

This policy covers conduct that takes place in the school, on school property, at school-sponsored functions and activities, and on school buses. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school staff, students, parents and volunteers.

HARASSMENT/BULLYING OF STUDENTS IS PROHIBITED: No person, including a Marklund employee or agent, or student, shall harass or intimidate another student upon a student's sex, color, race, religion, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status.

Marklund will not tolerate harassing or intimidating conduct, whether verbal, non-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.

BULLYING: Bullying involves repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. Bullying can be direct or indirect. Direct bullying usually is seen and felt. Indirect bullying (name-calling, deliberate exclusion, etc.) is much more difficult to identify, often is more difficult to remedy, and should be seen as different from the more "traditional" direct bullying but still is recognized clearly as bullying.

Examples of prohibited conduct include, but is not limited to, name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Cyberbullying is a subset of bullying, hazing, and harassment. Cyberbullying is defined as the use of e-mail, instant messaging, text messaging, use of social networking sites, chat rooms, cell phones, or other forms of technology to deliberately bully, haze, harass, threaten, or intimidate someone. Cyberbullying can include, but is not limited to, such acts as making threats, provocative insults or racial or ethnic slurs, or demeaning remarks about one's sexual orientation.

Complaints of harassment or intimidation are handled according to the provisions on bullying/harassment, below. The Director of Education, or his/her designee, shall use reasonable measures to inform staff members and students that the Marklund will not tolerate harassment, such as by including this policy in the registration packet.

Students who believe they are victims of bullying/harassment or have witnessed bullying/harassment are encouraged to discuss the matter with any staff member. All reasonable efforts will be made to complete the investigation within 10 school days after the date the report of bullying was received. Reporter(s) will be kept confidential to the extent possible given the need to investigate.

Consistent with Federal and State laws and rules governing student privacy rights, the Director of Education or designee shall promptly inform parents/ guardians of all students involved in the alleged incident of bullying and discuss, as appropriate, the availability of social work services, and other interventions.

In addition, the Director of Education or designee shall, consistent with Federal and State laws and rules governing student privacy rights, provide parents/ guardians of the students who are parties to the



BULLYING AND HARASSMENT POLICY

investigation information about the investigation and an opportunity to meet with the Director of Education or designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

An allegation that one student was bullied/harassed by another student shall be referred to the Director of Education for appropriate action, which may include suspension and termination of placement.

This policy will be distributed annually and in-service annually.



Marklund Day School Health Policy

Dear Parent(s), Guardian(s) and/or Residential Facilities


Please read the following. These are the MDS health policies. We ask that you please follow these policies to help us keep the MDS students and staff as healthy as possible

1. When a student's axillary temperature exceeds 100 degrees Fahrenheit, the student should remain home until fever free for 24 hours. A student will be sent home when the axillary temperature exceeds 100 degrees Fahrenheit.
2. When a child has 3 or more episodes of vomiting or diarrhea in a 24 hour period, the student should remain home until symptoms are cleared for 24 hours. A student will be sent home when there are 3 episodes of vomiting or diarrhea at school.
3. When a student has any type of rash or skin eruption (ringworm), the student should be evaluated by a doctor before returning to school. Please send student back to school with a doctor's note.
4. When a student has signs of conjunctivitis or "pinkeye", this should be evaluated by a doctor. If a student has conjunctivitis, they can return to school after being treated with medication for 24 hours and with a doctor's note.
5. When a student has severe upper respiratory infection along with a cough and/or drainage that is not clear in color, it is advised that the student stays home or is seen by a doctor.
6. When a student has any type of severe pain (including injury), it is advised that the student stays home or is seen by a doctor.
7. When a student has a contagious disease and antibiotics have been prescribed, these should be taken for 24 hours and a doctor's note is needed before the student returns to school.

If any of these conditions are present during school hours, you will be notified and the student will be sent home. Please follow the above guidelines and the recommendations from your doctor. If you send your student to school not following the guidelines or without a doctor's note if needed, you will be asked to come pick up your student. Again, we ask that you follow our policies to ensure that everyone remains healthy.

If you have any questions, please feel free to contact the lead nurse.

Sincerely,

Vera Djackova BSN, RN 

Marklund Day School Lead Nurse
630-397-5677

Marklund Day School is a serving school and will keep temporary student records. The home school will maintain the students' permanent records and files. Marklund will return the temporary files to the home school upon termination of placement.

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

1. The right to inspect and copy the student's education records within 45 days of the day the Marklund Day School receives a request for access.

A parent/guardian or student should submit to the director of education a written request that identifies the record(s) he or she wished to inspect. The director of education will make arrangements for access and notify the parents/guardian of the time and place where the records may be inspected. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian may ask the Marklund Day School to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the director of education and should clearly identify the record the parent/guardian wants changed and the specific reasons a change is being sought. If the Marklund Day School decides not to amend the record, the Marklund Day School will notify the parent/guardian of the decision and advise him or her of their rights to a hearing regarding the request for amendment.

3. The right to permit disclosure of personal identifiable information contained in the student's education records, except to the extent that FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the Marklund Day School as an administrator, supervisor, instructor, or support staff member; a person or company with whom the Marklund Day School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

5. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the Marklund Day School to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC
20202-4605

The visitor policy was established to ensure the safety and well-being of our students at the Marklund Day School.

PROCEDURE:

- Visitors, including parents and siblings, are required to enter through the Ann Haskins Center entrance.
- Parents/Guardians are requested to schedule classroom visits and observations with a school administrator in advance. Parents/Guardians will need to be accompanied during classroom visits by a member of the school leadership team to ensure the privacy and dignity of other students.
- Visitors must sign in; provide a valid picture ID and reason for the visit.
- Visitors must wear the Marklund visitor badge on their outer clothing in a clear visible location.
- Visitors must sign out before leaving.

In compliance with 23 Illinois Administrative Code 401.220(f), Marklund Day School will allow visitation at any time, with or without prior notice, by personnel from the State Board of Education or the school district of residence of any enrolled student.