

GLENVIEW SCHOOL DISTRICT 34

HANDBOOK OVERVIEW

This information is only a summary of Board of Education policies governing the District. Board policies are available to the public in two ways. Printed copies are available for review at the Administration Building, 1401 Greenwood Road, Glenview, IL 60026. Policies are also posted on the District website at www.glenview34.org. Please call 847-998-5000 for more information. The handbook and policies may be amended during the year without notice.

CONTACTING THE DISTRICT

All staff and teachers can be reached via phone and e-mail. Those phone numbers and e-mail addresses are listed on the school and District websites.

STUDENT RESIDENCY

In order to attend the Glenview School District 34, a student is required to reside within the boundaries of the school district. All families will be required to sign the Affirmation of Legal Residency form. All families new to the school district, all families with incoming students in early childhood, kindergarten, 3rd grade and/or 6th grade, and all families with a change in address during the previous year will be required to provide proof of residency. The District would reserve the right to ask any family not listed above to provide proof of residency.

REGISTRATION

Pupils new to District 34 may register in the office of the school they will be attending. Early registration helps the schools in arranging classes. Student records from the child's previous school(s) should be submitted.

Pupils entering kindergarten and sixth grade, or entering a school in Illinois for the first time, are required to have a physical examination and immunizations prior to entering school. Pupils objecting to physical examinations or immunizations on religious grounds shall not be required to have them if they present a statement of objection signed by a parent or guardian.

KINDERGARTEN

Kindergarten registration is held in early spring at the primary building where a child will attend school. Children must be 5 years old on or before September 1 to register for kindergarten.

PROOF OF BIRTH

Illinois law requires when a student enrolls in a school district for the first time, the parent or guardian registering the student must provide a certified copy of a birth certificate or other legally recognized proof of birth such as a passport. The certified copy must be provided within 30 days of the enrollment date or no later than the first day of school.

ENROLLMENT POLICIES

Pupils are assigned to schools on the basis of school attendance boundaries established by the Board of Education. Parents who want to have their child attend a school within the District but not at the school serving the area where the child lives, may apply for a waiver. The request must be approved by the Superintendent. These applications are available from the Superintendent's office in the spring. Decisions are based upon specific criteria. Please note, that according to current school board policy, tuition students are not accepted by the District.

Pupils who move out of the District during the school year may continue to attend school in the District for the remainder of the school year with no tuition charge, but parents are responsible for transportation.

CODE OF CONDUCT

The Board of Education believes student behavior should reflect standards of good citizenship and respect for the law. Students are expected to conduct themselves within the bounds of good conduct as set forth in the student handbooks, the policies of District 34, The School Code, and other laws and regulations while on school grounds and during co-curricular and extracurricular activities.

STUDENT DISCIPLINE

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling: tobacco materials; alcoholic beverages; any illegal drug, controlled substance, or cannabis; any anabolic steroid not administered under a physician's care and supervision; any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions; "look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance; and drug paraphernalia.
- Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
- Using or possessing an electronic paging device or using a cellular telephone, personal digital assistants (PDAs), 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, cheat, signal others, or otherwise violate student conduct rules. All electronic devices must be kept 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
- Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

DISCIPLINARY MEASURES

Disciplinary measures may include:

Disciplinary conference; withholding of privileges; seizure of contraband; suspension from school and all school activities for up to 10 days, (a suspended student is prohibited from being on school grounds); suspension of bus riding privileges; expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years (an expelled student is prohibited from being on school grounds); notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons; notifying parents/guardians; and/or removal from classroom; in-school suspension for a period not to exceed five school days; detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified; community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

WEAPONS

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis.

SUSPENSION PROCEDURES

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 PROCEDURES

The following are expulsion procedures:

Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses,

and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

MISCONDUCT BY STUDENTS WITH DISABILITIES

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

Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parent(s)/guardian(s). The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parent(s)/guardian(s).

DISCIPLINE OF SPECIAL EDUCATION STUDENTS

The District shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA) when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 days, if the District demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

SEARCH AND SEIZURE

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

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

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

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

When feasible, the search should be conducted as follows:

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

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

Notification Regarding Student Accounts or Profiles on Social Networking Websites

This is serving as a notification for students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, [105 ILCS 75/](#):

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SEIZURE OF PROPERTY

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

TRANSPORTATION

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.

The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the School Board requesting the District to submit a serious safety hazard finding to IDOT requesting transportation due to the existence of a serious safety hazard.

Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational program.

Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

Students are only allowed to ride the bus or buses they have been assigned to ride and will only be assigned to one morning route and one afternoon route. Additionally, they may only be picked up from and dropped off at their assigned stop or stops and these stops are to remain consistent. Parents are responsible for transportation if a short-term change is needed.

BUS CONDUCT

The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. All students must follow the District's School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:

- Prohibited student conduct as defined in the Student Discipline policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver's or other supervisor's directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

USE OF AUDIO-VIDEO CAMERAS ON SCHOOL BUSES

Audio-video cameras are installed on school buses in order to monitor conduct and maintain a safe environment for students and employees. The content of the videotapes are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding

DRESS CODE

Decisions about student dress, grooming, and personal adornment should generally be made by the students and/or their parents. An individual school may issue guidelines as well. Dress or grooming are not acceptable if they are disruptive to the educational process, or if they constitute a threat to the safety or health of the students or others.

STUDENT FEES

There are fees charged parents for the use of textbooks, consumable materials, extracurricular activities, and other items. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

WEATHER EMERGENCIES

In case of snow or emergency weather conditions, school cancellation is posted on the District's website and at www.emergencyclosings.com. Additionally, the information will be announced over most local radio stations, including WGN (720 AM) and WBBM (780 AM).

The District also will make attempts to contact families through an automated phone calling system if school is cancelled.

Additionally, severe weather conditions may cause schools to be dismissed during the day. In this event, parents will be notified by radio stations as well as school and/or through an automated phone calling system. When tornado "warnings" are indicated, pupils shall remain in the buildings and special procedures will be activated.

Should the condition of roads worsen as the day progresses, it may be necessary to dismiss the intermediate buses 15–20 minutes before scheduled dismissal time so that the primary students are not kept waiting an undue amount of time at the end of the day.

In the event of severe weather, parents always have the option of picking up their child early.

FIELD TRIPS

Throughout the school year opportunities are presented for enrichment excursions away from school grounds. Permission forms are sent home before these trips to let parents know the specific details of each trip. When transportation is necessary, a fee shall be charged. Students also are responsible for admission and lunch fees.

RECESS/PLAYGROUND RULES

Bicycles may not be ridden on the playground or anywhere on school property. They must be parked in the area provided.

- No hardballs (golf or baseballs) are allowed at school.
- Snowballs are not to be thrown on school property unless a designated and supervised area is established for this activity.

Since inappropriate physical contact endangers students' safety, the schools have a "hands off" policy which prohibits inappropriate physical contact between students. Roughhousing (or "play fighting"), intentional tripping, or other similar physical contact is not allowed on school grounds. At recess or while on school grounds before and after school or during a school sponsored activity, actions such as tackling, pushing, shoving, etc., are inappropriate, even under game conditions.

ATTENDANCE AND TRUANCY

If, for any reason, a child must be absent from school, parents should call the school health coordinator before school begins each day that a child is absent. Each school has a voice mail system that is available 24 hours a day. Parents can leave a message with absence information at any time, even when school is not in session.

Absences which have been accounted for through telephone communication do not require a written note when the child returns to school. However, if a child has had a communicable disease, a note indicating the child may return to school is required from the attending physician.

All children are required by law to attend school every day. Repeated absence from school without a valid reason is considered truancy. The principal will contact parents as a first step in dealing with this problem.

School resources such as the nurse, social worker, etc. are available in attempting to find a solution. If the problem is not resolved at the local school, it shall be referred to the Truancy Officer at Suburban Cook County Regional Office of Education.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, status as homeless, or 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 policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

GENDER EQUITY

No student shall, based on gender, 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 gender equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

ADMINISTRATIVE IMPLEMENTATION

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
- Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
- The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
- Curriculum, instructional materials, programs;
- Victims' Economic Security and Safety Act, P.A. 93-591;
- Illinois Equal Pay Act of 2003, P.A. 93-0006; or
- Provision of services to homeless students.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the

Complainant may appeal the decision to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 10 school days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the Board of Education's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, thereafter, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager.

The District's Complaint Managers are:

Eric Miller
Assistant Superintendent for Business Services
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

Heather Hopkins
Executive Director of Human Resources
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

HARASSMENT OF STUDENTS PROHIBITED

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's race, color, national origin, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the

provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

SEXUAL HARASSMENT PROHIBITED

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, Assistant 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, Assistant Building Principal for appropriate action.

Nondiscrimination Coordinator:

Heather Hopkins
Executive Director of Human Resources
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

Complaint Manager:

Eric Miller

Assistant Superintendent of Business Services
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

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.

EDUCATION OF CHILDREN WITH DISABILITIES

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the Illinois Rules and Regulations to Govern the Organization and Administration of Special Education, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review

procedure.

For inquiries, please contact the Director of Student Services, 1401 Greenwood Road, Glenview, IL 60026 or 847-998-5000.

District 34 is a member of the Northern Suburban Special Education District (NSSED), which provides services to children and staff for more complicated situations.

The NSSED Governing Board recognizes that certain member school districts of NSSED utilize response to intervention systems to meet the educational needs of both disabled and non-disabled students. Nothing in this policy either restricts or is intended to restrict any NSSED member school district from utilizing a response to intervention system consistent with all applicable federal and state legal requirements.

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. Where 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.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated the Americans With Disabilities Act, Title II Coordinator and, in that capacity, is directed to:

- Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
- Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Complaint Managers:

Eric Miller

Assistant Superintendent of Business Services
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

Heather Hopkins

Executive Director of Human Resources
1401 Greenwood Road, Glenview, IL 60026
847-998-5000

STUDENT SERVICES

Teachers, parents or other persons who are concerned about a child's academic or behavioral development should discuss these concerns with the principal and/or the student services administrator. The principal, along with a student services team and classroom teachers, can determine what strategies or interventions to use with a particular child. The student services team and their roles are listed below.

Student Services Administrators facilitate and coordinate support services for students. They act as the administrative team leader in the planning and implementation of services.

Speech/Language Pathologists provide diagnostic and remedial services for children with communication problems.

Special Education Teachers work with children who experience learning problems due to diagnosed learning disabilities, mental impairment, behavior/emotional disorders and other conditions.

School Social Workers provide individual and group counseling, consult with regular and special education staff, and implement preventative programs within the classroom to develop problem solving skills, social skills and conflict resolution strategies with children.

School Psychologists work in collaboration with other staff in diagnosing specific learning problems and in developing specific interventions, strategies and plans to enhance learning and social skills. In some cases, the school psychologist will need to administer various test batteries. In these cases, written parental permission to administer tests will be obtained.

For problems requiring a more in-depth examination, the student services

team, along with the principal, student services administrator, regular classroom teachers and parents, will formulate specific questions and design a plan to gather the information needed to answer questions. The plan may include response to intervention whereby various staff work directly with the child as they collect data. These inquiries will be completed within 60 school days and results will be shared with parents. Finally, parents and staff will develop plans of action based on the information gathered. Students may also be referred and may qualify for specific special education services.

SUPPORT SERVICES

ELL (English Language Learners) and Bilingual Teachers provide direct service to children and consultation to teachers in meeting the needs of children who have no, or limited, proficiency with the English Language.

Gifted/Enrichment Resource Teachers assist classroom teachers in designing and implementing challenging activities for students. They also work directly with a very small number of students in each school.

TESTING

The ISAT (Illinois Standards Achievement Test) is administered to grades 3–8 for reading and mathematics and to grades 4 and 7 for science. The District also administers an ISAT writing exam for grades 3, 5, 6 and 8.

NWEA (Northwest Evaluation Association) tests, which are criterion-referenced tests based upon the goals and objectives of the curriculum, are administered in reading, mathematics and language usage in grades 3 through 8.

The CTBS (Comprehensive Tests of Basic Skills) achievement tests are administered to all students in 8th grade as a component of high school placement process. The CogAT (Cognitive Abilities Test) is administered in grades 3 and 6.

Testing is coordinated at the building level by the principal. When the test results are received buildings determine how to utilize them in individualizing the instructional program.

Parents should expect to receive NWEA results in October and early June (8th grade is not part of spring testing). The release of ISAT scores is determined by the State and release dates vary from year to year.

TECHNOLOGY

Glenview School District 34 believes in the benefits of technology to educators and students including the Internet and other on-line services. The use of computers and related services and media must at all times be consistent with the educational and other objectives of the District. All

users of the District's computer network system must comply with established guidelines. Students and their parents are required to sign a Student Use Consent and Waiver form explaining their responsibilities in this area. Access to the computer network system and 1:1 program is a privilege, not a right, and may be denied or revoked at any time. Inappropriate use of the system may result in a loss of system use privileges and/or other disciplinary measures.

All teachers have a phone and an e-mail address. Parents are welcome to call or e-mail their child's teacher with questions or concerns. However, teachers are limited in what they can put into an e-mail regarding students so in some cases a phone call or meeting might be the best form of communication.

SUPERVISION OF STUDENTS

While students are on school grounds they shall be supervised during the school day, at school-sponsored activities occurring outside of the regular school day, and at such other times as reasonable. The school day shall be defined as 15 minutes before school is scheduled to begin to 10 minutes after dismissal. The school shall not be responsible for supervising students while they are on school grounds engaging in activities sponsored by agencies or organizations other than the school itself. However, Glenview School District 34 consequences for inappropriate behavior may be enforced for behavior that occurs during those activities. Each principal shall assess the supervision needs of his/her building and shall, with the assistance of the building staff, design and implement supervisory procedures within the building. Arrangements and designations for supervision will be discussed with all employees on an annual basis.

All elementary school children (unless excused by note) go out for recess in good weather; all stay inside in bad weather. Students will not be dismissed before appointed times. Exceptions for individual pupils may be made if a parent or guardian sends a note to the principal. No pupil will be released from school to go with any adult other than a parent or guardian without the written permission of the parent or guardian.

MEDICATION PROCEDURES/STUDENT ACCIDENTS AND INJURIES

School health care offices are monitored and maintained by health care professionals who have received the following training/certification: CPR, AED, First Aid and Vision and Hearing IDPH Certification.

All children are required by State of Illinois Code, Chapter 122, Section 27-8, to submit documented evidence of a physical examination (no more than one year old) and immunization against certain communicable diseases upon entering school for the first time and again in 6th grade. Information and a physical exam form are provided at each school.

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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 parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma or Epinephrine (EPI-PEN) for immediate use at the student's discretion, provided the student's parent or guardian and doctor 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 the medication's storage by school personnel. A 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 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.

If there are injuries which might require professional medical treatment, a parent/guardian will be notified and interim first-aid care will be provided until the child can be referred to a physician through the parent/guardian. When a child becomes injured or ill at school, the health and school staff will use their best judgment in determining if the case is an emergency. In an emergency, the paramedics will be called and the pupil will be taken to the appropriate hospital.

The emergency information required by the schools serves as a resource if parents or guardians cannot be reached. Appropriate emergency information is taken to the hospital or medical office where the child may receive treatment. School personnel, friends or neighbors cannot authorize treatment of a child.

PHYSICAL EXAMS OR SCREENINGS

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing or vision screening.

The above paragraph does not apply to any physical examination or screening that:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*).
- Is otherwise authorized by Board policy.

EYE EXAM REQUIREMENT

Illinois law requires that proof of an eye exam by an optometrist or physician who provides eye exams be submitted to the school no later than October 15 of the year the child is first enrolled. The exam must be completed within one year prior to the child beginning school. Forms are available from the schools or on the District's website

VISION SCREENING

A vision screening is not a substitute for an exam by an ophthalmologist or optometrist. If you would like to opt out of the screening, please provide the school with a note from your doctor stating that they have seen your child for an eye exam in the last 12 months

DENTAL EXAM REQUIREMENT

The Illinois Department of Public Health has adopted rules that require all children in kindergarten, second and sixth grades show proof of dental examination at least 60 days before May 15 of the school year.

Forms are available from the schools or on the District's website.

District 34 is working with the Northfield Township and the Lion's Club to provide dental examinations for those that need financial assistance. Please contact your school social worker or health coordinator at your school for more information.

STUDENT CUSTODY

According to Public Law 93-380, the Family Educational Rights and Privacy Act (FERPA) and Illinois Public Act 85-1389: "In the case of divorce or separation, a school district must provide equal access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights. In this context, a legally binding document is a certified court order or other legal paper that prohibits access to education records, or removes the parent's right to have knowledge about his or her child's records. A certified court

order would also be required if restrictions were placed on when and where a parent might contact or visit the child at school.”

This information is provided because parents often give special information regarding their child’s custody which the school district cannot utilize legally. A handwritten note, a telephone call or comments on the registration card are not in accordance with the law. The school must have a copy of certified court orders noting any restrictions.

VISITS TO SCHOOL

All Glenview School District 34 schools welcome visits to the classrooms by parents who wish to observe their children in action. However, those visits need to be scheduled in advance with an appointment as student learning is very important and, at certain times, should not be interrupted. If warranted, visits can be restricted

All visitors must report directly to the school office and may proceed to other parts of the building only with permission of the school and after signing in and receiving a visitor’s badge. Each school may also have other procedures it follows for student and classroom access. If items are dropped off at school for students, they typically need to be left at the front office. Parents are not allowed to take those items to the classroom. At the end of the visit, visitors are asked to please sign out and return the badge to the office. It is the practice of all schools to lock all doors except the front entrance when school is in session.

ANIMALS AT SCHOOL

Animals may be brought into the classroom or learning center for educational purposes. However, prior permission from the teacher and principal are required. Animals may not be transported on school buses. Parents should make certain that all vaccinations are current and must assume liability for the animal and its behavior.

GIFTS

Gifts from students or parents are generally discouraged. Letters expressing gratitude or appreciation are always welcome. If a child feels a spontaneous desire to present a gift to a staff member, it should not be elaborate or expensive.

STUDENT AND FAMILY PRIVACY RIGHTS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in Board policy 6:10, Educational Philosophy and Objectives, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

- Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
- Refuse to allow their child or ward to participate in the activity described above.
- The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

No school official or staff member shall market or sell personal information

concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

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

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

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

The Superintendent or designee shall notify students’ parents/guardians of:

- This policy as well as its availability upon request from the general administration office.
- How to opt their child or ward out of participation in activities as provided in this policy.
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
- How to request access to any survey or other material described in this policy.
- This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.
- The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a records custodian who shall maintain

student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parent(s)/guardian(s) of it, as well as their rights regarding student school records.

Permanent records, which contain biographical information and academic transcripts, are kept in the District for 60 years after the student has transferred, graduated or permanently withdrawn from school. Temporary records, which include all other relevant information not in the permanent records, are kept by the District for five years after a student graduates or transfers.

Parents or guardians have the right to inspect and copy any of their child's permanent and/or temporary records. They also may challenge any information in their child's records, on the basis of accuracy, relevance, and/or propriety except for academic grades and references to expulsion or out-of-school suspensions upon student transfer to another district. A parent wishing to challenge information in their child's school records should write the school district requesting a hearing. An informal conference will be held within 15 school days. If the problem is not resolved, then a formal hearing will be scheduled by the District's Hearing Officer who is not employed by the District at the attendance center which the student is enrolled. The Hearing Officer will inform parents of their rights and the procedures for the hearing. The decision of the Hearing Officer shall be given in writing to the parent and the school district. Either the parent of the school district may appeal the Hearing Officer's decision to the Regional Superintendent's Office and must be done within 20 school days of the decision.

School officials shall release student records to the official records custodian of another school in which the student has enrolled, or intends to enroll, upon written request of such official. Written parental consent for the release of student records is not required, but they may inspect, copy and challenge information in the student records. (Family Education Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976: Vol. 41, No. 118, page 24673.)

Information contained in student records may be given to persons authorized or required by state or federal law to obtain such information. Parents must be provided prior written notice of the nature and substance of the information to be released and given an opportunity to inspect, copy and/or challenge such information, as provided for by law.

Information contained in a student's record may not be used as a means of denying employment or credit.

Upon graduation, transfer or permanent withdrawal of a student from a school, the principal shall notify the parents and the student of the

destruction schedule for student records and their right to request a copy of such records at any time prior to their destruction.

Right to Know

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, District 34 provides every parent of a student in a Title I school the right to request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.
5. The student's achievement level in each state academic assessment.

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

If you have questions, please feel free to contact the Superintendent at 847-998-5005.

LUNCH BALANCE

The following guidelines will be used for any lunch balances remaining for graduating 8th graders.

1. If there is any balance and the student has a sibling in District 34, that amount will be transferred to the sibling's account.
2. If there is no sibling and the balance is \$5.00 or more, that amount will be refunded through a check to the parent.
3. If there is no sibling and the balance is less than \$5.00, that amount will be used to support District 34 families in need unless the District receives notification from the parent to refund the money.

ABSENCES ON RELIGIOUS HOLIDAYS

A student shall be released from school, as an excused absence, for the

purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the District before the student's anticipated absence.

ANTI-BIAS CURRICULUM

District 34 utilizes conflict resolution strategies through the school social workers to address intergroup conflict.

SAFE AND DRUG FREE SCHOOLS PROGRAM

District 34 provides through the curriculum in all grades instruction related to drug and substance abuse prevention. Additionally, in grades 4 through 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

INSTRUCTION IN AVOIDING SEXUAL ABUSE

District 34 provides age-appropriate instruction to students in recognizing and avoiding sexual abuse. Parents/guardians have the right to object to a child's participation in this instruction. Parents/guardians with questions can direct those to the principal. Parents will be notified not less than 5 days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse to afford parental opportunity to object to the child's participation.

DIRECTORY INFORMATION

The District occasionally releases directory information about its students for the purpose of publicity or informational publications. Examples might include the District newsletter, school yearbook or the PTA directory. The groups that could receive or use this information include the District, school-related organizations and recognized media. Directory information is defined as: student name; address; gender; grade level; birth date and place; parents'/guardians' name; address and phone number; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations and athletics; major field of study; period of attendance in the school; parent provided e-mail address, and photograph/video image. Any parent/guardian can withhold their consent for release by sending a signed letter withholding consent within the first thirty (30) days of enrollment to: Glenview School District #34, Attn: Director of Communications and Public Relations, 1401 Greenwood Road, Glenview, IL 60026. Parents/guardians should understand that if they withhold consent, none of the student's information will be released. This includes such examples as information/photograph for the school yearbook and award listings such as the honor roll in the newspaper.

SEX OFFENDER INFORMATION AVAILABLE

School districts in Illinois are required by law to provide parents with directions on how to obtain information regarding sex offenders living within

the school district. The Illinois State Police website (www.isp.state.il.us/sor) is the best source for this information.

ASBESTOS NOTIFICATION

Glenview School District 34 continues to monitor asbestos containing materials in school buildings as required by the United States Environmental Protection

Agency (EPA) and Asbestos Hazard Emergency Response Act (AHERA) for schools. It is important to emphasize that none of the asbestos identified presently poses a health or safety hazard to our students, parents, and staff. This annual notification is required under the guidelines of the Illinois Department of Public Health.

Three-year re-inspections were completed in all schools during the 2009-2010 school year. In addition to the three-year inspection, semi-annual surveillances have been performed each year as per the management plan and the results of the surveillances are included in the management plan. A copy of all reports and the management plans are available to review at each school and at the Facilities and Grounds Department located at 1401 Greenwood Rd, Glenview. Contact the Director of Facilities and Grounds with any questions at (847) 998-5060.

Updated March 29th, 2017 to reflect updates to district policy and procedures