

WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101
2022-23

ELEMENTARY PARENT HANDBOOK

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MISSION

Engage. Inspire. Empower.

VISION

Grow each child to his/her fullest potential to create inquisitive and reflective life-long learners.

Reach beyond comfort zones to encourage responsible risk-taking and generate perseverance and resiliency in our children.

Own and advocate for innovative and effective learning experiences to foster the development of positive academic, social, and emotional skills.

Work together to create collaborative, compassionate children who enrich our community.

VALUES

District 101 Values...

- Academic Growth
- Academic Achievement
- Safe and Caring Learning Environments
- Differentiated Instruction that Promotes Student Ownership
- Attraction, Retention, and Development of Highly Qualified Staff
- Responsible Stewardship of Our District's Resources

BOARD OF EDUCATION MEMBERS DISTRICT 101

<u>President</u>			<u>Term Expires</u>	
Caitlin Sendaydiego	4017 Lawn	773-315-8691	04/2021	csendaydiego@d101.org
<u>Vice President</u>				
Brett Lettiere	3820 Howard	708-636-7877	04/2021	blettiere@d101.org
<u>Members</u>				
Meredith Adler	4742 Grand	708-784-9205	04/2023	madler@d101.org
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Kate Heit	4144 Linden	773-392-1969	04/2023	kheit@d101.org
Catherine Dudley	3939 Harvey	708-890-6658	04/2025	cdudley@d101.org
Dan Pansing	4040 Ellington	708-505-4334	04/2025	dpansing@d101.org

The following are the regular meeting dates for the 2021-22 school year. Meetings will be held in the McClure Junior High Library Learning Center. The Board meets fifteen minutes prior to the regular meetings to hear concerns of patrons and interested citizens. Board meetings begin at 7:00 p.m.

August 16, 2022
September 19, 2022
October 24, 2022
November 28, 2022
December 19, 2022
January 23, 2023
February 27, 2023
March 20, 2023
April 17, 2023
May 15, 2023

EQUAL EDUCATION OPPORTUNITIES/SEX EQUITY AND STUDENTS WITH DISABILITIES

District 101 is committed to educational programs which meet the individual needs of every student, regardless of ability, sex, race, color, religion, or nationality.

It is the policy of District 101 that students with disabilities under The School Code of Illinois, the Individuals with Disabilities in Education Act (IDEA), Section 504 of the Rehabilitation Act of 1974 or the Americans with Disabilities Act (ADA) have a right to services. Parents or guardians inquiring about access to special education services should contact their building principal.

No student shall be denied, on the basis of his or her disability, equal access to programs.

No student shall be denied, on the basis of his or her sex, equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity.

Students and parents have the right to initiate a grievance or complaint of illegal discrimination. Such complaints should be directed to: Virginia Sulek, Director of Special Services, District 101.

CHAIN OF COMMAND

When questions, concerns or interests regarding your child's progress or school program arise, please address them properly by contacting the classroom teacher. If questions or concerns remain, it is appropriate that you then contact the building principal. In the event there are remaining or unresolved questions or concerns, it is appropriate to contact the Superintendent of Schools.

SCHOOL CALENDAR

August 16-19	New Staff Training Days
August 22&23	Institute Days
August 24	First Day of School for Students (Full Day)
September 5	Labor Day Holiday
October 10	Columbus Day Holiday
October 11	Institute Day
November 11	End of First Trimester
November 21 & 22	Parent Teacher Conferences
November 23	Non-Attendance Day
November 25 & 26	Thanksgiving Holiday
December 22 - Jan. 6	Winter Break
January 9	School Resumes
January 16	Martin Luther King, Jr. Day Holiday
February 20	President's Day Holiday
March 3	End of Second Trimester
March 24 – March 31	Spring Break
April 7	Non-Attendance Day
May 29	Memorial Day Holiday
June 8	Last Day of School

Late Arrival Days (10:00 A.M)

November 1, December 14, January 25, March 15, May 24

Half Days (Dismissal: Elementary 11:30 a.m.; Junior High 11:52 a.m.)

September 28, February 9, April 19, and May 10

Late Arrival Days

Kindergarten students	10:00 am to Noon
PM Kindergarten students	1:30 pm to 3:30 pm
Grades 1-5 students	10:00 am to 11:40 am 11:40 am to 12:25 pm (lunch) 12:25 pm to 3:30 pm
Grades 6-8 students	10:00 am to 3:20 pm

Half Days

Kindergarten AM and PM schedules for half days to be determined
by the kindergarten teacher and building principal.

Elementary Grades 1-5	8:30 am to 11:40 am
McClure Jr. High Grades 6-8	8:15 am to 11:52 am

SCHOOL HOURS

Kindergarten AM:	8:40 am to 11:30 am
Kindergarten PM:	12:25 pm to 3:30 pm
Grades 1 - 5:	8:30 am to 11:40 am
	12:25 pm to 3:30 pm
Grades 6 - 8:	8:15 am to 3:20 pm

DISTRICT 101 FEES

Kindergarten	\$100	Registration, Technology, Curriculum Items, Activity Fees
Grades 1 & 2	\$125	Registration, Technology, Curriculum Items, Activity Fees
Grades 3 thru 5	\$175	Registration, Technology, Curriculum Items, Activity Fees, Calculator (Grade 4), Robert Crown Fees (as applicable), Assignment Notebook, Band and Orchestra Participation, Chromebook Ownership/Trade-in Cost Following End of Fifth-Grade (starting with 2018-19 third-grade class)

For those not participating in the State Textbook Program, the fee is \$70.50 for grades 1-5, \$79.96 for grades 6-8.

Book rental fees may be paid for the entire year by September 2 or in two installments. The second installment is due in January. If a pupil leaves the District before the end of the first or third quarter, one-half of the semester fee will be refunded. No refunds will be made after the last day of the first or third quarters. **Please make checks payable to: BOARD OF EDUCATION DISTRICT 101.**

PHYSICAL EDUCATION REQUIREMENTS

Grades 1-5:	Gym shoes only
Grades 6-8:	P.E. uniform, lock, and heart rate monitor strap (all sold at Registration) Cross-training shoes, white socks, sweatshirt All of the above must be labeled with the student's name.

STUDENT ACCIDENT INSURANCE

Student accident insurance is offered to our pupils. The plan is underwritten by Special Markets Insurance Consultants and administered by Zevitz Student Accident Insurance Service, Inc. Enroll online at www.k12specialmarkets.com. Look up ILLINOIS and then select ILLINOIS SCHOOL INSURANCE COOPERATIVE MEMBERS 2017-2018. Please read this information carefully. The school district does not profit from the insurance program in any way, and its only interest is to make it possible for those parents who wish to have the insurance coverage. All claims should be discussed with the Claims Administrator. For questions, email nhzviazra@aol.com.

STATEMENT OF RECORDS

Student records are confidential. District 101 handles student records in accordance with Board of Education policy, The School Code of Illinois, the Family Education Rights and Privacy Act, and all other applicable laws and regulations governing student records. Parents have a right to inspect and review their child's records. If you wish to see your child's records, please contact the building principal. Temporary records are deleted five years after graduation, and permanent records are maintained for no less than sixty years.

SCHOOL ATTENDANCE

Regular attendance is desirable in order that your child may profit from our school program. We realize that extenuating circumstances sometimes require excused absences. However, repeated absences can be detrimental to the educational program. Parents wishing to take their children out of school for any reason must contact the school office. When an absence or late arrival occurs, parents are asked to call the school office. If no call has been received, the office staff will attempt to contact parents using phone numbers provided on the parent emergency form.

EXCUSES FOR PHYSICAL EDUCATION CLASS

If a student has been out of school with an injury or illness, he/she may be excluded from physical education class with a written note from a parent for up to three (3) school days after returning to school. Any excuse from physical education class longer than the duration of three (3) school days must be in the form of a written request from a physician. Students who have been exempted from P.E. class due to a request from a physician must have written permission to return to a full physical education program.

DRESS CODE

In accordance with Board Policy #5090 (Dress and Conduct), a District 101 student's appearance, including dress and grooming, should be consistent with other expectations held for Western Springs students in a public setting. These expectations include promoting the educational process, maintaining a positive learning/teaching climate, and meeting/exceeding reasonable standards of health, safety, and decency. The following guidelines regarding student dress are in effect district-wide for all curricular and co-curricular activities. These guidelines have been established to provide a clear understanding of dress code expectations, and final interpretation of the guidelines will be at the discretion of building administration:

1. Clothing that promotes drugs, alcohol, tobacco, or gangs will not be worn on district property at any time, including accessories such as shoes, jewelry, belts, etc.
2. Clothing and accessories that feature vulgar, obscene, lewd, violent, or offensive language or images may not be worn on district property at any time.
3. Clothing must cover the majority of a student's shoulders and also extend in length to a student's mid-thigh. A student's midriff should not be visible at any time.
4. Undergarments/underwear must be covered and cannot be worn as outerwear.
5. Transparent items or other clothing considered too revealing are prohibited.
6. Hats or head coverings of any kind may not be worn inside the school building (except for those from established religious groups, those necessary for personal health reasons, and/or those for established school spirit days).
7. Shoes must be worn at all times.

Students wearing inappropriate clothing and/or accessories will be asked to change. If needed, parents will be contacted to bring a change of clothes.

ELECTRONIC DEVICES

Due to the possibility of vandalism, theft or loss, students are encouraged to keep electronic devices at home. Cellular phones may not be used on school property.

HOMEWORK POLICY

Purpose

The research-based purposes for homework are to:

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

Time Expectations By Grade-Level

Grades K-2: 0-30 minutes per night

Grades 3-5: 30-60 minutes per night

Grades 6-8: 60-90 minutes per night

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

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

It is also recommended that homework not be given to K-5 students over a weekend, or for any student K-8 on "special" weekends (BLT Weekend for seventh-graders, Family-oriented holidays such as Mother's Day, etc.) These decisions are at the discretion of the teacher.

Recommendations for Homework Completion

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

- A designated area should be defined in the home to be used on a daily basis.
- A specific time frame, free from distractions, should be set aside daily for work completion.
- When possible, the student's work area should be located in a common area within the home.
- Students should independently complete work to the best of their ability. If students are unable to complete the assignment independently, assistance may be given. Parents are not expected to be "experts" in curricular content; rather their primary role is to help and oversee the greatest degree of homework completion.
- Parents should notify the classroom teacher if their son or daughter is consistently spending more time than the grade level time expectations or if the homework continually proves too difficult to independently complete successfully.

PROCEDURES FOR SCHOOL VISITATION

Between the hours of 8:15 a.m. and 3:20 p.m. at the Junior High and after 8:40 a.m. at the three elementary schools, all exterior doors will be locked. Any person wishing to enter the school building during these hours needs to press the buzzer, located to the right of the vestibule doors, to be admitted. After entering the school, parents and visitors must sign in at the main office and obtain a visitor's pass. Any parent wishing to observe their child's classroom must contact the building principal at least two days in advance.

BAND AND ORCHESTRA

Any pupil in the Western Springs Public Schools is eligible for the instrumental music program. String instruments, wind, and percussion instruments are introduced in the 4th grade. Some instruments, but not all, are available for rent at \$50.00 per year. Any damage beyond normal wear to rental instruments shall be charged to the pupil. A \$20.00 fee is charged for music and equipment. Lessons are provided during school time by our music directors, although private lessons are available outside of school hours at parents' own expense. Information about instrument rental is available through the music directors. Please make your check payable to: Board of Education, District 101. A special scholarship fund sponsored by the Band & Orchestra Association provides resources to any student needing financial assistance to rent an instrument. Application should be made through your school principal.

OPEN ENROLLMENT

The District will consider requests for flexible enrollment for all schools provided that:

1. First option to attend a school is given to neighborhood attendance area residents.
2. Enrollment of pupils from outside the neighborhood attendance area does not result in class size deemed by the Superintendent in the exercise of his or her discretion to be excessive for that grade level.
3. The enrollment is for an entire school year or, if granted during a school year, for the remainder of that school year.
4. The family shall arrange for and bear the cost of transportation.
5. Application is made in writing to the receiving principal.
6. The decision to grant or deny the application shall be made by the Superintendent on an

- annual basis.
7. The decision to approve the open enrollment request for one child does not guarantee approval for a sibling.
 8. If a parent(s) chooses to enroll a student at a District school outside the neighborhood attendance area to accommodate District needs, space may be guaranteed for the student at that school for future years.

ASBESTOS NOTICE

Please be advised that all school buildings in District 101 have been re-inspected for asbestos per the Illinois Department of Public Health in accordance with the Asbestos Hazard Emergency Response Act (AHERA). The latest re-inspection was conducted by the firm of Environmental Services, Inc. (IDPH licensed inspector) in October 2016. The necessary forms have been filed with the Illinois Department of Public Health and are available for review by parents and patrons of Western Springs. For further information, please contact Dr. Brian T. Barnhart, designated Asbestos Coordinator, Western Springs Public School District 101, at 246- 3700.

PEST MANAGEMENT

Please be advised that Public Act 91-0525 requires public schools to provide notification to parents, guardians, and school employees prior to the application of pesticides inside school buildings. School District 101 has established a practice of reasonable, common sense maintenance and sanitation. We feel it is the right thing to do environmentally, and it is healthier for children and staff. However, should any pesticide application inside of a school be necessary, our schools must notify parents or guardians two business days prior to said application.(Said application may exclude anti-microbial agents and insecticide or rodenticide baits.) Further, schools are required to provide notification prior to the application of pesticides on school grounds. School districts must provide written notice to parents through newsletters, bulletins, calendars, or other correspondence currently published by the school district. In District 101, it is our intent to notify parents through either a newsletter or specific bulletin. Individuals may also request notification by calling their school and having their name placed on a registry. If you have any questions on any of the above, please contact your school's office.

SPECIAL EDUCATION

Eligibility for special education is based on a comprehensive initial evaluation. A comprehensive initial evaluation includes all of the existing data gathered about the student through the referral process and any additional assessments needed to determine whether a student is eligible for special education. If a student age 3-14 is found to have a disability that is adversely affecting his/her educational performance, an Individualized Educational Plan (IEP) will be developed to address the student's needs.

The district provides a continuum of special education services to students through an IEP. Related services are support services that may be provided to assist a student in accessing his/her academic program. Related services include, but are not limited to, the following: occupational therapy, physical therapy, psychological services, social work services, and speech and language services. Educational programs and services are specially designed to meet the needs of a student with an identified disability.

If you have questions or concerns about special education services please contact Julie Fredericks, Director of Special Services, 708-485-2850, jfredericks@d101.org; or Emily Rojas, Associate Director of Special Services, 708-485-2281, erojas@d101.org.

Children ages 0 to 3 who have special needs are eligible for early intervention services through local agencies. For additional information contact Child & Family Connections 888-566-8228.

HOMELESS SERVICES

If you, or someone you know, is in need of information regarding the Education for Homeless Children and Youth Program, please contact our Associate Director of Student Services, Emily Rojas at (708) 485-2281.

CLASS PLACEMENT

The staff at each building develop class lists that balance the social-emotional and academic needs of all students.

RECEIPT OF FEDERAL FUNDS - STEVEN'S AMENDMENT

District 101 annually receives approximately 0.3 per cent of all revenue from Federal Sources. As such, District 101 will adhere to the following:

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments, shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) percentage and dollar amount of the total costs of the project or program that will be funded by nongovernmental sources.

EVERY STUDENT SUCCEEDS ACT (ESSA)

In schools receiving Title I funds, the district is required by the ESSA to notify parents at the beginning of each school year that they may request information regarding the professional qualifications of their child's teacher. The ESSA also requires that parents be notified if their child has been assigned or been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements.

STUDENT AND FAMILY PRIVACY RIGHTS

Students may occasionally be asked to complete surveys relevant to the District's educational objectives or pertinent educational-related topics. The District believes that personal information concerning District students and their families should be kept private and in accordance with the law. Parents have the right to review survey instruments and may choose to opt their child out of participating as outlined in Board Policy 5150.

STUDENT CODE OF CONDUCT

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

ANTI-BULLYING, HARASSMENT and INTIMIDATION

It is the policy of the District to maintain a learning environment that is free from all harassment and intimidation, including bullying. It shall be a violation of this policy and State law for any school community member to bully another school community member through conduct or communications.

No school community member shall be subjected to bullying:

- during any school-sponsored activity or event;
- 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; or
- through the transmission or posting of information or content from use of school technology, devices or networks, or use of non-school owned technology, devices or networks if the bullying causes a substantial disruption to the education process or orderly operation of a school.

School community members include students, District employees and agents, volunteers, parents, guardians, and general community members impacting the learning environment.

Bullying Definition:

For purposes of this policy, “bullying” 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 results in an imbalance of power and 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 a student’s or students’ person or property;
- (2) causing a substantially detrimental effect on the student(s)’ physical or mental health;
- (3) substantially interfering with the student(s)’ academic performance; or
- (4) substantially interfering with the student(s)’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying shall include cyber-bullying. For purposes of this policy, “cyber-bullying” means bullying through the use of technology or any electronic communication including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications involving the transmission from a computer that is accessed at a non-school-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school within the District, if the bullying causes any of the effects enumerated in the definition of bullying above, any substantial disruption to

the education process or orderly operation of the school. 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 the posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Policy. 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 in this policy.

Bullying may take various forms, including, without limitations, any retaliation for asserting or alleging an act of bullying.

Reporting Procedures:

The district shall maintain procedures for reporting bullying, including (without limitation):

- identifying and providing the school email addresses (if applicable) and school telephone number for the staff person(s) responsible for receiving such reports
- procedures for anonymous reporting; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report
- procedures to promptly, and in accordance with applicable laws and rules governing student privacy rights, inform parents and guardians of all students involved in the alleged incident or bullying and discussing, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures

Investigation of Reports of Bullying:

Full implementation of this policy includes conduct of a prompt and thorough investigation of all reported incidents of bullying. The District shall maintain procedures (found in its [Bullying Response System](#)) for promptly investigating reports of bullying, including (without limitations):

- making all reasonable efforts to complete the investigation within 10 school days after the date the alleged bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying
- involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process
- notifying the principal or school administrator or his or her designee, as applicable of the report of the incident of bullying as soon as possible after the report is received
- in accordance with applicable laws and rules governing student privacy rights, informing parents or guardians of (i) all students involved in the alleged incident or bullying (ii) all students who are parties to the investigation, in each case, information about the investigation and the opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

Nothing in this Policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment of the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

Ramifications:

If it has been determined, following investigation, that an incident of bullying has occurred, then District Administration may take actions it deems appropriate to address the situation, including, without limitation, social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Local law enforcement may be contacted if violence or threat of violence is involved and as otherwise deemed appropriate by District Administration. "Restorative measure" refers to a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsion, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

All District employees, agents and students are prohibited from retaliating against any person who reports an act of bullying. Any person violating such prohibition shall be subject to remedial action as deemed appropriate by District Administration.

Any person who is found to have falsely accused another of bullying as a means of retaliation or as a means of bullying shall be subject to remedial action as deemed appropriate by District Administration.

Prevention Programs:

The district shall develop and maintain a program that educates students, parents, teachers, and other school community members about conditions that foster bullying and means to help prevent or stop bullying, including setting expectations that preventing and stopping bullying is a duty shared by all school community members.

Administrative:

At least annually, the Superintendent shall provide a report to the Board of Education on the effectiveness of this Policy and bullying prevention programs that includes, without limitation, frequency of reported incidents of bullying, identification of areas of school where bullying occurs, student, staff, and family observations of safety at school, the nature of the bullying incidents, and bystander intervention or participation in bullying incidents. At least every two (2) years, the Board of Education will, in collaboration with the Superintendent, conduct a review and re-evaluation of this Policy to determine if any revisions are necessary or appropriate.

All investigations under this Policy will be reported to the Board of Education at its next scheduled meeting.

This Policy, together with the procedures referred to herein, shall be (1) posted on the District public web page, (2) included in the student handbook, and (3) distributed annually to members of the school community, including new District employees.

Policy# 5101/4123 ANTI-BULLYING, HARASSMENT, AND INTIMIDATION

Policy Title: [ANTI-BULLYING, HARASSMENT or INTIMIDATION](#)

Last Reviewed: July 26, 2021 (policy adopted February 17, 2015)

Legal Ref: 405 ILS 49/1 et seq 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.23, Ill.Admin.Code 1.28

SEXUAL HARASSMENT

It is the policy of the Western Springs Public Schools to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for students to harass other students through conduct or communications of a sexual nature. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favor, and other inappropriate verbal or physical conduct of a sexual nature made by any student to another student. Sexual harassment may include, but is not limited to the following:

- verbally harassing or abusing another including name calling
- spreading rumors, jokes
- unwelcomingly touching, physically gesturing and/or pulling at another's clothing
- pressuring another for sexual activity
- suggesting or demanding sexual involvement accompanied by implied or explicit threats

Procedures:

Any person who alleges sexual harassment by a student should take the complaint directly to the principal. Where reasonable, it is preferred that the complaint be in the form of a written statement.

- The principal shall notify parents of students involved.
- The principal shall file a written report of each complaint with the Superintendent within five (5) working days of receiving the complaint. The report shall include the following:
 - the date of receipt of the complaint
 - identification of the alleging party
 - identification of the person(s) charged and all relevant background, facts and circumstances

Upon receipt of said complaint the Superintendent shall send written notice to the Board of Education President. Within twenty (20) calendar days of receiving the complaint, the Superintendent shall inform all parties in writing of the results of the investigation and any action to be taken. The Superintendent's decision may be appealed to the Board of Education.

A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion consistent with the student discipline code.

Notice of this policy shall be incorporated in student, parent and teacher handbooks and be distributed on an annual basis. As appropriate, the district shall provide education to students on the nature and prevention of sexual harassment.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make

arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School 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 School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, DC 20202-5920

WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101

STUDENT RECORDS

Maintenance

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

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

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

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

At the completion of eighth grade or withdrawal of a student from a school, student records will be transferred to the custodian of records at: **WESTERN SPRINGS PUBLIC SCHOOL DISTRICT 101, 4225 WOLF ROAD, WESTERN SPRINGS, IL 60558**

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

<u>Custodian of Record</u>		
Ashley Burger	Field Park Elementary	708-246-7675
Rachel Corrough	Forest Hills Elementary	708-246-7678
Erin Casey	Laidlaw Elementary	708-246-7673
Laura Broadnax	McClure Junior High	708-246-7590

Destruction of Records Notice

This notice contains the destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c). As you or your student is permanently withdrawing, transferring, or graduating from Western Springs District 101, you are notified of the schedule below for destruction of the school records. This schedule complies with the Illinois School Student Records Act, 105 ILCS 10/4(e) and (f), requirements that (1) temporary records be retained for at least 5 years after a student's transfer, withdrawal, or graduation, and (2) permanent records be retained for at least 60 years after a student's transfer, withdrawal, or graduation. The parent(s)/guardian(s), or the student if he or she is at least 18 years of age at the time of the request, may request a copy of a record at any time prior to the date of destruction listed below.

- Class of 2017: Temporary records will be destroyed no earlier than: July 1, 2022
Permanent records will be destroyed no earlier than: 2077
- Class of 2018: Temporary records will be destroyed no earlier than: July 1, 2023
Permanent records will be destroyed no earlier than: 2078
- Class of 2019: Temporary records will be destroyed no earlier than: July 1, 2024
Permanent records will be destroyed no earlier than: 2079
- Class of 2020: Temporary records will be destroyed no earlier than: July 1, 2025
Permanent records will be destroyed no earlier than: 2080
- Class of 2021: Temporary records will be destroyed no earlier than: July 1, 2026
Permanent records will be destroyed no earlier than: 2081
- Class of 2022: Temporary records will be destroyed no earlier than: July 1, 2027
Permanent records will be destroyed no earlier than: 2082
- Class of 2023: Temporary records will be destroyed no earlier than: July 1, 2028
Permanent records will be destroyed no earlier than: 2083
- Class of 2024: Temporary records will be destroyed no earlier than: July 1, 2029
Permanent records will be destroyed no earlier than: 2084
- Class of 2025: Temporary records will be destroyed no earlier than: July 1, 2030
Permanent records will be destroyed no earlier than: 2085