

# **NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203**

## **WELCOME AND INTRODUCTION**

Welcome to Naperville Community Unit School District 203. The information contained in this handbook will acquaint you with District 203 and answer some questions you may have about programs and policies. The white pages answer many general questions pertaining to the district as a whole. Information specific to your school can be found in the building supplement, which is located in the middle section.

State and Federal laws require school districts to notify parents and students about certain rights, responsibilities and procedures. You will find that information in this handbook. This handbook is not meant to take the place of personal communication between the home and school. Please feel free to contact the school your child attends if you have questions regarding programs or procedures.

This handbook is designed to make you aware of many of the policies, procedures and guidelines applicable to students and parents at our schools. The information contained in the handbook accurately summarizes some, but not all, Board of Education policies at the time of printing. As the school year progresses, we reserve the right to change policies, procedures and guidelines. Please review the Board of Education Policy Manual online at [www.naperville203.org](http://www.naperville203.org). Most importantly, please contact your student's school should you have any questions.

## **SCHOOL HOURS**

Kindergarten - Fifth	8:15 a.m. - 2:30 p.m.
Early Childhood <b>AM</b>	8:15 a.m. - 10:45 a.m.
Early Childhood <b>PM</b>	12:05 p.m. - 2:35p.m.

## **KINDERGARTEN ENTRANCE**

The Board of Education in conformance with the State of Illinois requirement shall maintain kindergarten for the instruction of children. Students who are residents of the district and who attain the age of five years on or before **September 1 of the year of enrollment** shall be eligible to attend. Please notify your school office by March 15 of any eligible kindergartner for the following fall. District 203 has established procedures to allow for consideration of requests from parents/guardians for early entrance into kindergarten. These procedures are specifically for children who demonstrate strong readiness for kindergarten and whose fifth birthday falls after September 1 and before December 31st of the upcoming school year. For information regarding this process, please see the District website.

## **BIRTH CERTIFICATE REQUIREMENT**

All students enrolling in District 203 must show proof of birth. An official certified birth certificate must be presented to Centralized Enrollment (630)548-4320. The office will make a copy of the birth certificate and return the original to you. Hospital certificates will not satisfy this requirement.

## **PLEDGE TO THE FLAG**

Senate Bill 1277, passed in the summer of 1979, requires a daily recitation of the Pledge of Allegiance to the flag by elementary school students. Children may be excused from reciting the Pledge of Allegiance upon written request from parent/guardian.

## **SCHOOL ARRIVAL**

We ask that your children not arrive at school before 8:00 a.m. Supervision is not in place prior to 8:00 a.m. Your assistance and cooperation are essential. The time before school is very precious to us for planning purposes so there is no supervision available prior to 8:00 a.m.

## **LATE ARRIVAL - EARLY DEPARTURE**

Students arriving late or leaving early during regular school hours (8:15 a.m. - 2:30 p.m.) must be signed in or out at the office. A parent/guardian must sign the student out for an appointment or early dismissal. If the student returns that day, the parent/guardian must sign the student back in at the office. Our attendance accounting is computerized and it is essential that we have accurate attendance information.

## **SCHOOL ATTENDANCE**

Since there is a positive relationship between regular attendance and academic success, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parent(s)/guardian(s) have the responsibility for the children's regular attendance.

Teachers and administrators are expected to follow, in sequence, the collaborative process outlined below in steps a. through g. These steps are initiated with the first occurrence of truancy.

- a. Attempts by the classroom teacher to remedy the situation.
- b. Referral by teacher to the principal's office.
- c. Telephone contact between the principal and the parent.
- d. Parent-teacher-principal conference to address the issue.
- e. Development of an attendance plan between teacher, student, parent, and principal.
- f. At the student's tenth (10<sup>th</sup>) absence a meeting may be convened involving the student, parent/guardian, and principal.
- g. Other

Exceptions to the absence cap must be submitted to the health office with accompanying documentation prior to the date of absence. Eligible reasons may include:

- Religious holidays
- Extended illness verified by the doctor's statement addressing the inability of the child to attend school.
- Death in the immediate family
- Field trips
- Hospitalizations
- Suspensions

## **ABSENCE PROCEDURES**

A student's parent(s)/guardian(s) must: (1) upon his/her child's enrollment, provide telephone numbers to the school office and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence. We kindly request student absences be reported no later than 9:00am the day of the absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within two hours after the first class by telephoning the numbers provided or using the online absence reporting system. If your child will not be in attendance at 8:15 a.m., whether ill or attending a dentist, doctor or other appointment, please call the Health Office in your school and give the reason for the absence as well as the child's name, teacher's name and date. Absences must be reported each consecutive day either on the Health Office voice mail or through a call to the Health Technician during school hours. If the Health Technician does not receive a call from the parent/guardian, s/he will call you. In the event the school cannot reach a parent/guardian, it may become necessary to visit the home to verify the student's location and well-being.

When your child is going to be absent due to a trip or extended illness, please send a note or phone the Health Office with the dates. The Health Office will then pass the information on to the classroom teacher. Requests for homework should go directly to the teacher as per the homework procedures outlined in this handbook. Absences of three or more consecutive days due to illness may require a physician's note.

If a student cannot participate in physical education per a physician's order, recess participation is also impacted as recess is less structured than physical education activities. Therefore, a physician's note detailing restrictions a student has (i.e. no running, jumping, physical contact) is necessary to allow safe participation in school activities. Contact the school's health office for a modified activities form.

Regular attendance and punctuality are necessary to establish positive attendance patterns and to aid in academic success. School personnel will be monitoring attendance and contacting parents when absences/tardies become too frequent as outlined in the District 203 Attendance Policy.

## **WHEN TO KEEP YOUR CHILD HOME**

### **Keep your child home:**

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature measures 100.4 degrees F or higher. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits and/or experiences nausea the student should remain home until symptom free for 24 hours.
4. If your child experiences loose, watery or frequent stools, the student should remain home until symptom free for 24 hours.
5. If your child complains of severe or persistent pain. The symptom should be referred to a physician for evaluation.
6. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. The symptom should be referred to a physician for evaluation. A physician note for clearance will be required for students who remain symptomatic.
7. Open sores require evaluation by a physician. Once a student has provided a written physician release for a student to return to school, any open wound or sore will be covered with a dressing taped on all four sides or as per physician order.

If you are not sure about whether to send your child to school, call or visit your child's physician. Parents/guardians will be called if students display any of the symptoms listed above. If primary contacts are unable to be reached, the emergency contacts will be called. Any child leaving school during school hours must be signed out at the office by the adult assuming responsibility for that child.

Good health and good attendance give a child a head start toward a good education. Encourage your child toward habits of good nutrition, proper rest and exercise, and proper dental and personal hygiene. Attendance is monitored periodically throughout the school year and you will be notified if your child's absences and/or tardies exceed 5% of the dates of school attendance.

## **TARDINESS**

Students are to be in their rooms and ready to begin instruction at 8:15 a.m. Punctuality is an important part of the child's development. Parents will be notified in case of excessive tardiness. If you are aware your child will be late in arriving at school, please call the absence line or send a note the previous day.

## **POLICY #7:70 STUDENT ATTENDANCE AND TRUANCY**

### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* ([10 ILCS 5/7-42](#) and [5/17-15](#)), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

### **Absenteeism and Truancy Program**

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed.  
The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).

6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process for the collection and review of chronic absence data and to:
  - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
  - b. Encourage the habit of daily attendance and promote success.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
14. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
15. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

#### Monitoring

Pursuant to State law and policy 2:240, *Board Policy Development*, the Board updates this policy at least once every two years. The Superintendent or designee shall assist the Board with its update.

#### LEGAL REF.:

[105 ILCS 5/22-92](#) and [5/26-1 through 5/26-3](#), [5/26-5 through 5/26-16](#), and [5/26-18](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill. Admin. Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:340 (Student Records)

Adopted: February 20, 2024

## **PHYSICAL EDUCATION EXCUSES**

A written parent request for exclusion from physical education (P.E.) is valid for three consecutive days and should be presented to the Health Technician who will in turn notify the P.E. teacher (and classroom teacher in elementary schools). Any situation needing exclusion for P.E. beyond three days requires a physician's evaluation/note of excusal.

### **POLICY #7.260 EXEMPTION FROM PHYSICAL EDUCATION**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees, or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and

3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420](#)(p) and [§1.425](#)(d), (e).

CROSS REF.: 6:60 (Curriculum Content), 6:310 (Credit For Alternative Courses and Programs)

Adopted: December 19, 2022

## **ADDITIONAL HEALTH SERVICES INFORMATION**

It is the goal of our school Health Services to have all students safe, healthy, and ready to learn. The health office is located near the main office and is staffed during the school day by a health technician who is certified in First Aid and CPR/AED. A certified school nurse is at the school and/or available on an on-call basis. The health office provides services to students who have become ill, injured, or who need help with medical needs. The health office also maintains documentation of student visits and health records. Junior high schools require students to obtain a pass from their classroom teacher before reporting to the health office unless it is an emergency. **STUDENTS MAY NOT LEAVE THE SCHOOL FOR ILLNESS/INJURY WITHOUT FIRST REPORTING TO THE HEALTH OFFICE FOR EVALUATION.**

If your student has a special health concern (i.e. asthma, food or bee sting allergies, diabetes, etc.) please notify the health office so that we can ensure the health and well-being of your child while he or she is in school. When your child is taking daily medication at home, please notify the Health Office so that any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment. If your child has a health concern and will be participating in an after school activity or sport, it is the parent's responsibility to notify the adult in charge of the activity. Epinephrine auto-injectors, inhalers, and other medications provided for health office use are not available for after school activities and sports. The Health Office is staffed only during the school day and is required to be locked before and after school day hours.

Because many communicable diseases occur throughout the school year, and because most do not pose a serious threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases, such as chickenpox, occurring in your child's classroom (i.e. your student or a family member is immunosuppressed, or has similar health concerns) please inform the health office. We will contact you if the health office receives notification that such an illness has occurred in your student's class. All forms used by the District health offices are available online at the District website under Services>Health Services or may be requested or from the health office.

## **DENTAL EXAMINATIONS**

The State of Illinois **requires that all students in kindergarten, second, sixth and ninth grades have an oral health examination** performed by a licensed dentist. Following your child's exam, please have your dentist fill out the form required by the state and return it to the health office of his/her school no later than **May 15** of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office or through the school health office. If you need a referral to find a dentist or financial assistance to obtain your child's exam, please contact your school's health office for assistance from the certified school nurse.

## **VISION/HEARING EXAMINATIONS**

The state of Illinois **requires that all students entering Kindergarten or entering school for the first time from out of state** shall have an eye examination from an eye doctor before **October 15** of the year of the required exam or within 30 days of enrollment for new students from out of state. Eye exam forms are also

available at your eye doctor's office. If you need assistance obtaining a vision exam for your child, please contact the schools' certified school nurse.

Students in preschool, kindergarten, and grades two and eight will receive a *screening* for vision and hearing from staff of the DuPage County Health Department. Hearing screenings are conducted in preschool and in kindergarten through third grade, Special education students are also screened yearly. Parents of students meeting referral criteria will be contacted. Parents/guardians may request additional vision and/or hearing screening by contacting the health office.

### **PHYSICAL EXAMINATIONS**

A physical examination, completed by a licensed physician or nurse practitioner is **required for entrance** into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring into state of Illinois schools for the first time. These forms should be turned in to the District by the first day of school, but no later than October 15th of the year of the required examination. Exam reports for out-of-state students must be turned in by October 15th or within 30 days of enrollment, whichever comes first. Exam forms are also available at your health care provider's office. *The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be considered valid by the state of Illinois.*

**The exam must be dated within one year prior to the date the student enters school.**

Physical examinations may be acquired through your primary care provider. If you do not have a primary care provider, you may contact your certified school nurse or the DuPage County Health Department for referrals to local health clinics that provide such services. Failure to provide a physical examination may result in exclusion from school as required by the State of Illinois.

Junior high school athletes, including cheerleaders, must also have a current physical on file with the health office prior to tryouts. A separate physical is not required for students to participate in intramurals.

### **IMMUNIZATION REQUIREMENTS FOR COMPLIANCE WITH THE STATE OF ILLINOIS**

Because immunization requirements are frequently updated, parents are advised to consult with their primary care provider about the status of their student's immunizations and compliance with the most recent requirements of the state of Illinois. Failure to provide the required State of Illinois immunizations may result in exclusion from school as required by the State of Illinois. Please contact your certified school nurse for any special circumstances.

### **ASTHMA**

Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan from parents of students with asthma. When provided, the asthma action plan will be kept on file in the office of the school nurse. With proper authorization, students may carry and self-administer an inhaler (using a spacer) for the treatment of asthma. A back-up inhaler and spacer should be kept in the school health office. Forms for asthma management can be found on the district website under Services>Health Services.

An emergency protocol for asthma emergencies has been developed by the District. If a student has an asthma emergency without access to his or her rescue inhaler, school staff may call 911, to ensure the safety of the student.

## ACCIDENT & ILLNESS

### **In case of accident or illness at school this procedure will be followed:**

1. First aid is administered.
2. If serious, parents are contacted. Paramedics will be called for potentially life-threatening situations or for serious injuries.
3. If the parents cannot be reached, the local emergency contact provided by the parents will be called. Please be certain that we have at least two emergency numbers to call in case we cannot reach either parent. Please do not give a person's name and number as the emergency contact who is gone during the same hours you are away from home (i.e. bridge groups, bowling teams, tennis, etc.) Please keep these numbers up to date when people move or change jobs. Also, the person(s) given as emergency contacts should consent to be listed. They should be informed they may be asked to come to pick up a sick child. Emergency information is used by staff in case of illness or accident.

If the parents or emergency numbers cannot be reached, emergency medical services may need to be utilized. All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to health office staff immediately upon reaching the school building.

## RE-ADMITTANCE OF STUDENT

### Following Injuries, Hospitalizations, Surgeries

Students should present a note from a physician or nurse practitioner stating the student is allowed to return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days.

Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from a physician or nurse practitioner. Instructions from physical therapists should be communicated to the physician or nurse practitioner who can then write orders for accommodations. Examples include PE restrictions/modifications and use of crutches. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons.

### Following Contagious Illness

We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious illness, including but not limited to coronavirus, mumps, chicken pox, measles, whooping cough (pertussis), impetigo, strep throat, Fifth's Disease, and conjunctivitis or COVID-19. Your student may need clearance to be re-admitted through the Health Office. Some illnesses may require a written back-to-school clearance signed by a physician. We work together with the student's primary care provider and the DuPage County Health Department to determine when it is no longer a public safety concern for a student to return to the school setting.

### Following Skin Rashes

Students with any type of rash, sore, or other skin condition should not come to school until the condition has been evaluated and identified by a physician who provides a written release to return to school for the school health office. The release should include the diagnosis, treatment plan, and any information about precautions/restrictions to take at school.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors,

water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

### **Food Allergies**

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life-threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the health office prior to the start of the school year if your child has a food allergy. **All** children are strongly discouraged from sharing foods and treats with classmates. Good communication helps ensure the safety of all of our children. Families may be asked to refrain from sending in foods that are severe allergens for consumption within the classroom. This will be evaluated on a case-by-case basis, in consultation with physician orders and student needs.

## **POLICY #7.270 ADMINISTERING MEDICATIONS TO STUDENTS**

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 medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child 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 (SMA 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.

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall maintain a supply of undesignated asthma medication in the name of the District and provide or administer it during regular school hours; provided the Superintendent or designee is able to obtain a prescription for such medication and obtain and maintain the medication for use throughout the District. *Undesignated asthma medication* means an asthma medication prescribed in the name of the

District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. The undesignated asthma medication shall be securely maintained in the school health/nurse office.

#### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer an undesignated epinephrine injector during regular school hours; provided that the Superintendent or designee is able to obtain a prescription for such medication and obtain and maintain the medication for use throughout the District. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. The undesignated epinephrine injectors will be securely maintained in the school health/nurse office.

#### School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall maintain a supply of undesignated opioid antagonists and provide or administer it during regular school hours; provided that the Superintendent or designee is able to obtain and maintain the medication for use throughout the District. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment. The undesignated opioid antagonist will be securely maintained in the school health/nurse office.

#### School District Supply of Undesignated Glucagon

The Superintendent or designee shall maintain a supply of undesignated glucagon in the name of the District in accordance with manufacturer's instructions and supply or administer it during regular school hours; provided that the Superintendent or designee is able to obtain a prescription for such medication and obtain and maintain the medication for use throughout the District. Trained school personnel may provide or administer it during regular school hours. The Undesignated Glucagon will be securely maintained in the school health/nurse office.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

#### Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated

caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District;
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
  3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, (2) fill the District's prescription for undesignated school asthma medication or (3) refill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, (2) fill the District's prescription for undesignated school epinephrine injectors or (3) refill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to obtain or replace the undesignated school opioid antagonists.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber, (2) fill the District's prescription for undesignated school glucagon, or (3) refill the District's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#), Care of Students with Diabetes Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Program Act.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Food Allergy Management Program)

Adopted: December 18, 2023

## **ADMINISTRATIVE PROCEDURES - CONCUSSION MANAGEMENT**

A concussion can be a serious medical condition. Any member of the school community who believes a student displaying concussion symptoms should immediately ensure the student is assessed by the school nurse or the school's licensed athletic training professional. The nurse or licensed athletic trainer would then refer the student for further medical evaluation. When parents or guardians have been informed that their student has been identified by a licensed medical doctor or licensed athletic training professional as having suffered a concussion, the following steps should be taken.

<b>Actor</b>	<b>Action</b>
A. Parent or Guardian	Notify the School Nurse of the injury and provide any documentation from the licensed medical doctor regarding specifics of the concussive injury and any relevant recommended accommodations that should be made, including duration for accommodations.
B. School Nurse	Communicates with family and, if appropriate, with doctor who treated student, to fully assess student's condition; Meets with student upon student's return to school; Assesses student's medical needs in school context; Collaborates with Counselor (secondary) or designated staff (elementary) to communicate relevant information.
C. Counselor (or designated staff)	Collaborates with School Nurse to jointly assess student's academic needs and jointly formulate accommodations for students, as appropriate. Distributes in writing accommodations to student's teachers and parents.
D. Teachers	May seek clarification from the School Nurse or Counselor (or designated staff). Institutes accommodations as directed.

E. School Nurse & Counselor (or designated staff)	<p>Assess student's progress;</p> <p>Reassess accommodations, with additional input from licensed medical doctor of student, if appropriate;</p> <p>Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.</p>
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Regarding the above procedures, at the beginning of each school year the following should be communicated by the school administration:

1. This policy and its administrative procedures to all staff and parents/guardians;
2. The identity of the school nurse to all teachers, coaches, parents/guardians, and administrators.

## **STUDENT EMPLOYMENT**

The Superintendent shall develop procedures and present them to the Board of Education for its approval, for excusing from attendance those students necessarily and lawfully employed.

## **TAKE YOUR CHILD TO WORK DAY**

District 203 agrees with the concept of Take Your Child to Work Day on a non-school day. This is based on the underlying belief that school attendance is important, and activities that pull students away from school are discouraged. In the event that Take Your Child to Work Day is on a school attendance day, the student's absence will be coded as a parent request, which equates to an unexcused absence.

## **DISTRICT 203 COMMUNICATION (TALK203)**

Talk203 is District 203's popular communication system, which combines both telephone and email notifications to our families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school level and district-wide and range from information regarding forthcoming events, to important decisions affecting students and staff, to emergency bulletins such as weather-related school closings. Since Talk203 is tied to our Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system by updating your information via the Infinite Campus Portal. Community members may also sign up to receive district-wide Talk203 messages by clicking on the Talk203 for Community Members button found on the right side of District 203's homepage: [www.naperville203.org](http://www.naperville203.org).

## **LUNCH PROCEDURES**

There are lunch/recess periods totaling 40 minutes in each elementary school. Lunch schedules are specific to each school and grade-level. Children may take advantage of 40 minutes and go home for lunch. However, only a parent/guardian may sign an elementary student out for lunch. Additionally, we ask that the parent/guardian send an email to their student's teacher with as much notice as possible but no later than the day before they are planning to sign their student out for lunch.

The Illinois Hunger-Free Students' Bill of Rights Act requires every school in the State to provide a federally reimbursable meal to a student who requests a meal, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Parents should routinely check their MySchoolBucks account and establish an understanding with their student to prevent eating school meals without parent permission. The school district is not responsible when students eat meals without parental permission. When this

occurs, payment for those meals is required. Additionally, Naperville 203 notifies parents once per semester if their student has a negative balance.

## **NOTICE TO PARENTS/GUARDIANS**

### **Free and Reduced Lunch**

Naperville Community Unit School District 203 serves free milk and meals in each school daily to qualifying students. Application forms are available on the Naperville 203 website or by contacting the school office. All meals served must meet patterns established by the U.S. Department of Agriculture.

- If you now receive food stamps or AFDC for your child(ren), your child(ren) can receive free milk and lunch.
- A foster child(ren) may receive free milk and lunch.
- If your total household income\* is the same or less than the amounts on the Income Chart provided on the application, your child(ren) can receive free milk and lunch.

\*Income is defined as any money earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. Examples of income earnings are listed on the application form.

## **VISITING SCHOOL**

We encourage parents to visit our school. However, the Board of Education requires that all persons entering the school building identify themselves and check in at the office. We require that all visitors buzz for entrance and identify themselves and state their purpose for the visit. Once buzzed into the building, all visitors will sign and receive a visitor's badge. Upon leaving, visitors are asked to sign out at the office and return the badge. Reasonable notice of at least one day will be given to the teacher when you wish to visit a classroom. Visitations in classrooms are discouraged during the first three weeks and final three weeks of school and during testing sessions. Classroom visits should be limited to a 30 - 60 minute period and preschoolers should not accompany the visitors. A visitation does not necessarily infer a parent conference. Should a conference be desired, an appointment must be made for a before or after school time.

Children who are not regularly enrolled in school are not permitted to visit or join classes during school hours. They may accompany their parents on a visitation before or after school.

Visitors and volunteers should be aware that they may be exposed to contagious diseases when visiting or working in schools. Persons who may be pregnant or have a poor immune system are most at risk. Please direct questions to the school nurse or health technician if you have reasons to be concerned.

## **PETS ON SCHOOL GROUNDS**

For the safety of all children and adults, pets are not to be in proximity of students during arrival and dismissal. With the number of students entering and exiting the school building, some animals could become excited and/or overwhelmed, thereby compromising the safety of our students and staff.

## DRESS CODE

### **The student dress code in Naperville 203 is derived from Board Policy 7:160 - Student Appearance:**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The District does not prohibit hairstyles historically associated with race, ethnicity, hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, [775 ILCS 5/1-103\(Q\)](#). Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

**Intended Purpose:** To promote a positive learning environment in schools consistent with the values of Naperville 203 and to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of their race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.

**Guidelines for the instructional day:** An individual's dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- Students must wear tops, bottoms, and shoes.
- Clothes must be worn in a way that genitals, buttocks, and nipples are fully covered with opaque (non-transparent) material.
- All undergarments must be covered by outer attire (visible straps are allowed).
- Caps, hats, or head coverings may be worn in the building during the school day provided they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and weapons may not be worn at school.
- Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association)

**\*These guidelines may be adapted by building/district administrators for special events or other school sponsored activities. Student athletic and activity apparel will be defined by safety and competitive performance standards. All dress code adaptations must follow Board Policy 7:160 - Student Appearance.**

## SCHOOL PICTURES

Students in each elementary school will have their picture taken at school in the fall of each school year for the student files. You will be given the opportunity to purchase a picture package. Information about school pictures is sent home from each school office.

## **LOST AND FOUND**

A "Lost & Found" is located in a designated area of each school building. If a child is missing an item, please have him/her check the lost and found location. Glasses, jewelry and other found items of value will be kept in the main office of the school. Items remaining in the Lost & Found may be donated to a worthwhile charitable organization after providing opportunities for families to check on items at designated times throughout the school year.

## **TELEPHONE USE**

It is important that classroom interruptions be kept to a minimum. It is the responsibility of the student to check at the office for forgotten lunches and/or homework. Students will not be called from class to answer phone calls. Messages will be delivered in case of an emergency.

Calls to teachers should be limited to before and after school. Teachers will not be called from their classrooms to answer the telephone except in emergencies. If you find it necessary to call at a time other than before or after school, a message will be taken or you may be transferred to the teacher's voice mail. The teacher will call you back at his/her convenience.

Students should not expect to make general use of the telephone. It is needed for parents and teachers to use. This rule will be strictly enforced. After school activity arrangements should be made prior to arrival at school.

## **STUDENT CELL PHONE/ELECTRONIC DEVICE**

Student use of personal electronic devices is not permitted while on school property including bus transportation to/from school. Personal electronic devices include any computers, tablets, cameras, smartwatches or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images. If a student brings an electronic device to school, it must remain turned off and kept in their backpack unless explicit permission has been provided by the building principal. If a student needs to make a call home for a specific reason during the school day, phones are available in the front office.

## **TOYS**

Students are not to bring toys, game systems, trading cards, or other play items from home unless the classroom teacher permits these items for a special event.

## **INSURANCE FOR STUDENT ACCIDENTS**

The District carries student accident insurance coverage on your child's behalf. The student accident coverage covers injuries that occur during any school sponsored and supervised activity including all athletic activities. If your family has medical coverage, this policy reimburses for out of pocket expenses including co-pays and deductibles (subject to policy conditions, limitations and exclusions). If you do not have medical insurance, our coverage is primary. If Parents/Guardians desire coverage for an accident, they must file a claim within 90 days of the injury. Accident claim forms are available from the health office or athletic trainers' room at the high schools.

## **SCHOOL SAFETY DRILLS**

Each school establishes school safety drills and procedures for the building. Practice and preparation are key to all safety response initiatives. Safety drills are practiced routinely throughout the school year. All safety drills follow guidelines set by the fire department, the police department and the school district.

## **SAFETY RESPONSE PLAN**

Naperville 203 schools utilize ALICE (Alert, Lockdown, Inform, Counter, Evacuate), a proactive approach which empowers individuals to make decisions during a crisis. All District 203 staff are trained in ALICE principles by certified trainers including local law enforcement officers. Safety drills are conducted throughout the school year with our students following the ALICE principles.

## **EVACUATION AND DISASTER PLANS**

Each school has an evacuation plan for situations where it has been determined conditions are unsafe for students to remain in the building. For the details of the evacuation plan for your school see the building supplement.

## **CRISIS INTERVENTION**

Each District 203 building has a Crisis Team and a Crisis Plan. Please inquire at the building if you have questions.

## **SEVERE WEATHER PROCEDURES**

Each elementary school develops and maintains a program for warning, protection and if necessary, evacuation of children in the event of tornado watches, tornado warnings, or actual tornadoes. All schools within the district have a Radio Communication System for receiving severe weather information. In addition, members of the Public Schools' Administrative Staff are assigned to contact all public schools when our area is designated for a tornado "warning". The sounding of the Civil Defense sirens at a time other than regular testing indicates a tornado has been sighted in our immediate area. When this occurs, each building administrator will immediately implement severe weather emergency procedures in the building. In case of a prolonged emergency, reports emanating from radio station WBIG (1280) will be checked.

The distinction between procedures governing a tornado watch or a tornado warning is as follows:

**Tornado Watch --** Regular classes and school dismissal procedures will operate normally.

**Tornado Warning --** This alert indicates a critical weather condition in the area. Students will be directed to areas of safety within their respective buildings and retained regardless of normal dismissal time.

Parental requests to pick up their students at school during a tornado warning will be honored. However, students transported in carpools will be released during the warning alert only if the driver signs out the child at the office assuming responsibility for safety. (It is suggested that parents involved in car pools reach agreements with car pool participants at the beginning of the school year regarding this issue.)

**Cold Weather Recess --** During the winter students will go outside for recess if the wind chill index is at zero or above. The wind chill report will come from the National Weather Service. Check with your school about specific recess information during the wintertime.

## **SCHOOL CLOSING**

Naperville 203 may implement e-Learning Days instead of enacting a school closure for inclement weather. In the unlikely event a school or District closure must occur, it will be announced as soon as possible on the District website, through the District's Talk203 email system and social media channels. In addition, school closures are reported to the Emergency Closing Center, which broadcasts the information on the following Chicago stations: WGN-AM (720), WBBM-AM (780), and CBS-TV (2), NBC-TV (5), ABC-TV (7), WGN-TV (9), FOX-TV, and CLTV cable. Families may also call the District Administrative Offices – (630) 420-6300 – to hear a recorded telephone message concerning a school closing or late start. Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe) will result in a phone message being sent to all parents (unless they have voluntarily opted out of Talk203 phone callouts). A Talk203 email message will also be sent to all District subscribers. In addition, a recorded message regarding the closing or late start will be available on the District 203 Administrative Center's main line, 420-6300.

## **ASBESTOS MANAGEMENT PLANS/BUILDING INSPECTION REPORTS**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the Asbestos Management Plan and the Building Inspection Report for each school is available for review by all parents, students and teachers in each school office. The report is filed in the main office of each building. Anyone wishing to review the contents of this report may do so by calling the main office of each school between the hours of 8:30 a.m. - 2:30 p.m. Monday through Friday.

## **INDOOR AIR QUALITY**

Concerns regarding indoor air quality (IAQ) have been propelled into the forefront since the late 1980's. It appears to be a dominant problem confronting facility managers today, and in the future. As the public has become more aware of the health and comfort issues of IAQ, attention has increased on schools as well as other public and commercial facilities to maintain acceptable IAQ environments.

Possible types of concerns could include:

1. Ventilation problems- your room is too warm or cool, it is "stuffy", or you experience regular headaches or other problems

2. Mold- dark colored growths that appear to be mold, or persistent wetness in an area
3. Allergies that seem to be triggered in the school, but not in other locations away from the school building
4. Bus/car exhaust fumes

Beyond these issues, is the obligation to provide the children and all occupants of our schools with a clean and safe environment. Successfully resolving an IAQ problem hinges as much on people's understanding that something is being done to resolve the problem as it does on the actual expenditure of resources leading to the correction of the problem. An open sharing of information from the beginning is necessary to ensure the credibility of the process. A rapid response to calls for assistance is a building block to a foundation for a positive relationship with staff, students and parents. The Indoor Air Quality Manager at NCUSD 203's Buildings and Grounds Department is charged with the responsibility to ensure that your IAQ environment questions and concerns will be addressed expediently.

Buildings and Grounds seeks to build a partnership among administrators, teachers, students and parents in addressing IAQ issues. There is also an IAQ Advisory Committee within the district that helps to examine these types of issues. If anyone has questions, or concerns arise, please contact Tom Malamos, the IAQ Manager, at (630) 983-2233 or email [tmalamos@naperville203.org](mailto:tmalamos@naperville203.org) and talk with your building principal.

### **CHILD ABUSE REPORTING**

When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, under Illinois law these suspicions must be reported to the Illinois Department of Children and Family Services Hot Line. The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained by school staff and the Department of Children and Family Services. School Personnel are not obligated by law to inform parents when they report suspected child abuse or neglect.

### **POLICY #7.190 STUDENT BEHAVIOR**

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or their designee. The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules and guidelines to encourage positive, constructive and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior issues in our schools will be reduced and a better educational environment will prevail.

The Board believes in the dignity and uniqueness of each individual. To maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and has established rules that will not tolerate harassing, hazing, bullying, or intimidating behavior. All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior issues should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique, and that administrative discretion is necessary, the goal is to implement the appropriate behavioral, disciplinary, and/or restorative intervention(s) needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

### Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' issues as they are manifested in school – specifically behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, by offering support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, restorative measures, encouragement of professional assessment, referral, and support/aftercare.

### Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, identify student behavior that may indicate such or misuse/abuse, and implement intervention or support services along with appropriate disciplinary action.

### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Administrators shall report suspected criminal violations to the Naperville or Lisle Police Department or other law enforcement agencies, as appropriate and in accordance with the requirement of the Individuals with Disabilities Education Improvement Act of 2004.

### Prohibited Student Conduct

The Administration is authorized to impose discipline for gross disobedience or misconduct. The following examples of gross disobedience or misconduct in no way limit the Board's ability to discipline students for conduct which is not specifically listed. In addition, prohibited conduct shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Prohibited conduct includes, but is not limited to:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Failure to follow student schedule.
4. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
5. Disobeying directive of staff members or school officials, or disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification or submit to a search.
6. Prohibited conduct or promotion of prohibited conduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
7. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, the educational atmosphere, or an educational function, including but not limited to conduct that may reasonably be considered (a) a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. Damage resulting from misconduct; damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).

9. Unauthorized use of school property.
10. Entering school property or a school facility without proper authorization.
11. Disregard for student parking regulations.
12. Posting of signs and/or other materials without administrative approval.
13. Gambling.
14. Forgery and/or falsifying information.
15. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
16. Theft, including taking the property of others without their permission or consent, possession of stolen items and possession of tools that are used to gain possession of another person's property.
17. Use of profane or obscene language.
18. Insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and all other District employees and volunteers.
19. Wearing or display of garments, objects, jewelry, or body art that disrupts the educational process, interferes with the maintenance of a positive teaching/learning climate, or compromises reasonable standards of health and safety.
20. Violation of Bus Conduct Policy or related Administrative Regulations.
21. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration. For high school authorization, see student handbook.
22. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images on school grounds during the course of the school day in any manner that disrupts the educational environment or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person. Prohibited conduct also includes student behaviors in a remote or eLearning setting, which disrupts the educational environment, interferes with the learning of others or violates the rights of others.
23. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.
24. Unauthorized or improper use of the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the *Access to Electronic Networks Policy* 6.235.
25. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
26. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of their duties or employment status or status as a student inside the school.
27. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.
28. Fighting.
29. Any action, including physical assault that threatens the well-being of Board members, District employees, students, volunteers, or other persons

30. Making or causing to be made a threat against the school: including but not limited to a bomb threat or a school shooting.
31. Deliberately causing, attempting, or threatening to cause injury to another person.
32. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
33. Possession of lighters, matches or other such materials.
34. Possession or use of an explosive or incendiary device.
35. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
36. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section for this policy, or violating the Weapons sections of this policy.
37. Participation in any unauthorized fraternity, sorority, or secret society, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
38. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, gender-identity, gender-related identity, sexual orientation, socioeconomic status, or physical differences.
39. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, bullying, bullying using a school computer or a school computer network or other comparable conduct. Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203 if the act is not authorized by District 203 and the act results in bodily harm to the person.
40. Harassment, of a student or staff member, which includes intimidation, threatening individuals or inciting the participation of others in such behavior for any reason including, but not limited to on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.
41. Bullying or cyberbullying, as defined in Board Policy 7:180.
42. Sexual harassment as defined under federal or state law. Refer to Administrative Regulation #7.20R for definitions of Sexual Harassment.
43. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference or (b) display of affection during non-instructional time.
44. Teen dating violence, as described in Board Policy 7:185.
45. Use, possession, transfer, purchase, sale or offer for sale, of tobacco products or nicotine delivery device including but not limited to e-cigarettes/vaping devices.
46. Use, possession, distribution, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage. Students who are under the influence of an alcoholic beverage are treated as though they had alcohol in their possession.
47. Use, possession, distribution, transfer, purchase, sale, offer for sale of:
  - a. Any illegal drug or controlled substance or cannabis (including marijuana, hashish, and medical cannabis), unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*,
  - a. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

- a. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- a. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing individual's instructions. The use or possession of medical cannabis, even by a student for whom the medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
- a. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement or dulling of the brain or nervous system. This prohibition does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- a. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in table or powdered form.
- a. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. Such a student may not possess, transfer, purchase, sell, offer for sale, or abuse cannabis, including marijuana, hashish and medical cannabis.
- a. Drug paraphernalia, including devices that can be used to: (a) ingest, inhale or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- a. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.
- 2. Activating, or causing to be activated, a false fire alarm or disaster alarm.
- 3. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
- 4. Violating any criminal law, including but not limited to assault, battery, arson, theft, gambling, eavesdropping, vandalism, hazing and any activity prohibited by criminal law or municipal ordinance.

#### Terminology Used in Prohibited Student Conduct

The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant, which produces a "high" such as pure caffeine in tablet or powder form.

The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms "possession" and "use" shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

The term "possession" also includes having control, custody or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

#### Weapons in School

The Board shall expel a student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one calendar year, but not more than two calendar years. A "weapon" is defined as:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by [Section 921 of Title 18 of the United](#)

[States Code](#), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012.

2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined in subdivision (1) of this subsection.

The prohibition concerning firearms applies even if (1) a student is licensed to carry a concealed firearm, or (2) a non-student visitor who is licensed to carry a concealed firearm stores a firearm in a locked vehicle in a school parking area.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

#### Disciplinary Measures

Efforts, including the use of positive interventions, restorative measures and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardians(s)
2. Disciplinary conference.
3. Withholding or privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The building principal or designee shall ensure that the student is properly supervised.
7. After-school detention or Saturday detention provided the student’s parent/guardian have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
8. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
9. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
10. Out-of-school suspensions from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended will also be restricted from being on school grounds and at school activities.
11. Expulsion from school and all school activities for a definite period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled will also be restricted from being on school grounds and at school activities.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in [Article 13A](#) or [13B of the School Code](#), in accordance with Board Policy 7:212, *Alternative Placement Procedures*. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local

law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the safety issue or disruption is a suspension or expulsion.

Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. 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.

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in [105 ILCS 5/10-20.33](#), State Board of Education rules ([23 Ill.Admin.Code §§ 1.280, 1.285](#)), and the District's procedure(s).

#### Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

#### Early Identification – Aggressive Behavior

Any school staff member, who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents/guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available intervention procedures as are deemed reasonably appropriate.

#### Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that they (1) observes any person in possession of a firearm on or around school grounds, however, such action may be delayed if immediate notice would endanger students under their supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member or is subject to battery, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under their supervision.

Upon receiving a report of a person in possession of a firearm, the building principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

#### Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations, which include guideline procedures to establish and maintain a reciprocal reporting system between the District and local law enforcement agencies regarding criminal offenses committed by students.

#### Delegation of Authority

Each teacher, and any other school personnel when students are under their charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated

(licensed) education employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct 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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

The Board directs the Superintendent to provide an annual report on student discipline data, specifically on disparities and the development of a metric based plan to decrease disparities including but not limited to the following subgroups; low income, special education/504, gender and/or race.

### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment. Within the first week of school, the student discipline policy and description of prohibited conduct will be reviewed with the students. Students will be required to sign a receipt for the handbook.

Incorporated

by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

### LEGAL REF.:

[20 U.S.C. §7971](#), Pro-Children Act of 2004.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

[105 ILCS 5/10-20.5b](#), [5/10-20.14](#), [5/10-20.28](#), [5/10-20.36](#), [5/10-21.7](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/22-33](#), [5/24-24](#), [5/26-12](#), [5/27-23.7](#), and [5/31-3](#).

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§1.280](#), [1.285](#).

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Truant's programs), 6:235 (access to electronic networks), 7:20 (Harassment of Students Prohibited), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:183 (Open Campus/Lunch), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:212 (Alternative Placement Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Rights and Responsibilities of Student Publications), 8:30 (Visitors to and Conduct on School Property)

Adopted: April 17, 2023

Revised: May 20, 2024

Reviewed: April 21, 2025

## **POLICY #7.200 SUSPENSION PROCEDURES**

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program.

- Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
- Provide notice to the parent(s)/guardian(s) of the in-school suspension.
- Students will be given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide for the following:

- Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version;
  - Prior notice and hearing as stated above 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 necessary notice and hearing 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:
    - Provide notice to the parent(s)/guardian(s) of their child's right to review of the suspension;
    - Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
    - Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
    - Depending upon the length of the out-of-school suspension, include the following applicable information:
      - For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
        - A threat to school safety; or
        - A disruption to other students' learning opportunities.
      - For a suspension of 4 or more school days, an explanation:
        - Of the appropriate and available behavioral and disciplinary interventions that have been exhausted or that no other interventions were available to the student; and
        - That the student's continuing presence in school would either:
          - Pose a threat to the safety of other students, staff, or members of the school community; or
          - Substantially disrupt, impede, or interfere with the operation of the school.
- For a suspension of 5 or more school days, appropriate and available support services will be provided to the student during the length of his or her suspension.

- A summary of the notice, including the reason for the suspension and the suspension length must be given to the Board by the Superintendent or designee.
- Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board 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. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from a local mental health agency to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
- If the suspension is upheld, the Board's written suspension decision shall specifically detail the notice of the parent(s)/guardian(s) right to a review of their child's suspension and the act of gross disobedience or misconduct resulting in the decision to suspend.

LEGAL REF.:

[Goss v. Lopez](#), 419 U.S. 565 (1975).

[105 ILCS 5/10-20.14, 5/10-22.6.](#)

[23 Ill.Admin.Code §1.280.](#)

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

Adopted: December 19, 2022

### **Notice of Non-Discrimination**

Naperville Community Unit School District 203 is in compliance with the U.S. Civil Rights Act of 1964 and the Title IX Educational Amendments of 1972, Park 86. Notice of non-discrimination can be found on the district website at [2:260](#), Uniform Grievance Procedure. The following employees have been designated to handle inquiries regarding the non-discrimination policies:

District Title IX Coordinator

Executive Director of Diversity & Inclusion

203 W. Hillside Rd

Naperville, IL 60540

(630) 328-5800

District Section 504/ADA Coordinator

Assistant Superintendent for Student Services

203 W. Hillside Rd

Naperville, IL 60540

(630) 420-6465

For further information on notice of non-discrimination, visit

<https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or call 1-800-421-3481.

In response to 34 CFR Part 106.45(b)(10) of the 2020 Title IX Regulations that mandates the public sharing of materials used to train school and college Title IX team members. Naperville 203 is utilizing the training materials available: <https://www.naperville203.org/domain/1377>

## PLAYGROUND PROCEDURES

### Playground Procedures:

1. Safety is a priority. No fighting, rough play, throwing rocks or snowballs, running into the street after balls or any other unsafe behavior will be allowed.
2. Respect is a priority. Students are expected to follow directions given by supervisors. Inappropriate or unkind language or teasing is not allowed.
3. Play equipment is provided by the school. No play equipment should be brought from home unless explicitly permitted by the school.
4. Students should not remain on the playground after school without parent supervision. Supervision ends at 2:40 p.m.

## BULLY BACKPACK

Currently, the most widely accepted definition (of bullying) used by writers and researchers is: A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus, 1991.p.413)

As a district, we do not condone bullying of any kind. However, we acknowledge students may use unkind words and actions as they are still developing conflict resolution skills at this age. Students and parents are encouraged to report issues to the classroom teacher as a first step in resolving issues with peers at school. Staff will work with the students involved to problem-solve any situation and communicate concerns to parents/guardians of all students involved. Resolutions may include some or all of the following: restorative practices, parent/guardian communication, and/or disciplinary action. Ultimately it is our intended outcome to provide learning opportunities for students so they learn the impact their words and/or actions can have on others. Restorative practices foster a supportive and respectful school community by prioritizing relationships, empathy, and understanding. They aim to prevent conflicts and address harm through accountability, relationship repair, and a sense of belonging. By promoting open dialogue, collaborative problem-solving, and personal growth, restorative practices create a safe and equitable learning environment where all individuals feel valued and supported.

Teachers reinforce the expectations and rules on a regular basis. In addition, the strategies listed above from the National Crime Prevention Council provide guidelines for dealing with a person exhibiting bullying behavior. These strategies have been gathered as a “Bully Backpack” for students. Students can “pull” strategies from the collection in the event they encounter a bully situation.

### When I’m dealing with a bully, I can...

<ul style="list-style-type: none"><li>● <b>Walk away</b>-Ignoring a bully is a good strategy to try the first time.</li></ul>
<ul style="list-style-type: none"><li>● <b>Speak up</b>-Saying something like, “Get away from me!” may surprise a bully and make him or her leave you alone.</li></ul>
<ul style="list-style-type: none"><li>● <b>Try to work the problem out</b>-Trying to reason or talk it out might work, if the bully does not have an audience.</li></ul>
<ul style="list-style-type: none"><li>● <b>Make friends</b>-A bully may feel hurt and angry. Being friendly may make him or her feel better.</li></ul>
<ul style="list-style-type: none"><li>● <b>Get help from an adult</b>-Finding adult help is important if other strategies don’t work or if you feel unsafe.</li></ul>

## **POLICY #7.180 PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile environment are important District goals.

Bullying, intimidation or harassment of a student or staff member for any reason, including, but not limited to, on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, physical appearance, socioeconomic status, academic status, age, religion, physical or mental disability, order of protection status, homelessness, actual or potential marital or parental status, pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic through, but not limited to, verbal comments, racial, ethnic, religious or other slurs or threats, physical gestures or actions, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication, is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

### Definitions from Section 27-23.7 of the School Code ([105 ILCS 5/27-23.7](#))

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and not exhaustive.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition

of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7](#)(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a District Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

#### Nondiscrimination Coordinator

Dr. Rakeda Leaks  
Executive Director for Diversity, Equity, Inclusion and  
Belonging  
203 W. Hillside Road Naperville, IL 60540  
630.420.6300

#### Complaint Manager

Dr. Mark Cohen  
Deputy Superintendent  
203 W. Hillside Road  
Naperville, IL 60540  
630.420.6300

#### Complaint Manager

Allison Boutet  
Assistant Superintendent for Administrative Services-Middle Schools  
203 W. Hillside Road  
Naperville, IL 60540  
630.420.6300

#### Complaint Manager

Katie Matthews  
Assistant Superintendent for Administrative  
Services-Elementary Schools  
203 W. Hillside Road  
Naperville, IL 60540  
630.420.6300

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is aware of the student's involvement in the incident. As appropriate, the school administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can reasonably be obtained by the school within the 24 hour period.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or their designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address reports of bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences, subject to disciplinary action, up to and including discharge of an employee, or suspension and/or expulsion of a student.

8. No person will be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school

stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's publicly accessible Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.

11. Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

- a. The frequency of victimization;
- b. Student, staff, and family observations of safety at a school;
- c. Identification of areas of a school where bullying occurs;
- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission includes one of the following:

- 1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy.
- 2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary, or
- 3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 2:265, Title IX Sexual Harassment Grievance Procedure. Any person may use this policy to complain about sex discrimination in violation of Title IX of the Education Amendments of 1972.
- c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- e. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating,

or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).

g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.

h. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.

i. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

13. The Superintendent or designee shall ensure that all individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be the result of bullying, to be reported to the parents or legal guardians of those involved under the guidelines provided in paragraph (4) above.

#### LEGAL REF.

[405 ILCS 49/](#), Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), 5 ILCS 10-22.6(b-20),[5/24-24](#), and [5/27-23.7](#).

775 ILCS 5/1-103, III Human Rights Act. [23 Ill.Admin.Code](#)

[§§1.240](#), [§1.280](#) and [§1.295](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus

Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for

Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: February 2008

REVISED: March 2015

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REVISED: April 18, 2022

REVISED: April 17, 2023

REVISED: May 20, 2024

REVISED: April 21, 2025

## **POLICY #7.20 HARASSMENT OF STUDENTS PROHIBITED**

No person, including a School District employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### **Sexual Harassment Prohibited**

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See Board policies 2:265, *Title IX Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review the report according to the appropriate grievance procedure. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

#### **Nondiscrimination Coordinator:**

Dr. Meredith Haugens  
Assistant Superintendent for Human Resources  
203 W. Hillside Rd.,  
Naperville, IL 60540  
630-420-6300

#### **Complaint Managers:**

Dr. Mark Cohen  
Deputy Superintendent  
203 W. Hillside Rd.,  
Naperville, IL 60540  
630-420-6318

Ms. Katie Matthews  
Assistant Superintendent for Elementary Education  
203 W. Hillside Rd.,  
Naperville, IL 60540  
630-420-6318

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.

2. For staff members, this policy, in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

### Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sex-based harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged student harassment that does not require action under Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Board policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

### Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in [720 ILCS 5/11-9.1A\(b\)](#), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Board policy 2:265, *Title IX Grievance Procedure*, or Board policy 2:260, *Uniform Grievance Procedure*.

### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

### Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

## LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).  
[29 U.S.C. §791](#) *et seq.*, Rehabilitation Act of 1973; [34 C.F.R. Part 104](#).  
[42 U.S.C. §2000d](#), Title VI of the Civil Rights Act of 1964; [34 C.F.R. Part 100](#).  
[105 ILCS 5/10-20.12](#), [5/10-22.5](#), [5/10-23.13](#), [5/27-1](#), and [5/27-23.7](#).  
[775 ILCS 5/1-101](#) *et seq.*, Illinois Human Rights Act.  
[23 Ill.Admin.Code §1.240](#) and [Part 200](#).  
[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).  
[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).  
[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).  
*West v. Derby Unified Sch. Dist. No. 260*, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Adopted: September 23, 2024

## **POLICY #7:140 SEARCH AND SEIZURE**

In order 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” includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left There by Students

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.

This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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.

### Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective 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:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. 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. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

#### 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.

#### Video Cameras and/or Monitors

To assist in maintaining security and to deter inappropriate conduct, the District may position video cameras and/or monitors in public areas of school property, such as hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

The Superintendent or designee shall notify 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.

#### LEGAL REF.:

[105 ILCS 5/10-20.14](#), [5/10-22.6](#), and [5/10-22.10a](#).

Right to Privacy in the School Setting Act, [105 ILCS 75/](#).

*Cornfield v. Consolidated High School Dist. No. 230*, 991 F.2d 1316 (7th Cir. 1993).

*People v. Dilworth*, 169 Ill.2d 195 (1996), *cert. denied*, 116 S.Ct. 1692 (1996).

*People v. Pruitt*, 278 Ill.App.3d 194 (1st Dist. 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).

[T.L.O. v. New Jersey](#), 469 U.S. 325 (1985).

[Vernonia School Dist. 47J v. Acton](#), 515 U.S. 646 (1995).

[Safford Unified School Dist. No. 1 v. Redding](#), 557 U.S. 364 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

ADOPTED: May 2, 2022

#### BICYCLE GUIDELINES

Students riding bikes to school should be able to control their bicycle safely in a variety of situations. They must understand traffic rules and how to cross streets safely. District 203 recommends that students be in 3<sup>rd</sup> grade and older in order to ride bikes to school. In certain cases, a younger student may ride a bike to school as long as a parent accompanies him/her to and from school. Students may not ride their bike through cars in the parking lot. Students should dismount their bikes on school property and walk them to

the bike racks. Bike locks and helmets are strongly recommended.

#### ROLLER BLADES, SKATEBOARDS AND SCOOTERS

For safety reasons, no roller blades, skateboards, or scooters are to be brought to school. They will be collected and kept in the office for parents to pick up.

#### VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year your children will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is part of the Online Annual Update. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be completed as part of the Online Annual Update to avoid any misunderstandings.

#### BUS SERVICE

The Director of Transportation develops bus routes and schedules. Please contact that office with questions regarding bus stops and transportation eligibility. **The phone number for the Department of Transportation is 630-420-6464. It is district policy that only students eligible for bus service ride buses.** In order to avoid overloads on the buses, we request that students ride only the bus to which they are assigned. **We are not permitted to allow non-bus students to ride a bus for any reason at any time.**

Students who are assigned to ride the bus must do so unless a note is sent to the principal from the parent/guardian. If a student needs to switch buses for any reason, a note must be written to the principal explaining the reason for the switch.

Bus problems/questions will be handled by the transportation department. Discipline problems on the bus will be handled jointly by the school and the Department of Transportation. When reporting such a problem, it is most helpful if you are able to provide names of offenders. The school will cooperate in trying to maintain decorum at bus stops.

#### ILLINOIS VEHICLE CODE

The Illinois Vehicle Code, which pertains to the laws governing all motor vehicles specifically states that it is illegal to pass a stopped school bus while it is loading or unloading the children. The school bus will have its stop arm activated along with the flashing red lights when it's engaged in loading or unloading the children. At this time, NO ONE is authorized to pass the stopped school bus. Drivers are not authorized to proceed until the school bus has completed loading or unloading the children, the stop arm and red flashing lights have been turned off, and the bus begins to move forward.

We are all aware that when you're on a two-lane roadway, ALL vehicles must stop for the school bus. On a four-lane roadway, ONLY the vehicles traveling in the same direction as the school bus need to stop. However, the law has been updated to include "on a roadway on school property." This addition to the law now makes it illegal to pass a school bus loading or unloading pupils at the school, on school grounds, and on private property.

In previous school years, there was an increase of these violations on all school grounds. In a joint effort between the schools, the District 203 bus drivers, and the Naperville Police Department Traffic Unit, numerous traffic

citations have been issued to violators. Under the law, (625 ILCS 5/11-1414) the penalty for said violation is:

- **Mandatory 3-Month Suspension** of your driving privileges
- **Mandatory Fine of \$150** upon conviction.
- **Remember that it is illegal to use a hand-held cell phone while driving in a school zone. Please, for the safety of everyone, especially the children, let us all do our part to make this school year the safest one yet.**

**NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203  
TRANSPORTATION DEPARTMENT  
SCHOOL BUS STUDENT EXPECTATIONS**

Naperville Community Unit District #203 provides bus transportation to eligible students to and from school each day. Additionally, students who participate in school-sponsored events (athletics, activities, field trips, specific after-school programs) also access transportation services.

Because the safety of our students and staff is always the top priority, the following guidelines have been established for NCUSD #203 bus riders. Parents are asked to help enforce these guidelines:

Students will:

1. Be on time for pick up. Failure to do so causes late pick up at future stops.
2. Remain seated until exiting the bus;
3. Keep hands, feet, and head inside the bus – at all times;
4. Abstain from shouting or using profanity;
5. Participate in keeping bus clean by disposing of all trash properly;
6. Report behavior that is unsafe, offensive, or otherwise inappropriate to the bus driver and/or school administration;
7. Respect others and cooperate with the driver at all times;
8. Understand that all school rules are fully in effect at bus stops, on the bus, and in school loading zones;
9. Avoid tampering with bus equipment or others' property;
10. Provide school identification card when requested (grades 6-12);
11. Follow the eating/drinking policies established by the driver;
12. Refrain from being in the bus loading zones (at school or in the community) unless riding the bus.

Parents are asked to:

1. Assist in getting students to bus stops on time.
2. Communicate concerns to the Transportation Office – not the driver. The office number is 630-420-6464.
3. Discuss the above guidelines with student(s) and support drivers and other District staff when needed.
4. Understand that all school rules are fully in effect at bus stops, on the bus, and in school loading zones.
5. Follow all laws when driving vehicles near buses, at bus stops, and in school loading zones.

These have been established to ensure the safe transport of students and staff. Buses are equipped with electronic recording devices that have audio and visual capabilities. These tapes are reviewed routinely. In the event misconduct is reported, they may be turned over to the appropriate school authorities. Students who repeatedly violate transportation rules may be suspended or excluded from bus service.

Each year, students in NCUSD #203 complete a bus evacuation drill as required by Public Act 94-0060.

**POLICY #7.340 STUDENT RECORDS**

School student records are confidential. Information from them shall not be released other than as

provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student 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 a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. The District will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an official records custodian for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

#### LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

Adopted: April 17, 2023

## **Annual Notice to Parents and Eligible Students Advising of Rights Under the Family Educational Rights and Privacy Act**

Naperville Community Unit School District 203 provides the following notice and information to advise parents and students over 18 years of age (“eligible students”) of their rights under the federal Family Educational Rights and Privacy Act of 1974 (“The Act” or “*FERPA*”). The Act establishes the right of parents and eligible students to inspect and review the student’s education records; provides guidelines for the correction of inaccurate or misleading data through informal or formal hearings; grants parents and eligible students the right to file complaints with the U.S. Department of Education’s Family Policy Compliance Office concerning alleged failures of the District to comply with *FERPA*; and makes provisions for notice to parents and eligible students concerning their rights.

FERPA also provides that personally identifiable information (“PII”) from students’ education records will not be disclosed without the parent’s or eligible student’s written permission, with certain exceptions. One such exception permits a school district to disclose PII from education records to designated authorized representatives including other local education agencies, in connection with the audit or evaluation of State or federally supported education programs. As allowed by this provision of FERPA, the District will on occasion disclose personally identifiable information from student education records to local education agencies or other authorized entities for the purpose of evaluating school educational programs to assess and improve their effectiveness. Agencies or entities which receive such PII may not redisclose or make it public. The District is required to keep records of such disclosures, and parents or eligible students have a right to review the record of disclosures of PII from the student’s education records.

### **SURVEY OF STUDENTS**

Parents are entitled to inspect all instructional materials used in conjunction with any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources. In addition, no student may be required to submit to any survey, analysis or evaluation which is funded, wholly or in part, by the United States Department of Education sources and which reveals the information specified in 20 USC 1232h, without prior written consent of the student's parent or, if the student is eighteen (18) years of age or emancipated, prior written consent of the student. Thus, this law prohibits a survey, analysis or evaluation funded, wholly or in part, by the Department of Education which reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual behavior and attitudes; illegal, anti-social, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those with lawyers, physicians and ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

### **THE ILLINOIS PUBLIC SCHOOL ACCREDITATION PROCESS:**

#### **Accountability for School Improvement (SIP)**

In 1992, the Illinois General Assembly implemented a new set of requirements to hold schools accountable for the improvement of student learning each year. Academic standards aligned with the State Goals for Learning assist school districts as they develop their School Improvement Plans.

As schools develop their School Improvement Plans, three key areas are reviewed: teaching and learning, student progress and achievement, and the learning community.

School improvement teams are comprised of teachers, administrators, parents and community members. The team answers three basic questions about their school: Are all our students learning? How do we know they are learning? What changes need to be made in our program so that all students will be successful? A copy of the school's SIP plan is available for review at each school.

## **POLICY #6.235 ACCESS TO COMPUTERS AND ELECTRONIC NETWORKS**

Electronic networks are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term *electronic networks* includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networks or to any District-issued online account from any computer or device, regardless of location.
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become 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 and Appropriate Online Behavior

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 resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. 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 networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, 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

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law 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 system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information,

such as, names and addresses.

#### Authorization for Electronic Network Access

Each staff member must sign the *Authorization for Access to the District's Electronic Networks* 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.

#### Confidentiality

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

#### Violations

The failure of any user to follow the terms of the District's administrative procedure, *Acceptable Use of the District's Electronic Networks*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

#### LEGAL REF.:

[20 U.S.C. §7131](#), Elementary and Secondary Education Act.

[47 U.S.C. §254](#)(h) and (l), Children's Internet Protection Act.

[47 C.F.R. Part 54](#), Subpart F, Universal Service Support for Schools and Libraries.

[115 ILCS 5/14](#)(c-5), Ill. Educational Labor Relations Act.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Rights and Responsibilities of Student Publications), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: June 20, 2022

## **PROGRAMS FOR ACADEMICALLY TALENTED STUDENTS K-8 PROJECT IDEA GRADES 4-8**

**Project IDEA** (Increase and Develop Excellence in Academics), also known as PI, is for gifted and talented students in grades four through eight. The program is offered at all fourteen elementary buildings and at all five junior high schools.

With Project IDEA at the elementary level, students participate in a literacy class, which meets five days per week during the student's regularly scheduled literacy block. The program seeks to develop, through integration of curriculum, the higher level thinking skills of analysis, synthesis, and evaluation as well as creative and critical thinking skills. Approximately 40% of the instructional time is spent on traditional gifted activities involving creative and critical problem solving, and approximately 60% of the instructional time is spent on the literacy strands of reading, writing, speaking, and listening aligned with District 203's curriculum available from your student's classroom teacher.

The fourth and fifth grade Project IDEA curriculum is created on a two-year cycle. A detailed outline of each year in the curriculum cycle is available at the schools.

The Project IDEA curriculum is differentiated to meet the needs of all learners by changing the process, content, product, and/or the learning environment in which students are engaged.

## **GIFTED MAGNET PROGRAM GRADES 4-8**

**Project IDEA+**, also known as PI+, is a magnet program designed for top performing students who have been previously identified for Project IDEA and Honors Mathematics. The Project IDEA+ magnet program for students in grades four and five is housed at Meadow Glens Elementary School. The program for students in grades six through eight is housed at Kennedy Junior High School.

Students participate in enriched and accelerated self-contained classes in a humanities strand, which includes the literacy strands integrated with District 203 social science content. The mathematics strand includes high school algebra at the seventh-grade level, and honors geometry at the eighth-grade level.

## **HONORS MATH GRADES 3-8**

**Honors Mathematics** is for gifted and talented students who demonstrate mathematical understanding, problem solving, and reasoning skills. This program begins the second trimester of grade three and continues through grade eight. Honors Mathematics is offered at all fourteen elementary buildings and all five junior high schools. Honors Mathematics students are able to demonstrate that they grasp concepts quickly, see patterns, and make connections across disciplines and among operations. Students' progress through the critical objectives, aligned with the Common Core State Standards, at an accelerated rate. An overview of the Honors Math curriculum is available at the district website.

The elementary Honors Mathematics program segues into the Honors Mathematics Program at the five junior high schools. The K-8 aligned critical objectives allow students to complete Algebra I during their eighth grade year and Geometry during their first year of high school.

## **ELEMENTARY DIFFERENTIATION AND ACCELERATION**

Differentiation opportunities are available to all students in grade kindergarten through grade five at all fourteen elementary buildings. The classroom teacher plans differentiation tasks according to how each individual student responds to the grade level curriculum, goals, and objectives. The child's classroom teacher uses observation and ongoing assessments to recognize those children who are grasping classroom curriculum quickly and can benefit from additional challenges at a given time. Through flexible grouping, teachers match differentiated extension activities to students' needs in all fundamental learning areas.

Naperville Community Unit School District 203 has established procedures to allow for requests from parents/guardians and/or teachers for subject-specific or whole-grade acceleration for students currently enrolled and attending a District 203 school. Due to the integrated nature of the elementary school classroom, single-subject acceleration is not recommended. However, parents/guardians should contact building administration to discuss academic needs within a single subject. The process outlined below is intended specifically for children who demonstrate strong readiness for whole-grade acceleration or for subject-specific acceleration in math. Students who are not currently enrolled in Honors Math (HM), Project IDEA (PI), and/or Project IDEA Plus (PI+) may engage in the process of identification and placement process for these services, which begin as early as Grade 3. Please see information about Academically Talented Services at [www.naperville203.org/academicallytalented](http://www.naperville203.org/academicallytalented).

## **SPECIAL PROGRAMS - NON SPECIAL EDUCATION**

### **ML (Multi-Lingual Learner)**

This program is intended for students whose native language is not English. All Naperville elementary schools are included in this program. Students are evaluated for English proficiency and a program is developed for them. The ML program aims to help the children achieve acculturation into our schools and society.

### **Reading Support**

Each elementary school in Naperville has an assigned reading specialist who works with students and serves as a resource to staff members. The reading specialist diagnoses individual students' strengths and weaknesses in reading and then consults with the classroom teacher regarding strategies and approaches to help the student increase his/her reading performance. Direct assistance from the reading specialist in the form of small group instruction occurs in or outside of the classroom.

**Math Support**

Similar to reading support, each elementary school in Naperville 203 has an assigned math specialist who works with students and serves as a resource to staff members. The math specialist consults and collaborates with classroom teachers to help the student increase performance in mathematics. Direct assistance from the math specialist occurs in or outside of the classroom.

**Band/Orchestra**

District 203 provides students with opportunities to explore instrumental music education. When children have completed the third grade they are eligible to join the band or orchestra program. Band and orchestra teachers work weekly with the children involved. Instruments may be rented or purchased. Lesson schedules are rotated so as not to impact the students' same instructional period each week. Further information regarding these programs is available at each elementary school.

## **SPECIAL EDUCATION PROGRAMS**

Naperville Community Unit School District 203 provides a full continuum of educational services and supports for students with disabilities who qualify under the Individual with Disabilities Act (IDEA). Services and support are individually designed by a team of individuals most familiar with the educational needs of the student (IEP team), and in accordance with federal and state laws. Students may be referred for a special education evaluation by their parents or any member of the school team. If you suspect your child has a disability which requires special education and related services, please submit a letter identifying your concerns to your child's principal.

## **PROGRESS REPORTING**

Regularly scheduled conferences are held twice each school year. Both parents/guardians are encouraged to attend. We view the conference as an important means of reporting progress to parents/guardians. Therefore, we request all pre-school children be left at home in order to allow for a productive exchange of ideas. Conferences may be called as needed by either parent/guardian or the teacher. If a conference is desired, please contact the school and schedule in advance.

## **STUDENT REPORT CARDS**

Student report cards are available through the Student Information System, Infinite Campus. Parents/Guardians can contact [campusportal@naperville203.org](mailto:campusportal@naperville203.org) or call (630)420-6825 for assistance in setting up username and/or password. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account. Please be sure you have accessed this parent portal to create a username and password.

***What is the overall purpose of the report card?***

Naperville Community Unit School District 203 believes the purpose of the report card is to communicate students' progress towards specific standards so that teachers, students, and parents/guardians can work together to advance student learning.

***What is a standards-based report card?***

A standards-based report card provides detailed information of how well students are progressing towards the identified standards in a specific content area. These standards directly align with the content that is being taught and assessed in the classroom. Students are continually assessed on their progress towards mastery of the expectations set forth at each trimester.

Teachers report student progress on two types of standards: content standards and process standards. Content reporting standards articulate what students know and are able to do academically while process standards refer to how a student is learning.

## **KINDERGARTEN PREVIEW**

Kindergarten Preview is held in the spring in each elementary school for prospective kindergartners. The Kindergarten program is explained and teachers are introduced. Information regarding kindergarten registration requirements will be shared at that time.

## **PARENT/TEACHER CONFERENCE**

Twice each school year, formal parent/teacher conferences are held to provide progress information about student learning and development. This is an opportunity to strengthen the parent-teacher partnership and align efforts to ensure each student has the support necessary to be successful. Each fall and spring conference is scheduled for 15 minutes and can be held in-person or remotely to best meet the needs of each family. We reserve the right to alter the format should we need to do so based on the health and safety of all.

## **PARENT ORIENTATION/CURRICULUM NIGHT**

Within the first few weeks of school parents/guardians will be invited to a grade level orientation event. Teachers will present curriculum outlines, grade level organizational patterns, academic and behavioral expectations, etc. Information about special projects and field trips will be shared. This is a valuable evening giving an overview of the school programs. It is an important time for parents and teachers to begin to develop a working partnership. The orientation lasts approximately 60 minutes.

## **OPEN HOUSE**

Open House is a yearly event when students and their parents/guardians are invited to the school to celebrate learning. Parents/guardians are provided a window into the school day as their student shares his/her classroom work and other learning areas throughout the building.

## **DISTRICT 203 K-5 HOMEWORK GUIDELINES**

### Definition

Homework is defined as any work planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction.

### Philosophy

District 203 has a commitment to excellence in its instructional program while taking into consideration the unique developmental stages of children. Homework is a continuation of a learning process developed in the classroom and carried on by the child in the home environment. Its effectiveness depends upon careful planning by the teacher as well as supportive parent/guardian involvement.

District 203 recognizes the importance of having opportunities for growth and development provided by parents for their children outside of school hours. We realize that children participate in many after school activities and the need for proper rest cannot be over emphasized. As a result, no regularly assigned amount of daily homework will be prescribed at the elementary level. However, work not completed in class, drill and practice activities and occasional special projects may be assigned. Students always benefit from activities such as being read to, being involved in cultural activities, and working on language development.

### Homework for Pre-Planned Absence

Lesson plans are normally prepared at the end of the week. Planning beyond this period is impractical because of variation in progress. If you feel it is necessary to take your child out of school for an extended period of time, please keep this in mind. Homework for a vacation or family trip will be assigned in advance for one week only. Make-up work, as appropriate, may be assigned upon return from the vacation. Recreational reading, trip journals and map activities may be assigned in lieu of routine school work.

## **CLASSROOM PARTIES**

Through the support of the Home and School Association, classroom parties may be provided at each elementary school. Parties are permissible as a fall celebration, at winter holiday time and on Valentine's Day. Each school has the responsibility to respect individual preferences, beliefs and traditions. Room parents are encouraged to choose activities that reflect the season being celebrated. Special seasonal/holiday decorations displayed will be representative of the many events connected to a specific time of year (i.e. fall colors, harvest time, etc.). In order to minimize the disruption to instructional time, parties are generally limited to 30 - 40 minutes including set-up and clean-up. A special event connected to a party may extend the time. District 203 General Guidelines for Life Threatening Allergies direct that no food be served as part of the seasonal party. Instead, emphasis should be placed on an age appropriate game or craft.