

STUDENT/PARENT HANDBOOK 2011-2012



**BENSON
PRIMARY
SCHOOL**

**FRANZEN
INTERMEDIATE
SCHOOL**



ITASCA SCHOOL DISTRICT 10

ADMINISTRATIVE CENTER
200 N. MAPLE ST.
ITASCA, IL 60143-1722
(630) 773-1232 Fax (630) 773-1342

August, 2011

Dear Parent/Guardian,

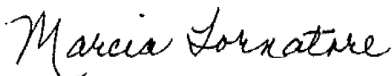
In our continuing effort to "go green," we have posted our Student/Parent Handbooks online. Also posted is the letter that parents/guardians must sign stating they have reviewed the handbook (including the School Board Policies) with their child and agree to follow its rules and guidelines. **In addition, a paper copy of this letter will be sent home with students within the first week of school.** If for some reason you are unable to access the handbook and/or letter, a copy will be available in your school's office.

Included within the online Student/Parent Handbook is a listing of School Board Policies. The policies serve as a resource of information for parents, students and the community. Changes in the policies and handbook may occur without notice throughout the school year. The most current School Board Policies are available online within our district's website. To access these policies online, please visit www.itasca.k12.il.us.

With students understanding the rules and consequences of violating them, they will be more informed of making responsible decisions regarding their behavior. When we all work together, we keep our energy focused on student learning.

If you need assistance, please contact your child's school or my office at 630-773-1232, extension 1536.

Respectfully,



Marcia Tornatore, Ph.D.
Superintendent of Schools



RAYMOND BENSON PRIMARY
301 E. WASHINGTON ST.
ITASCA, IL 60143-2159
(630) 773-0554
Fax (630) 285-7474

ELMER H. FRANZEN INTERMEDIATE
730 N. CATALPA ST.
ITASCA, IL 60143-1466
(630) 773-0100
Fax (630) 285-7468

F.E. PEACOCK MIDDLE SCHOOL
301 E. NORTH ST.
ITASCA, IL 60143-1620
(630) 773-0335
Fax (630) 285-7460

Forward

Welcome to Benson Primary School and Franzen Intermediate School! We are looking forward to a new school year and are anxious to start it off in the right direction. This handbook is for both student and parent use and contains important information on school and district policies and procedures.

This handbook is divided into two sections. The first section is written for our students, and they should use it as a basis for moving through a typical school day in a responsible manner. We ask that all parents take the time to read and discuss the material together. When you have done this, please return the page entitled "HANDBOOK VERIFICATION" (p. 37) to your child's teacher. **Each child is to return a form.**

The second section gives information regarding all Itasca School District 10 schools. Specific district policies and procedures relating to students are included here.

We hope this handbook will answer many of the questions that may arise from our students and parents. If we may be of assistance at any time during the school year, please do not hesitate to call. If you would like a paper copy of the handbook, please contact us.

Dr. Dawn Turner
Principal, Benson Primary School
1-630-773-0554

Mr. Jeff Murphy
Principal, Franzen Intermediate School
1-630-773-0100

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DID YOU KNOW ABOUT....?

RAYMOND BENSON PRIMARY SCHOOL

- School symbol is the Bulldog.

How did Raymond Benson School get its name?

- Benson Primary School was named in 1998 as a tribute to Mr. Raymond Benson, a former school board member.
- Mr. Benson served on the District #10 School Board for over 37 years and as the Board President for the last six of those years.
- Mr. Benson was influential in the planning and construction of Benson Primary School, Franzen Intermediate School, and the additions to both.
- A portrait of Raymond Benson is located in the main hallway.

ELMER H. FRANZEN INTERMEDIATE SCHOOL

- School symbol is the Falcon.
- The Falcon is a symbol of nobility, speed, and clarity of vision.

How did Elmer H. Franzen Intermediate School get its name?

- Elmer H. Franzen (1891 – 1978) headed the three - member Board of Education school board for seven years and was the first president of the seven - member school board. He served as a school board member from 1933-1946
- He was a member of the Itasca Fire Department and participated in a number of community music groups.
- He was president of the Itasca State Bank.
- In 1964, the school board named the new elementary school to honor him for his unselfish commitment and dedication to the children of Itasca.
- A portrait of Elmer H. Franzen and a plaque are located in the main hallway.

What are the colors for Franzen and Benson?

- Blue and white are the colors for both schools.

BENSON AND FRANZEN ACTIVITIES

You will be able to participate in many special activities at both Benson and Franzen. Listed below are ways to plan for these activities and some of the types of activities that will occur during the year.

Calendar of Events – The online Itasca School District #10 Calendar is one way to keep track of the dates for many of the activities within all three schools in the district throughout the year. This will help your family when they want to make plans. This is a very important guide for you to use throughout the year. In addition, a weekly list of event is sent via e-mail to District #10 families.

School Newsletter - The Benson Bulldog and the Franzen Falcon will be posted on the Itasca School District's website by the 2nd Wednesday of each month. In addition, the IEPTO newsletter will be posted on the 4th Wednesday of each month to the IEPTO website. The newsletters will help you keep up-to date on school activities. They will also tell about what students are doing in class, and tell about special events. Often also included are student names when they are involved in special activities.

Assemblies - The Itasca Elementary PTO serves us in many ways. One way is to provide the schools with quality programs. Assemblies are held at various times throughout the school year.

Special Events - We will have many special events during the year, such as Curriculum Night, Special Friends' Day, Celebration of Learning and Spirit Days as well as others. Be alert to the dates for each of these special events and help to make them a success by taking part in them.

GENERAL INFORMATION

SCHOOL BUILDING HOURS/PHONE NUMBER

Benson School is open at 8:00 A.M. and the doors are locked at 4:30 P.M.

The school office hours are 8:00 A.M. to 4:30 P.M. The telephone is not answered prior to 8:00 A.M. or after 4:30 P.M. The office can be reached at (630) 773-0554.

Franzen School is open at 7:00 A.M. and the doors are locked at 3:30 P.M.

The school office hours are 7:30 A.M. to 3:30 P.M. The telephone is not answered prior to 7:50 A.M. or after 3:30 P.M. The office can be reached at (630) 773-0100.

If your child needs a textbook, the Itasca Library and Wood Dale Library have a complete set of textbooks for Benson and Franzen for student use.

STUDENT ABSENCE HOT LINE/ATTENDANCE

Parents have two options when reporting their child's absence from school.

OPTION 1 Parents may call between **the hours of 4:30 p.m. and 8:00 a.m.** This option allows parents to be connected with the District #10 Administrative Center Voice Mail System.

To report an absence at BENSON PRIMARY dial 1-630-773-1232 and press 5 and Extension 1524.

To report an absence at FRANZEN INTERMEDIATE dial 1-630-773-1232 and press 5 and Extension 1525.

By pressing the extension number you will gain access to the Student Absence Hot Line. Upon gaining access to the Hot Line, please state:

1. Your child's full name
2. His/her teacher's name
3. Reason for absence
4. Dates and/or amount of time your child will be absent from school
5. Telephone number where you may be reached during the day
6. Requests for homework at Franzen need to be made by 9:00 a.m. or we cannot guarantee it will be ready. Homework can be picked up after 2:30 p.m. and before 3:30 p.m.

OPTION 2 Parents may call the school offices between the following hours and give the appropriate information to the school secretary.

BENSON PRIMARY 8:30 A.M. - 9:05 A.M.

FRANZEN INTERMEDIATE 7:50 A.M. - 8:20 A.M.

On their first day back, students should submit a note signed by a parent to the classroom teacher explaining their absence.

BENSON/FRANZEN SCHOOL CALENDAR – 2011-2012

AUGUST

Tuesday	August 16	Early Childhood and K-Prep Meet & Greet 1:00-1:45
Tuesday	August 16	Kindergarten- AM Meet & Greet 10:00-10:30 and PM Meet & Greet 10:45-11:15
Wednesday	August 17	First Day of School (full day)
Wednesday	August 17	IEPTO Meet & Greet - 9:05 a. m. at Benson
Monday	August 22	IEPTO Welcoming Evening at Benson 7:00
Tuesday	August 23	Franzen – Book Fair
Wednesday	August 24	Franzen – Book Fair
Thursday	August 25	Franzen – Book Fair
Thursday	August 25	Curriculum Night – Franzen 6:30-8:00 p.m.
Monday- Wednesday	August 29 August 31	Franzen School Assessment

SEPTEMBER

Thursday	September 1	Grades 3-5 School Assessment
Thursday	September 1	ESL Parent Meeting Grades 3-8 6:00 at Peacock
Thursday	September 1	Market Day pickup 5:30-6:30 @ Park district
Monday	September 5	NO SCHOOL – LABOR DAY
Tuesday-Friday	September 6-9	Franzen School Assessment Week
Tuesday	September 6	Benson-Book Fair
Wednesday-Friday	September 7-9	5 th Grade Outdoor Education
Tuesday	September 6	5 th Grade Beginning Band Mtg. – 7:00 p.m. at Peacock
Wednesday	September 7	Benson-Book Fair
Thursday	September 8	Benson-Book Fair
Thursday	September 8	ESL Parent Meeting Grades K-2 5:30 at Benson
Thursday	September 8	Curriculum Night – Benson 6:30-8:00 p.m.
Thursday	September 8	Parent Reading Night for Kindergarten thru 5 th Grade Reading Program 6:00-6:30 @ Benson
Monday-Friday	September 13-16	Benson & Franzen School Assessment Week
Tuesday	September 13	5 th Grade Beginning Band Registration 5:00 @ Peacock
Wednesday	September 14	Franzen Picture Day & Panoramic Picture @ 12:15
Wednesday	September 14	Board of Education Meeting – 7:00 Village Hall
Thursday	September 15	CAPs Parent Meeting – 7:00 p.m. at Benson Grades K, 2, & 4
Friday	September 16	Franzen – Special Friend's Day 1:10-2:10
Monday-Friday	September 19-23	Benson School Assessment Week
Monday	September 19	CAPs at Franzen – 4 th grade
Monday	September 19	K-5 Principal Advisory Committee Mtg 6:00 PM @ Franzen

SEPTEMBER (con't)

Monday	September 19	IEPTO Mtg. 7:00 PM @ Franzen
Tuesday	September 21	CAPs at Franzen – 4 th grade
Wednesday	September 21	Benson School Pictures
Friday	September 23	Benson- Special Friend's Day
Monday-Friday	September 26-30	Benson School Assessment

OCTOBER

Thursday	October 6	Family Living Program for Parents of 5 th grade Students- 7:00 PM @ Franzen
Thursday	October 6	Market Day pickup 5:30-6:30 @ Park District
Friday	October 7	Hot Lunch – Benson & Franzen
Friday	October 7	IEPTO Back to School Hop for Benson & Franzen 6:30-9:00 at Peacock
Monday	October 10	NO SCHOOL – COLUMBUS DAY
Tuesday	October 11	CAPs program at Benson – K & 2 nd grade
Wednesday	October 12	CAPs program at Benson – K & 2 nd grade
Wednesday	October 12	Family Living Program for 5 th grade 12:10 PM @ Franzen
Wednesday	October 12	Board of Education Mtg 7:00 p.m.–Village Hall
Thursday	October 13	5 th grade Trip to Robert Crown - 9:00 a.m.
Thursday	October 13	CAPs program at Benson – K & 2 nd grade
Friday	October 14	Hot Lunch – Benson & Franzen
Thursday	October 20	End of First Quarter
Thursday	October 20	Talent Show 7:00 @ Franzen
Friday	October 21	NO SCHOOL – TEACHER WORKSHOP
Wednesday	October 26	Benson Picture Retake Day
Thursday	October 27	Donuts with Dads for 2 nd grade @ Benson
Thursday	October 27	Franzen Picture Retake day
Friday	October 28	Report cards distributed
Monday	October 31	Halloween Parties – Benson & Franzen

NOVEMBER

Wednesday	November 2	Parent/Teacher Conferences 4:30-8:30 Grades K-8
Thursday	November 3	Vision & Hearing Screening for 1 st grade
Thursday	November 3	Market Day pickup 8:30-9:30 @ Park district
Friday	November 4	Hot Lunch – Benson & Franzen
Monday	November 7	IEPTO Mtg 7:00 p.m. @ Benson
Tuesday	November 8	IEPTO Roller Skating Party at Coachlite 6:30-8:30 p.m.
Wednesday	November 9	Board of Education Meeting – 7:00 Village Hall
Thursday	November 10	Vision & Hearing Screening for 2 nd grade
Friday	November 11	Morning with Moms for 1 st grade @ Benson
Monday	November 14	Vision & Hearing Screening for 3 rd grade
Tuesday	November 15	TAG Parent Meeting 7:00 at Peacock

NOVEMBER (con't)

Thursday	November 17	5 th Grade Music Informance (AM)
Thursday	November 17	Parent/Teacher Conferences 4:30-8:30 Grades K-8
Friday	November 18	Hot Lunch – Benson & Franzen
Monday	November 21	NO SCHOOL- Parent/Teacher Conferences 8:00-3:00 Early Childhood & K-8
Tuesday	November 22	NO SCHOOL- TEACHER INSTITUTE
Wednesday	November 23	NO SCHOOL
Thursday	November 24	NO SCHOOL - THANKSGIVING
Friday	November 25	NO SCHOOL
Tuesday	November 29	Vision & Hearing Re-screening for 3 rd grade

DECEMBER

Thursday	December 1	Market Day pickup 5:30-6:30 @ Park District
Thursday	December 1	All District Choral Concert 7:00 at Peacock
Friday	December 2	Hot Lunch – Benson & Franzen
Friday	December 2	“Read for 2012” at Benson
Monday	December 5	Early Childhood/K-Prep Winter Program at Benson
Thursday	December 8	Vision & Hearing re-screening for 1 st & 2 nd grade
Thursday	December 8	2 nd Grade Winter Music Program 7:00 p.m. – Peacock
Friday	December 9	Hot Lunch – Benson & Franzen
Wednesday	December 14	Board of Education Meeting – 7:00 Village Hall
Thursday	December 15	Kindergarten Winter Music Program 7:00 p.m. – Peacock
Friday	December 17	Room Parties – Benson & Franzen times are 1:00-2:00
Monday	December 19 -	NO SCHOOL – WINTER BREAK
Friday	December 30	

JANUARY

Monday	January 2	NO SCHOOL - WINTER BREAK
Tuesday	January 3	School Resumes
Friday	January 6	Hot Lunch – Benson & Franzen
Monday-Friday	January 9-13	Franzen Assessment Week
Monday	January 9	Vision & Hearing screening for Kindergarten, Pre-K, Early Childhood & NDSEC
Tuesday	January 10	K-Prep Round Up 1:00-2:00 at Benson
Wednesday	January 11	Board of Education Meeting – 7:00 Village Hall
Thursday	January 12	Market Day pickup 5:30-6:30 @ Park District
Friday	January 13	End of 2 nd quarter
Monday	January 16	NO SCHOOL – MARTIN LUTHER KING DAY
Monday	January 16	IEPTO Benson & Franzen Ice Skating Party 10:00-11:30 @ The Edge
Tuesday-Friday	January 17-20	Franzen Assessment Week

JANUARY (con't)

Tuesday-Friday	January 17-20	IEPTO Culture Day Week @ Benson
Thursday	January 19	IEPTO Culture Night @ Franzen
Friday	January 20	Hot Lunch – Benson & Franzen
Friday	January 20	Report Cards Distributed
Sunday	January 22	IEPTO Mother/Son Bowling
Monday	January 23	K-Prep Conferences 4:00-8:00 at Benson
Monday-Friday	January 23-27	IEPTO Culture Week @ Franzen
Monday-Friday	January 23-27	Benson & Franzen Assessment Week
Tuesday	January 24	Beginning Band All-Star Concert and Music Booster Meeting 7:00 – Peacock
Wednesday	January 25	K-Prep Conferences 8:30-11:30 a.m. @ Benson
Thursday	January 26	Early Childhood Parent/Teacher Conferences 8:00-3:00 at Benson
Thursday	January 26	K-5 Principal Advisory committee mtg. 6:00 @ Franzen
Thursday	January 26	IEPTO Mtg. 7:00 @ Franzen
Monday	January 30	Vision & Hearing Re-screening for Kindergarten Pre-K, Early Childhood, & NDSEC
Monday-Tuesday	January 30-31	Benson Assessment Days

FEBRUARY

Wednesday-Friday	February 1-3	Benson Assessment Days
Thursday	February 2	Kindergarten Conferences 1:00-8:00
Friday	February 3	1st grade Music Informance
Friday	February 3	IEPTO Father-Daughter Dinner Dance at Venuti's
Tuesday	February 7	Screening for 3-5 year olds at Benson
Wednesday	February 8	Board of Education Meeting – 7:00 Village Hall
Thursday	February 9	Market Day pickup 5:30-6:30 @ Park District
Friday	February 10	Hot Lunch – Benson & Franzen
Wednesday	February 15	4 th Grade Music Informance
Thursday	February 16	Donuts with Dads for 1 st graders @ Benson
Friday	February 17	Hot Lunch – Benson & Franzen
Monday	February 20	NO SCHOOL – PRESIDENT'S DAY
Wednesday	February 29	Kindergarten Registration & Parent Orientation For Parents only @ Benson 6:00 tour & 6:30 meeting

MARCH

Thursday	March 1	Dr. Seuss Birthday Event @ Benson
Friday	March 2	NO SCHOOL – TEACHER INSTITUTE
Monday	March 5	NO SCHOOL – TEACHER INSTITUTE
Tuesday	March 6	ISAT testing – Grades 3, 4, 5
Wednesday	March 7	ISAT testing – Grades 3, 4, 5
Thursday	March 8	ISAT testing – Grades 3, 4, 5
Thursday	March 8	Market Day pickup 5:30-6:30 @ Park District

MARCH (con't)

Thursday	March 8	Morning with Moms for 2 nd graders @ Benson
Friday	March 9	ISAT Testing – Grades 3, 4, 5,
Friday	March 9	2 nd grade Career Day
Monday	March 12	ISAT testing – Grades 3, 4, 5
Tuesday	March 13	ISAT testing – Grades 3, 4, 5
Tuesday	March 13	Battle of Books – 7:00 at Franzen
Wednesday	March 14	ISAT testing – Grades 3, 4, 5
Wednesday	March 14	Board of Education Meeting – 7:00 Village Hall
Thursday	March 15	ISAT testing – Grades 3, 4, 5
Thursday	March 15	K-5 Principal's Advisory Committee Mtg 6:00 PM @ Benson
Thursday	March 15	IEPTO Mtg. 7:00 @ Benson
Friday	March 16	ISAT testing – Grades 3, 4, 5
Friday	March 16	Hot Lunch – Benson & Franzen
Friday	March 16	IEPTO Family Bingo Night 6:00-8:00 p.m. @ Peacock
Monday	March 19	Final Battle of the Books 7:00 p.m. @ Itasca Library
Thursday	March 22	Kids Teach Too @ Benson
Thursday	March 22	Franzen Choral Concert @ 7:00
Friday	March 23	End of 3 rd quarter
Friday	March 23	Hot Lunch – Benson & Franzen
Monday	March 26-30	NO SCHOOL – SPRING BREAK

APRIL

Monday	April 2	School Resumes
Thursday	April 5	Report Cards Distributed
Friday	April 6	NO SCHOOL
Tuesday	April 10	Education Fair at Franzen
Wednesday	April 11	Board of Education Meeting – 7:00 Village Hall
Thursday	April 12	Market Day pickup 5:30-6:30 @ Park District
Friday	April 13	Hot Lunch - Benson & Franzen
Tuesday	April 17	Book Fair – Benson
Wednesday	April 18	Book Fair – Benson
Thursday	April 19	Book Fair – Benson
Thursday	April 19	Celebration of Learning 6:30-8:00 @ Benson
Friday	April 20	Hot Lunch - Benson & Franzen
Tuesday	April 24	Book Fair – Franzen
Wednesday	April 25	Book Fair – Franzen
Thursday	April 26	Book Fair - Franzen
Thursday	April 26	1 st Grade Annual Event @ Benson 1:00 Talent Video & 1:45 Tea Party
Thursday	April 26	Celebration of Learning 6:30-8:00 @ Franzen
Monday	April 30	District Assessment Week
Monday	April 30	IEPTO Meeting 7:00 @ Franzen

MAY

Tuesday-Friday	May 1-4	District Assessment Week
Wednesday	May 2	Benson All School Panoramic Photo @ 1:30 pm
Friday	May 4	2 nd grade tour of Franzen
Monday-Friday	May 7-11	District Assessment Week
Monday	May 7	Hot Lunch - Benson & Franzen
Tuesday	May 8	Beginning Band Encore Concert – 7:00 at Peacock
Wednesday	May 9	Board of Education Meeting – 7:00 Village Hall
Thursday	May 10	Market Day pickup 5:30-6:30 @ Park District
Friday	May 11	5 th grade Village tour
Monday-Friday	May 14-18	District Assessment week
Thursday	May 17	Franzen 3 rd grade Spring Music Program – 7:00 p.m. - Peacock
Friday	May 18	Hot Lunch - Benson & Franzen
Friday	May 25	5 th grade students shadow in AM @ Peacock
Friday	May 25	Kindergarten Prep Commencement Ceremony 10:30 a.m. @ Benson
Monday	May 28	NO SCHOOL - MEMORIAL DAY
Thursday	May 31	Half Day - Last day of school if no emergency days are used
Thursday	May 31	Report cards distributed

JUNE

Thursday	June 7	Last day of School if all Emergency days are used
Thursday	June 7	Market Day pickup 5:30-6:30 @ Park District
Wednesday	June 13	Board of Education Meeting – 7:00 Village Hall

SCHOOL HOURS

BENSON PRIMARY (1-2) M-T-W-F -- 9:05 - 3:20 TH -- 9:05 - 2:40

KINDERGARTEN

A.M.

M-F -- 9:05 - 11:45

P.M.

M-T-W-F -- 12:32 - 3:20 TH -- 12:32 - 2:40

Students arrive at school at **9:05 a.m.** (1st bell)

The tardy bell rings at **9:10 a.m.**

Supervision begins at 8:55 a.m., therefore students are not to arrive prior to 8:55 a.m.

FRANZEN INTERMEDIATE (3-5) M-T-W-F -- 8:17 - 2:30 TH -- 8:17 - 2:10

Supervision begins at 8:10, therefore students are not to arrive prior to 8:10 a.m.

Students will enter the school at **8:17 a.m.** (1st bell)

The tardy bell rings at **8:25 a.m.**

EARLY DISMISSAL

During the year it may be necessary for a student to leave school prior to the regular dismissal time. If the early departure is anticipated by the parents (i.e. appointments or vacations), a note should be sent to the school a day before the anticipated change in the regular schedule. In the case of illness during school or other unforeseen situations, the school office will notify the parent to pick up the child.

It is required that the parent or legal guardian sign out their child in the school office. Students will not be permitted to leave school unless accompanied by a parent or legal guardian.

VISITORS

Adult visitors are welcome at school. We encourage all members of our community to visit and view the educational process in action. However, **ALL INDIVIDUALS WISHING TO ENTER THE BUILDING, MUST REPORT TO THE OFFICE, SIGN IN, AND RECEIVE A VISITOR'S PASS BEFORE PROCEEDING ANY FURTHER INTO THE SCHOOL.** A photo ID maybe required. If a parent wishes to confer with a teacher, an appointment **must** be made.

Student visitors are not permitted during regular school hours. An adult must supervise all children in the building after school hours or pre-school children brought to the school during school hours.

AS A BENSON OR FRANZEN STUDENT YOU ARE RESPONSIBLE FOR AND EXPECTED TO MODEL THE SIX PILLARS OF CHARACTER COUNTS! THEY ARE:

1. **RESPECT.** Don't tease others. Be tolerant of differences. Use good manners. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults and disagreements. Remember: Always follow the golden rule - Treat others with respect.
2. **RESPONSIBILITY.** Do what you are supposed to do. Persevere: keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act, consider the consequences. Be accountable for your choices.
3. **CARING.** Be kind. Be compassionate and **show** you care. Express gratitude. Forgive others. Help people in need.
4. **CITIZENSHIP.** Do your share to make your school and community better. Cooperate. Stay informed. Vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.
5. **TRUSTWORTHINESS.** Be honest. Don't deceive, cheat, or steal. Be reliable.- Do what you say you'll do. Have courage to do the right thing. Build a Good reputation. Be loyal-stand by your family, friends and country.
6. **FAIRNESS.** Play by the rules. Take turns and share. Be open minded. Listen to others. Don't take advantage of others. Don't blame others carelessly.

CHANGES IN AFTER SCHOOL PLANS

Children need consistency. We can no longer honor frequent weekly or daily changes in your child's end of the day plans. In order for the office to effectively communicate these changes, we need parents to plan ahead and do the following:

1. **In the morning**, write a note to the school, tell your child about the change, and have your child give the note to their classroom teacher stating the needed change.

Written notes are to be sent whether a child **does or does not** take a bus and will be going home to another student's house. Notes are needed from both sets of parents, the sending and the receiving parent, so that neither parent gets a "surprise visitor" or gets worried thinking that their child is lost.

2. If a phone call must be made by a parent regarding a change in dismissal, the office must be contacted **before 1:30** in the afternoon. Since the office gets very busy, especially near the end of the day, a message called after that time may not reach your child in time for dismissal.

Since children need consistency and work best with routines, parents should arrange for their child to be picked up at their scheduled location. We realize that emergencies do develop on a rare occasion, therefore, should an emergency arise requiring the need for a change, approval for the change must be given by the administration.

BUS INFORMATION

PLEASE NOTE: District #10 recommends students be picked up and dropped off at the same stop each day. Even so, District #10 will attempt to accommodate special bus pick-up and drop-off requests if they occur on a regular schedule for the entire year. Week to week changes and requests involving more than two locations will not be allowed.

You must fill out a transportation change form before you can have your child's pick up or drop off location changed. You will receive a letter of confirmation from the district office stating when the changes will begin. It will take up to five days for the confirmation to be received. All new bus riders will need to fill out a transportation form before they can ride the bus. It will take up to a minimum of five days for a letter of confirmation. Please contact the school first before any day care arrangements are made. If we don't have a bus form on file your child/ren **CANNOT** ride the bus.

BUS BEHAVIOR

When riding a bus to and from school or on a field trip, you must be aware of and follow several rules that will ensure you have a safe, enjoyable trip to school. RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT, and as such you must cooperate in the following ways:

1. Arrive 7-8 minutes prior to the scheduled time at the bus stop and stay away from the street while waiting for the bus.
2. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
3. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
4. You must ride your assigned bus and get on and off at your assigned stop unless your parents send a note or phone the school to explain the special reason for the one day bus change.
5. Only children who are designated bus riders are allowed to ride the bus.
6. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
7. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
8. **Do not accept rides from strangers!**

BUS BEHAVIOR, continued

9. Wait until the bus comes to a complete stop before standing up. Use the handrail when exiting the bus.
10. Never run back to the bus or go behind the bus, even if you dropped or forgot something.
11. Take a seat right away and remain facing forward. Keep your hands, arms, and head inside the bus.
12. Dress properly for the weather. Make sure all drawstrings, ties, straps, key chains, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in the bus doors, railings, or aisles.
13. No objects are to be thrown in the bus or out of the bus.
14. Windows should not be lowered below the mark as indicated on the window frame.
15. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus. Be sure to take all your belongings with you when you leave. If something is left on the bus, notify the office immediately.
16. If you do not follow the rules, you may expect the following:
 - a. If an offense is of a serious enough nature, it MAY result in an IMMEDIATE loss of bus privileges for a length of time determined by the principal. Parents will be notified.
 - b. For breaking rules of a serious nature, you may expect:

1st Time-Warning-You will be given a letter from the principal with a complete explanation of what has been done wrong. This letter must be taken home for a parent signature, and returned the next day.

2nd Time-Loss of Bus Privileges-You will lose your bus privileges for a minimum of one day. The principal will contact your parents. You will be given a letter to take home for a parent signature. This letter is to be returned the next day.

3rd Time-Extended Loss of Bus Privileges-You will lose your bus privileges for an extended period of time. Parents will be contacted. You will be given a letter to take home for a parent signature. This letter is to be returned the next day. (See the following page for an example of Transportation Discipline Report.)

K-5
TRANSPORTATION DISCIPLINE REPORT

STUDENT NAME _____ BUS NO. _____ DATE _____

Dear Parent:

The right of all pupils to ride in the school bus is conditioned on their good behavior and their ability to follow district rules.

Any misbehavior which distracts the driver is a very serious hazard to the safety of students and to the safe operation of the vehicle.

_____ has been cited for the following infraction of rules:

STUDENT NAME

Failure to remain seated		Refusing to obey driver	
Rude, unacceptable behavior		Destruction of property	
Fighting, pushing, tripping		Hanging out of window	
Throwing object in/out of bus		Bringing objectionable articles on bus	
Spitting/littering		Other	

Comments: _____

1st Offense ___ Date _____ 2nd Offense ___ Date _____
 3rd Offense ___ Date _____ Other _____

PRINCIPAL'S ACTION: _____

Principal's Signature _____

PARENT(S) SHOULD SIGN AND RETURN THIS COPY. YOUR SIGNATURE INDICATES THAT YOU HAVE RECEIVED AND READ THIS LETTER.

Parent/Guardian Signature _____ Date _____

LUNCH ROOM

Only students who are under the Illinois Free Lunch Program will have lunch provided for them. All other students are to bring a brown bag lunch from home. A fifty minute lunch/activity period is provided for students who eat lunch at school.

Franzen and Benson students will be allowed to go home if their parents sign the sign-out sheet in the office. Parents must then sign in their student upon their return.

Students who go home also have fifty minutes, but are expected to use the full fifty minutes to travel and eat only. If the time is not sufficient because of distance to and from home, it is strongly suggested that the child eat at school.

For the safety of the students, any parents wishing to meet with their child during lunch or recess must stop at the school office.

LUNCH SCHEDULE:

Benson	Grade 1	11:45 - 12:10 Lunch 12:10 - 12:35 Organized Physical Activity
	Grade 2	11:45 - 12:10 Organized Physical Activity 12:10 - 12:35 Lunch
Franzen	Grades 3	11:15 - 11:35 Organized Physical Activity 11:35-12:05 Lunch
	Grade 4 & 5	11:15 – 11:35 Lunch 11:35-12:05 Organized Physical Activity

LUNCHROOM BEHAVIOR

A. The students will observe the following rules in the lunchroom:

1. Students should not harass or tease each other.
2. Students are to converse in normal tones with other students in their immediate vicinity.
3. Food or other objects may not be thrown at any time.
4. Students are to remain seated at all times. All requests are to be made by raising a hand.
5. No more than 3 male or female students may leave the lunchroom to go to the washroom or drinking fountain. Students must raise hand and ask for a pass.
6. Students are to be quiet when the bell sounds so those supervisors may give them directions.

LUNCHROOM BEHAVIOR, continued

7. Students are to dispose of their trash appropriately and at the proper time.
8. Students are responsible for the general cleanliness of their areas.
9. Recycle appropriate items.
10. Students will line up following disposing of their trash.

B. If a student chooses not to follow the lunchroom rules, the following disciplinary procedures will be implemented:

AT BENSON

1. **1st Lunch Problem:** WARNING
Students will be given an explanation of what their inappropriate behavior was and a warning will be given.
2. **2nd Lunch Problem:** Note home to parents explaining the inappropriate behavior and that a third offense will result in the child being placed at the quiet table.
3. **3rd Lunch Problem:** Principal is notified and one day is spent at the quiet table.

AT FRANZEN

1. **1st Lunch Problem:** WARNING
Students will be given an explanation of the inappropriate behavior and a warning will be given.
2. **2nd Lunch Problem:** 1 day at the quiet table
3. **3rd Lunch Problem:** 3 days at the quiet table and parents will be contacted.
4. **4th Lunch Problem:** Students will be removed from the lunchroom.
5. **5th Lunch Problem:** students removed from lunch program. Parent meeting with principal.

Incident records will be kept through a notebook in the lunchroom. If a student has misbehaved, they must sign the notebook and give an explanation of what they have done. The record keeping through the notebook will be done quarterly. At the beginning of each new quarter, students will start with a clean record.

PLAYGROUND BEHAVIOR

The school playground is a place for students to enjoy, participate in physical activities, and take a break from classroom work. In order for the playground to be a safe, enjoyable place for ALL students, students must obey the following rules:

1. Bullying/teasing is not acceptable.
2. You are responsible for returning all playground equipment to the proper area when you are finished.
3. You are to share equipment fairly with your fellow students. EVERYONE wants to have a good time on the playground.
4. For your safety, tackling games of any type are not allowed.
5. Fighting, pushing/shoving, or other types of rough behavior are not allowed.
6. You are to stay only on school grounds.
7. You must line up promptly when signaled to do so by your supervisor to return to the building.
8. Never throw snow or ice.
9. Toys from home are not to be brought to school.
10. Tag should not be played.

Students not following the given rules, should expect:

1st Time-Warning- You will be given a complete explanation of what the inappropriate behavior. Consequences may include loss of playground privileges for a short period of time.

2nd Time-Loss of Playground Privileges- You will lose playground privileges for a minimum one day. Depending on the seriousness of the problem, parents may be contacted.

3rd Time-Extended Loss of Playground Privileges- You will lose playground privileges for an extended period of time depending on the seriousness of the offense. Parents will be contacted.

A serious infraction of playground rules may result in an immediate loss of playground privileges. Parents will be contacted.

Playground Safety Rules:

The following rules should be reviewed with your students:

For Slides:

- Go up the steps of the slide, one step at a time. Hold on with both hands going up the steps of the slide.
- Keep at least one arm's length between children, both in front and behind you.
- Slide down feet first, always sitting up, one at a time.
- Be sure no one is in front of the slide before sliding down.
- Be patient; wait for a turn without pushing or shoving.
- Leave the front of the slide after completing your turn.
- Don't climb up the sliding surface.

For Swings:

- Sit in the center of the swing; never stand or kneel.
- Hold on with both hands.
- Stop the swing before getting off.
- Walk around a moving swing; not too close to the front or the back.
- Never push anyone else in the swing or allow others to push you.
- Have only one person in a swing at a time.
- Never swing empty swings or twist swing chains.

Climbing Equipment:

- Watch carefully when climbing down; avoid other children climbing up.
- Don't allow too many people on the equipment at the same time.
- On horizontal ladders and bars, all children should start at the same end of the equipment and, using the lock grip, move in the same direction.
- Students should stay well behind the person in front of them and avoid swinging their feet.
- Never use the equipment when it is wet.
- Drop from the bars with knees slightly bent and land on both feet.

CLASSROOM BEHAVIOR

Your teachers will discuss rules with you that will make the classroom a good place to learn and an enjoyable place for all students to spend the day. By observing class rules and cooperating with teachers at all times, you earn the right to participate in special activities and to stay in the classroom with your classmates.

Breaking class rules may result in not being able to participate in special activities or spending "time out" studying in the office.

HALLWAY BEHAVIOR

Students are to:

- Be quiet and walk in the hallways so as not to disturb others
- Help keep snow boots neat and organized
- Admire, but not touch the artwork in the hallways
- Pick up paper or litter in the hallways

SPECIAL ACTIVITY BEHAVIOR

Throughout the year, you will have the opportunity to participate in many special activities, such as hot lunch day, assemblies, etc.

During a special activity, you must cooperate with your teacher by listening carefully and following directions.

Misbehavior at a special activity may result in your being removed from the activity and being placed in the office for individual study. Loss of attendance at future special activities may also occur.

Field Trips. Students are encouraged to participate in field trips. Eligibility for school trips requires that students have followed established school rules. Students may be excluded from school trips by the building principal if rules have been violated and/or for the safety and well being of students or staff. A student may be removed from a trip in progress by the teacher in charge for a violation of school rules and/or for the safety of students or staff.

Parents must provide written permission for their child to attend each field trip. Notices requiring parent signatures are sent home with students prior to field trips. Failure to return the signed permission form will result in a child not being allowed to attend a field trip.

In order to maximize the safety of the students in attendance on a field trip, accompanying parents may not bring their preschool children along with them.

Attendance on the safety patrol and service worker field trip is limited to students who have served on these positions throughout the year.

WASHROOM BEHAVIOR

Your teacher will determine the times during the day when your class will have bathroom breaks. You should try to use these times, whenever possible, to use the bathroom. Students must ask their teacher to go the bathroom at some other time.

While in the bathroom, students are not to bother other students, talking is to be kept to a minimum and writing on or defacing the washrooms is strictly forbidden.

INCLUSION PROGRAM

Inclusion is the process by which all students with or without disabilities are educated together, with sufficient support, in age appropriate regular education programs in District 10 schools. Inclusion is about belonging.

Inclusion does not imply that all students will be educated within the confines of a District 10 school. There may be students with special needs that cannot be met in District 10 schools, as determined by an individual educational conference or multi-disciplinary conference. Inclusion is designed to meet each student's unique needs. Support can be provided in the classroom setting or in an alternative setting within the District 10 schools. This approach is based on good teaching and working as a team to help students become members of our community.

READING PROGRAMS

Project Prevent – K-1st Grade

Project Prevent is an intensive tutorial program developed for use with K-1st grade children in need of extra reading services. Children work within this program for the purpose of improving upon their reading skills and techniques. In Project Prevent, specially trained certified staff work one on one with children, or in small groups completing daily lessons that include both text reading and writing. Each child remains in the program until he/she is able to read grade level materials independently.

Remedial Reading Program Grades 2 – 5

Remedial Reading services are provided to students who are generally one year or more below grade level in reading. This reading assistance is provided to students in addition to receiving instruction from their classroom teacher.

To qualify students must be formally assessed by a standardized reading test and be recommended for the program by their classroom teacher. Before receiving the extra instruction in reading, parents are informed of the program objectives and must sign a permission form.

Parent involvement is encouraged. Information is provided throughout the year for the purpose of reporting each student's strengths and weaknesses in the area of reading, along with sharing instructional strategies to enhance their child's reading ability.

RTI-Response to Intervention

As part of an education initiative the Illinois State Board of Education has implemented a comprehensive learning assistance program. Response to Intervention, or RTI as it is commonly called, involves students whose learning levels are below grade level expectations. For these students, the school will offer varied levels of support to help close the gap.

Components of RTI include:

- All students will complete a brief academic screening in reading and math three times each year to identify students who are not meeting grade level expectation.
- Identified students will work on targeted skills through research-based interventions.
- Identified students will participate in progress monitoring assessments on a scheduled basis.

- Identified students' progress will be reviewed by teams to determine if progress is made. Decisions may include continuing the intervention, intensifying or changing the interventions, or fading the student from interventions services.

Throughout the school year, you may receive a notification if your child is identified as a student needing services.

HOMEWORK

It is expected that every teacher at Benson and Franzen will help guide and encourage each student to strive for academic excellence. It is understood that each teacher will use wise and considered judgment in determining the individual student potential, level of expertise, and level of development.

The mechanics of written work will be evaluated in accordance with appropriate school-wide standards. Written work will be defined as work produced by pen/pencil as well as by computer (word processing). Appropriate school-wide standards will be defined and detailed in writing by each classroom teacher at Curriculum Night held in the fall.

Homework is not assigned with the idea of keeping a student busy. We believe that there is a time for school, a time for play and a time for family living. Students who put in a good solid day of work at school should not be burdened with a large amount of homework. Homework assignments that we do give, are for the purpose of reinforcing certain skill development, and/or for fostering habits of independent study. Deadlines (both in and out of school) will be set, and students will be expected to meet them.

As homework is assigned, please provide the necessary encouragement needed for the work to be completed. Especially in fourth and fifth grade, unfinished homework slows down a child's academic progress. Please inform the classroom teacher if there is a problem with the amount of homework assigned to your child.

At Franzen, requests for homework due to illness should be made by 9:00 a.m. This allows time for teachers to have the material gathered. Parents may pick up homework after 2:30 p.m. and before 3:30 p.m.

At Benson, requests for homework due to illness should be made by 9:30 a.m. This allows time for teachers to have the material gathered. Parents may pick up homework after 3:20 p.m. and before 4:30 p.m.

Requests for homework in advance will not be honored.

Homework will not be assigned on days when state assessment testing is being completed at school.

ATTENDANCE PROCEDURES

Students must be in school at least half of a school day in order to participate in after school events.

In order to attend school, students must be in compliance with all DuPage County Health regulations. See the Health section for more information related to deciding when your child is too ill to be in school.

Attendance patterns are monitored regularly by school staff. If the number of days missed to school is equal to 10% of the total days that school has been in session, a referral will be made to the DuPage County Truancy Office. This means that the truancy officer will contact you for problem solving in order to improve the child's school attendance. A student who misses 10% or more of school every year will lose ONE FULL ACADEMIC YEAR of learning before reaching high school graduation.

If your child has a medical condition that is contributing to missed school days, contact the school nurse.

BICYCLES

A bicycle rack is provided at each building. It is the responsibility of the student to make sure that bicycles are properly secured. For safety reasons, always walk your bike while on school grounds. Helmets are always recommended when riding a bicycle.

BIRTHDAY INVITATIONS

Students may only distribute birthday invitations at school if they are inviting their entire classroom of boys and/or entire classroom of girls.

Students are not allowed to leave their class to deliver invitations to other classrooms. An alternative to handing invitations out at school is to mail invitations. Names of students and addresses are provided in the address book developed by the IEPTO.

CHEATING POLICY

Cheating is not permitted. If you are found to be cheating on a test or classroom assignment, parents will be notified and you may receive no credit for the test or assignment. If any further incidence of cheating occurs, the above procedure will be followed with the addition of a conference including parents, teacher and the principal.

LOCKER POLICY

School lockers are the property of the school district and are subject to periodic cleaning and inspection as needed. A hall locker has been assigned to each student for temporary use during the school year. However, no combination lock will be issued or allowed to be placed on the lockers. **THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST ARTICLES.** Boots and wet shoes are not to be placed in the locker due to the risk of rusting. They are to be placed neatly on the floor in front of your assigned locker.

SERVICE WORKER PROGRAM

All fifth grade students are eligible to become a Service Worker. The main purpose is to aid in the smooth operation of school activities. In order to serve in the Service Worker Program, a student must follow the school rules.

The Service Workers meet several times a year to discuss their role and responsibilities as well as establish schedules. Their role is very important in providing service for students. If students do not

conduct themselves well when serving on the Service Worker Program, they may be removed from the position and/or not allowed to attend the end-of-the-year reward activity.

WHAT WILL MY DAY BE LIKE?

ARRIVAL AT SCHOOL

You will arrive at Franzen Intermediate after 8:10 and before 8:17 and at Benson Primary, AM Kindergarten, 1st and 2nd grades will arrive after 8:55 and before 9:05. PM Kindergarten will arrive after 12:20 and before 12:32. You should be dropped off at the front of the school. You are expected to cooperate with safety patrols during arrival time.

You will line up with your class to enter the building. Upon entering the building, hats should be removed.

The tardy bell will ring at Franzen Intermediate at 8:25 and at Benson Primary at 9:10.

In case of bad weather, you may enter the building when you arrive at school.

Students arriving after the TARDY bell are to report to the office.

LUNCH

The lunch period is for 50 minutes. Twenty five minutes is for eating your lunch in the gym. The other twenty five minutes you will be at recess.

LEAVING SCHOOL

You will be dismissed from school at 2:30 from Franzen Intermediate and 3:20 from Benson Primary on all days except Thursday. AM Kindergarten will be dismissed at 11:45. On Thursday, you will be dismissed from Franzen at 2:10 and from Benson at 2:40. Your teacher will bring your class to the exit. If you walk home, you are to go directly home. If you ride a bus, you are to go directly to the bus and board it properly.

WHAT CAN I DO TO HELP MAKE MY CHILD'S SCHOOL YEAR A SUCCESS?

Here are some ideas to help.

- Before the first day of school, begin establishing a school routine with your child. Organization is key to school success. Here are some suggestions that may help with this:
 - Establishing a place and time for homework to be done.
 - Is there a folder to place completed homework so that it can be brought to school?
 - Is there a folder where homework that needs to be completed is placed?
 - Establish a bedtime.
 - Have your child get all items that need to be returned to school into the correct folders and placed in your child's backpack the night before.
 - Place the front calendar page of the school newsletter on the refrigerator so that both you and your child know the activities scheduled for your child's school.
- Establish a daily routine of reading together. No matter what the age, reading to each other, listening to your child read and/or sharing books that each of you read then discuss is one of the best gifts you can give to each other.
- Meet your child's teacher and keep communication open.
- Help your child see the importance of school attendance and arriving to school on time.
- At Franzen, each child is to write their assignments in an assignment notebook, parents should check this daily. Establishing this as a routine is important.
- At dinner or when your child arrives home, share one thing about your day with your child, then ask your child to tell you about one thing that happened in their day. If your child says "nothing" happened in their day, make your question more specific.
- Take the time to read the handbook with your child and discuss it – Although it is posted online at the beginning of each school year, it is a good review. If your child has questions about it, contact the school to get the questions answered.

How to help with homework:

- Routine is often key to homework completion. Set aside the same time each day for homework.
- Establish a place and time for homework to be done. Some children need a quiet place, while others can work with activity going on around them. Talk to your child about what is best for him/her, and then let them work without being disturbed unnecessarily. Although the kitchen may be a great gathering place for your family, it may not be the best place for some children to do their homework.
- Establish rules for TV, telephone use and music during homework time. This will allow for better concentration when working on homework.
- Develop a time that you can work with your child on memory activities such as spelling review, math basic facts, etc. Reviewing these nightly will give you, the parent, insight into how your child is doing.
- Go over your child's homework, and offer them suggestions, helping your child find the answer takes a little more time than giving them the answer, but it teaches your child to use resources and helps them build self-reliance and self-esteem.
- Ask your child's teacher for suggestions on how to help your child with homework.
- If there is not written homework in the Franzen assignment notebook, students always should practice their math basic facts and read silently, independently, or with a parent a minimum of 15 minutes for each.

WHAT IF?

...I WANT TO STORE SOMETHING AT SCHOOL?

You will be assigned a locker to store your coat, books, etc. It is your responsibility to keep them clean. Stickers and decals may NOT be put on or in lockers. Food should not be stored in the lockers overnight.

...I RIDE MY BICYCLE OR SCOOTER TO SCHOOL?

Bicycle racks are provided in front of the school. Make sure bicycles are locked. Bicycles and scooters are to be walked on school grounds at all times. However, for student safety bicycle or scooter riding across hazardous streets or the railroad tracks is discouraged. Bus service is provided for students who must cross the railroad tracks or a hazardous street to get to school.

...I WANT TO ROLLER BLADE TO SCHOOL?

For safety reasons, roller blades are not to be worn on school property.

...I LOSE SOMETHING?

Tell your teacher IMMEDIATELY. The school "lost and found" is located in the front foyer. You may look in it before or after school, or during the school day with your teacher's permission.

...I NEED TO MAKE A PHONE CALL?

Phones are located in each classroom. You may use it before or after school, or during school with your teacher's permission. The phones in the office will be used for an emergency and with proper permission. A staff member must always dial the number.

...I WANT TO BRING A PET TO SCHOOL?

Pets are not allowed in school. It is also strongly recommended that pets are not brought onto school property during arrival and dismissal times.

...I DON'T FEEL WELL?

Tell your teacher. You may be sent to the school office.

...I HAVE A QUESTION OR SOMETHING IS BOTHERING ME?

Tell your teacher. Teachers will try to help or allow you to see the principal or social worker. Don't ever be afraid to ask for help!

WHAT IF?, continued

...I WANT TO BRING A CELL PHONE TO SCHOOL?

Cell phones are allowed under the following conditions:

- Parent approval
- Cell phone must be turned off and in backpack while on school property.

...I FORGET MY LUNCH?

You may use the classroom phone or office phone to call home for lunch. Your parents should bring your lunch to the office. At lunch, you should come and get it. **Parents when you bring your child's lunch, please make sure their name is on it.** We do not have the personnel, materials, or time for making a student's lunch. Only those children who are under the Illinois Free Lunch Program will have lunch provided for them.

...I NEED TO LEAVE SCHOOL EARLY?

You will need to bring a note from your parents that tells the time you will have to leave school. Give this note to your teacher. You will be sent to the office at the proper time with the note. To leave school early, before dismissal you must be accompanied by an adult. **NEVER** leave school without reporting to the office.

...WE HAVE AN EMERGENCY AT SCHOOL?

Your teacher will be in complete control if there is any type of emergency at school. We will practice fire drills, lock down drills and tornado drills. It is very important that you listen closely and learn what to do during these practices.

...I NEED TO TAKE MEDICINE AT SCHOOL?

A **Medication Authorization Form** is required for ALL medications, including those you can buy without a prescription. This form requires **BOTH** a physician signature AND a parent signature. The copy of the form is located on page 53.

Medications will be given by the Certified School Nurse or Support Nurse most of the time. As a result, there will be designated medication times in each building, during which students who receive **DAILY** medication will come to the health office for their medication. Beginning medication times are:

Franzen: 11:00 a.m.

Benson: 12:15 p.m.

Students will be encouraged to self-administer medication whenever possible (under the supervision of a designated staff member).

Students requiring emergency medication will be given their medication by trained staff members in each building when a nurse is not available.

Call the School Nurse if you have any questions about your student's medication needs.

...I WANT TO BRING BIRTHDAY TREATS TO SCHOOL?

Due to various food allergies that may exist, all classroom treats should be selected from the District 10 approved snack/treat list. See approved list on page 36. All classroom treats should be commercially prepared. (Purchased from stores) Due to health department concerns, home baked goods are not allowed. Beverages are not allowed. **Please send treats that do not require refrigeration or freezing as we do not have the facilities to store them. Also, please send treats that are wrapped and/or can be passed out individually.**

... I WANT TO BRING A SNACK TO SCHOOL?

At Benson, a healthy snack may be brought to school on a daily basis.

At Franzen, only fresh fruit or fresh vegetables are allowed for a snack.

... I DON'T HAVE ASSIGNED HOMEWORK?

Students have homework each night. Students are to read for 15 minutes and practice their math facts for 15 minutes nightly. Practicing these math facts will help improve your math as you start working on problems with more steps in them. Both Reading and Math are very important and are used throughout life.

...I LOSE A LIBRARY BOOK OR FORGET TO RETURN A BOOK ON TIME?

You are responsible for all books you checked from the Library Media Center (L.M.C.). Books are due back weekly. If you continually have overdue books, you may not be allowed to check books out for a time to be determined by the L.M.C. Director. If you lose a book, tell the L.M.C Director. Arrangements for payment will be worked out between your parents and the L.M.C. Director.

...I NEED TO RIDE A DIFFERENT BUS HOME?

You cannot ride a different bus home. Only regular bus riders can ride the school bus. Walkers cannot ride the daily buses.

...I WANT TO GET OFF AT A DIFFERENT BUS STOP?

Children must get off at their designated bus stop. If you are not going to take the bus home, your parents will need to send a note or phone the school to explain what other arrangements have been made.

...I WANT TO BRING TOYS TO SCHOOL?

Students have access to games and recess equipment at recess times. Therefore, we discourage the bringing of any personal play items such as: video games, stuffed animals, dolls, trading cards, footballs, etc.

...IT IS COLD OUTSIDE?

All children will go out for recess unless excused with a note from their doctor.

Benson Primary:

The temperature will be checked daily (if necessary) using a local radio station or the Internet for accurate information. If the temperature (including the wind-chill factor) is below 20 degrees, the children **will not** go outside for recess.

If the temperature is at or above 20 degrees, the children will have recess outdoors.

Franzen Intermediate:

The temperature will be checked daily (if necessary) using a local radio station or the Internet for accurate information. If the temperature (including the wind-chill factor), is **10 (ten) degrees or below**, the children **will not** go outside for recess.

If the temperature (including the wind-chill factor) is **above 10 (ten) degrees**, the children will have recess outdoors.

... THE BUILDING HAS TO BE EVACUATED? WHERE DO WE GO AND HOW WILL MY PARENTS FIND ME?

Each school has designated safe locations within walking distance of each school site.

Once the safety of the students has been secured at the designated locations, school personnel will attempt to contact parents. Parents/Guardians are responsible for updating information including phone numbers **whenever** changes occur. These changes are extremely important.

...I SEE SOMEONE IS BEING BULLIED?

What is bullying?

- Punching, shoving and other acts that hurt people
- Spreading bad rumors about people (gossiping)
- Keeping certain people out of a "group"
- Teasing people in a mean way or making fun of someone
- Getting certain people to "gang up" on others
- Taking other people's things

Let a teacher, a supervisor, a parent or the principal know about it.

District 10 Approved Snack/Treat List

(NO FROZEN TREATS ALLOWED)

***Pencils, Eraser, or Bookmarks *** (preferred)

Donate a book to your child's classroom in honor of your child (preferred)

Nabisco Teddy Grahams – chocolate, cinnamon, honey and chocolate-chip

Betty Crocker Fruit Roll-Ups

Betty Crocker Fruit Flavored Snacks (Not Yogurt Variety)

Kellogg's Fruit Flavored Snacks (No Yogurt Variety)

Skittles or Starbursts

Smarties

Dum Dum Lollipops

Sweetarts

Twizzlers

Kraft Jet-Puffed Marshmallows

Pringles (Original)

Wheat Thins (Original)

Jay's Pretzels (Original)

Rolled Gold Pretzels (Not Butter Variety)

Raisins

Plain Rice Krispie Treats

Plain Glazed Krispy Kreme Doughnuts only (NO DUNKIN DOUGHNUTS)

Mozzarella Sticks

HANDBOOK VERIFICATION

WE'VE READ AND UNDERSTOOD

We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect students to be responsible for their actions; however, it is not fair nor reasonable to hold a student responsible for something they do not know about or do not fully understand.

Please indicate that you have read and discussed the information in the online handbook with your child by completing and returning this form by September 9th, 2011. If we can be of any assistance in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call us. Itasca School District #10's policies and procedures may be amended during the year without notice to parents/guardians.

PLEASE FILL OUT AND SEND TO SCHOOL BY SEPTEMBER 9th, 2011.

Full Name of Student

We have read and discussed the information in the Student Handbook online and agree to follow the procedures.

Signature of Student

Signature of Parent/Guardian

Dr. Dawn Turner
Principal, Benson Primary School
1-630-773-0554

Mr. Jeff Murphy
Principal, Franzen Intermediate School
1-630-773-0100

PARENT ORGANIZATION

ITASCA ELEMENTARY PARENT TEACHER ORGANIZATION (IEPTO)

One parent-teacher organization serves both Benson and Franzen Schools. The name of this organization is the Itasca Elementary Parent Teacher Organization (IEPTO).

Some of the “extras” sponsored by the IEPTO are:

- Hot lunch – twice a month
- Assemblies and programs
- Culture Days
- Classroom Parties
- Field trips
- Equipment for classrooms, media centers, and playgrounds
- Extra-curricular activities

The primary goal of the IEPTO continues to be providing enrichment for our students. In order to meet this goal various fundraising activities will be held throughout the school year.

The IEPTO encourages all parents of Benson and Franzen students to become involved. Whether you volunteer your time or talent, the IEPTO appreciates your contribution – and your child will be richer for your involvement.

Meetings for the IEPTO are held in the evening every other month. Please check **The Itasca School District 10 Parent-Student Calendar** for specific dates and locations.

The newsletter will be posted to the IETPO Website on the last Wednesday of every month. Please read it to find out what is happening in the IEPTO.

If you need to contact the IEPTO, you can call and leave a voice mail message. Call 1-630-773-1232 Press 5 Ext. 1527.

The Current Executive Board of the IEPTO:

President	Mrs. Lisa Ciccia
Vice President	Benson – Mrs. Sherri Wolfe
Vice President	Franzen – Mrs. Denise Glennon
Secretary	Mrs. Anita Devalk
Treasurer	Mrs. Lori Tobler

**ITASCA SCHOOL DISTRICT #10
ITASCA, ILLINOIS 60143**

**CREATED MARCH 9, 2011
AFFIRMED APRIL 13, 2011**

FOR THE 2011-2012 SCHOOL YEAR

MISSION AND GOALS

In a cooperative effort, the Board of Education, faculty, staff, students, and community of Itasca School District 10 are dedicated to academic excellence and the cultivation of individual strengths and talents in a safe, supportive, collaborative environment where individual differences and respect for the rights of others guide school and community behavior.

A. To reach the highest level of academic excellence for all students and the district

Be recognized as a leader in academic excellence
Foster a life-long love of learning
Promote creativity and aesthetic expression for all students
Deliver appropriate educational programs for all students
Promote physical fitness, wellness, and life learning skills
Utilize assessment data with a focus on continual improvement and compliance with federal guidelines

B. To efficiently and responsibly manage the district's fiscal resources

Ensure physical facilities will support educational and environmental standards
Continuously improve the budgetary process while reflecting the goals and objectives of the educational system through effective community awareness
Pursue alternative financial resources

C. To promote community engagement and collaboration through use of a variety of communication vehicles

Promote the communication of student achievement and progress
Actively promote and encourage parental/guardian involvement in their child's educational experience
Provide resources to support student and family needs
Promote community awareness and support of District 10 programs and accomplishments

D. To promote the development of responsibility for one's own actions, ethics, discipline, and ability to establish and assess goals leading to good citizenship

Promote respect for diversity of students, staff, and community
Investigate and implement additional programs to address student issues as needed
Continue to support the community based Character Counts! program

Promote understanding and respect for our national heritage

Promote student participation in community service activities

- E. To pursue excellence by identifying and utilizing technology in learning, operations, and fiscal management**

- F. To ensure a safe and secure environment for our students and staff, coordinating with local and regional governmental entities**

- G. To support and encourage staff development in best practices and instruction at all levels**

OVERVIEW OF EDUCATIONAL PROGRAMS

Benson Primary contains grades K-2 and Franzen Intermediate contains grades 3-5. Within each center, staff strives to organize their program for optimal instruction. Every effort is made to challenge students intellectually by teaching them at their instructional level. As a result, a student may on occasion have more than one teacher daily; however, most basic instruction will be with one teacher.

Areas that receive consistent emphasis include:

Reading	Science
Language Arts	Health
Mathematics	Spelling
Social Studies	Penmanship
Writing	Computer Keyboarding

In addition, students receive instruction in various exploratory areas. These include the following:

- Physical Education
- Art
- Music
- Computer Literacy

Also, students in fifth grade may choose to participate in the band program.

Comprehensive special services are offered in speech therapy, learning disabilities, reading, English as a Second Language and Title I reading.

GRADING SYSTEM

Student progress is evaluated on a regular basis during the year. Parents are encouraged to call the school office anytime during the year to make an appointment with the classroom teacher to discuss their child's progress. Students in grades 1-5 receive report cards four times a year following the end of the grading periods. Kindergarten students receive report cards twice a year following the end of each semester. For dates refer to the school calendar.

All teachers are to make an initial contact to parents when a child is receiving a failing grade on a report card. Contact may be in the form of communicating the information in a letter or phone call. At times, we need to document that contact was made with a parent by asking for a parent signature.

GRADING SYSTEM (con't)

At the kindergarten level, a numeric or letter grading system is not utilized but rather the following terminology:

M = Mastery of Concepts Taught

P = Progressing

N = Needs Improvement

The report card for 1st and 2nd grade levels utilizes a numerical grading system. Using a range of 1 to 3, a "3" indicates "a more than acceptable rate of performance, with a "1" indicating" a less than acceptable rate.

To supplement the letter grades of A-F at the intermediate level (grades 3 - 8), a standard grading scale incorporating the use of + and /or - has been established. This scale will be used to determine grades by all teachers.

This standard grading scale is also used at the middle school level.

The grading scale for grades 3 - 8 is as follows:

A +	100 - 99.50
A	99.49 - 90.50
A-	90.49 - 89.50
B +	89.49 - 88.50
B	88.49 - 80.50
B -	80.49 - 79.50
C +	79.49 - 78.50
C	78.49 - 70.50
C -	70.49 - 69.50
D +	69.49 - 68.50
D	68.49 - 60.50
D -	60.49 - 59.50
F	59.49 and lower

If you have any concerns regarding your child's progress (for example, judging from samples of homework), please take the time to contact the classroom teacher.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are conducted at the end of the first grading period in November. An optional half day conference day also exists in early February which may be initiated by either teacher or parent as a follow-up to previously designed strategies or to discuss a change in student progress. The Parent/teacher conferences in November are in lieu of report cards for Kindergarten students. Thus, the Kindergarten Parent/teacher conferences are mandatory.

Parents are encouraged to call the school office any time during the year to make an appointment to meet with their child's teacher.

For exact dates of parent/teacher conferences this year, please refer to the school calendar.

TESTING

During the course of the school year, the following tests will be administered. Parents will be notified prior to major testing dates to insure students have an opportunity for a proper night's rest.

Otis-Lennon School Abilities Tests	Grades 3-8
Children's Progress	Grades Preschool-2
Discovery Assessment (ThinkLink)	Grades 3-8
Illinois Standards Achievement Test:	Grades 3, 4, 5, 6, 7, 8
Diagnostic and Placement Math Test	Grade 5

Other diagnostic tools, such as informal reading tests, will be used during the course of the school year to check student progress and provide direction towards proper instructional placement.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Terms and Conditions

1. Acceptable Use – Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this *Authorization* and may deny, revoke, or suspend access at any time: his or her decision is final.
3. Unacceptable Use – You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U. S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS, con't

8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or files servers, without explicit written permission.
 - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
 - a. The District’s electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on it system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS, con't

- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

ELECTRONIC NEWS FROM DISTRICT 10

District 10 is attempting to establish an electronic news (e-News) system to notify parents and community members of upcoming events, activities in District 10, and/or emergency school closings. The system is voluntary and requires interested persons to register for the messages. In order to register for the e-News service, visit District 10's website at www.itasca.k12.il.us and click on the "DISTRICT 10 E-NEWS SERVICE" banner in the middle of the page.

Once you submit the registration form, you will receive an email from donotreply@itasca.k12.il.us. There will be a link in that email that must be clicked to confirm the subscription.

Again, thank you for taking the time to register and encouraging other parents and community members to do the same.

ATTENDANCE PROCEDURES

Student must be in school at least half of a school day in order to participate in after school events.

In order to attend school, students must be in compliance with all DuPage County Health regulations. See the Health section for more information related to deciding when your child is too ill to be in school.

Attendance patterns are monitored regularly by school staff. If the number of days missed PLUS tardies to school is equal to 10% of the total days that school has been in session, a referral will be made to the DuPage County Truancy Office. This means that the truancy officer will contact you for problem solving in order to improve the child's school attendance. A student who misses 10% or more of school every year will lose ONE FULL ACADEMIC YEAR of learning before reaching high school graduation.

If your child has a medical condition that is contributing to missed school days, contact the school nurse.

The Board of Education also recognizes that there are events which may also cause a parent to consider keeping a child from attending school. One such event is "Take Your Child to Work Day." While the Board supports the concept of a child learning more about his/her parents' work, the Board discourages children from missing school for this event and, therefore, does not sanction this day or similar days as a valid cause for absence. Parents wanting to take their children to work are invited to do so on days when school is not in session.

ABSENCE HOT LINE

Parents have two options when reporting their child's absence from school.

Option one: Parents may call the school office (Benson Primary – 1-630-773-0554, Franzen Intermediate – 1-630-773-0100, or Peacock – 1-630-773-0335) during regular school hours and give the appropriate information to the school secretary.

Option two: Parents may call between the hours of 4:30 p.m. and 8:00 a.m. This option allows parents to be connected with the District 10 Administrative Center Voice Mail System. To report an absence using the second option, simply dial 1-630-773-1232, press 5 and then extension 1524 for Benson, 1525 for Franzen, or 1523 for Peacock. You will gain access to the Student Absence Line. Upon gaining access to the Hot Line, please state:

1. Your child's full name
2. His/her teacher's name
3. Reason for absence
4. Dates and/or amount of time your child will be absent from school
5. Telephone number where you can be reached during the school day.

Students, on the first day back, should submit a note to the classroom teacher explaining their absence.

CHILD SAFETY AWARENESS

The Village of Itasca, its police department, and numerous community oriented organizations are vitally committed to the protection and welfare of our most precious resource, our children.

Interwoven within our society are individuals that engage in criminal activity, victimizing children. All incidents of this nature impact traumatically upon the community and undermines the communities perception of well being and safety.

In order to effectively utilize the many community resources, rapid communication with youth oriented organizations and community educational facilities is imperative.

The Child Safety Awareness Program is established to:

1. Promote and encourage active community involvement in child safety threats.
2. Heighten community awareness to real and potential child safety threats.
3. Provide accurate and timely information concerning police reported incidents involving children.
4. Reduce the potential for rumor and misinformation related to incidents.
5. Maintain a viable network of community resource organizations committed to child safety.

Each of the participating organizations will be incorporated into a network system with the responsibility of notification to assigned associated participants. The Itasca Police Department will be the sole originator of all communications disseminated for network publication. The network will rely on each participant to communicate information by FAX machine or telephone. The information is to be relayed in the exact message format of the original document issued by the Itasca Police Department.

TRANSPORTATION SERVICES

District 10 provides free transportation for students living 1.5 miles or more from school. Students living less than 1.5 miles are allowed to ride the bus to school for a fee. For students living in a Board approved designated hazardous area, no fee is assessed.

In order to make necessary arrangements with the transportation company, a minimum five day waiting period is required from the time a bus student registers for service or changes to their present service. A transportation change form must be filled out before any changes are made. Please contact the school first before making any day care arrangements. If we don't have a bus form on file your child/ren **CANNOT** ride the bus.

All paying riders are charged a fee of \$192.00 per year. A fee schedule is as follows: 1 student-\$192.00, 2 students-\$329.00, 3 students-\$439.00, and 4 students-\$549.00.

Paying riders will be required to pay for service prior to being assigned a bus route/stop. Pay riders must sign up for bus service for the entire year at the beginning of the school term or they cannot be

TRANSPORTATION SERVICES con't

guaranteed a seat. When a paying rider registers for bus service, the rider will be placed at the closest existing stop to their home on the route.

District #10 recommends students be picked up and dropped off at the same stop each day. Even so, District #10 will attempt to accommodate special bus pick-up and drop-off requests if they occur on a regular schedule for the entire year. Week to week changes and requests involving more than two locations will not be allowed.

It is the parents' responsibility to provide supervision for their children at the return stop if they believe it is necessary. Scheduling does not permit the bus to wait at the stop if there is no supervision.

EARLY DISMISSAL

During the year it may be necessary for a student to leave school prior to the regular dismissal time. If the parents anticipate an early departure (i.e. appointments or vacations), a note should be sent to the school a day before the anticipated change in the regular schedule. If in the case of illness during school or other unforeseen situations, the school office will notify the parent to pick up the child. Classroom teachers will not dismiss a child directly to a parent or legal guardian. It is required that the parent or legal guardian sign out their child in the school office. Students will not be permitted to leave school unless accompanied by a parent or legal guardian.

SCHOOL CLOSING INFORMATION

With our School Reach phone system, all families will be notified via phone call if school is cancelled. It is imperative that the school always have your updated phone number. You may also check out our district website at www.itasca.k12.il.us.

In addition, District 10 is a member of the (ECC) Emergency Closing Center. District 10 reports school closing information to the ECC and it is then broadcast on WGN-AM (720), WBBM Radio 780 AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN Ch. 9, WFLD FOX and CLTV cable.

HEALTH

Illness/Accident

If students become ill during the school day, they should see their teacher immediately. Students who are too ill to attend classes will be sent to the office and the parents contacted. The same basic procedures apply in the case of an injury. However, in the event of serious injury, the school nurse, principal, or delegated assistant will notify the parents or legal guardian at the earliest possible opportunity. In the event they cannot be reached, the emergency telephone number listed on the student emergency form will be used. A physician may be called or the child taken to the hospital if in the opinion of the principal or nurse, it is imperative to have immediate medical attention. If the possibility exists that the parent may file a claim against the district for an accident, it is the parent's responsibility to request a claim form from the school within 15 days of the accident.

It is of utmost importance that parents complete the emergency information form at the time of registration and notify the school if any changes in address, phone number, or emergency numbers listed, occur during the year.

Regular attendance and on-time arrival to school are critical to a child's success in school. Lifelong patterns are developed in the early years and last throughout one's lifetime. We encourage parents to insure that children come to school on time, as even a few minutes tardy disrupts the child's day and his or her classroom.

When children have minor discomforts and are not suffering from a contagious illness, they should be sent to school. If you are ever uncertain about whether or not a child should be sent to school, please call the office.

You may want to keep your child home if:

- A rash is present and has not been evaluated by a physician.
- A child's oral temperature is above 100 degrees, or is 1-2 degrees above that child's normal temperature. IF A CHILD HAS HAD A FEVER, he/she must be free of fever, WITHOUT the use of a fever reducing medication (such as Tylenol), for a full 24 hours before returning to school.
- Your child vomits and continues to experience nausea and / or vomiting.
- Your child complains of severe, persistent pain. This should be evaluated by a physician.
- Your child shows signs of an upper respiratory infection (i.e., cold symptoms) and they are serious enough to INTERFERE with learning.
- There are signs of pink-eye (conjunctivitis) such as: the eyes were crusted with matter upon waking, there is itching in one or both eyes, or there are crusts on the lashes and / or eyelids. The child should be evaluated by a physician.
- There are open sores that have not been evaluated by a physician.
- There are signs of lice infestation, such as nits in the hair and / or an itchy scalp. Consult the school nurse or your health care provider for guidance. Children with head lice are allowed to return to school once they have been treated and the school nurse has determined that there are no nits present.

MEDICATION

If your child needs to take medication at school, you must read and comply with the following procedures.

Procedures for Students Who Require Medication During the School Day

Itasca School District #10 recognizes that some students will require medication during the school day in order to protect their critical health and well-being. Students will self-administer medications whenever possible, under the supervision of school personnel.

A Medication Authorization Form must be completed and signed by both the health care provider AND the parent/legal guardian.

- **On each form, the health care provider MUST SPECIFY:**
 - Name of the medication,
 - The dosage (in mg. or specific amount),
 - The route
 - The time of day the medication is to be given.
- The authorization is in effect for the current school year ONLY.
- **A new authorization is required EACH school year, when a dosage changes, or when a medication is stopped.**
- The parent or legal guardian will provide the medication in the original pharmaceutical container, with a proper pharmacy label affixed. The label will agree with the medication that is in the container. The pharmacist will make up a container for use at school if you ask for it.

A parent or their adult designee will bring all controlled substance type medications. School personnel and the parent will verify the number of pills or tablets together.

If tablets are to be split to achieve the proper dosage, the parent or legal guardian will do this before sending the medication to school. School personnel will not split tablets.

For **over-the-counter medications**: the medication will be brought to school in the original container, with the student's name clearly marked on the package. A medication authorization form, completed by the health care provider, i.e. physician, physician assistant, is required.

Students may carry and use their **asthma medication (inhalers)** when the following items have been completed:

- A medication authorization form has been completed by the health care provider and reviewed by the school nurse. (This must be done every school year).
- A second inhaler has been provided to be kept in the nurse's office.
- Student agrees to report to an adult if medication does not prevent or relieve symptoms.
- **Medications that are not picked up on the last day of school will be disposed of.**

Itasca District #10 retains the right to reject requests for administration of medication. Parents may elect to come to the school to administer their child's medication at school.

Itasca School District #10 Medication Authorization Form

To Be Completed by Health Care Professional:

Student Name:	Date of Order:
Diagnosis requiring medication:	
Medication Required (Denote name, exact dosage, & route):	
Time to be given in school:	
Other medications student is taking that may interact with this medication:	
Will student self-administer this medication? Yes or No	
Is medication needed during school day for critical health & well being of student? Yes or No	
Health Care Professional Signature:	

Print Health Care Professional's name:	Phone Number:
	Fax Number:
Address:	
City:	Zip:

To Be Completed by Parent or Legal Guardian:

I request that school personnel give the above medication and/or treatment ordered by the physician as stated above, according to the directions given. ***I authorize a representative of the school to exchange information about this medication and/or treatment with the above named health care provider, as needed.*** I acknowledge that it may be necessary for medication to be administered to my child by an individual other than a school nurse, or to self-administer, and I specifically consent to this. I further acknowledge and agree that, when the lawfully prescribed medication is administered or is self-administered by my child, I waive any claims I might have against the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication. Itasca School District, its employees and agents, shall incur no liability, except for willful and wanton misconduct, as the result of any injury arising from the self-administration of medication by the above named student. By signing this document, the parent/guardian indemnify and hold harmless the school district, its employees and agents against any claims, except a claim based on willful and wanton misconduct, arising out of the self-administration of medication by the above named student. Parents or Guardians of the pupil understand that the **permission for the self-administration of any medication is effective for the school year for which it is granted and shall be renewed each subsequent year**, only upon fulfillment of the requirements hereof. Provided these requirements are fulfilled, a pupil with asthma may possess and use his or her medication while in school, while at a school sponsored activity, while under the supervision of school personnel or before or after normal school activities such as while in before-school or after-school care or on school-operated property.

Date	Signature of parent /guardian
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Procedures for Students Who Use Inhalers

Students who require inhalers during school hours may be allowed to carry them on their person and use them as ordered by the physician when all of the following things have been completed:

- A current Medication Authorization Form is completed by the physician and is on file at school (*a new authorization is required EACH school year*).
- The student is able to:
 - Identify his or her symptoms.
 - Use the inhaler properly (preferably with a spacer).
 - Ask for adult help if the medication is not helping.
- A second inhaler (same as the one that the student is carrying) has been provided for the health office. (Please ask your pharmacist to place the label on the inhaler itself, in addition to the pharmacy label that is on the box). This must be provided within the first 30 days of the school year.

If the student uses the inhaler at school and it does not help the breathing difficulty, the student will be sent to the nurse's office immediately for further assessment.

If a student has a respiratory diagnosis that requires an inhaler, school personnel must be aware, in the event that your child should experience a breathing problem at school. If we do not know your child has an inhaler, we cannot alert the appropriate staff regarding your child's needs.

Thank you.

VISITORS

Adult visitors are welcome at District 10 Schools. We encourage all members of our community to visit and view the educational process in action. We, however, ask that all individuals wishing to enter our buildings, report to the office through the front entrance.

Student visitors are not permitted during regular school hours. All children in the building after school hours or pre-school children brought to the school during school hours must be supervised by an adult.

TELEPHONE

Students should use the office phone **ONLY** for **EMERGENCIES**. Requests to use the office phone to make arrangements for visiting friends or for making other after school plans will be denied.

STUDENT FEES

Itasca District 10 charges a Consumable Materials Fee to help offset the cost of student instructional materials. The fee does not cover the total cost of all materials and supplies used by students in the district. For the 2011-2012 school year the Consumable Materials Fees are: \$40 for Kindergarten, \$80 for grades 1 through 5, for 4th grade only a \$5.00 recorder fee and \$120 for grades 6 through 8.

In grades 6-8, students who participate in interscholastic sports will be required to pay a \$20 per sport fee. Tryouts will be free. However, before a uniform is issued, students will be required to make payment.

Other fees for milk, yearbook, and special events may be charged and will vary in cost from year to year. Some of those fees are optional.

OPERATIONAL SERVICES

WAIVER OF STUDENT FEES

Annual Public Announcement

The School District shall announce its waiver of student fees policy on or about the beginning of every school year and whenever there is a change in policy. Each parent(s)/guardian(s) will receive a letter regarding the waiver of student fees including the current income scale eligibility and an application form. Any parent(s)/guardian(s) enrolling a child in school for the first time, at any time during the school year, shall be supplied with such documents.

Application Procedure

1. Parent(s)/guardian(s) will be requested to complete the waiver of student's fee application and return the form to the Building Principal for review. The application and the record of action taken will be maintained by the school.
2. In cases where, for various reasons, a parent or other adult member of the family may not initiate a request, the classroom teacher, educational leader, visiting teacher, or other school official may complete an application to establish eligibility, where needed, for children.
3. Applications may be filed at any time during the year.
4. The Building Principal shall determine the student's eligibility for fee waiver based on the School District's prerequisites for waiver.
5. The parent(s) or guardian(s) shall be notified within 14 days of the acceptance or denial of their student's waiver of fee application.
6. If the application is rejected, the reason will be stated and parents will be informed of appeal procedures. The parent(s) or guardian(s) will also be informed that they may reapply at anytime if circumstances change.

Appeal Procedures

The Building Principal will use the District's approved hearing procedure in cases of appeal by the parent(s)/guardian(s) of the school's decision on applications, or in cases of challenge of a student's continued eligibility.

The parent(s)/guardian(s) may appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 days of the denial.

The Superintendent or designee shall respond to the parents'/guardians' appeal within 14 days of receipt of the appeal.

If the Superintendent or designee denies the application for the student's waiver of fee, the parent(s)/guardian(s) may submit a written appeal to the School Board.

The School Board shall respond to the appeal in a reasonable length of time. The Board's decision is final.

DATED:

APPLICATION FOR FEE WAIVER

To be submitted to the Building Principal

Name of Student:	
School:	
Purpose of Fee:	
Amount of Fee:	

I, the undersigned parent(s)/guardians(s) of [name of student], hereby request that the School Board of School District _____ waive the above-mentioned school fee.

I further state, in support of this waiver request, that one of the following statements is true and accurate (please check at least one box):

- The above-named student (or student's family) is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children, AFDC) and evidence of participation is enclosed;
- The above-named student is currently eligible for free meals pursuant to 105 ILCS 125/1 et. seq.;
- While none of the above two statements is true, there are other reasons why I am unable to afford the school fee assessed to the above-named student which are (described in detail):

I have reviewed the District's policy and am specifically aware that supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6). I attest that the statements made herein are true and correct.

Signature:	
Name of Parent/Guardian(please print):	
Address:	
Date:	

DATED:

SPECIAL EDUCATION COMPREHENSIVE PLAN

District #10 has developed a comprehensive special education plan to provide free and appropriate services to children ages three to fifteen who have exceptional needs.

District #10 provides a continuum of services for children with mild to severe handicaps including speech and language, learning disabilities, behavioral disorders, retardation, vision, hearing and orthopedic handicaps. To the extent possible, students are educated within the mainstream of the school community.

District #10 is a member of the North DuPage Special Education Cooperative, most often referred to as NDSEC. Through NDSEC, students with certain learning problems attend special classes in cooperating districts. These classes are specifically designed for students who have hearing, vision, intellectual, behavioral, physical, or multiple handicaps. District #10 houses some of these special classes as part of the district's responsibility as a member of NDSEC.

The district also authorizes placement in private school programs for children whose needs cannot be met in the existing public school programs.

A student unable to attend school because of a temporary or long-term medical disability may be eligible to receive home/hospital tutoring. Contact the building principal for further information.

The district has on file: district procedures for the identification, evaluation, and special education placement of exceptional children; the ISBE Rules and Regulations to Govern the Administration and Operation of Special Education; Parents' Guide to Educational Rights of Handicapped Children printed in English and Spanish; policy for the collection and use of confidential information; and special education records. A copy of the Rules and Regulations is available to parents upon request.

Parents may refer a child for an evaluation or other special services by contacting the building principal. Evaluations are conducted in the student's primary language.

SCREENING PROGRAMS

Early Childhood

Pre-School children, ages three and four, residing within District #10 are encouraged to participate in the early childhood screening program. The program screens for normal and delayed development in the areas of physical, social, intellectual, perceptual and speech and language skills.

Notices of screening dates are sent home with primary-age students and included in the building newsletters.

Incoming kindergarten students participate in a similar screening program.

SPECIAL EDUCATION COMPREHENSIVE PLAN, continued

Vision/Hearing

Vision – As part of the student health program, District 10 provides vision screening to preschool age children, children enrolled in special education, students in grades K, 2nd, 4th, and 8th, referrals from teachers or parents, transfer students and foster children. This is only a screening and is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an eye examination has been administered within the previous twelve months. Hearing- District 10 provides hearing screening to students in preschool, K, 1st, 2nd, 3rd grade, children enrolled in special education, referrals from teachers or parents, transfer students and foster children.

Speech/Language

Students new to the State of Illinois are screened for articulation and language. Kindergarten students are not screened unless parent or teacher referral.

Educational Adjustment

Teachers and other professional staff annually review educational special students to determine need for special educational referral.

Student Records

Parents have access to all information and records kept by the school about their child. All temporary records will be transferred to the records' custodian of another school in which the student has enrolled after transfer upon request of that school. Release of information to other agencies or persons requires the specific written and dated consent of the parent, designating the person or agency to whom the records will be released. Student records which consist of basic student identifying information (name, address, birthday, parent name(s), academic transcript, attendance, and health records) are kept in the student's permanent file. Records such as intelligence and achievement scores, special education confidential records, disciplinary records, teacher anecdotal notes, extra curricular participation awards, and honors will be kept in a temporary file and maintained in a child's school for one year and one day following the end of the school where that student was last enrolled in District #10.

Parents wishing to inspect and/or challenge any or all of their child's records should call for an appointment with the building principal. Student records may be copied at a minimal cost. These rights of parents and students are insured in "The Family Educational Rights and Privacy Act" of 1974.

TEACHER ASSISTANCE TEAM (TAT)

I. Concept

A school's TAT is a formalized communication system developed to support teachers as they deal with students in the classroom exhibiting learning and behavior difficulties. To be effective, the TAT:

- * creates a dynamic problem solving climate in which support staff and classroom teachers cooperate in a joint effort to develop strategies;
- * provides immediate and relevant support to teachers in developing classroom modifications and instruction plans;
- * serves as an ongoing screening mechanism for special education referrals;
- * serves as an early intervention mechanism with a range of resources to be tapped inside and outside the school;
- * increases teacher insights and perceptions as they gain understanding of the nature of learning difficulties.

II. Purpose of Individual Case Study Evaluation

The primary purpose of conducting an individual case study evaluation of a student initially referred for case study evaluation is to gather information sufficient to permit the Multi-disciplinary Conference (MDC) team members to determine whether the student is a student with disabilities for whom a free, appropriate public education must be made available.

In order to determine that a student who has been assessed is a student with disabilities, the MDC must conclude that:

1. the student has a physical or mental impairment; and
2. the presence of such physical or mental impairment has adversely affected the educational performance of the student; and
3. because of such physical or mental impairment the student is in need of special education and related services.

There are several outcomes of conducting an individual case study evaluation which include:

1. identification of the student's skills;
2. identification of the actual disability/disabilities a student might have;
3. collection of sufficient information to measure the adverse effect of the disability on educational performance.

NDSEC CHILD FIND PROCEDURES

District #10 conducts activities for creating public awareness of special education programs, advising the public of the rights of eligible children and parents, and alerting community residents of the need to identify, locate, and evaluate children aged birth through twenty-one, who are suspected of having a disability.

Screening is an activity to locate children in the general school population who may need special services to maintain satisfactory educational performance. The result of the screening process is a systematic collection of information for every child screened which helps determine whether there is a need for referral to a school's Teacher Assistance Team (TAT) for further consideration.

TALENTED AND GIFTED PROGRAM

The Talented and Gifted Program consists of two types of academic services provided to students who have been identified as being talented or gifted. Students qualifying for the Talented Program would receive horizontal enrichment activities and extensions to their curriculum. Students identified for the Gifted Program would be provided with advanced academic opportunities both in and outside the classroom designed for the gifted child.

TALENTED PROGRAM

Description:

At Benson Primary School, Franzen Intermediate School and Peacock Middle School, the Talented Program is implemented within the regular classroom, as well as within the Media Centers. It is within the regular classroom that adaptations are provided once the regular curriculum is mastered. The adaptations include higher expectations for written, oral and computational enrichment activities and are initiated by the classroom teacher. In order to implement the curriculum and provide enrichment activities, compacting of assignments and activities may occur. With several sections of each grade level, teachers can provide opportunities for talented children to work together through use of flexible scheduling and access to a variety of resources.

The Media Center Director at each District #10 building serves as a resource person to assist and work with the classroom teacher. Additional materials and resources are to be identified that provide appropriate extensions to a student's current academic grade level program. In addition to directly working with talented students to extend their academic program, each Media Center Director assists in the coordination of the TAG program for their building.

Qualifications:

Identifying students for the Talented and Gifted Program occurs at grade levels 3-8. At the primary building (kindergarten – second grade), students are not formally identified as qualifying for the Talented and Gifted Program. Classroom teachers provide students in the primary grade levels with adaptations to the regular curriculum in areas in which they excel.

For grade levels 3-8, the initial identification process is begun during the first semester of the school year. Students who had been admitted into the Talented Program during third through fifth grade must again re-qualify for these services upon entrance to sixth grade. To re-qualify for the Talented Program at sixth grade, a child must meet 3 of the 4 designated criteria, with one of those areas being the requirement to attain a group I.Q. score of 125. For students not initially qualifying for the Talented Program, they may qualify at subsequent years by the above criteria. All tests are to be administered by District 10 personnel.

Grades 3 – 8

***Requirement:** ability score of 125 or above on a group ability test

***2 of the 3 areas below:**

- Exceeds rating on Discovery Education Assessment (grade 3) in total reading and math scores. 95% national percentile score or above on the ISAT test in total reading and math for grade levels 4-8.
- Qualifying Teacher Recommendation Score.
- Highest grading standard in all academic areas (math, reading, language arts, science, and social studies) on the first quarter Report Card.

GIFTED PROGRAM

Description:

Through use of flexible scheduling, specialized academic opportunities can be provided for the gifted child with exceptional ability. Resources for a child would include extension of their current curriculum, advanced materials with complex content and compacting of curriculum as needed. With curriculum compacting, the teacher will adjust the curriculum based on a student's prior knowledge and performance. Assignments would be matched to the readiness levels of the learner. Also, a program could include opportunities for individualized pacing as appropriate to a student's needs.

Services for the gifted child would be determined by a committee. This committee would design an individualized program, which is referred to as an Individual Gifted Plan (IGP). Committee members would include the principal, classroom teacher, media center director and parents. The purpose of the committee is to explore and identify educational opportunities in and out of District 10. Thereafter, a fall and spring conference will occur for the purpose of updating and summarizing the IGP.

Implementation of the IGP would be a partnership between school and home. The classroom teacher would be responsible for implementing the IGP components within District 10. Parents would be responsible for implementing committee recommendations out of District 10. In addition, parents would be financially accountable for extensions beyond District 10 school boundaries and the school day.

Qualification:

To qualify for screening into the Gifted Program, a student must meet previous criteria from the Talented Program and have a minimum IQ score of 140 on the group IQ test. Qualifying for screening would entitle a student to be tested by a District 10 school psychologist using an individual IQ test. A student may only be assessed for placement into the Gifted Program level every other year.

Grades 3 – 8

***Requirement:**

- IQ score of 140 or above on an individual IQ test (administered by District 10 school psychologist).

DRUG ABUSE RESISTANCE EDUCATION

The Drug Abuse Resistance Education (DARE) program is a drug awareness program conducted by the Itasca Police Department within District #10 schools. Direct instruction is provided to students at the 4th, 5th and 8th grade levels. Below is a listing of the grade levels and time span of the DARE program:

<u>GRADE LEVELS</u>	<u>WEEKS OF INSTRUCTION</u>	<u>LENGTH OF EACH LESSON</u>
5	10 weeks	60 minutes/weekly
8	3 weeks	150 minutes/weekly

The purpose of DARE is to bring about drug and alcohol awareness, which teaches children to say “no”. Developing self-esteem is the main building block of the program. A variety of instructional strategies (inclusive of role-playing, modeling, and group discussion) provide students with many opportunities to interact with the DARE instructor and fellow students.

The DARE program was developed in Los Angeles in 1982 to curb substance abuse among teenagers. The program is now being taught in schools throughout the United States.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) program is offered to English Language Learners (ELL) who need additional assistance in learning the English language. All students, upon initial enrollment in Illinois public schools, are screened for possible entry into the ESL program. As identified through specialized testing, these students receive instruction weekly. The program emphasizes further development of a student’s use of English.

FAMILY LIVING

Family Living (sex education) curriculum is taught in grade five. Parents will be given an opportunity to preview the curriculum, film and meet with the instructors at a prescheduled Family Living parent meeting. All students will participate in this program unless the principal is notified in writing by the parents. For this coursework, students view a film (followed by a discussion) and attend a field trip to Robert Crown.

SEXUAL ABUSE

Parents of District #10 students will be given five (5) days advance notice prior to the start of instruction in the prevention of sexual abuse.

PARENT NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request to access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parents or eligible student believes is inaccurate or misleading. The parents or eligible student may ask Itasca School District 10 to amend records that they believe are inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by District 10 as an administrator, a supervisor, an instructor, or a support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon the request, District 10 discloses education records without consent to officials of another school district in which a student intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The address of the Office that administers FERPA is:

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

ENTRANCE AGE TO SCHOOL

Illinois State law requires that students be five years of age on or before September 1st to be admitted to kindergarten.

ASBESTOS

Benson Primary and Franzen Intermediate contain non-friable asbestos floor tiles. This asbestos containing material is completely enclosed by carpet and poses no health hazards to building occupants. Peacock School is asbestos free.

The Asbestos Management Plan is available for inspection by parents and district employees at the administration office at 200 N. Maple, Itasca. Copies of this plan are available for a reasonable printing cost fee.

BOARD OF EDUCATION POLICIES

Board of Education Policy No. 2:250 - Access To District's Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;

2. The requested material is exempt from inspection and copying by the Freedom of Information Act;
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the district and the methods for requesting a public record.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

Board of Education Policy No. 2:260 - Uniform Grievance Procedure

A student, parent/guardian, employee or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et. seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et. seq.

6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C §2000ff et. seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

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

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identify of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all the complaints.

Decision and Appeal

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

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

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

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Name: Dr. Marcia Tornatore
Address: 200 N Maple Street, Itasca, IL
Telephone No. (630) 773-1232, Extension 1536

Name: Mr. Daniel J. Aggen
Address: 200 N. Maple Street, Itasca, IL
Telephone No. (630) 773-1232, Extension 1555

Board of Education Policy No. 4:110 – Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1 ½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pickup and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Board of Education Policy No. 4:130 - Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website, all student newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by

mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

Board of Education Policy No. 4:140 - Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what a schedule of fees, if any, will to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to schoolbooks or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will be give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent certification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

In the event that fees remain unpaid, the account will be turned over to a collection agency.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

Board of Education Policy No. 4:150 - Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall and facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

The Superintendent shall develop procedures for managing buildings and grounds, and provide a standard operating procedures manual to designated staff. The operation and maintenance of the physical plant shall be under the direction of the Superintendent. The buildings shall be operated with the objectives of presenting a desirable learning environment for students, providing for health and safety of students and employees, contributing aesthetically to the students and community, making for efficient and economic operation and prolonging their usefulness.

There shall be a complete program of maintenance and preventive maintenance and continuous study planning with regard to useful life, major repairs and replacements, alterations and renovations of district owned buildings, fixed assessments and equipment.

The Superintendent shall develop energy conservation strategies in the areas of facilities management and of teacher and student awareness of energy conservation.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has preformed outstanding service to the school without using the process in this policy.

Board of Education Policy No. 6:100 - Experiments Upon or Dissection of Animals

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissections of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

Board of Education Policy No. 6:120 - Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act.

The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education’s *Special Education* rules, that special education services are needed. It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA. For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), representation by counsel, and a review procedure. The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District’s disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Board of Education Policy No. 6:140 - Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

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

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

Board of Education Policy No. 6:160 - English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and their involvement will be encouraged.
9. Apply for applicable grants.

Parent Involvement

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

Board of Education Policy No. 6:170 - Title I Programs

The Superintendent or designee shall pursue funding under Title I Improving the Academic Achievement of the Disadvantaged of the Elementary and Secondary Education Act to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental Involvement

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

District-Level Parental Involvement Compact

The Superintendent or designee shall develop a District-level Parental Involvement Compact according to Title I requirements. The District-level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Board of Education Policy No. 6:235 - Access to Electronic Networks

Electronic networks, 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 Superintendent or designee shall develop an implementation plan for this policy and appoint system administrator(s).

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

Curriculum

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

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

Acceptable Use

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

All confidential or sensitive data shall be centrally stored in a server configuration to ensure availability by only those who require access to complete their job and secure the data based on industry standards and best-practices which insure the highest level of security.

Laptops and removable media (floppy disk, USB/Flash Drives, CDs/DVDs, Zip Disks, etc.) shall not be used for "confidential" or "sensitive" information since the risk of loss with these devices is high. In

circumstances where the Board and/or Superintendent have designated use of confidential and sensitive information by a staff member whose job classification requires such access, then the employee must utilize encrypted format/password protection for the material and receive written approval from the Superintendent for such use on laptops and removable media. Devices containing data used during the standard course of work shall be properly disposed and/or destroyed of by the Technology Department.

Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2), pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Electronic Network Access

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

All users of the District's computers 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 Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Board of Education Policy No. 6:240 - Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Board of Education Policy No. 6:280 - Grading and Promotion

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on Standards Achievement Tests, the Stanford Achievement Test, or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores.
- A technical error in assigning a particular grade or score.
- The teacher agrees to allow the student to do extra work that may impact the grade.
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record and document the reason for the change.

Board of Education Policy No. 7:10 - Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identify, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, basis on sex , sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

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

Board of Education Policy No. 7:15 - Student and Family Privacy Rights

Surveys

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

Surveys Created by a Third Party

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

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

Survey Requesting Personal Information

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

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

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

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

Instructional Material

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

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

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any

act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, visions, or scoliosis screening.

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

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.)
3. Is otherwise authorized by Board policy.
- 4.

Selling or Marketing Students' Personal Information is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name. (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

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

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

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

Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

Board of Education Policy No. 7:20 - Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; nationality; 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. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
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;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Name Dr. Marcia Tornatore,
 Superintendent

Address 200 North Maple, Itasca

Telephone No. 630/773-1232, ext. 1536

Complaint Managers:

Name Dr. Marcia Tornatore,
Superintendent

Mr. Daniel J. Aggen,
Business Manager

Address 200 North Maple, Itasca

200 North Maple, Itasca

Telephone No. 630/773-1232, ext. 1536

630/773-1232 ext. 1555

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Board of Education Policy No. 7:50 - School Admissions and Student Transfers To and From Non-District Schools

Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District must present:

1. A certified copy of the student's birth certificate upon initial enrollment. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law

enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as outlined in Board policy 7:60. *Residence* must be provided annually by all families at the time of registration.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Board of Education Policy No. 7:60 – Residence

Proof of residence must be provided annually by all families at the time of registration as outlined in Board Policy #7:50.

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Non-Resident Students

Non-resident students may not attend District schools.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6:140, *Education of Homeless Children*, and its implementing administrative procedures, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District, he or she on behalf of the School Board shall notify the person who enrolled the student of the per pupil cost that is due. The notice shall be given by certified mail, return receipt requested. The Superintendent will also begin the process of having the student withdrawn from the District. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

Board of Education Policy No. 7:70 - Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Definitions

Truant - A "truant" is a child subject to compulsory school attendance and 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 Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

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 10 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 and have failed to result in the cessation of chronic truancy or have been offered and refused.

Absenteeism and Truancy Program

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

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2.a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that 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.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon the child's enrollment, provide telephone numbers to the Building Principal 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 designee shall make a reasonable effort to notify the parent(s)/guardian(s) of the child's absence within 2 hours after the first class by telephoning the numbers provided.

Board of Education Policy No. 7:90 - Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or other times when at any time before school is otherwise officially closed,

and/or (2) to any person other than a custodial parent/guardian. In some cases District staff may require more specific identification.

Early Dismissal Announcement Due to Unforeseen Circumstances

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

Board of Education Policy No. 7:100 - Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State Law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless or transferring from out-of-state failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or a lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Board of Education Policy No. 7:130 - Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Board of Education Policy No. 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 of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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 which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. The student's parent(s)/guardian(s) should be notified when a child is physically searched.

When feasible, the search should be conducted as follows:

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

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

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.

Board of Education Policy No. 7:160 - Student Appearance

A student's appearance, including dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

Board of Education Policy No. 7:170 Vandalism

The Board will seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

Board of Education Policy No. 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 is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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 is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.
 - b. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - c. 7:130, *Restrictions on Publications and Written or Electronic Material*. This policy prohibits students from: (i) 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 (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
 - d. 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. It subjects any individual to the loss of privileges, disciplinary

action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes insuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior, as well as informing parents/guardians of a student affected by such behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based view protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

Board of Education Policy No. 7:190 - Student Discipline

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
 - f. Drug paraphernalia, including devices that are or 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.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), cameras or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized

education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student 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, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that 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 student(s); or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile; or (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.

Efforts, including the use of early intervention and progressive discipline, 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/bullying is notified of the incident, as well as informing parent/guardian of a student affected by such behavior. 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.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply 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 anytime;
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 student(s); or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement, whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons.
8. Notifying parent/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, 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.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parents/guardians the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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.

Weapons

A student who is determined to have brought one of the following objects 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 at least one calendar year but not more than 2 calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted or intended to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 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 policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational 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, Superintendent designee or Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Absence Notification

A student’s parent/guardian must: (1) upon the child’s enrollment, provide telephone numbers to the Building Principal 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/guardian, the Building Principal or designee shall make a reasonable effort to notify the parent/guardian of the child’s absence within 2 hours after the first class by telephoning the numbers provided.

Student Handbook

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

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incidents by students involving battery, possession of firearms, and drug related incidents will be reported to the Illinois State Board of Education.

Board of Education Policy No. 7:200 - Suspension Procedures

The Superintendent shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Board of Education Policy No. 7:210 - Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board in closed session or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Board of Education Policy No. 7:220 - Bus Conduct

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electric recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Board of Education Policy No. 7:230 - Misconduct By Students With Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the School Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of this policy and the procedures. At the annual individualized education plan review, this policy shall be given to the parent(s)/guardian(s) and the behavioral interventions procedures explained and made available to them on request.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Board of Education Policy No. 7:240 - Conduct Code For Participants In Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board policy. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school on days when school is not in session, and whether on and off school property, and (2) notify participants that failure to abide by it could result in removal from the activity. The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the School Board. All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

Board of Education Policy No. 7:270 - Administering Medicines 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 their 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" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.

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 parent(s)/guardian(s) of students within 15 days of student enrollment.

Board of Education Policy No. 7:300 - Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness or a physical examination form from a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan.

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

Board of Education Policy No. 7:340 - Student Records

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will

comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

Board of Education Policy No. 8:30 - Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor – Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;

9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle; (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding, or except while students are under the direct regular classroom supervision of District staff.
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

- (1) The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion: or
- (2) Has permission to be present from the Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time and place of the Board hearing;

2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

Board of Education Policy No. 8:70 - Accommodating Individuals With Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Where appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

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

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

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Complaint Managers for the Uniform Grievance Procedure.