

Elmwood School
1024 Magnolia
Naperville, Illinois 60540
420-6341

Parent/Student
Handbook

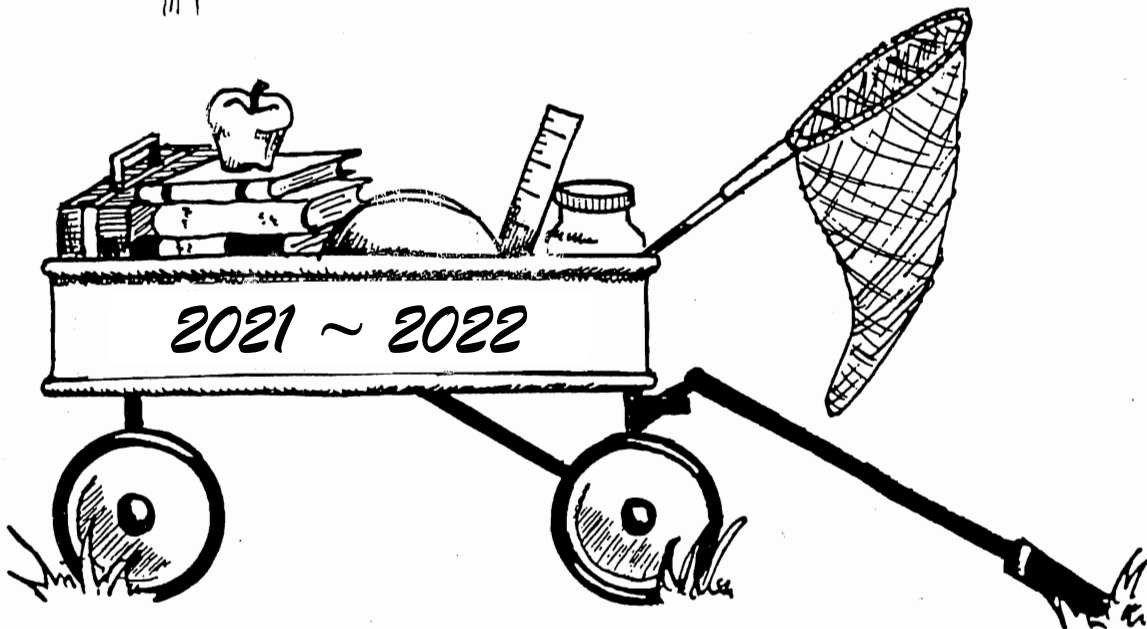
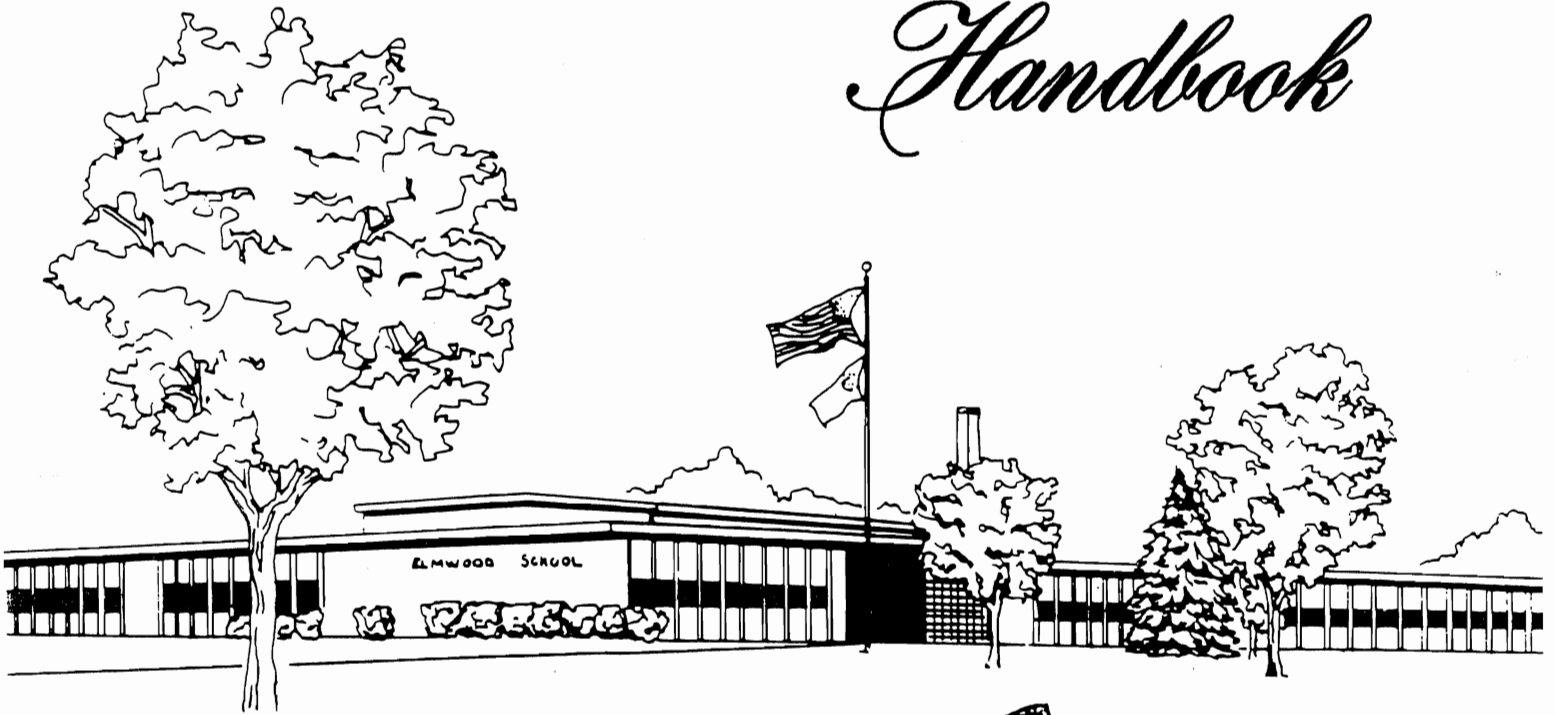


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NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203

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 school. The information contained in the handbook accurately summarizes some, but not all, Board of Education policies at the time of printing. This is especially true given ever-changing guidelines and requirements we continue to receive related to COVID-19. 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 to review all Board policies. Most importantly, please contact your student's school should you have any questions.

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 the spring conference 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 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 HOURS

Early Childhood AM	8:30 a.m. - 11:00 a.m.
Early Childhood PM	12:15 p.m. - 2:45 p.m.
Kindergarten - Fifth Grade	8:15 a.m. - 2:30 p.m.

STUDENT ATTENDANCE AND TRUANCY

Reference: Board Policy #7:70 Attendance and Truancy

DEFINITIONS

Truant - A “truant” is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence - A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the Board of Education or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or habitual truant - A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

Truant minor - A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided but who has failed to cease chronic truancy or who has been offered such services and has refused them.

TRUANCY

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information.

If a high school student has four (4) incidents of truancy from a class, he/she may be dropped from that class and lose credit for the class.

A notification system will exist to inform the students and their parent(s)/guardian(s) of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

The following supportive services may be offered to truant or chronically truant students:

- parent-teacher conferences
- student and/or family counseling
- information about community agency services

If truancy continues after supportive services have been offered, the Building Principal shall refer the matter to the Superintendent or designee. The Superintendent may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant office of the Educational Service Region of DuPage County. The Board of Education, Superintendent, School District

administrators, and teachers shall assist and furnish such information as they may lawfully furnish to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

ABSENCE NOTIFICATION

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.

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 given.

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.

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 (10th) 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 PROCEDURE

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.

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.

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.

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.

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.

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.

LUNCH PROCEDURES

There are lunch periods totaling 40 minutes in each elementary school. Lunch schedules are specific to each school and grade-level. Children may take advantage of the 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.

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. Current forms are available in 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 monies 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.

Dear Parent/Guardian:

Children need healthy meals to learn. _____ offers healthy meals every school day. Breakfast costs \$ _____; lunch costs \$ _____. Your children may qualify for free meals or for reduced price meals. Reduced price is \$ _____ for breakfast and \$ _____ for lunch. To apply for free or reduced-price meals, use the Household Eligibility Application, which is enclosed. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to _____.

Your child(ren) may qualify for free or reduced price meals if your household income falls at or below the limits on this chart.

Federal Income Eligibility Guidelines (Effective from July 1, 2021 to June 30, 2022)					
Household Size	Reduced-Price Meals (185% Federal Poverty Guidelines)				
	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
For each additional family member, add	8,399	700	350	324	162

- DO I NEED TO FILL OUT AN APPLICATION FOR EACH CHILD? No. Complete the application to apply for free or reduced price meals. Use one Household Eligibility Application for all students in your household per district. We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to the school.
- WHO CAN GET FREE MEALS? All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) and/or are foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals regardless of your income. Also, your children can get free meals if your household's gross income is within the free limits on the Federal Income Eligibility Guidelines. Children who meet the definition of homeless, runaway, or migrant also qualify for free meals. If you haven't been told your children will get free meals, please contact your school to see if your child(ren) qualifies.
- WHO CAN GET REDUCED PRICE MEALS? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Eligibility Income Chart, shown above.
- A MEMBER OF MY HOUSEHOLD RECEIVED SNAP OR TANF BENEFITS. THE SCHOOL SENT A LETTER STATING THAT MY CHILD IS AUTOMATICALLY APPROVED FOR FREE MEALS BASED ON DIRECT CERTIFICATION. DO I NEED TO DO ANYTHING MORE TO ENSURE THAT MY CHILD RECEIVES FREE MEALS? No. You do not need to do anything more to receive free meals for your child. If you have students not listed on the letter, contact the school immediately. If you do not wish to receive the free meals, you should follow the steps outlined in the letter from the school to notify school personnel immediately.
- HOW DO I KNOW IF MY CHILDREN QUALIFY AS HOMELESS, MIGRANT, OR RUNAWAY? Do the members of your household lack a permanent address? Are you staying together in a shelter, hotel, or other temporary housing arrangement? Does your family relocate on a seasonal basis? Are any children living with you who have chosen to leave their prior family or household? If you believe children in your household meet these descriptions and haven't been told your children will get free meals, please contact your school.
- MY CHILD'S APPLICATION WAS APPROVED LAST YEAR. DO I NEED TO FILL OUT ANOTHER ONE? Yes. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the school told you that your child is eligible for the new school year.
- I GET WIC. CAN MY CHILD(REN) GET FREE MEALS? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out the enclosed application.
- WILL THE INFORMATION I GIVE BE CHECKED? Yes. We may also ask you to send written proof.
- IF I DON'T QUALIFY NOW, MAY I APPLY LATER? Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
- WHAT IF I DISAGREE WITH THE SCHOOL'S DECISION ABOUT MY APPLICATION? You should talk to school officials. You also may ask for a hearing by calling or writing to the person listed above.
- MAY I APPLY IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN? Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free or reduced price meals.
- WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends) who share income and expenses. You must include yourself and all children living with you. If you live with other people who are economically independent (for example, people who you do not support, who do not share income with you or your children, and who pay a pro-rated share of expenses), do not include them.
- WHAT IF MY INCOME IS NOT ALWAYS THE SAME? List the amount that you normally receive. For example, if you normally make \$1000 each month, but you missed some work last month and only made \$900, put down that you made \$1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
- WHAT IF SOME HOUSEHOLD MEMBERS HAVE NO INCOME TO REPORT? Household members may not receive some types of income we ask you to report on the application, or may not receive income at all. Whenever this happens, please write a 0 in the field. However, if any income fields are left empty or blank, those will also be counted as zeroes. Please be careful when leaving income fields blank, as we will assume you meant to do so.
- WE ARE IN THE MILITARY. DO WE REPORT OUR INCOME DIFFERENTLY? Your basic pay and cash bonuses must be reported as income. If you get any cash value allowances for off-base housing, food, or clothing, it must also be included as income. However, if your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. Any additional combat pay resulting from deployment is also excluded from income.
- MY FAMILY NEEDS MORE HELP. ARE THERE OTHER PROGRAMS WE MIGHT APPLY FOR? To find out how to apply for SNAP, TANF or other assistance benefits, contact your local Department of Human Services office or call (800) 843-6154 (voice) or (800) 447-6404 (TTY).

Sincerely,

INSTRUCTIONS FOR APPLYING – COMPLETE ONE APPLICATION PER HOUSEHOLD PER SCHOOL DISTRICT

IF YOUR HOUSEHOLD RECEIVES SNAP OR TANF BENEFITS, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

Part 1: List all household members, school and grade for each student, and a SNAP or TANF case number for any household member including adults receiving such benefits. (Attach another sheet of paper if necessary.)

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. (The last four digits of a Social Security Number are not necessary.)

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

IF NO ONE IN YOUR HOUSEHOLD GETS SNAP OR TANF BENEFITS AND IF ANY CHILD IN YOUR HOUSEHOLD IS HOMELESS, A MIGRANT OR RUNAWAY OR HEAD START/EVEN START, FOLLOW THESE INSTRUCTION AND RETURN THE COMPLETE FORM TO YOUR SCHOOL:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Complete only if a child in your household isn't eligible under Part 2. See instructions for All Other Households.

Part 4: Sign the form. Only if part 3 is completed, please include the last four digits of a Social Security Number. (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

IF YOU ARE APPLYING FOR A FOSTER CHILD, FOLLOW THESE INSTRUCTIONS AND RETURN THE COMPLETED FORM TO YOUR SCHOOL:

If **all** children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all foster children and the school name for each child. Check the "Foster Child" box for each foster child.

Part 2: Skip this part.

Part 3: Skip this part.

Part 4: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

If **some of the** children in the household are foster children that are the legal responsibility of a foster care agency or court:

Part 1: List all household members and the name of school for each child. Check the "Foster Child" box for each foster child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

• **Box 1–Name:** List all household members with income.

• **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

ALL OTHER HOUSEHOLDS INCLUDING MEDICAID AND WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

Part 1: List all household members and the name of school for each child.

Part 2: If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school.

Part 3: Follow these instructions to report total household income from this month or last month.

• **Box 1–Name:** List all household members with income.

• **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDIPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number (or mark the box if s/he doesn't have one).

Part 5 & 6: Contact Information, and Children's Racial and Ethnic Identities: Answer these questions if you choose to. (Optional)

Privacy Act Statement: **This explains how we will use the information you give us.** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Check if Error Prone Application

1. All Household Members (Attach another sheet of paper if necessary.)

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	(for Student only) School Name	(for Student only) Grade	SNAP OR TANF CASE NUMBER ONLY Skip to Part 4 if you list a SNAP or TANF case number. At least one SNAP/TANF must be provided below. If you receive Medicaid and were not directly certified for free meals, you MUST apply based on household size and income.								Check if Foster Child*
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	
										<input type="checkbox"/>	

* A foster child is the legal responsibility of a welfare agency or court.

2. Homeless, Migrant, Runaway, or Head Start (Categorically eligible)

Homeless Migrant Runaway Head Start

Signature of Your School Homeless Liaison, Migrant Coordinator, or Head Start Director _____ Date _____

3. Total Household Gross Income (before deductions) You must tell us how much and how often.

A. NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	GROSS INCOME AND HOW OFTEN IT WAS RECEIVED (Example: \$100/month; \$100 /twice a month; \$100/every other week; \$100/week)							
	B. Earnings From Work (Before Deductions)		C. Welfare, Child Support, Alimony		D. Pensions, Retirement, Social Security		E. Worker's Comp., Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
i.	\$		\$		\$		\$	
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

4. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 3 is completed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box. X X X - X X - _____ Social Security Number I do not have a social security number.

I certify (promise) all information on this application is true and all income is reported. I understand the school will get Federal funds based on the information I give. I understand school officials may verify (check) the information. I understand if I purposely give false information, my children may lose meal benefits and I may be prosecuted.

Date _____

Printed Name of Adult Household Member _____

Signature of Adult Household Member _____

5. Contact Information (Optional)

Work Telephone Number (Include Area Code) _____ Home Telephone Number (Include Area Code) _____ Home Address (Number, Street, City, State, Zip Code) _____

6. Children's Racial and Ethnic Identities (Optional)

Mark one ethnic identity:

- Hispanic/Latino
- Not Hispanic/Latino

Mark one or more racial identities:

- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- American Indian or Alaska Native

— THE FOLLOWING SECTIONS ARE FOR SCHOOL USE ONLY —

INITIAL DETERMINATION

TOTAL INCOME \$ _____ Per: Week Every 2 Weeks Twice a Month Month Year NUMBER IN HOUSEHOLD: _____ CHANGE IN STATUS: _____ Date _____

LEAs must annualize income only when multiple incomes, at varying frequencies, are reported.
Annual Income Conversion Weekly X 52 Every 2 Weeks X 26 Twice a Month X 24 Once a Month X 12

Free based on:

- homeless
- migrant
- runaway
- Head Start

SNAP or TANF

- foster child
- household's income

Reduced based on:

- household's income

Denied—Reason:

- income too high
- incomplete application
- Non-qualifying SNAP/TANF

Date Withdrawn: _____

Signature of Determining Official _____

Date: _____

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 decision as to the style of clothes a child wears to school is primarily the parents' choice. It is suggested that you review the Student Conduct Policy included in this handbook regarding clothing items. If you have any questions, please call the school office. Please be sure your child is dressed for the weather of the day. Remember also that the buildings are air-conditioned. We will assume that students have worn what you consider appropriate for outside recess. If there is a drastic weather change during the day, we will take that into consideration as we plan for recess. Please make sure your child's clothes are labeled clearly.

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 at the close of school in December and May/June will be given to a worthwhile charitable organization.

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 cell phone and electronic devices (computers, tablets, cameras, watches or other electronic devices that have the ability to take, store, display, or send images, videos, audio recordings or text messages with embedded images) use is not permitted while on school grounds during school hours. If a student brings an electronic device to school, it must remain turned off and kept in their backpack. 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 car pools 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

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.

School closures will typically be announced by 5:45 a.m. on District 203's website – <http://www.naperville203.org> – and through the District's Talk203 notification system (encompassing email, SMS and telephone calls). In addition, school closures and late starts are reported to the Emergency Closing Center, which broadcasts the information on the following Chicago stations:

Radio: **WGN – 720 AM**
 WBBM – 780 AM

TV: **CBS 2 WGN 9**
 NBC 5 FOX-TV
 ABC 7

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 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

Philosophy of Student Conduct

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 his/her 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.

Rules and guidelines established by District 203 are intended 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.

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 and/or disciplinary 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' problems as they are manifested in school – specifically pertaining to 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, because they can influence student learning. The District offers assistance, support, and interventions. Forms of intervention, prevention and/or education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification Regarding School Searches

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the administration has reason to suspect that the search will disclose a criminal violation or a violation of a school policy, rule or regulation.

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 which may indicate use or abuse of illegal substances or drugs, alcohol or the misuse or abuse of prescription or non-prescription drugs, and implement intervention or support services along with appropriate disciplinary action.

Student Discipline

District 203 believes in the dignity and uniqueness of each individual. In order to maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and will not tolerate harassing, hazing, bullying or intimidating behavior.

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher.

The Board has established specific rules and regulations to govern the discipline of its students when a student's conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or the Board.

Special education students (those with an IEP) exhibiting gross disobedience or misconduct shall, be disciplined in accordance with laws and regulations governing special education.

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this section may be eligible for a transfer to an alternative school program in

accordance with [Article 13A](#) or [13B](#) of the School Code. 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.

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.

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. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
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, plagiarizing, 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 hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the building principal or required for religious purposes. Wearing coats, jackets and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the building principal. Coats and hats are to be stored in student lockers or other designated places during the school day.
20. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or persons that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry, garments or objects, at school or at any school-sponsored activity.
21. Violation of Bus Conduct Policy or related Administrative Regulations.
22. 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.
23. 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. [LS1]
24. 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.
25. 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*.
26. 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.
27. 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 his or her duties or employment status or status as a student inside the school.
28. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conduct and behaviors towards others that appear to terrorize, intimidate or start fights.
 29. Fighting.
 30. Actions, including physical assault which threatens the well-being of Board members, District employees, students, volunteers, or other persons
 31. Making or causing to be made a threat against the school: including but not limited to a bomb threat or a school shooting.
 32. Deliberately causing, attempting, or threatening to cause injury to another person.
 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, look-alike weapon, or part of a weapon, as defined below, or violating the Weapons In School section of this policy. For purposes of this provision, “weapon” means a firearm (as defined below) including any gun, handgun, rifle, shotgun, or machine gun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing; a knife, razor, stiletto, throwing star, dagger, dirk, broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black jack; slingshot; sand club; sand bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm. “Firearm” is defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas, including (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (vi) device similar to any of the devices described above.
 37. Participation in any unauthorized fraternity, sorority, or secret society, satanic activity, 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.
 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: *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 reasonable predicted to have the effect of one or more of the following:
- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
 - Causing a substantially detrimental effect on the student or students' physical or mental health;
 - Substantially interfering with the student or students' academic performance; or;
 - Substantially interfering with the student or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

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*.

42. Sexual harassment as defined under federal or state law, which includes sexual advances, requests for sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct (1) denies or limits the provision of education aid, benefits, services, or treatment or (2) has the purpose or effect of: a. substantially interfering with a student's educational environment; b. creating an intimidating hostile, or offensive educational environment; or c. depriving a student of educational aid, benefits, services or treatment. 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. Perpetrating on an unwilling person an act, which is of a sexual nature.
45. Teen dating violence, as described in Board Policy 7:185. Teen dating violence is defined as follows:
- A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age, or
 - Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13-19 years of age.
46. 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. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 21 will be referred to the Naperville Police Department for additional intervention.

47. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed or used in a manner inconsistent with the prescription of prescribing physician's or licensed practitioner's instructions, any illegal drug or controlled substance or cannabis (including marijuana, hashish, and medical cannabis, "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other illegal substance. For students who are authorized to be administered a medical cannabis infused product under *Ashley's Law*, the student may use, ingest or be impaired by or under the influence of cannabis, including marijuana, hashish and medical cannabis. Such a student may not possess, transfer, purchase, sell, offer for sale, or abuse cannabis, including marijuana, hashish and medical cannabis.
48. Use, possession, transfer, purchase, sale, offer for sale, or abuse of, or being impaired by a non-prescription drug. Refer to *Administering Medication to Students* Policy 7.270.
49. Possession or use of any 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.
50. Use, possession, transfer, purchase, sale, offer for sale, or abuse of anabolic steroids unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
51. Use, possession, transfer, purchase, sale, offer for sale, or abuse of a 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.
52. Activating or causing to be activated a false fire alarm or disaster alarm.
53. 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.
54. 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 term "look alike" includes 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 of other substance that is prohibited by this policy.

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 may expel a student for a weapons violation for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Superintendent for the term of the expulsion based on the circumstances involved with the student.

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 year. For purposes of this provision, a “weapon” is defined as:

1. A firearm. For the purposes of this Section, “firearm” means 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 1961. The expulsion period under this subdivision (1) may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.
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 expulsion requirement under this subdivision (2) may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.

The prohibition concerning weapons applies regardless of whether a student is licensed to carry a concealed firearm.

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 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 of 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 has 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.
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 he or she (1) observes any person in possession of a firearm on or around school grounds (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 (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 his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

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 his or her charge, is authorized to impose any disciplinary measure, other than suspension, 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 ten consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of ten 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

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.

LEGAL REF.:

Gun-Free Schools Act, [20 U.S.C. §7151](#) *et seq.*

Pro-Children Act of 1994, [20 U.S.C. §6081](#).

[105 ILCS 5/2.371\(a\)\(7\)](#), [5/10-20.14](#), [5/10-21.10](#), [5/10-22.6](#), [5/10-27.1A](#), [5/10-27.1B](#), [5/24-24](#), [5/31-3](#), [410 ILCS 130/](#), [410 ILCS 647](#), and [420 ILCS 66/](#).

[23 Ill. Admin. Code §§1.210](#) and [§1.280](#).

[720 ILCS 5/12-10](#)

[710 ILCS 5/12-10.1](#)

[720ILCS 5/12C-50.1\(b\)](#)

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(truancy), 7:130 (student rights and responsibilities), 7:140 (search and seizure), 7:150 (police interrogation), 7:160 (student appearance), 7:170 (vandalism), 7:180 (bullying, intimidation and harassment), 7:183 (open campus/lunch), 7:185 (teen dating violence), 7:200 (suspension procedure), 7:210 (expulsion procedures), 7:220 (bus conduct), 7:230 (student with disabilities), 7:240 (high school co-curricular code), 7:270 (administering medication to students), 8:30 (conduct on school property).

ADOPTED: May 7, 1997

Revised: April 2010, April 2011, April 2012, April 2013, April 2014, April 2015, May 2016, April 2017, April 2018, April 2019, December 2019, May 2020, June 2021

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. The school district does not discriminate on the basis of race, color, religion, national origin, ancestry, unfavorable discharge from military service, sex, age or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Naperville Community Unit School District 203 is also an Equal Opportunity Employer. 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 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. 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.
4. Students should not remain on the playground after school without parent supervision. Supervision ends at 2:40 p.m. **For more information, please read your building supplement.**

BULLY BACKPACK

When I'm dealing with a bully, I can...

● Walk away -Ignoring a bully is a good strategy to try the first time.
● Speak up -Saying something like, "Get away from me!" may surprise a bully and make him or her leave you alone.
● Try to work the problem out -Trying to reason or talk it out might work, if the bully does not have an audience.
● Make friends -A bully may feel hurt and angry. Being friendly may make him or her feel better.
● Get help from an adult -Finding adult help is important if other strategies don't work or if you feel unsafe.

Every fall teachers discuss expectations and rules of the learning community. 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.

*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)

ELMWOOD ELEMENTARY SCHOOL

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SOARing into Learning!

August, 2021



Dear Parents:

The entire staff of Elmwood School welcomes you and your child/ren to the 2021-2022 school year! Your child can look forward to a school year of engaged academic and social- emotional learning. Elmwood's purpose is to cultivate and sustain an equitable and rigorous learning community which nurtures critical thinkers where all stakeholders are valued and celebrated.

This Parent/Student Handbook contains information that is essential to a smooth, successful school year for all of our children and their families. The **white pages** of this handbook contain information common to **all elementary schools** in Naperville Community Unit School District 203. The **colored pages** contain information specific to **Elmwood Elementary School**. The Table of Contents will be a helpful guide for topics that are covered in this handbook. Our Home and School Association President, Laura Viscito, has included a letter of how you can become a part of our Home & School organization.

This handbook was created for your use and reference. Please take time to familiarize yourself with the topics and information contained in this booklet. You may also view this information on our district and school webpage at <http://www.naperville203.org/Page/3350> for district information and <https://www.naperville203.org/elmwood> for Elmwood information.

We will continue to send frequent reminders and Elmwood updates electronically. Please be sure to provide your current e-mail address to the Elmwood main office and call the school's main office if there are any changes. Also, please make sure you inform the Elmwood main office if your phone number or emergency contact information should change during the course of the school year.

If you have questions or concerns that are not covered in this handbook, please contact the school office at (630) 420-6341, and the appropriate staff member will be happy to respond to your inquiry.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matt Langes', with a long horizontal flourish extending to the right.

Matt Langes
Principal
Elmwood Elementary School

**ELMWOOD SCHOOL STAFF
2021-2022**

Principal:	Matt Langes	Art:	Emily Fiedler/TBD
Asst. Principal:	Sarah Cain	P.E.:	Corby Howard/Hannah Westlove
LSC:	Damary Cortés	Adapted P.E.	Todd Rzeszutko
Math Specialist:	Josh McLeod Jennifer Reible	Vocal Music:	Amie Silder/TBD
Student Service Coordinator:	Jackie Selfridge	Band:	Emma Oliver
Secretaries:	Anne Pealer Marcia Wood	Orchestra:	Rebecca Rudy
Kindergarten:	Jessica Alltop Debbie Czerak Reyna Nungaray	EL:	Mario Neal/Kimberly Krzyszkowski
Dual Language:	Stephanie Arnold	Reading Specialists:	Candice Anderson/Sandra Volling
DL Assistant:	Damaris Yusuf	BL Reading Specialist:	Colleen Olenek
K - Instructional Assistants:	Lisa Honěková/Laura Kohler	LBS:	Kaitlyn Anderson Andrew Bax Victoria Hegranes Tiauna King Mary Nameche Erin Stablein
1st Grade:	Lynn Henz Kristen LaRue Lauren Rayborn Kelly Wolleemann	Assistants:	Joan Albert Bonnie Bowers Himabindu Gogineni Liz Henry Dana Stevens TBD
Dual Language:	Katherine Ruffo Petriz	PI/HM:	Janelle Kreiling
DL Assistant:	TBD	Speech/Lang.:	Andria Baumgartner
1st – Instructional Assistants:	Bridget Daniels/Brittany Joseph	Speech/DL:	TBD
2nd Grade:	Nathan Bornancin Kristen Ludlam Julie Sturgeon Beth Zamora	Hearing Itinerant:	TBD
Dual Language Assistant:	Elizabeth Correa	LC Director:	Michael Positano Meghan Breitinger
2nd – Instructional Assistants:	Diane Liesen	Assistant:	Jill Caprio
3rd Grade:	Anne Blank Katelyn Haack Rebecca Siambekos	Computer Support:	Karen Curran Susan Neufelder
Dual Language Assistant:	Lilliana Carrillo Ingrid Wilkin	Custodians:	Frank Digney Paul DiPaolo Shane Frederickson Bob Markham
4th Grade:	Shelby Getzin Allie Layton Erin Meehan-Browning Noelle Williams	Permanent Sub:	TBD
Dual Language	Marlene Espinoza	District Nurse:	Caryn McKissic Carol Joyce
5th Grade:	Jennifer Maita Janet Park Melissa Stines Sarah Stock	Health Tech:	Rose Herbert
Dual Language	McKenna Lulić	Social Worker:	Ryan Hurley Elizabeth Wroblewski
3rd-5th – Instructional Assistant:	TBD	Psychologists:	Nicole Folsom
		PT:	TBD
		OT:	Stephanie Schreiner
		Lunch Duty:	Linda Bauer, Rich Brockman, Dave Cleveland, Amber Northam, Susan Novak, Marilyn Riggs, Jill Stencil, Curtis Walker
		Aramark:	Min Zhang, Ana Pulido, Aida Crespo

DISTRICT 203 VISION STATEMENT

"Building a Passion for Lifelong Learning"

Our Mission ... is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

ELMWOOD SCHOOL MISSION STATEMENT:

The mission of Elmwood School is to create . . .

- **Self-directed learners** who make responsible choices; seek out and persist in quality learning experiences; set purposeful and achievable goals; assess and reflect upon their learning;
- **Collaborative workers** who demonstrate respect for self and others; work cooperatively within a group towards a common goal, and are productive group members;
- **Complex thinkers** who successfully access, evaluate and utilize information; problem-solve strategically; and express their knowledge and learning through a variety of mediums;
- **Quality producers** who efficiently and effectively use learning resources to construct purposeful, authentic and creative products that represent their learning while assessing the quality of their work;
- **Community contributors** who have an understanding of others' abilities, cultures and beliefs and use that knowledge to impact their world by exercising their rights and responsibilities as compassionate citizens.

Elmwood's purpose is to cultivate and sustain an equitable and rigorous learning community which nurtures critical thinkers where all are valued and celebrated.

ELMWOOD ELEMENTARY SCHOOL

1024 MAGNOLIA LANE
NAPERVILLE, IL 60540
630-420-6341

IMPORTANT NUMBERS

Elmwood Main Office: 630-420-6341
Elmwood Health Office: 630-420-6343
District Transportation: 630-420-6464

Elmwood Learning Commons: 630-420-4201
District Student Services Office: 630-420-6465
District Administration Office: 630-420-6300

Elmwood Homepage: <http://d203.schoolwires.net/Domain/9>
District Website: <http://d203.schoolwires.net/site/default.aspx>

CHANGE OF ADDRESS, EMAIL, OR TELEPHONE NUMBER:

Please notify the main office immediately if there is a change in your address, email, or telephone number(s). The school office is open from 7:30 AM to 3:00 PM.

ABSENCES:

Parents must call the Health Office (630-420-6343) to report all student absences. You are requested to call prior to 7:45 a.m.

An answering machine will be used to record the following information:

1. Date
2. Student's Name
3. Teacher's Name
4. Reason for Absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the Health Technician.

If a child is absent and we have not received a call, we will attempt to reach you.

LATE ARRIVAL/EARLY DEPARTURE:

On time arrival to school is important for the academic success of your child. Students who are late to school disrupt the learning of the entire class as instruction must stop to bring the late arriving student up to speed. Frequent late arrivals (tardies) to school will result in written communication home and possibly a meeting with administration. If your child is late to school, he/she must check in with the Health Office before going to class.

If you come to pick up your child from school before dismissal time, please go to the Main Office and sign your son/daughter out of school. Office personnel will call your child from class.

LUNCH PROCEDURES

The lunch break/recess time period is established by District 203 policy: 40 minutes at the elementary school level. At Elmwood School, six lunch sessions are conducted. Students eat their lunches in the multipurpose room (MPR) at cafeteria-type tables and benches. Appropriate accommodations are made for students with severe food allergies. In the cases of inclement weather or wind chill factor, students have indoor recess in their respective classroom areas.

All students will have a 20 minute lunch period and a 20 minute recess each day. Parents may choose to send a sack lunch or purchase a lunch from school.

Grade	Lunch	Recess
K	10:50-11:10	11:10- 11:30
1ST	11:30-11:50	11:50-12:10
2ND	12:10-12:30	12:30-12:50
3RD	12:30-12:50	12:10-12:30
4TH	11:50-12:10	11:30-11:50
5TH	11:10-11:30	10:50-11:10

SAFETY PATROL:

The Safety Patrol students and crossing guards are on duty before and after school to assist the children in crossing intersections near school. Parents can support the Safety Patrol by reminding their children to listen to and follow the directions of the Safety Patrol Students. Questions regarding Safety Patrol should be sent to Mr. Corby Howard choward@naperville203.org or 630-579-7548.

SAFETY TO AND FROM ELMWOOD:

Rules for proper conduct are emphasized at school. We ask for parent cooperation in seeing that their child does not loiter, play in streets, walk across lawns or conduct themselves in other inappropriate manner on the way to and from school. When students arrive at Elmwood at 8:00 a.m. there will be teacher/adult supervision. Students may enter the school upon arrival through Door 1, Door 7 or Door 17 at 8:00 a.m.

Upon dismissal at 2:30 p.m., students are asked to leave the school grounds. If they wish to play on the playground they must first report home and can return with parent permission. All students should be picked up from school at 2:30 p.m. each day.

TRAFFIC REMINDERS:

Elmwood's current traffic system has the potential to run smoothly and safely when all of our drivers understand and comply with the traffic rules. There is no parking in the north or south lot for the purpose of dropping off or picking up students. We have had several safety concerns with moving cars being in the lots at the same time as the students are arriving or departing. Please read the safety procedures below to ensure the safety of all students and families.

South Parking Lot off Sycamore Drive

This lot is the designated **drop off lane** from 7:45-8:15 in the morning, and the pickup lane from 2:30-2:45 in the afternoon. Please be patient with the car lane and understand that it is not an immediate drop off or pick up. The process takes time and the line will proceed at a safe rate for all the students.

- No double parking; please stay safely along the right curb as you move through the circle drive.
- Please stay in your lane and do not pull out or pass cars at the circle drive curb in the morning. Carefully pull out of the circle after your children have entered or exited the vehicle. At dismissal, you may carefully pull out and pass those cars still waiting to locate their children.
- NO LEFT TURNS from Sycamore Drive are allowed upon entering the Elmwood parking lot between the hours of 7:55-8:15 am and 2:30-2:45 pm. You must turn right to enter the parking lot drop off/pick up lane from Sycamore Drive.
- Children will only be allowed to enter or exit your vehicle once you have entered the appropriate pick up/drop off area. Specifically, the pick-up/drop off area is past the recycling and trash containers in the circle drive. In addition, no children should ever move towards a vehicle until it has come to a complete stop.
- Students should enter and exit vehicles on the right hand side of the car and should always WALK while on school walkways.
- Always pull completely forward before stopping to let your children exit. The leading cars should pull all the way to the end of the sidewalk in the circle drive. A safety director will wave you as far forward as possible. Please follow the staff member hand signals at all times. Do not get out of your car while in the circle drive. We must keep the line of cars moving safely forward in order to accommodate all of the students who are being dropped off. Your children should be prepared to exit your car quickly and safely when you are fully stopped. A brief "Good-bye" should have you on your way.
- Once your child has exited your vehicle safely, please be sure to move your car so that the flow of traffic can continue. Please be courteous and respectful of other drivers and move safely forward as soon as your children are safely away from your vehicle.
- No parking by any yellow painted curbs; no parking in areas posted "No Parking." Sitting in your running car in a No Parking area is the same as parking.
- Please drive slowly and cautiously at all times.
- Please be observant...watch the other cars, watch pedestrians, and make sure you look for children in crosswalks.
- Please remind your child where you will be picking them up after school and encourage them to meet you as promptly as possible after dismissal.
- If you do need to park because you have business inside the school, you may park on the south side of Magnolia Lane. You may also park on any appropriate neighborhood street.

Magnolia Drive along front of Elmwood School

- **Only buses are permitted to use** the north side of Magnolia Lane. This area is clearly marked by signs in front of school. No parking on Magnolia Lane in the bus drop off/pick up lanes.
- NEVER pass through a barricade blocking traffic from traveling north and south on Magnolia Lane, during the hours of 8:00-8:15 a.m. and 2:30-2:45 p.m. Buses will be dropping off students /picking up students at those times.
- Remember to be courteous to our neighbors. Do not park in front of driveways or pull into a homeowner's driveway to turn around. This is private property and there may be young children playing in the area.
- No U-turns are allowed on Spruce Drive or Magnolia Lane.
- Students should only cross Magnolia Lane at the appropriate street corners of Sycamore Drive and Elmwood Avenue where safety personnel can assist them.

North Parking Lot off Elmwood Drive

- This parking lot will be used for **MORNING ONLY student drop offs.**
- Enter the new drive by driving eastbound only on Elmwood Drive and enter the lot by making your first right into the parking lot after crossing the Magnolia Lane/Elmwood Drive intersection. Once you enter the parking lot, pull up as far as possible to the end of the drive before dropping off your student(s).
 - Upon exiting the drive, we ask that you make a right turn only onto Elmwood Drive toward Washington Street.
 - If you plan to proceed to Washington Street, please only make right-hand turns onto Washington Street. This will help reduce traffic backups on Elmwood that could potentially be caused by left hand turns onto Washington Street.
 - If you need to travel northbound on Washington Street, please enter Washington Street from Robin Hill Drive, which is one block north of Elmwood Drive.
 - You can reach Robin Hill Drive by turning left onto Cherry Blossom Lane.
- This lot is a designated lot for staff and visitor parking during school hours.

PETS:

For the safety, comfort and consideration of others, please do NOT walk your dog on school property. If you wish to take your dog for a walk, please make arrangements to meet your child at the edge of the school property. Some children are afraid of pets; others are highly allergic. Some dogs, which are normally good with children, get excited and confused with so many strangers and may nip at the many hands petting them. We do not want anyone harmed.

FORGOTTEN ITEMS:

All forgotten items, including lunch, should be brought to the school office. School staff will place the item on the "I Forgot Table." This table is located by the main office. It is the responsibility of the student to check for forgotten lunches and/or homework. Students will not be called from class to pick up forgotten items.

PARENT / VISITOR / VOLUNTEERS ENTERING THE BUILDING:

All parents, visitors, and volunteers are to enter the building through Door 1 (front entrance), which has a security "buzz-in" system. The front office staff will ask that you state your name and your reason for needing to enter the school before buzzing you in. Once admitted, please go directly to the office to sign in and receive a visitor sticker. You will be asked to show identification by office staff. This is for the safety and security of our students. Upon leaving the building, please stop at the office and sign out. Following this procedure will help ensure the safety of Elmwood students. Parents should not attempt to enter the building through any other entrance.

ELECTRONIC DEVICES/TOYS

Students are not permitted to possess any personal electronic devices while on school grounds. If you require your child to bring a cell phone to school, it must remain in their backpack and turned off during school hours. This also includes, but is not limited to, game systems and music players. In addition, students are not to bring toys, spinners, trading cards, or other play items from home unless the classroom teacher permits these items for a special event.

Student cell phone use is not permitted while on school grounds during school hours. Refer handbook 'Student Cell Phone/Electronic Devices' for more information.

BIRTHDAY CELEBRATIONS

A birthday is a special time, especially for children. Birthdays can be honored, at school, in the following ways.

1. Student's names will be announced during morning announcements to recognize their Birthday. They will be called to the office to select a Birthday Book signed by Mr. Langes.
2. A donation of a favorite book made in your child's name to the Learning Commons or individual classroom.
3. A small, **non-edible**, gift can be given to each child in the classroom. The gift can be an inexpensive item such as a pencil, bookmark, etc. and will be sent home in backpacks.
4. Other ideas may be acceptable, providing for the following: All students are included, items are non-edible; age and classroom appropriateness is ensured. Again, please consult your child's classroom teacher for their permission and scheduling purposes.

The following **should not** be a part of your consideration for celebrating your child's birthday at school:

1. Balloons, cookies, or flowers may not be sent for delivery to your child's classroom.
2. Edible treats may not be supplied for the class. There are significant allergy concerns that are very difficult to accommodate. We cannot accept the responsibility of permitting the distribution of edible treats that come from individual families.
3. Invitations for home parties and thank you notes may not be distributed at school. Our Home and School publishes a Family Directory that contains families' addresses and phone numbers. In the case that a family is not listed, please contact the school office. We will contact the family for their permission to supply an address or phone number for invitation purposes.

SEASONAL DISPLAYS AND PROGRAMS:

It is the practice of District 203 to exhibit student displays, conduct student programs and parties which reflect a variety of activities, symbols and songs that occur at a particular time of year both seasonal and holiday related. The Elmwood Home and School Association provides parties during different seasons of the year. Parties are usually scheduled at the end of October, end of December and on Valentine's Day. The parties are approximately 45 minutes in length. Prior to the October party, a costume parade is held at Elmwood. Please remember that students may not bring food to pass out to classmates during any of these celebrations.

CLASSROOM PLACEMENT:

Each spring, the teachers and the building administration spend many hours working together to ensure the most appropriate placement for each child. The following areas are considered in placing a child:

1. Current (sometimes previous) teacher's knowledge of the child
2. Special information provided by parents
3. Child's personality
4. Special needs
5. Academic levels
6. Need for separation from other children

Every teacher and student has unique talents and needs. We will do our best to place your child in the class that will provide the best environment and at the same time always maintain balance between classes of the same grade level. The final placement of each student is determined by the school. Parent requests for specific teachers will not be granted. Rather, a letter to our staff to consider the learning needs of your child will be reviewed.

Please contact Matt Langes at (630) 420-6341 if you have further inquiries.

At Elmwood, we **SOAR** like Eagles by following the below school-wide behavior expectations:

S =	Be Safe
O =	Take Ownership
A =	Accept Others
R =	Be Responsible

These expectations are explicitly taught to all students at the beginning of the school year and reinforced throughout the year. Please review these with your child and reinforce as needed.

The school reserves the right to remove lunchroom, bus and/or school privileges from students who consistently do not display the behavior expectations outlined above. Both the lunchroom supervisors and students are responsible for the orderly operation and safety in all school settings.

Playground Rules/Procedures:

Students will participate in outside play activities whenever the wind chill is zero. Please assist your child in dressing appropriately for weather conditions. On winter days when it is snowy and wet, we go outside. Students not wearing boots and/or snow pants will be limited to the blacktop area.

1. Swings: swing one person at a time; take turns, no standing, and no twisting on swings.
2. Slides: one way traffic, down only, one at a time, feet first.
3. Bars: one way traffic, no standing on the bars.
4. Rings: one way traffic.
5. No contact sports. (No tackling. Keep hands and feet to oneself.)
6. Students may not enter the building without permission from supervisor.
7. Students will not slide on the ice. Students will not throw snowballs anywhere on the school ground.

If a severe/critical event occurs (such as a fight or injury) the supervisor takes the student(s) to the office and returns to recess duty.

Rules for Elmwood School Lunchroom:

1. Use the bathroom before going to the lunchroom.
2. Enter the lunchroom in a quiet and orderly manner. Sit at your assigned table and begin eating.
3. Remain seated in the lunchroom until dismissed.
4. If you need assistance, raise your hand and a lunchroom supervisor will help you.
5. Talk in a quiet tone of voice to the people seated next to you and directly across from you.
6. Do not throw anything.
7. Do not trade or share food.
8. Food is to be eaten only in the lunchroom.
9. Dispose of all trash and uneaten food that is not sealed in its original container and place in the proper waste receptacle.
10. Parents wishing for their child to remain in the building for recess for health reasons must send a doctor's note to the classroom teacher. The note should be sent to the school nurse who will inform the lunchroom supervisor and the principal.
11. The school will reserve the right to remove lunchroom/recess privileges from any student that consistently does not follow the rule.

EMERGENCY MANAGEMENT PLANS

FIRE

The building is equipped with sensors and alarms to detect a smoke or fire outbreak. Several times during the year, drills are conducted during both the morning and afternoon sessions. Students, teachers, parents and others in the building exit their nearest entrance. After exiting the building, staff return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present. The Naperville Fire Department supervises our procedures and has found them to be complete and efficient.

SEVERE WEATHER

The building is equipped with a Civil Defense System that keeps us informed of weather conditions in the Naperville area. We are notified when there is a reason to take cover, such as in the case of a tornado warning. Students, teachers, parents and others in the building take cover in the areas of the building that are not near windows or long roof spans. Support faculty and staff usually have time to return children to their homeroom teacher. Procedures require teachers to take attendance and inform monitors that all children are present.

SECURING THE BUILDING

As a school we will practice how to secure our building during emergency situations. In the event of a real emergency communication will be provided to parents as soon as it is safe to do so.

EVACUATION OF THE BUILDING

Should a situation occur that is deemed unsafe for students and staff to remain in the school building and grounds (broken pipes, power outage, etc.), procedures are in place to move students to Lincoln Junior High School (Option #1), located at 1320 South Olympus Drive or Knox Presbyterian Church (Option #2), located at the intersection of Gartner Road and Catalpa Lane. When this decision is made, the location selected will be notified immediately to ensure that they are ready to receive our students. Procedures are in place to ensure that parents are notified and students released to a parent, emergency contact, or daycare provider in the most secure and efficient manner possible.

ELMWOOD SCHOOL DISASTER/EVACUATION PLAN:

If conditions exist that make it unsafe to remain in the building, the building secretary will notify the police and/or fire department and Administrative Center.

The following procedures will then be put into action:

1. Students will evacuate the school and assemble outdoors as they would for a fire drill.
2. Attendance will be taken.
3. Students will walk, in order of level, to the south side of the building.
4. Students will maintain their classroom lines with teacher supervision throughout the relocation period.
5. The building secretary will notify Lincoln Junior High School (Option #1) or Knox Presbyterian Church (Option #2), if relocation is deemed necessary.
6. If a bomb threat is the cause of the evacuation, the building search team will assist the fire and police department. The head custodian will search the mechanical areas and custodial areas of the building with fire department personnel. The Assistant Principal and Principal will search all other building areas. The fire department and police department personnel in conjunction with the Principal and Assistant Principal will determine when and if the building is safe for students.
7. If deemed necessary, the building secretary will phone the Transportation Department regarding the availability of buses for transport to Lincoln Junior High School or Knox Presbyterian Church. Buses will pick up students on Magnolia Lane.
8. Students will remain with their assigned classes for the duration of the transportation procedure and the assembly at Lincoln Junior High or Knox Presbyterian Church.
9. Upon arrival at Lincoln Junior High or Knox Presbyterian Church, attendance will be taken.
10. At Lincoln Junior High or Knox Presbyterian Church, a communication system will be activated to notify parents.
11. Students will be dismissed to parents by the Principal/Assistant Principal after it is deemed that conditions are safe.
12. When dismissal begins, students will be dismissed to their parents only.
13. Parents who pick up children must sign out with classroom teachers.
14. If parents are not available, students will be retained until regular dismissal time.
15. If, at regular dismissal time, students who have not been picked up by their parents, buses will be used to transport them home.
16. A communication base will be established during the event at the Administration Center (630-420-6300) for parents' questions and information.



**HOME
& SCHOOL**
Elmwood Elementary School

Elmwood Home & School Association

Home and School is a parent volunteer-driven association that works closely with school staff to enhance the student experience at Elmwood.

Home and School's fundraising efforts allow us to sponsor programs including field trips, assemblies, class parties, movie nights, Watch DOGS, Field Day and the school garden. Home and School also provides funds for teacher supplies and items needed by the school such as new choral risers and new folding chairs for student performances.

All Elmwood families are automatically members of Home and School and we encourage you to take the opportunity to volunteer for an organization that touches your child's educational experience every day. Research shows that when parents are actively involved in their child's education, the results include improved student achievement, reduced absenteeism, improved behavior, and restored confidence among parents in their children's schooling. We all lead very busy lives, but if every family donates a few hours of their time to Elmwood each school year, we can achieve amazing results to benefit our children! Many volunteer opportunities can be flexible to fit the needs of working parents or those with little ones at home.

If you are interested in volunteering to serve on a Home and School committee, now or at any point throughout the school year, please email Laura Viscito, H&S President, at elmwoodeagles@gmail.com. If you have any questions about volunteering or any other feedback, please don't hesitate to reach out. We look forward to working with you this year!

Sincerely,

Laura Viscito
Elmwood Home & School President

POLICY #7.180 PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT

7:180 Preventing 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, age, religion, physical or mental disability, order of protection status, status of being homeless, or 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, is prohibited in each of the following situations:

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.

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, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

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 guidance 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.

Nondiscrimination Coordinator^[LS1]

Chief Human Resources Officer
203 W. Hillside Road
Naperville, IL 60540
630.420.6300

Complaint Manager

Assistant Superintendent for Secondary Education
203 W. Hillside Road
Naperville, IL 60540
630.420.6300

Complaint Manager

Assistant Superintendent for Elementary Education
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 promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling,

school psychological services, other interventions, and restorative measures.

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 his or her 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 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**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* 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 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.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. 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. 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.

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 sexual harassment 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.

LEGAL REF.:

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

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

[23 Ill Admin Code §§1.240](#) and [§1.280](#).

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, May 2020, April 2021

POLICY #7:140 SEARCH AND SEIZURE

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

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 objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness, and
3. By a certified employee of liaison police officer of the same sex as the students.

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 School 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 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 105 ILCS 5/22.10a

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, 661 N.E. 2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill. App. 1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill. App. 1, 1996).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Vernonia School Dist. 471 v. Acton, 115 S.Ct. 2386 (1995).

Safford Unified School Dist No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (rights and responsibilities), 7:150 (police interrogation), 7:190 (student discipline)

ADOPTED: October 7, 1996

Revised: September 2004, April 2009, April 2019

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 3rd 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 bikes 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.

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.

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.

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.

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.

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 a 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 auto-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 that includes a plan in case the student is unable to self-administer and identifies the situations when the school will call 911.

A student may self-administer medication required under a *qualifying plan*, provided that:

- The student's parent/guardian has completed and signed an *SMA Form*,
- Written permission from the student's physician, physician assistant, or advanced practice nurse to self-administer has been provided to the school;
- And the parent/guardian has provided a prescription label which contains the name of the medication, the prescribed dose, and the time(s) it is to be administered.

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.

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 products* to a child who is a student or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDHP;
 - 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 of 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. A student may not self-carry any medical cannabis infused product; all medical cannabis infused products shall only be stored on school premises in the nurse's office in a locked cabinet.

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 **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, and scheduled to be repealed on July 1, 2020. [720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

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

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, and/or Glucagon), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

Revised: December 16, 2019

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.

Actor	Action
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)	Assess student's progress; Reassess accommodations, with additional input from licensed medical doctor of student, if appropriate; Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.

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.

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 travelling 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.

During last year's school year, 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 were 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, 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-R STUDENT RECORDS

Student Records Defined

A student record is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the District, except records kept:

1. In a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or
2. By law enforcement officials working in the school.

Maintenance of School Student Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record. The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender and the names and addresses of the student's parent(s)/guardian(s).
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record Accident and health reports
- Record of release of permanent record information in accordance with [105 ILCS 10/6\(c\)](#)
- Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (PSAE)
- The *permanent record* may include: Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record and must include*:

- A record of release of temporary record information in accordance with [105 ILCS 10/6\(c\)](#)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8) (ISAT)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act ([325 ILCS 5/8.6](#)), including any final finding report received from a Child Protective Service Unit
- Completed home language survey
- Copy of the student's birth certificate (See Policy 7:50 *Admissions*)

The temporary record may include:

- Family background information.
- Intelligence test scores, group and individual aptitude test scores.
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other Disciplinary Information

- Special education files, including the report of the multidisciplinary staffing on which placement or non placement was based, and all records and tape recordings relating to special education placement hearing and appeals.
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses students' Social Security numbers for intra-school identification purposes, if at all. However, school officials may not require students or their parents/guardians to provide them. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians, and;
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and

- recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements. The district may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to district employees or the Illinois State Board of Education, provided the current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
 4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
 5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such orders terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
 6. The District shall grant access to, or release information from, any student record as specifically required by federal or state statute.
 7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
 8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
 9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
 10. The District may release student records or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
 11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. . "Juvenile authorities" means:

- a. A circuit court judge and court staff members designated by the judge;
 - b. parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys;
 - c. probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case;
 - d. any individual public or private agency having court-ordered custody of the child;
 - e. any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor;
 - f. any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement;
 - g. law enforcement officers and prosecutors;
 - h. adult and juvenile prisoner review boards;
 - i. authorized military personnel; and
 - j. individuals authorized by court.
12. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
- a. The committee member is a State or local official or authority,
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s)
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
 - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary student names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parents/guardians that they may make this objection.
14. The District charges \$.35 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student's record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:
- a. Information released or made accessible.
 - b. The name and signature of the Building Principal.
 - c. The name and position of the person obtaining the release or access.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal

shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

The notification to parents/guardians and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

LEGAL REF.:

[20 U.S.C. §1232\(g\)\(j\)](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 122 S.Ct. 934 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d674(Ill.App.1,2002). Family Educational Rights and Privacy Act, [20 U.S.C. §1232g: 34 C.F.R. Part 99, 105 ILCS 5/10-21.8](#) and [10/1 et seq.](#)

[23 Ill.Admin.Code §375](#).

Reviewed: August 2009

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 and computers, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The District maintains its commitment to educational excellence. It recognizes that students will need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the necessary skills and knowledge to navigate this rapidly-changing world. Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and the Internet responsibly. "Computers," "electronic devices," "mobile devices," and "devices" for the purposes of this policy are interchangeable. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator(s).

The School District is not responsible for any information that may be lost, damaged, or become unavailable when using the network or a District-issued computer, 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 Digital Citizenship

The use of the District's electronic networks and computers 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. Students will be educated about appropriate digital citizenship, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic networks and District-issued computers are part of the curriculum and are not a public forum for general use.

Acceptable Use

All use of the District's electronic networks or District-issued computers 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. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District-issued computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Use of Computers and Electronic Networks* contains the appropriate uses, ethics, and protocol, including an individual's use of personal computer for school use or on a District network. 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

In accordance with the Children's Internet Protection Act (CIPA), the District's primary concern is the safety and welfare of all students. The District filters all on-premises connections to the Internet and blocks computers or sites that may contain content considered obscene, pornographic, harmful or inappropriate for students. Only an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other educational purposes provided that the individual receives

prior permission from the Superintendent or system administrator. The District will supplement this policy by providing at-home filtering applications for District-issued computers that are used off-campus and at home.

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. Ensures and staff privacy, safety, and security when using electronic communications;
4. Restrict unauthorized access, including "hacking" and other unlawful activities;
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as names and addresses.

Authorization for Use of Computers and Electronic Networks

Each staff member must sign the District's *Authorization for Use of Computers and Electronic Networks* as a condition for using the District's electronic networks or computers. Each student and/or his or her parent(s)/guardian(s) as appropriate, must sign the *Authorization* before being granted unsupervised use.

All users of the District's computers or networks 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.

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhancing Education Through Technology Act, 20 U.S.C § 6751et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries. 720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 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), 7.180 (Preventing Bullying and Harassment), 7:190 (Student Discipline), 7:310 (Publications)

ADMIN PROC.: 6:235 AP1 (Exhibit- Acceptable Use of Computers and Electronic Networks), 6:235-E 1 (Exhibit – Student Authorization for Electronic Network Access) 6.235-E 2 (Exhibit – Staff Authorization for Electronic Network Access)

Revised: October 2004, August 2015

DISTRICT ASSESSMENT CALENDAR

September	Grade 3	Cognitive Abilities Test Purpose: To assess students' abilities in reasoning and problem solving using verbal, quantitative and spatial symbols.
February	Grade 4	Cognitive Abilities Test Purpose: To assess students' abilities in reasoning and problem solving using verbal, quantitative and spatial symbols.

As an accountability measure, Illinois administers The Illinois Assessment of Readiness to measure student learning relative to the Illinois Learning Standards.

April (tent.)	Grade 3	IAR Assessment
	Grade 4	IAR Assessment
	Grade 5	IAR Assessment
Purpose: To measure individual student achievement relative to the Illinois Learning Standards		

NWEA MAP Growth will be administered two or three times a year at grades K through 5.

Purpose: To provide an assessment of student literacy and numeracy achievement and growth utilizing a computer adaptive format.

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 and science strand includes high school algebra at the seventh-grade level, honors geometry at the eighth-grade level, and freshman level conceptual physics.

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.

Students may also benefit from accelerated placement at times. This is a unique circumstance that requires careful consideration of both academic and social-emotional readiness. Accelerated placement can include single subject areas, full grade acceleration, and early entrance to Kindergarten. Teachers and parents/guardians can refer students for acceleration by notifying the building principal or designee. Once referred, accelerated placement will be determined based on age-appropriate assessments, which include multiple and reliable assessments aligned to the placement request. School personnel will review assessment results and provide the parent/guardian with written notification of the school's decision for accelerated placement. Accelerated placement is only granted when the school and parent/guardian are in mutual agreement.

SPECIAL PROGRAMS - NON SPECIAL EDUCATION

EL (English 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 E program aims to help the children achieve acculturation into our schools and society.

Reading Support Program

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 Program

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 supports 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. Please be sure you have accessed this parent portal to create a username and password. Those directions can be found on our District website www.naperville203.org/domain/817 . You can also contact our Infinite Campus Helpdesk at parentsupport@naperville203.org for assistance.

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 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 parental 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. Good parenting skills such as reading to children, providing cultural activities and working on language development are encouraged.

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.

2021-2022 CALENDAR

Naperville 203

Community Unit School District

203 W. Hillside Road, Naperville, IL 60540

630-420-6300

APPROVED

August				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25 _{LA}	26	27
30	31			

January				
M	T	W	Th	F
3	4	5	6	7
10	11	12 _{LA}	13	14
17	18	19 _{LA}	20	21
24	25	26 _{LA}	27	28
31				

September				
M	T	W	Th	F
		1 _{LA}	2	3
6	7	8 _{LA}	9	10
13	14	15 _{LA}	16	17
20	21	22 _{LA}	23	24
27	28	29 _{LA}	30	

February				
M	T	W	Th	F
	1	2 _{LA}	3	4
7	8	9 _{LA}	10	11
14	15	16 _{LA}	17	18
21	22	23 _{LA}	24	25
28				

October				
M	T	W	Th	F
				1
4	5	6 _{LA}	7	8
11	12	13 _{LA}	14	15
18	19	20 _{LA}	21	22
25	26	27 _{LA}	28	29

March				
M	T	W	Th	F
	1	2 _{LA}	3	4
7	8	9 _{LA}	10	11
14	15	16 _{LA}	17	18
21	22	23 _{LA}	24	25
28	29	30	31	

November				
M	T	W	Th	F
1	2	3 _{LA}	4	5
8	9	10 _{LA}	11	12
15	16	17 _{LA}	18	19
22	23	24	25	26
29	30			

April				
M	T	W	Th	F
				1
4	5	6 _{LA}	7	8
11	12	13 _{LA}	14	15
18	19	20 _{LA}	21	22
25	26	27 _{LA}	28	29

December				
M	T	W	Th	F
		1 _{LA}	2	3
6	7	8 _{LA}	9	10
13	14	15 _{LA}	16	17
20	21	22	23	24
27	28	29	30	31

May				
M	T	W	Th	F
2	3	4 _{LA}	5	6
9	10	11 _{LA}	12	13
16	17	18 _{LA}	19	20
23	24	25	26	27
30	31			

June				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

- Aug 12-13 New Educator Orientation
- Aug 16 Institute Day
- Aug 17 Staff Development Day
- Aug 18 Teacher Work Day
- Aug 19 Classes Begin
- Sep 6 NO SCHOOL-Labor Day Holiday
- Oct 7 NO SCHOOL-Institute Day
- Oct 7 Parent/Teacher Conferences 5-8:30
- Oct 8 NO SCHOOL-Parent/Teacher Conf.
- TBD End of First Quarter
- TBD End of First Trimester
- Nov 24-26 NO SCHOOL-Thanksgiving Holiday
- Dec 21 End of First Semester
- Dec 22-Jan 4 NO SCHOOL-Winter Vacation
- Jan 5 NO SCHOOL-Institute Day
- Jan 6 Classes Resume
- Jan 17 NO SCHOOL-MLK Holiday
- TBD End of Second Trimester
- Feb 21 NO SCHOOL-Presidents' Day
- Mar 4 NO SCHOOL-County Institute Day**
- Mar 14 NO SCHOOL-Institute Day
- Mar 14 Parent/Teacher Conferences 5-8:30
- Mar 15 NO SCHOOL-Parent/Teacher Conf.
- TBD End of Third Quarter
- Mar 28-Apr 1 NO SCHOOL-Spring Vacation
- Apr 15 NO SCHOOL
- May 6 Half-Day Institute (EC-NO SCHOOL)
- TBD Commencement (tentative)
- May 27 Classes End (tentative)
- May 30 NO SCHOOL-Memorial Day Holiday
- May 31-Jun 6 **Emergency Days (if needed)**
- TBD Summer School Begins

Buildings Closed-No School
 Buildings Open-No School
 Half-Day of School
 Late Arrival-High Schools
 ** Determined by the County

NOTE REGARDING EMERGENCY DAYS:
 The official school year ends at the conclusion of the last emergency day on the calendar. No planned absences, for any reason, should be scheduled until after the last emergency day.