](#).

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Ensure that the Diabetes Care Plan includes the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

In addition, parents/guardians should authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.



For further information, please contact the building principal.

### **Excuse from P.E. Participation**

A child may be excused from a physical education activity following an illness or accident upon written verification from the child's parent or guardian. A student will be excused from engaging in any physical activity components of a physical education course during a period of religious fasting if the student's parent or guardian notifies the school principal in writing that the student is participating in religious fasting. No child will be excused without this note. Any restriction for participation in physical education requires a qualified physician's written verification detailing the type and length of restriction.

For a child to be excused with no prior illness or accident, a note from the parent is only good to sit out of PE for one day. If the student needs to miss PE more than one day a doctor's note is required.

If a student is restricted from PE, they are automatically restricted from recess as recess is less structured and can pose more risk.

### **Accident and Illness**

Students should report to the office if they become ill. All accidents and injuries should be reported to the teacher immediately upon their occurrence. Remember that students must never leave school for illness or other reasons without first checking out with the school office. The office will notify parents/guardians immediately of any serious student health or accident concerns.

### **Concussion Management**

Butler School District has implemented a concussion protocol for students who have (or may have) sustained a concussion. All concussions are potentially serious and may result in complications including prolonged brain damage if not recognized and managed properly. All Butler Jr. High families are required to sign the concussion information form on-line during registration in order to participate in PE or any extracurricular sport activity. If a student is suspected of suffering a concussion, the student will be removed from activity immediately and a parent/guardian is notified to follow up with medical attention. The Return-to-Learn and Return-to-Play Policy requires written medical clearance from a health care provider (physician, advanced practice registered nurse, physician assistant, or certified athletic trainer) prior to returning to school as well as participation back into PE or any athletic activity.

Please refer to Board policy 7:305, [\*Student Athlete Concussions and Head Injuries\*](#).

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent/guardian resources on suicide and depression awareness and prevention. Much of this information can be obtained from the school office.

Contact information for suicide prevention resources are the following:

- National Suicide Prevention Lifeline: 988
- Crisis Text Line: Text REACH to 741741
- Safe2Help Illinois helpline 844-4-SAFEIL (723345), Text SAFE2(72332), Email [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)

For additional information, please see Board policy 7:290, [\*Suicide and Depression Awareness and Prevention.\*](#)

### **Vision Screenings**

Vision screenings may periodically be conducted at school. Parents/guardians are advised that vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student 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.

Mandated Notice Pursuant to 105 ILCS 25/1.10

The Illinois High School Association is required to post on its website a training video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AEDs). Parents are encouraged to view the video.

## **Safety**

### **Visitor Procedures**

All visitors must check in at the main office upon entering the school or District building. For safety, school doors are locked at all times during the school day. Visitors must use only designated entrances, which are equipped with buzzers and cameras. Visitors and volunteers must follow the school's established procedures for signing in, wearing a visitor's badge and signing out when leaving the building. Visitors and Volunteers must adhere to Board Policy 8:30; *Visitors to and Conduct on School Grounds*, at all times, while on school property or participating in any school-related events. Bringing friends and/or relatives to classes for a day is not permitted. No loitering is permitted on school grounds. Parents who are dropping off items during the school day may not linger on District property as this can become disruptive to the educational setting and compromise the safety and security of the school buildings.

### **Child Pick-Up After School**

On occasions when children participate after school in a school-sponsored activity, parents/guardians must pick-up their children at the specified time when the activity concludes. Failure to pick students up at the specified time may result in the removal of the student from the extra-curricular activity.



The school will not release children to neighbors or friends who come to take them home in their car unless given written permission by the parents by 12:00 noon.

### **Child Abuse Reporting**

State law requires that mandated reporters (including school administrators, faculty, and staff) report suspected child abuse and neglect to the Illinois Department of Children and Family Services. The department maintains a hotline to facilitate reporting. The hotline number is 1-800-252-2873. The Chicago offices, which may be reached at (312) 793-2189, can answer questions about child abuse and neglect.

### **Corporal Punishment**

No staff member or volunteer shall inflict or cause to be inflicted corporal punishment upon any student while attending any of the district schools. Any such person may use reasonable force as needed to maintain safety for other individuals or for the purpose of self defense or the defense of property. Such acts shall not be construed to constitute corporal punishment.

### **Parent/Guardians Absences from Home**

Parents/Guardians who will be away for extended time while their children are in school should give written notice to the school office, providing the name and telephone number of the person responsible for the children during the parents'/guardians' absence. If no information is provided, the school will make use of the emergency contact information given at the start of the school year, if the need arises.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **Requirements for Concealed Carry Signage**

School districts must conspicuously post a sign at the entrance of each school building, real property, and parking area indicating that the carrying of a concealed firearm on or into the property is prohibited.

### **Crisis Plan**

An exhaustive Crisis Plan is maintained and updated. This plan is reviewed on an annual basis with a representative from the Oak Brook Police Department to ensure clear communication about the details of the plan and to update any changes in procedure. The plan is familiar to all employees of the district, and updated copies are provided for staff each fall. For security reasons, the District 53 Crisis Plan is not made available to the public. However, questions regarding the general nature of the Crisis Plan may be directed to the Office of the Superintendent.

## **Safety Drills**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

A drill:

- must not include simulations that mimic an actual school shooting incident or event,
- must be announced in advance to all school personnel and students (prior to commencement)
- must include content that is age and developmentally appropriate
- must include and involve school personnel, including mental health professionals
- must include trauma-informed approaches to address concerns and well-being of students/school personnel

Students must be allowed to ask questions related to the drill while the drill is occurring.

Exemption and Notification Provisions:

- Grant school administrators and school support personnel the discretion to exempt student(s) from participating in a walk-through lockdown drill
- Students who do not participate are required to receive alternative safety education and instruction through “less sensorial safety training methods”
- Requires that schools provide “sufficient information and notification” to parents/guardians in advance of any walk-through lockdown drill
- Parents must also be given the opportunity to exempt their child from the drill
- Law enforcement may run an active shooter on school days when students are not present (no parental notice required).

## **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audio-recording or video-recording, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## **Reciprocal Reporting with Police**

Butler District 53 complies with Illinois law requiring that guidelines be established and followed regarding the sharing of information with local law enforcement agencies about criminal offenses committed by students.

## **Asbestos**

District 53 schools receive asbestos inspections as required by the Asbestos Hazard Emergency Response Act (AHERA). Management plans are filed with the State of Illinois as mandated, and are available for community review by contacting the Director of Buildings and Grounds.

## **Search and Seizure**

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

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

## **Students**

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

## **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Erin's Law**

Pursuant to School Code Section 10-23.13 (known as Erin's Law) and Section 27-9.1, the School District implements an age-appropriate sexual assault and abuse awareness and prevention curriculum. School District 53 will be using the Second Step program. This program will be used in the 4-year-old Oak Brook Park District preschool program through fifth grade for six weeks.

The Second Step program teaches children important skills for getting along with others and doing well in school. It also helps our school be a safe and supportive place where everyone can learn. To help make our school even more safe and supportive, we are also going to use the Second Step Child Protection Unit. In these lessons, students will learn three types of skills:

- **Personal Safety** - Students will learn important safety rules, such as safety with guns, sharp tools, and fire, and when riding on wheels or in cars. They will also learn ways to help them decide if something is safe or not.

- Touching Safety - Students will learn about safe, unsafe, and unwanted touches, and rules about touching private body parts. They'll also learn to say no to unsafe or unwanted touches, and to tell an adult if someone breaks rules about touching private body parts.
- Assertiveness - These lessons will also give students a chance to practice asking an adult for help, telling an adult about an unsafe situation, and being assertive to get out of unsafe situations.

### **Sex Offender Notification Law**

Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law (730 ILCS 152/120).

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - they are responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times they are in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <https://isp.illinois.gov/Sor/Disclaimer>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <https://isp.illinois.gov/MVOAY/Disclaimer>

### **Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors**

Sexual abuse, grooming behaviors, inappropriate employee-student relationships, and other boundary violations harm students, their parents/guardians, the school community and environment, and the community at large, while diminishing a student's ability to learn. Such conduct is prohibited pursuant to [Board Policy 5:120](#). To increase awareness and understanding of these issues, the District encourages parents/guardians, students and all members of the school community to closely review Board Policy 5:120, Employee Ethics, Conduct, and Conflict of Interest, [Board Policy 4:165](#), Awareness and

Prevention of Child Sexual Abuse and Grooming Behaviors, and information about the warning signs of child sexual abuse, assistance, referral, or resource information, grooming behaviors and how to report those behaviors, appropriate relationships between school personnel and students, and how to prevent child abuse from happening. For more information, reference the ISBE Faith's Law information guide: <https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

## **Sexual Harassment and Teen Dating Violence**

### Title IX Sexual Harassment Prohibited and Grievance Procedure

Sexual Harassment Defined: Sexual harassment as defined in Title IX (Title IX Sexual Harassment) and Board Policy 2:265; Title IX Sexual Harassment Grievance Procedure, is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. Sexual assault as defined in 20 U.S.C. §1092(f)(6)(A)(v), dating violence as defined in 34 U.S.C. §12291(a)(10), domestic violence as defined in 34 U.S.C. §12291(a)(8), or stalking as defined in 34 U.S.C. §12291(a)(30).

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

### **Making a Report**

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

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. Non-Discrimination/Title IX Coordinator: Dr. LaTonya Wilks, 2801 York Road, Oak Brook, IL 60523, 630-573-2887. See *Board Policy 2.265* for complete policy.

### **Teen Dating Violence**

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. Pursuant to statute (105 ILCS 110/3.10), "teen dating violence" means either of the following: (1) a pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or (2) behavior by which a person uses or threatens to use sexual violence against another person who is

in a dating relationship with the person, where one or both persons are 13 to 19 years of age. Please refer to Board policy 7:185, [Teen Dating Violence Prohibited](#).

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, a complaint manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate.

The Superintendent will be notified, at which time the alleged offense will be documented, investigated, and pursued in accordance with Butler School District 53 Board policy 7:20, [Harassment of Students Prohibited](#).

#### **Nondiscrimination Coordinator:**

Dr. LaTonya Wilks  
Director of Student Services  
2801 York Road  
Oak Brook, IL 60523  
[lwilks@butler53.com](mailto:lwilks@butler53.com)

#### **Complaint Managers:**

Ms. Melissa Zaniewski  
Principal Butler Jr. High  
2801 York Road  
Oak Brook, IL 60523-  
[mzaniewski@butler53.com](mailto:mzaniewski@butler53.com)

Dr. Paul O'Malley, Superintendent  
2801 York Road  
Oak Brook, IL 60523  
[pomalley@butler53.com](mailto:pomalley@butler53.com)

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 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. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline. Students who make good faith complaints will not be disciplined.

## **Technology**

### **Internet/Appropriate Use of Technology**

All students and staff are required to read, sign, and comply with the District 53 Internet / Appropriate Use of Technology Agreement. Parents also sign this document in order to reflect their understanding and support of the school expectations. This agreement requires strict adherence to the use of technology for appropriate and academic purposes at all times. Please refer to Board policy 6:235, [Access to Electronic Networks](#). The failure of any student to follow the terms of the Appropriate Use of Technology Agreement or Board Policy 6:235 will be subject to the loss of privileges, disciplinary action and/or appropriate legal action.

### **District Use of Third Party Web-Based Programs and Services**

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 Ill. State Board of Education, to take a number of actions to protect online student data.

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

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

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

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

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

In addition to the above, the federal Children's Online Privacy Protection Act, or COPPA (15 U.S.C. §§ 6501-6506) requires that educational technology vendors obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students. For more information on the web-based tools currently being utilized within the District, please contact [support@butler53.com](mailto:support@butler53.com).

### **Student Use of Personal Electronic Devices**

The use of Personal electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using personal electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, Smart wear or watches or health monitors or other personal electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off or on silent and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a personal electronic device. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

The Administration reserves the right to implement any appropriate disciplinary consequence, up to and including out of school suspension and a recommendation for expulsion, for violations of this policy, based on the nature of the student's misconduct and in accordance with Board Policy 7:190; Student Behavior.

Cell phones and other electronic devices may be searched by school officials in accordance with handbook procedure.

### **Prohibitions on Taking or Transmitting Images**

It is prohibited to use camera cellular phones, personal digital assistants or any electronic or photographic device to take, transmit or record pictures or other images in all restrooms, locker rooms or other locations where students and employees have a reasonable expectation of privacy. Taking or transmitting digital images during testing is also prohibited. Students caught improperly using any device to take or transmit digital images will face cancellation of those privileges and/or disciplinary and/or appropriate legal action.



**Access to Student Social Networking Passwords & Websites**

School officials may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. 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(s) 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.



## Part II - Brook Forest Elementary School

The information contained in this section is specific to Brook Forest Elementary School. If you have any questions regarding the procedures addressed below, please direct your questions to the Brook Forest School office.

### **Instruction**

#### Daily Academic Class Schedule

8:35 a.m.	First bell rings, students report to classrooms
8:45 a.m.	Tardy bell rings, academic classes begin
12:05 p.m. – 12:50 p.m.	Lunch period
3:25 p.m.	Children dismissed from school*

\*On School Improvement Days (SIP Days) Brook Forest students are dismissed at 11:50 a.m.

#### **Curriculum and Related Programs**

In accordance with the educational philosophy of District 53 and the requirements of the State of Illinois, Brook Forest School has developed a comprehensive program of instruction designed to achieve the highest quality of education possible. It is a shared desire to help our students think and communicate clearly and make sound decisions, as well as develop quality study habits and the ability to work independently, valuing learning for its own sake. The development of the whole child includes the social, emotional, physical and mental aspect of education.

Brook Forest School employs a systematic evaluation of all instructional material on a periodic cycle. Only the most effective and current programs are implemented.

In addition to the standard curriculum the following related programs are offered:

Advanced Learning Program (ALP)	Art
D.A.R.E. Program	Guidance
Library	Music
Physical Education	Reading Specialist
Science Specialist	Math Specialist
Social Work	Special Education
STEAM	Math Specialist

## **Math Placement at Brook Forest**

Each spring, the following data is considered to help guide the math placement process at Brook Forest School:

- End-of-Year Benchmark Assessment at the student's instructional level
- MAP Math Assessment
- CogAT Quantitative

Once the data is compiled and analyzed, parents/guardians will be notified in writing of their child's math placement for the following school year by June 30<sup>th</sup>.

### *Change of Placement:*

Math placements can be adjusted in the fall based on further review of data and /or individual student progress over the summer. All changes of math placement must occur no later than December 1<sup>st</sup> of the school year.

Requests for change of math placement can be made by the teacher or the parent /guardian. However, all requests must be made in writing to the building principal, homeroom teacher, and parent /guardian. The written request must include rationale and pertinent data to support the request. Once a request is received, a collaborative conversation will occur between the parent /guardian, principal, homeroom teacher, and /or math teacher to help guide a decision.

### *Special Consideration:*

Students participating in Advanced Learning Programs or Above-Level Math Programs must demonstrate mastery of skills (80% average on all assessments or skills commensurate with peers) to remain in above level programming. Teachers will contact parents/ guardians if a student's grades are falling below the normative range and are in need of additional support.

Students in need of additional math support to demonstrate mastery of grade-level math curriculum or students receiving Special Education Services may receive support through a special education resource teacher, instructional assistant, or interventionist. Support may occur within the general education classroom during math instruction and /or outside the classroom based on the needs of the student. Teachers will contact parents/guardians if a student's grades are falling below the normative range and are in need of additional support.

## **School Procedures**

### **Student Arrival and Departure Information**

Parents/Guardians may not drop off their children before 8:05 a.m. as there will be no supervision before that time. Between 8:05 a.m. and 8:25 a.m. students who arrive early will report to an assigned area to wait until 8:25 a.m., at which time they will be escorted outdoors for supervised physical activity. At 8:35 a.m. all students will enter the building and transition to their classrooms. Classes begin promptly at 8:45 a.m. Students entering building doors after the 8:45 a.m. bell will be marked tardy. On the third tardy and for every tardy after for the remainder of the trimester, the student will be provided an alternative location for lunch for that day.

### General Procedures:

1. All vehicles must ENTER Brook Forest School through the SOUTH ENTRANCE.
2. Once entering the SOUTH ENTRANCE, vehicles must choose to turn into the PARKING AREA or enter one of two DROP-OFF/PICK-UP LANES.
3. All vehicles must EXIT Brook Forest School through the NORTH ENTRANCE.
  - a. The LEFT EXIT LANE is for those going South on Regent Drive.
  - b. The RIGHT EXIT LANE is for those going North on Regent Drive.
4. Parking is prohibited in fire lanes that are clearly marked in red. This includes the area directly in front of the building.
5. Parking is prohibited in handicapped spots or reserved spots, unless given special designation.
6. Parking is prohibited in designated crosswalks.
7. Cell phone use in a school zone is strictly prohibited. This includes texting.
8. Students must be accompanied by an adult while in the parking area. Unattended students may not cross the parking area to enter parked vehicles.

### Arrival Procedures:

1. Parents/Guardians may not drop off their children before 8:05 a.m. as there will be no supervision before that time. Between 8:05 a.m. and 8:25 a.m. students who arrive early will report to an assigned area to wait until 8:25 a.m., at which time they will be escorted outdoors for supervised physical activity.
2. At 8:35 a.m. all students will enter the building and transition to their classrooms. Classes begin promptly at 8:45 a.m.
3. Parents/Guardians are encouraged to use the DROP-OFF LANES upon arrival.
4. Please maintain a single line when entering the drop off lanes in the morning.
5. Passing a vehicle on the left in the drop off lane is prohibited. Please wait until the vehicle(s) in front of you have moved and children are safely on the sidewalk before moving forward to the exit.
6. Students should exit the vehicle from the passenger's side directly onto the sidewalk.
7. If extra time is needed to exit the vehicle in the morning, please park in a designated area to assist your child(ren).
8. Parents/Guardians choosing to enter the PARKING AREA instead of the drop off lanes must park in a designated area, turn off the engine and walk their children to the front of the building.

### Pick-Up Procedures:

1. Parents/Guardians are highly encouraged to enter one of two PICK-UP LANES for parent-pick-up. Please note: gates will be closed daily at 3:00 p.m. There is no benefit in arriving early to be first in line.
2. Upon entering the pick-up lanes, please form two lines behind the closed gates, making sure your vehicle does not cross the designated crosswalk.
3. Please put your vehicle in park and turn off the engine.
4. Students will be dismissed promptly at 3:25 p.m. to the front of the building.
5. Students being dismissed to vehicles parked in the PICK-UP LANES will be dismissed immediately to cars. Parents/Guardians are encouraged to stand near their vehicles and look for their children. Students are encouraged to look for their parent's/guardian's (or parents'/guardians') vehicle. PLEASE DO NOT LEAVE YOUR VEHICLE UNATTENDED. YOUR CHILD WILL COME TO YOU if parked in the PICK-UP LANE.

6. Once all students have safely entered parked vehicles, the supervisor will open the gate and release one lane at a time into the North Exit. Vehicles wishing to exit the PARKING AREA will be asked to wait until all vehicles have exited the PICK-UP LANES.
7. If your child has not exited the building by the time vehicles are ready to be dismissed, you will be asked to leave the pick-up lanes, re-enter, and park until your child is ready.
8. Parents/Guardians wishing to use the PARKING AREA to pick up their children must park in a designated spot and walk to the GATHERING AREA to meet their children. The children will remain with the adult as they use crosswalks to re-enter the PARKING AREA.
9. Parking in a spot designated handicapped without proper authorization (e.g., disability license plates or placards) is strictly prohibited and illegal.
10. Parking in designated family PTO spots is highly discouraged and unfair for those who have paid for that spot. If you are interested in a PTO spot for next year, please know they are available for auction each year at a spring PTO event.
11. Students will stand with their designated grade level in the GATHERING AREA until they are safely picked up by a parent/guardian.
12. Students will not be released to vehicles in the PARKING AREA without an adult escort.
13. Parents/Guardians choosing to park on Regent Drive cannot block driveways or park in resident's driveways. Last year we had several complaints from neighbors about blocked driveways.
14. An outreach call/text will be sent to parents at 3:00 p.m. when the decision is official that there will be a change in procedure for after-school pick up. Situations that may require this change include lightning, heavy snow, threat of tornado, or heavy rain.

#### Weather Dismissal Procedures:

1. When the 3:25 p.m. dismissal bell rings, students being picked up will be walked, by classroom teachers, to the primary wing.
2. Parents/Guardians will drive to the pick-up lanes in front of school and fill the two circle lanes, similar to regular dismissal.
3. THEN, the parents will turn off their cars and come into the building for indoor pick up of their children. Supervisors will dismiss the children directly to the parents/guardians.
4. At 3:35 p.m., an announcement or bell will ring to signal parents/guardians to return to their cars if they have not yet done so. A supervisor will be outside to let the cars go, lane-by-lane.
5. If parents/guardians have not found their child(ren) within the ten minutes, the announcement will signal parents/guardians to return to their cars and drive around again in the curbside lane only. The routine will repeat itself from the curbside lane – park in the lane, turn off the car, and come into the school.

#### Important:

Staff supervisors are in place to help keep the children safe. They are not there to be ignored or disregarded. We care about your children and want them to come home to you safely and arrive to us safely each and every day. The plan in place is highly efficient if everyone works together to follow the set procedures.

Brook Forest students must have parent/guardian supervision while enjoying the playground after school. These procedures are in place for the safety of your children. They have not been put in place to inconvenience our families.

## **School Parties**

Two room parties are held for students in kindergarten through grade five. Teachers and room parents/guardians plan these parties cooperatively at least two weeks prior to the party. Room parents/guardians should share any food ingredient lists with the school nurse prior to the party.

Food Allergy Management (specific to Brook Forest):

- The Brook Forest office will provide a small gift on students' birthdays or half birthdays. Additionally, each day, student birthdays will be recognized with an announcement over the public address system.
- Room party treats will be approved by the principal and the school nurse at least three days prior to the event.

For additional information about food allergy management, see the procedures outlined in the District and [Health & Medical](#) section.

## **School Behavior**

### **Brook Forest Dolphin Expectations**

There are three expectations or rules by which everyone at Brook Forest School lives and supports. They are:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready**

Every adult at Brook Forest School shares the common goal of making sure all of our children understand our three behavioral expectations. In a positive manner, students are taught how to be respectful, how to be responsible, and how to be ready.

The three expectations are taught directly. Our children participate in all-school "lessons," where they learn about appropriate behaviors in the classroom, in the hallway, in the lunchroom, during assemblies, on the bus, on field trips, and during emergency situations. Please take the time to ask your son or daughter what they have already learned about our expectations.

In order to teach our expectations of behavior, students are given Cool Tools each week. Cool Tools are very important ingredients of the 3Rs system. Behavioral skills are taught to students, making it clear what is expected in our school. Each week, a new lesson, or Cool Tool, is taught to all students.

Applications of the Cool Tool lessons are taught throughout the year. Please refer to our *Weekly Update* emails for our new Cool Tools!

### **Brook Forest Dolphin Reinforcement System**

Another important component of the 3Rs is the use of consistent, positive reinforcements (rewards) to celebrate students' success. Children are rewarded when they choose to follow our three expectations:

- 1. Be Respectful**

**2. Be Responsible****3. Be Ready**

Three types of reinforcements are utilized. One type of reward, “Dolphin Pride Tickets,” is given frequently by any staff member to any individual student. These ticket rewards are posted on our “Dolphin Pride” wall. The tickets may also be redeemed for school supplies, “no homework passes,” open gym time, extra computer time, board game time during recess, and so on.

The second and third types of positive reinforcements are called “boosters,” and “all-school celebrations.” These reinforcers are used as classroom and all-school group rewards. Our goal is to celebrate our children’s successes in following our behavioral expectations.

We want all of our children to be involved with our positive reward program. At home, you can help your son or daughter to follow our school rules by insisting that the student be on time to school and complete their homework. At times, children need their parents/guardians for guidance in these areas, and your efforts are appreciated.

**Parent Referral**

As parents/guardians know, children might fail to meet our expectations, even though appropriate behavior will be taught directly and positive reinforcers will be used.

The Parent Referral form is used when students fail to meet behavioral expectations.

The form lists behaviors that require immediate parent communication. Before this process is used, our teachers will try to address the behavior through classroom management, including reinforcing our three expectations:

- 1. Be Respectful**
- 2. Be Responsible**
- 3. Be Ready**

A parent/guardian may be asked to participate in a meeting at school regarding a parent referral. At that time, the parents/guardians, principal, teacher, student, and social worker will discuss “replacement behaviors,” or what the student needs to work on in order to meeting our school’s behavioral expectations.

The goal of the 3Rs is to provide an environment that is safe, enjoyable, free from distraction, and allows all children to reach their maximum learning potential.

**Playground Expectations**

Children must dress appropriately for the weather. They will be outside except in very cold or inclement weather. During the winter season, students should wear boots and snow pants. Staff supervises students during outdoor play periods. Students must be supervised by a parent or guardian while playing on the playground after school.

Students:

- Must always play safely,

- Must not exclude other children from participating in activities,
- Must stay within the defined area on school grounds,
- Must request permission to enter the building, and
- Must always speak appropriately to supervisors and other students.

### **Extracurricular Activities**

#### **Student Opportunities**

The opportunities offered to students during and beyond the school day are plentiful at Brook Forest. Our goal is to engage students as active citizens in the school community. We believe, and research shows, that students develop core values and skills through activities and athletics including:

- Teamwork
- Individual and Group Responsibility Competition
- Physical and Mental Strength
- Sense of Culture, Community and Belonging

A brochure of student activities is available on the school website. Some activities offered to students have consisted of the following:

- Student Council/Student Service Board
- Art Clubs
- Music Clubs
- Science Clubs
- Athletics Clubs
- Others -Broadcasting Club, Lego WeDo and Drone Club

The school also sponsors several academic contests.

- Illinois Council Teachers of Mathematics
- Spelling Bee

The extracurricular activities change depending on student interest and staff sponsorship. Extracurriculars are considered a privilege in the school environment. Parents/Guardians are asked to pick-up their child(ren) promptly after an extracurricular activity. If a parent/guardian picks-up the child(ren) late three times, participation may be in jeopardy.





## Part III- Butler Junior High School

The information contained in this section is specific to Butler Junior High School. If you have any questions regarding the procedures addressed below, please direct any questions to the Butler Junior High office.

### Instruction

#### Daily Academic Class Schedule

Period 0 (Band)	7:30 - 8:15 a.m.
Period 1	8:20 - 9:02 a.m.
Period 2	9:05 - 9:47 a.m.
Period 3	9:50 - 10:32 a.m.
Period 4	10:35 - 11:17 a.m.
Period 5	11:20 - 12:02 p.m.
Lunch	12:02 - 12:32 p.m.
Advisory	12:35 - 12:59 p.m.
Period 6	1:02 - 1:44 p.m.
Period 7	1:47 - 2:29 p.m.
Period 8	2:32 - 3:14 p.m.

\*On School Improvement Days (SIP Days) Butler Jr. High students are dismissed at 11:50 a.m.

#### Curriculum and Related Programs

In accordance with the educational philosophy of District 53 and the requirements of the State of Illinois, Butler Junior High has developed a comprehensive program of instruction designed to achieve the highest quality of education possible. It is a shared desire to help our students think and communicate clearly and make sound decisions, as well as develop quality study habits and the ability to work independently, valuing learning for its own sake. The development of the whole child includes the social, emotional, physical and mental aspect of education.

Butler Junior High employs a systematic evaluation of all instructional material on a periodic cycle. Only the most effective and current programs are implemented.

#### Online Learning/Replacement Opportunities

Butler Jr. High students are eligible to enroll in online courses for the following reasons:

- 7th & 8th grade transfer students not enrolled in a foreign language at previous school;

- 7th & 8th grade transfer students enrolled in a foreign language other than Spanish at previous school if offered through FueLED or similar programming utilized by the district;
- 7th & 8th grade students that exit from Learning Lab while at BJH; or
- Students enrolled in a math course not available to their specific grade level.

In the cases mentioned above, students will be assigned to a district staff member as teacher of record and for supervision purposes. The student schedule and official transcript will list the course as an online course. Courses will be graded by the program instructor and the district teacher of record will issue a Pass/Fail on the quarterly report card. A pass/fail grade will not be averaged into the overall GPA when calculating the 8th grade highest GPA Award. Students may be required to take placement exams to show mastery of prerequisite skills in order to advance to subsequent course at BJH and/or the high school. The District will pay all costs associated with the online course.

Special requests made outside of current district offerings or recommendations made by the district will be granted given the following parameters:

- District staff members are available for supervision of students enrolled in online course;
- Online courses will be listed as an independent study online course on the student schedule but will not be issued a grade on the report card nor official transcript;
- Students may be required to take placement exams to show mastery of prerequisite skills in order to advance to subsequent course at BJH and/or the high school; and
- Families will be responsible for all costs associated with an online course.

### **School Procedures**

#### **Student Arrival and Departure Information**

Students may arrive in the morning at Butler Junior High any time between 7:35 a.m. and 8:15 a.m. School buses generally arrive at approximately 8:10 a.m. Students who are dropped off at school between 7:45 a.m. and 8:10 a.m. are welcome to work quietly in the Multipurpose Room under teacher supervision. Students may not arrive before 7:35 a.m. unless specifically scheduled for extra help with a classroom teacher. Class begins at 8:20 a.m.

#### **Student Drop-Off and Pick-Up Procedures General Procedures**

1. Vehicles enter the Butler Jr. High Circle Drive and parking lot through the South entrance on York or the east entrance on Windsor Drive. All vehicles must exit using the North exit on York. The left exit lane is for those going South on York. The right exit lane is for those going North on York.
2. Parking, standing, or stopping is prohibited in the circle drive and fire lanes at any time. This includes the area directly in front of the building or any other area clearly marked with signage. Signage: No parking along driveway during school days 7:00 a.m. - 4:00 p.m.
3. Parking is prohibited in handicapped spots or reserved spots, unless given special designation.
4. Cell phone use while in your vehicle in a school zone is strictly prohibited and against the law. This includes texting.
5. Students must use crosswalks to access the parking lot to enter parked vehicles only.

Please be courteous to fellow drivers. All cars should make the loop around the north parking lot to pick up students.

## Drop-Off Procedures

Starting at 7:25 a.m., band students may arrive and enter the building and must report directly to the band room.

All other students may enter and report to the Multipurpose room beginning no earlier than 8:00 A.M.. Students will be dismissed to their lockers at 8:14 A.M. in order to be seated and ready to learn in their class at 8:20 a.m. Bus arrivals are anticipated at 7:50 a.m. and 8:10 a.m. and will drop students off at the Windsor Drive circle.

1. Enter the front circle drive only in order to drop-off children in the morning using the South Entrance.
2. Maintain a single line when entering the circle drive in the morning.
3. Exit the circle, yield when necessary prior to entering the parking lot, and follow the traffic arrows around until the designated curbside drop-off area, located at the end of the walkway. Pull up as close as you can to the first light post to ensure plenty of space for others to drop off behind you. If necessary, please wait until the vehicle(s) in front of you have moved and children are safely on the sidewalk.
4. Students should exit the vehicle from the driver's side of the vehicle on to the sidewalk to avoid walking into the thru lane on the passenger side.
5. If extra time is needed to exit the vehicle in the morning, please park in a designated area to assist your children.
6. All students being dropped off must enter through the front entrance of Butler Jr. High (Door 1).

## Pick-Up Procedures

Dismissal is at 3:14 p.m. Buses will line up for pick up by 3:00 p.m. at the Windsor Drive circle.

1. Enter the front circle drive in the afternoon using the South entrance on York or the east entrance on Windsor Drive.
2. For those that enter the circle drive off of York, maintain a single line. When exiting the circle drive, yield when necessary, prior to entering the parking lot, and follow the traffic arrows around until the designated curbside drop-off area is reached. Parking, standing, or stopping is prohibited in the circle drive and fire lanes at any time. This includes the area directly in front of the building.
3. For those vehicles that arrive prior to the buses, you may enter off of Windsor Drive and park in the parking spaces in front of the district office. Buses will arrive between 2:45 p.m. - 3:00 p.m. Vehicles will not be permitted to enter off of Windsor Drive if a bus is present. Please remember that the following signage is posted curbside: No parking along driveway during school days 7:00 a.m. - 4:00 p.m.
4. On the north side pick-up area, students should enter the vehicle from the curbside. If necessary, please wait until the vehicle(s) in front of you have moved and children are safely in their vehicles.
5. Parents / Guardians wishing to park and pick-up their children may do so when parking in any available parking space in the lot. Students must use the designated crosswalks when entering the parking lot.

6. If you do not anticipate that your child will exit the building immediately and extra time is needed, to avoid delays and prohibit others from reaching the designated pick up location, please park in a parking space or enter the loop around the parking area an additional time.

Student safety is our top concern. The police will be assisting for the first few days of school as well as on a random basis in the future. Even if there is no police presence, by observing and following all posted signs, we can keep our students safe and show them we care. The police suggest no parking on the west side of the street from 55 to 59 Regent Drive. This is the area on Regent closest to the south entrance (tennis courts) where Regent bends. East side of the street parking should always enter the parking lot once space becomes available. The remainder of the west side of Regent remains clear for parents to park, collect their students, and walk across Regent at the crosswalk. The entire Butler staff appreciates your patience and cooperation as we strive to provide a safe environment for all.

## **Lockers**

Each student is assigned a gym and hall locker for the storage of books and equipment. Lockers may need to be shared by two students if the school enrollment requires. It is the student's responsibility to see that the lockers are kept clean and organized at all times. P.E. teachers, advisory teachers, and the principal will inspect student lockers for cleanliness on a regular basis. Students are expected to store books and personal items in lockers, and not on the floor or in hallways where they may become a safety hazard. Nothing is to be affixed to the outside of the locker with tape, pins, etc.

Any decorations, including those for birthdays or other special events, must be affixed to the inside of lockers only. If students would like to decorate a locker to celebrate a classmates' birthday they must do so between 8:00 a.m. and 8:14 a.m. and/or 3:14 p.m. and 3:30 p.m. Only two students may decorate at a time. Students need to have their own materials i.e. scissors, tape, etc.

Students are asked to be especially careful with their locker. They should take time in closing and try to avoid unnecessary noise. If all articles are tucked inside the locker, it will close easily and it should not be necessary to force the door shut. Only students assigned to a locker may use that locker. Books and clothing found in an unassigned locker will be removed.

## **Lunchtime at BJH**

Junior high is a great time to help your student take strides toward independence. We prefer students have their lunch with them at the beginning of the school day to avoid any confusion or unplanned tardiness in regard to parents/guardians dropping off lunches. District staff will not accept deliveries for food or other items from outside vendors.

If you need to drop off lunch, please place it on the cart in the front foyer of the school building by 12:00 p.m. Lunches should be clearly labeled with the student's full name and grade level. All lunches will be delivered to the students at the beginning of the lunch hour. When dropping off lunches, we ask that parents refrain from entering the building or loitering on school grounds waiting for their child(ren). Lunchtime at BJH is a bit hectic with over 200 students. To reduce confusion and ensure the safety of our students, we limit the number of visitors entering the building during this time.

Should you need to relay a message or drop off something other than a lunch, staff members at the main office front desk are available to assist.

### **Assembly Procedures**

Assemblies are provided to entertain, inform, and recognize students. All students are expected to adhere to the code of conduct and demonstrate common courtesy when attending assemblies.

When there is an assembly, students are to report to their scheduled class and wait for their class to be called. Students will then proceed with their class and sit in their assigned seats. The classroom teacher will explain this procedure. After the assembly program, students should remain seated until the person in charge dismisses them.

Assemblies are held at various times and in various locations throughout the year for many different reasons. Students are expected to abide by the following procedures for assemblies:

- Enter quietly and quickly,
- Demonstrate respect during presentations,
- Never whistle, scream, or boo,
- Show appreciation by applauding at appropriate times in an acceptable manner, and
- Leave in an orderly fashion.

### **Advisory Procedures**

Students are expected to engage in quiet academic study during advisory. Students should follow all procedures set forth by their advisory teacher. It is important for students to obtain a pass if they wish to see another teacher during advisory. During advisory, students are expected to engage in the following tasks: (1) read and clean out school email (2) check grades using PowerSchool (3) tidy their workspace, materials, and/or problem-solve any organizational issues with their teacher.

### **Visitor Procedures**

Visitors must sign-in in the main office and request entrance into the building. Visitors should have a specific purpose and a pre-arranged appointment with the staff member they wish to see. Visitors must be supervised by a staff member for the duration of the visit. Visitors are expected to adhere to the District's Visitor's Guidelines and Board Policy 8:30; Visitors to and Conduct on School Property, when visiting any school building or attending any school-related events.

### **Food and Drink**

No food or drink, with the exception of water, is to be consumed in the hallways. Please see the Food Allergy Management overview found in the [District Health & Medical section](#).

## **School Behavior**

### **Butler Junior High School Code of Conduct**

The Code of Conduct is based on three core values:

- Each of us is a unique and valued individual and should be treated as such.
- Enforcement of the rules focuses not on punishment but on learning desired behaviors.
- A school community that enforces rules consistently and in a sensitive and sensible manner helps build responsible young people.

There are four expectations or rules everyone at Butler Junior High supports:

- Care for yourself, others, and the school community.
- Commit to your academics, activities, and being your best.
- Connect with the Butler community, and safely and responsibly to the Internet.
- Celebrate success!

### BJH T-Chart of Behavior

Classroom Managed Behavior (Minor)	Office Managed Behavior (Major or more severe)
<b>CARE:</b> Care for yourself:  *Dress code violation (minor, easily remedied)  Care for others:  *Disrespect *Minor physical contact  Care for the community:  *Disruption (causes teacher to stop class to redirect) *Property misuse	<b>CARE:</b> Care for yourself:  *Major dress code violation (revealing, disruptive)  Care for others:  *Disrespect (aggressive response to teacher or classmates) *Fighting/physical aggression  Care for the community:  *Inappropriate language/profanity (severe, directed at another person) *Harassment/bullying *Major classroom disruption (jeopardizes safety/learning environment) *Theft *Property Damage *Vandalism *Bomb threat *Pulling alarm *Weapons

<p><b>COMMIT:</b> Commit to academics:</p> <ul style="list-style-type: none"> <li>*Tardy to class</li> <li>*Incomplete work</li> <li>*Repeatedly failing to come to class prepared</li> </ul> <p>Commit to activities:</p> <ul style="list-style-type: none"> <li>*Disruption during practice or club</li> </ul> <p>Commit to being your best:</p> <ul style="list-style-type: none"> <li>*Inappropriate language (low-level swear not directed to anyone)</li> <li>*Defiance (mild refusal)</li> <li>*Noncompliance (after teacher request)</li> </ul>	<p><b>COMMIT:</b> Commit to academics:</p> <ul style="list-style-type: none"> <li>*Cheating</li> <li>*Skipping class</li> <li>*Tardy to school (routinely)</li> </ul> <p>Commit to activities:</p> <ul style="list-style-type: none"> <li>*Severe disruption or lack of commitment team or club</li> </ul> <p>Commit to being your best:</p> <ul style="list-style-type: none"> <li>*Defiance (absolute refusal, persistent negative behavior)</li> <li>*Lying</li> <li>*Alcohol, Tobacco, Drug use</li> </ul>
<p><b>CONNECT:</b> Connect safely and responsibly to the Internet:</p> <ul style="list-style-type: none"> <li>*Technology violation (off-task, disrupt learning)</li> </ul> <p>Connect with the Butler community</p>	<p><b>CONNECT:</b> Connect safely and responsibly to the Internet:</p> <ul style="list-style-type: none"> <li>*Technology violation (major disruption to learning)</li> <li>*Disrespect toward others via Internet</li> </ul> <p>Connect with the Butler community</p>

## Detention

Detention requires spending a period before school, during lunch or after school in silent study. A detention is earned by failing to adhere to the Student Code of Conduct. If earned in the morning, students MUST serve the lunch period detention on the same day it is earned. If earned in the afternoon, students MUST serve the lunch period the following school day. The severity of the misconduct may require a student to serve more than one day of detention. Parents will be notified of all detentions via email. A student who receives detentions on a consistent basis may be assigned to Adjusted Study Hall (see 'Adjusted Study Hall') and/or Adjusted Learning Environment (See 'Adjusted Learning Environment').

### *General Guidelines for Detentions:*

- Students should arrive for before-school detention by 7:30 a.m., 12:07 p.m. for lunch detention, and 3:15 for after school detention or will be counted as late. An additional day will be assigned and served if a student arrives late.
- If a student fails to report to detention on the day the student is to serve, the student will be reminded to serve the following day via email. If the detention is still not served after a

reminder, the student can expect to serve 2 days of detention and have a meeting with the assistant principal.

- During detention:
  - Students should work quietly and independently,
  - Computer screens need to be visible to DT monitor,
  - Students are to maintain a clean desk and dispose of all food items before dismissal.

#### Accumulation of Minor Detentions:

- When a student accumulates four minor detentions in one semester, a warning letter will be sent home to the parents/guardians. The student will also meet briefly with the assistant principal and/or school counselor or social worker to discuss a plan to improve performance.
- A sixth minor detention will result in a parent/guardian-student discussion meeting with the assistant principal and/or counselor.
- An individualized plan will be established by the assistant principal and counselor for students who exceed the maximum number of detentions per semester. This plan will be modified as the individual student's progress dictates.
- Staff will be alerted to interventions determined at a parent/guardian meeting or outlined in an individualized plan.
- Staff will be notified when the intervention or individualized plan is no longer necessary.

#### Classroom Managed Behavior (MINOR)

Incident/Occurrence	School Action
All Minor Detentions	One detention and parent/guardian email notification

#### Accumulation of MINOR Detentions

Incident/Occurrence	School Action
4 Detentions	One detention, parent/guardian email notification, and meet with Social worker and/or Assistant Principal
6 Detentions	One detention, parent/guardian meeting with Assistant Principal, and/or creation of behavior plan
7 Detentions	Adjusted Study Hall and/or additional consequence determined appropriate by administration

\*Detentions are cumulative over a semester (2 Quarters)



### Major Detention:

A major detention is serious and is issued in the case of more significant infractions. Major detentions last for three days and can be issued by either school administrators or classroom teachers. In addition to attending a lunch period study hall, a major detention requires the completion of a written reflection statement pertaining to the infraction and the Butler Student Code of Conduct. This reflection is shared with administration and parents/guardians. If a student earns two major detentions, a letter is sent home and/or parents/guardians are telephoned. Any student earning three major detentions will be required to serve one day in an Alternate Learning Environment (ALE) and may be assigned to Adjusted Study Hall (ASH). Note that students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### Classroom Managed Behavior (MAJOR)

\*MAJOR Detentions are cumulative over the school year

Incident/Occurrence	School Action
ALL Major Detentions	3 detentions and parent/guardian notification via email and/or phone by teacher
2nd Major Detention	3 detentions, parent/guardian notification by teacher or AP
3rd Major Detention	3 detentions, at least one day of ALE and parent/guardian notification by AP

\*Note: A Major Detention = 3 consecutive days of detentions

\*\*Note: Students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### Office Managed Behavior (MAJOR or more severe)

\*MAJOR Incidents are cumulative over the school year

Incident/Occurrence	School Action
All Major Incidents	Referral to office and removal of student from classroom when necessary
1st Major Incident	Removal of student from classroom when necessary, 3 detentions up to at least one day of ALE and/or Adjusted Study Hall, parent/guardian notification by Principal/AP
2nd Major Incident	Removal of student from classroom when necessary, 3 detentions, at least one day of ALE and/or Adjusted Study Hall, and parent/guardian meeting with Principal/AP

Excessive Major Incidents	Removal of student from classroom when necessary, 3 detentions, at least one day of ALE and/or Adjusted Study Hall, and parent/guardian meeting with Superintendent/Principal
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**\*\*Note:** Students may also be restricted from participation in school activities and/or special events as a result of accumulated major detentions.

### **Adjusted Study Hall**

Students who accrue a significant number of detentions (minor and major) during a semester may be assigned to Adjusted Study Hall. Adjusted Study Hall is designed to provide assistance for students who may not be able to manage their organizational or academic responsibilities without additional support. Please note that students will only be assigned to Adjusted Study Hall after several attempts have been made to intervene with a pattern of student detentions. These interventions will include written communication with parents/guardians, meetings with the student and parents/guardians, and establishing personalized strategies to help the student become more successful. Students who are assigned to Adjusted Study Hall will be moved to this smaller study hall, designed to provide a high level of organizational support and school-to-home communication. Students who are assigned to Adjusted Study Hall will earn points over time toward returning to their original study hall. The minimum length of time that a student will be assigned to Adjusted Study Hall is two weeks.

Each student can earn 4 points each day in Study Hall. Students must accumulate a total of 40 points to be eligible for their regular study hall assignment. If a student is reassigned to Study Hall for a second time, this increases the number of points necessary to return back to their regular study hall by 20 points.

Missed class work and tests can be made up during Advisory, but it will be done in the Advisory classroom.

### **Alternate Learning Environment**

The length of an Alternative Learning Environment (ALE) may vary from one class period to ten school days. If assigned an ALE, students report to the office for the designated duration. The sole activity permitted is silent study. Students may not be permitted to attend special events such as assemblies or pep rallies nor participate in any extracurricular/co-curricular activity, including but not limited to any practice, rehearsal or meeting, on the day of an ALE.

### **Tardies**

Butler Junior High is committed to the philosophy that students and teachers need and want to take full advantage of the instructional time available. Therefore, it is critical that all students be in the classroom on time each day. When the bell rings for the beginning of any class period, all students should be in their classrooms with all their materials. Students tardy to class must present a pass from the office or from the faculty member in whose class they were detained. If the student is late to school in the morning, the student must obtain a pass from the main office staff or principal. After the third tardy is reported to the office from any teacher/all sources, a detention will be issued. In cases of habitual tardiness, students may be subject to additional consequences.

*Tardies (arrival to school or class)*

Incident/Occurrence	School Action
Upon 3rd tardy	One detention and parent/guardian email notification
4th and each tardy beyond	One detention and parent/guardian email notification

\*Tardies are cumulative over a semester (2 Quarters)

**Eligibility for Trips and Special Events**

Information will be provided to parents/guardians regarding special events and any necessary processes and/or behavior expectations associated with participation. In some cases, outside vendors manage registration for school trips and parents/guardians must abide by the vendor's timelines and guidelines. Students who fail to meet academic expectations, earn an excessive number of detentions, or engage in gross misconduct may be restricted from participation in these events.

**Hinsdale Central H.S. Course Recommendation Process/Criteria**

The placement of students into courses at Hinsdale Central High School (HCHS) is a decision that is made among the parent/guardian, the teacher, the high school, and the student. It is important for students to be placed at the highest level where they will experience success.

Once a year Butler teachers attend articulation meetings with high school department chairs and review course content and student performance. Freshman through senior classes are reviewed, but particular attention is paid to freshmen in order to assess the accuracy of placements.

HCHS department chairs use MAP testing and evidence of course progression to determine course placement. High school departments do provide parents/guardians the prerogative to request a placement change.

Specific student placement information is provided for parents/guardians by the Hinsdale Central High School Guidance Department on an annual basis, and may change from one year to the next.

**Extracurricular Activities/Athletics****Code of Conduct – Athletic Events**

Sportsmanship has been defined as “honest rivalry, courteous relations, and graceful acceptance of results.” The following should serve as a guide for students to demonstrate good sportsmanship:

- All visiting teams and spectators are to be treated as our guests.
- We always respect the decisions of the officials.
- Unnecessary noise and booing are discourteous; spectators may be asked to leave the game for this behavior.

- Students who stay to attend a game must stay in the gym during the game, leaving only at halftime or between games. Students may not loiter in other areas of the school building, and should be picked up from the game immediately upon its conclusion.

Note that a student athlete must be in attendance at school for at least one half-day in order to compete in an interscholastic athletic event.

### **Athletic Uniform Accommodations**

Consistent with Butler School District 53 Board policy [7:10, \*Equal Educational Opportunities\*](#): In conformity with state and federal discrimination law, no student will be denied access to academic or extracurricular programs based on race, gender, ethnicity, religion or any other legally protected category.

If your child cannot wear shorts or any other article of clothing due to religious reasons, they can bring a pair of athletic pants or other alternative clothing item to change into each day. Additionally, the district allows a student to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion or cultural values or modesty preferences. A student is not required to receive the prior approval of the school board for such modification. All students will be expected to purchase the team jersey for any athletic team in which they choose to participate.

### **Interscholastic Athletics**

Although a great emphasis is placed on developing one's mind, the body is no less important and must also be developed. The physical education program at Butler offers a full and wide range of activities to aid in this basic development. However, for students who wish to be involved on a more competitive basis there are a number of after-school teams that compete in interscholastic sports and provide for a high level of play.

Butler Junior High School is a member of the Southeast DuPage Elementary Athletic Conference Association. Most sports teams are subject to tryouts. Once a student makes a team, they are expected to follow the expectations listed below along with those provided by the coach.

**Fall Sports** - include cross-country for both boys and girls of all grades, girls' J.V. basketball and Varsity basketball. Cheerleading is also conducted during the girls' basketball season.

**Winter Sports** - include boys' JV and Varsity basketball, as well as wrestling. Cheerleading is also conducted during the boys' basketball season.

**Spring Sports** - include girls' J.V. and Varsity volleyball teams, boys' and girls' soccer, swimming, and track and field.

### **Selection Criteria for Interscholastic Athletic Teams**

The following criteria are used to select team members for each of the interscholastic sports at Butler Junior High:

- Basic skills required for the sport
- Athletic ability
- Knowledge of the sport
- Attitude

### **Student-Athlete Expectations**

Participation on a Butler interscholastic athletic team is a privilege and requires the fulfillment of the following responsibilities:

- A student-athlete must maintain their academic responsibilities in the classroom.
- A student-athlete must uphold and follow the Butler Code of Conduct.
- A student-athlete must attend and participate in all practices and games unless excused by the coach for a valid reason such as religious obligation, illness, or family emergency.
- A student-athlete must practice good sportsmanship at all times.

Failure to uphold the above responsibilities may result in the student-athlete losing playing privileges or being removed from the team.

### **Athletic Eligibility**

In order to remain eligible for interscholastic competition, all students must remain in good academic standing.

### **Youth Sports Concussion Safety Act**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided their school with written clearance from a health care provider (physician, advanced practice registered nurse, physician assistant, or certified athletic trainer) . Please refer to Board policy 7:305, [Student Athlete Concussions and Head Injuries](#).

### **Intramurals**

Intramurals are open and available to all students at Butler Junior High. Intramurals are conducted after school and do not require tryouts or obligation to participate. A variety of activities are offered based on the time of year and available space.

### **Student Clubs and Activities**

A variety of activities and clubs are available throughout the school year. These activities are designed to further students' interest, to promote social development, and to provide recreational opportunities. Current club offerings are listed on the school website. Announcements are made about activities and participation requirements. All students are welcome and encouraged to get involved!

## **Appendices-Parent Policy Resources**

**[Policy 2:260 Uniform Grievance Procedure](#)**

**[Policy 4:130 Free and Reduced-Price Food Services](#)**

**[Policy 4:140 Waiver of Student Fees](#)**

**[Policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#)**

**[Policy 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest](#)**

**[Policy 5:202 Tutoring](#)**

**[Policy 5:230 Maintaining Student Discipline](#)**

**[Policy 6:50 School Wellness](#)**

**[Policy 6:120 Education of Children with Disabilities](#)**

**[Policy 6:135 Accelerated Placement Program](#)**

**[Policy 6:140 Education of Homeless Children](#)**

**[Policy 6:235 Access to Electronic Networks](#)**

**[Policy 6:280 Grading and Promotion](#)**

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

**[Policy 7:15 Student and Family Privacy Rights](#)**

**[Policy 7:20 Harassment of Students Prohibited](#)**

**[Policy 7:60 Residence](#)**

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

***Policy 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment***

***Policy 7:185 Teen Dating Violence Prohibited***

***Policy 7:190 Student Behavior***

***Policy 7:200 Suspension Procedures***

***Policy 7:210 Expulsion Procedures***

***Policy 7:220 Bus Conduct***

***Policy 7:230 Misconduct by Students with Disabilities***

***Policy 7:270 Administering Medicines to Students***

***Policy 7:285 Food Allergy Management Program***

***Policy 7:290 Suicide and Depression Awareness and Prevention***

***Policy 7:305 Student Athlete Concussions and Head Injuries***

***Policy 7:310 Restrictions on Publications; Elementary Schools***

***Policy 7:340 Student Records***

***Policy 8:20 Community Use of School Facilities***

***Policy 8:30 Visitors to and Conduct on School Property***