



# Legal Notices

## Annual Asbestos Notification

The U.S. Congress has enacted the Asbestos Hazard Emergency Response Act. Comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require all schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

The District #35 asbestos management plan contains information on inspections, reinspections, response actions and post-response action activities, including periodic reinspections and surveillance activities that are planned or in progress. The management plan is available for review in each school office during normal school hours. A reasonable charge will be assessed for photocopying the plan. If you have questions about asbestos related activities, please contact the Business Office at 847-835-7800.

## Access to Electronic Networks

The District #35 Board Policy 6:235 – Access to Electronic Networks states:

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

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

### Curriculum

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the Board of Education's stated goal, or (2) for a legitimate business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District's computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The

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

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

#### Authorization for Electronic Network Access

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

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

The failure of any student or teacher to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### **Directory Information**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics.

Major field of study

Period of attendance in school Parent(s)/guardian(s) may prohibit the release of any or all of the above information by delivering a written objection to the building principal.

#### **Fee Waivers/ Free Textbook Loan & Free Or Reduced Lunches**

District #35 provides students with textbook and supplementary materials. A fee is charged to help cover this cost. Scholarships are available to assist students with the fee. To request a free loan of textbooks, parents should contact the school principal or Business Manager. District #35 also provides free or reduced cost student lunches. To obtain more information concerning these programs contact:

District #35 Business Office 620 Greenwood Avenue Glencoe, IL 60022 (847) 835-7800

#### **Health Education**

As part of the District health education program, students are provided with instruction in recognizing and avoiding sexual abuse as required by The School Code of Illinois, Section 861-866 and 23 Illinois Administrative Code, Section 1.430(a,7). Under these provisions, parents have the right to refuse, in writing, such instruction for their children. Parents wishing to exercise this right should write a letter of refusal for this

instruction to their child's principal to cover the current academic year. A letter of refusal needs to be resubmitted for each school year. Parents are also advised that health education includes avoiding and preventing child abduction, drug and alcohol prevention, AIDS and, within the sex education curriculum at pertinent ages, the notion of abstinence until marriage as a method of birth control.

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law.

The Director of Finance and Operations shall act as a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Director of Finance and Operations shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Director of Finance shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

### **Family Educational Rights and Privacy Act**

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 education 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, a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent 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 believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents who wish to ask the School to amend a record should write the School principal, 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, the School will notify the parent 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 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

### **Integrated Pest Management**

It is the policy of District #35 to control pest problems in a way that poses the least hazard to human health and the environment. Therefore, an Integrated Pest Management (IPM) program is in place that is compliant with Illinois state law. IPM is a pest control program that combines prevention, non-chemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. By addressing and correcting the root causes of pest problems, IPM can provide long-term, economical pest control while minimizing the potential risk posed by frequent pesticide applications.

The success of IPM depends on the involvement of many individuals. Students, school staff, administrators and parents are all participants in the IPM program. To have a positive impact on the District's goal to reduce pest problems, the following are requested when using school facilities:

1. Report pest sightings to a staff member
2. Clean up leftover or spilled food and beverages immediately
3. Store food, including animal food, in tightly sealed containers in designated areas
4. Keep refrigerators, vending machines, and microwaves clean and free of spills
5. Do not prop open windows, screens or doors that could allow pests to enter the school buildings
6. Remove trash
7. Keep areas dry and report leaks
8. Do not pressure school staff to apply pesticides; there are other effective means of controlling pest problems
9. Do not tamper with sticky traps, bait stations, bait boxes, or traps to monitor or kill pests

Please remember that spraying pesticides in school buildings without notifying parents and staff is illegal under Illinois state law. Notification will be made through the District website: [www.glencoeschools.org](http://www.glencoeschools.org). For more information on the District's pest control practices, IPM, or to register to receive written notification prior to application of pesticides on grounds or property contact the Director of Finance and Operations.

Telephone: 847-835-7800 Fax: 847-835-7805

### **Registered Sex Offenders**

In accordance with P.A. 94-994 parents of children attending school may access information regarding registered sex offenders through the Illinois State Police website at [www.isp.state.il.us](http://www.isp.state.il.us).

### **Student Medications**

The District #35 Board Policy 7:270 – *Administering Medicine to Students*— states:

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and

parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parents(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.. A student may possess an epinephrine auto-injector (EPI-Pen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 an epinephrine auto-injector or the storage of any medication by school personnel. A student's parent(s)/guardian(s) 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 auto-injector and/or medication, or the storage of the medication by school personnel.

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

### **Medication Requirements**

Written permission to dispense prescription medicine and non-prescription medicine must be obtained from both the physician and parent. Medication must be brought to school by the parent in a container with pharmacy label clearly marked with the student's name, physician's name, name of medication, dosage and any pertinent instructions. Students should not have medications in their possession. Prior authorization must be obtained to self-administer medications. Parents must assume responsibility for informing the school nurse of any change in medication. Please contact the school nurse to obtain medication permission forms.

### **Nondiscrimination**

Equal educational opportunities shall be available for all ages without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, economic and social condition, or actual or potential marital or parental status.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Whenever necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others. Individuals with disabilities should notify the building principal or superintendent if their disability will require special assistance or service and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program or meeting.

### **Equal Education Opportunities**

School Board Policy 7:10 is a Sex Equity Policy which seeks to insure that all facilities and programs for one sex are comparable to the facilities and programs provided to the other sex for the same or equivalent activities. The District maintains a Non-Discrimination Coordinator. Persons who believe they have not yet received equal opportunities should report their claims to the Non-Discrimination Coordinator. The Coordinator's name and address are as follows: Dr. Cathlene Crawford 620 Greenwood Avenue Glencoe, IL 60022 (847) 835-7800

## Harassment

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, 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, causing psychological harm, threatening or causing physical harm or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

- substantially interfering with a student's educational environment;
- creating an intimidating, hostile, or offensive educational environment;
- depriving a student of educational aid, benefits, services, or treatment; or
- making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students 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.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal or designee for appropriate action.

### *Nondiscrimination Coordinator:*

Name            Dr. Cathlene Crawford  
Address        620 Greenwood Avenue  
Telephone No. (847) 835-7812

### *Complaint Managers:*

Jason Edelheit	Catherine Wang
Board of Education Office	Board of Education Office
620 Greenwood Avenue	620 Greenwood Avenue
Glencoe, IL 60022	Glencoe, IL 60022
(847) 835-7800	(847) 835-7800

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students. It is the policy of the Glencoe School District #35 to provide for its students an educational environment free of unwelcome sexual advances and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. Discrimination on the basis of sex is also prohibited. All allegations of sexual harassment shall be referred to the building principal. The principal shall proceed immediately with an investigation and shall adhere to the District Policies. A student engaging in sexual harassment will be subject to discipline, up to and including expulsion.

### **Response to Intervention (RTI)**

In accordance with the Individuals with Disabilities Education Act 2007 (IDEA), all school districts in Illinois are required to implement "Response to Intervention" programs. RTI matches a leveled response of instruction and intervention with the needs of the individual student. Leveled instruction is categorized into three tiers of support. A determination of the level of support needed is based on student monitoring and on-going data collection. More intensive intervention strategies are provided to students based on their ability to progress in the general education curriculum. Parents work collaboratively with their educational team throughout the RTI process. Educational teams will meet to review a student's response to intervention and determine supports necessary for the student to continue to progress.

### **School Discipline**

The District's Board Policy prohibits gross disobedience or misconduct that includes, but is not limited to:

1. Insubordination to school personnel,  
including failure to follow directions or to produce student identification or passes
2. Possession, use, or distribution of, or any attempt to use or distribute, any illegal or controlled substance, including alcohol and drugs
3. Intimidation of, or any attempt to intimidate, school personnel or other students
4. Fighting with, or any attempt to assault, school personnel or other students
5. Intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students
6. Verbal abuse of school personnel or other students, use of profane words or gestures

Any endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including:

1. Improper release of school fire alarm(s) or tampering with fire extinguishers
2. Starting, or attempting to start, a fire on school property
3. Setting off, or attempting to set off, explosive devices on school property
4. The possession, use or display of a dangerous weapon or any reasonable facsimile of a dangerous weapon
5. Repeated incidents of misbehavior, including repeated refusal to comply with school rules
6. Truancy, i.e., absence from school or classes without a valid cause during a school day or portion thereof; provided, however, no student shall be subject to punitive action for chronic truancy, as that term is defined in the School Code<sup>7</sup>. Any other acts which directly or indirectly jeopardize the health, safety and welfare of other school personnel and students.

Failure to adhere to these objectives shall be dealt with promptly and firmly. Consequences offered by teachers and/or administrators must take into account the age of the child, the nature and/or severity of the violation, the history within this school year of the student, the most timely method of teaching positive lessons while offering appropriate consequences, and the right of the student to present his or her views. These consequences should be logical and may include conferences (student and student/parent), detentions, service projects or other appropriate measures.

Suspension of students is solely the responsibility of the principal(s) and follows School Board Policy 7:200: Students guilty of gross disobedience or misconduct may be suspended and/or expelled from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The following are suspension procedures: Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.

A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/ guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.

Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion is the exclusion of a student from school for a period of time greater than ten school days, but for no longer than 180 school days. The principal or assistant principal may make a recommendation to expel a student, but only the Board of Education can take action to expel after a hearing to consider the administrator's recommendation. If the recommendation to expel is made, written notification of the expulsion hearing is sent, notifying the parent(s)/guardian(s) of the reasons for the proposed expulsion, including any violated school rule.

A hearing officer shall conduct a suspension review or expulsion hearing. A written summary of the evidence shall be submitted to the Board for its consideration and action.

Teachers have the right and responsibility to maintain order in the classroom. In the event of a discipline-related incident, due process shall be followed.

District #35 does not advocate or support the use of corporal punishment. The District will establish and maintain a parent/teacher advisory committee to address discipline policy and guidelines. Student discipline is addressed in the following district documents: School Board Policies, Student Discipline 7:190 and Corporal Punishment 5:230, Collective Bargaining Agreement, Glencoe Board of Education, School District #35 and Glencoe Education Association 1999-2004; Article X: Student Discipline. It is an administrative requirement to review the school rules and disciplinary procedures at the beginning to the school year and in late-winter or early-spring. It is the right of a teacher to temporarily exclude a pupil from a class due to gross misconduct of the student. It is the right of a teacher to be informed of the disciplinary consequences

given a student. It is the right of employees to protect themselves against assault related issues (Article XII; Assault on Employees).

### **Searches**

In order to maintain safety, order and discipline in District #35, searches of students, their personal belongings, and their assigned student lockers may be necessary. Student lockers are the property of the Board of Education in which the student has no reasonable expectation of privacy. The administration may search school property, including lockers, through the use of specially trained dogs to locate illegal substances.

### **State/Federal Programs**

Glencoe School District #35 receives monies from the State of Illinois and Federal Programs such as: Reading Improvement Program, Title I, Title II (Teacher Quality), and Title IV (Drug Free Schools). As specified in many of these grants, parents and community members are encouraged to submit ideas that may be pertinent to these grants. To learn more about these programs, contact the District Office at 847-835-7800.

### **Title I**

District 35 has been awarded Title I funds. These funds are used for reading and math support at South School. In accordance with federal law, parents of children attending South School have the right to inquire if their child's teacher meets the requirements for a "highly qualified" teacher. All teachers at South School meet the U.S. Department of Education and state definition of "highly qualified" teacher.

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in District-level and School-level compacts.

The District-Level Parental Involvement Compact contains:

(1) The Districts' expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law.

The School-Level Parental Involvement Compact contains: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law.

### **Truancy**

Truancy is identified as an absence without valid cause for a portion of the school day or longer. If a student is determined to be truant, the principal or designee(s) will make a reasonable effort to promptly telephone the parent. The District may use resources within the school (social worker, psychologist, nurse, etc.) in an attempt to cooperatively find a solution to the truant behavior. If these interventions prove to be ineffective and the truancy persists, the District may use community resources such as the Juvenile Officer of Glencoe Public Safety or Truant Officers of the Educational Service Region of Cook County.