INDIAN PRAIRIE

204 SM

SCHOOL DISTRICT

Parent-Student Handbook

2009-2010

Revised: 9/1/09

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Foreword

Welcome to Indian Prairie School District 204. We recognize that a successful district is one that has the cooperation of students, parents, and school personnel. This Parent-Student Handbook was prepared to inform students and parents about the district's policies and procedures. The handbook is available on the district website at www.ipsd.org. Students will be required to acknowledge familiarity with the policies and procedures in the handbook.

The information presented in this handbook is considered accurate at the time of printing. However, circumstances and school board policy could change after printing. Parents and students will be notified through the school of any policy changes to the information in this handbook.

Philosophy

Indian Prairie School District 204 believes that every student has the right to a comprehensive, meaningful education and the right to be treated with respect and dignity. Each student is unique, learns at a different rate, and has different needs. As a result, the district offers learning opportunities to meet the needs of all students while developing the knowledge, skills, and experiences that will enable our students to be successful learners.

Mission Statement and Values

Our mission is to prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

We believe students learn best in a safe and caring environment. We recognize that including and respecting all people strengthens public education. We cultivate a climate charged with enthusiasm for teaching and learning. We challenge all students to reach their potential. We know our students must develop the skills to become life-long learners. We realize education works best when the entire community participates and shares the responsibility.

District Administration Center

Mailing Address

Indian Prairie School District 204
Board of Education
P. O. Box 3990
Naperville, Illinois 60567-3990
(630) 375-3000

Business Location

Indian Prairie School District 204
Crouse Education Center (CEC)
780 Shoreline Drive
Aurora, Illinois 60504-6192
(630) 375-3000

Board of Education

Curt Bradshaw	(2011)	President
Alka Tyle	(2011)	Vice-President
Christine M. Vickers	(2013)	Secretary
Dawn DeSart	(2013)	
Mark C. Metzger	(2011)	
Cathy Piehl	(2013)	
Susan Rasmus	(2013)	

District Administration

Superintendent	Kathryn Birkett
Assistant Superintendent, Business & Finance	David Holm
Assistant Superintendent, Human Resources	Nancy Valenta
Assistant Superintendent, Instructional Services	Jay Strang
Assistant Superintendent, Leadership Services, Elementary	Martha Baumann
Assistant Superintendent, Leadership Services, Secondary	Linda Rakestraw
Assistant Superintendent, Student Services	Sharon Tate
Chief Information Officer	David Zolnier
Director, Support Services	Karla Zozulia
Director, Building Operations (Interim)	Michael Pedersen
Director, Encore Curriculum	Joan Dollinger
Director, Core Curriculum	Allison Sherman
Director, Professional Development	Tricia McCarthy
Director, Instructional Technology	Mark Kreiter
Director, Research and Assessment	Patrick Nolten
Director, Communication Services	Janet Buglio
Director, School Improvement & Planning	Michael Popp
Director, Student Services	Diane Fleischel
Supervisor, Student Services	Barbara Byrnes
Supervisor, Student Services	Pam Laubenstein
Supervisor, Student Services	Josh Neuder
Instructional Specialist	Jeanine Buishas
Instructional Specialist	Jan Newport
Instructional Specialist	Amy Stuckey
Instructional Specialist	Leighton Helwig

Elementary Schools

Brookdale
Brian LeCrone, Principal
1200 Redfield Road
Naperville, Illinois 60563
(630) 428-6800

Brooks
David Younce, Principal
2700 Stonebridge Boulevard
Aurora, Illinois 60502
(630) 375-3200

Builta
Maranda Van Waning, Principal
1835 Apple Valley Road
Bolingbrook, Illinois 60490
(630) 226-4400

Clow
Barbara Kaufman, Principal
1301 Springdale Circle
Naperville, Illinois 60564
(630) 428-6060

Cowlishaw
Quynh Harvey, Principal
1212 Sanctuary Lane
Naperville, Illinois 60540
(630) 428-6100

Fry
Moira Arzich, Principal
Claudette Walton, Assistant Principal
3204 Tall Grass Drive
Naperville, Illinois 60564
(630) 428-7400

Georgetown
Kim Stephens, Principal
995 Long Grove Drive
Aurora, Illinois 60504
(630) 375-3456

Gombert
Kristen Ross, Principal
2707 Ridge Road
Aurora, IL 60504
(630) 375-3700

Graham
Joan Peterson, Principal
2315 High Meadow Road
Naperville, Illinois 60564
(630) 428-6900

Kendall
Lena Guerrieri, Principal
2408 Meadow Lake Drive
Naperville, Illinois 60564
(630) 428-7100

Longwood
Laura Devine-Johnson, Principal
30W240 Bruce Lane
Naperville, Illinois 60563
(630) 428-6789

McCarty
Kim Earlenbaugh, Principal
3000 Village Green Drive
Aurora, Illinois 60504
(630) 375-3400

Owen
Jason Bednar, Principal
1560 Westglen Drive
Naperville, Illinois 60564
(630) 428-7300

Patterson
Michele Frost, Principal
3731 Lawrence Drive
Naperville, Illinois 60564
(630) 428-6500

Peterson
Terri Russell, Principal
4008 Chinaberry Lane
Naperville, Illinois 60564
(630) 428-5678

Spring Brook
David Worst, Principal
Latrice Buck, Assistant Principal
2700 Seiler Drive
Naperville, Illinois 60565
(630) 428-6600

Steck
Kerry Merrill, Principal
460 Inverness Drive
Aurora, Illinois 60504
(630) 375-3500

Watts
Mike Raczak, Principal
800 Whispering Hills Drive
Naperville, Illinois 60540
(630) 428-6700

Welch
Sharon Jennings, Principal
Theresa Drendel, Assistant Principal
2620 Leverenz Road
Naperville, Illinois 60564
(630) 428-7200

White Eagle
Jonathan Vogel, Principal
1585 White Eagle Drive
Naperville, Illinois 60564
(630) 375-3600

Young
Adrienne Morgan, Principal
Kristina Figuerres, Assistant Principal
800 Asbury Drive
Aurora, Illinois 60502
(630) 375-3800

Middle Schools

Crone
Stan Gorbatkin, Principal
Sarah Nowak, Assistant Principal
Elizabeth Pohlmann, Assistant Principal
4020 111th Street
Naperville, Illinois 60564
(630) 428-5600

Fischer
Jennifer Nonnemacher, Principal
Scott Dart, Assistant Principal
Jacquie Spires, Assistant Principal
1305 Long Grove Drive
Aurora, Illinois 60504
(630) 375-3100

Granger
Mary Kelly, Principal
Diana Harris, Assistant Principal
Mike Zarco, Assistant Principal
2721 Stonebridge Blvd.
Aurora, Illinois 60502
(630) 375-1010

Gregory
Stephen Severson, Principal
Christine Igoe, Assistant Principal
Kimberly Maloney, Assistant Principal
2621 Springdale Circle
Naperville, Illinois 60564
(630) 428-6300

Hill
Allan Davenport, Principal
Patricia Brand, Assistant Principal
Michelle Stoehrmann, Assistant Principal
1836 Brookdale Road
Naperville, Illinois 60563
(630) 428-6200

Scullen
Kathy Kosteck, Principal
Erica Crescio, Assistant Principal
Sarah Waddell, Assistant Principal
2815 Mistflower Lane
Naperville, Illinois 60564
(630) 428-7000

Still
Kimmer Cornish, Principal
Mark Carlin, Assistant Principal
VaLarie A. Humphrey, Assistant Principal
787 Meadowridge Drive
Aurora, Illinois 60504
(630) 375-3900

High Schools

Metea Valley
Jim Schmid, Principal
Edsel Clark, Assistant Principal
Joy Ross, Ed.D., Assistant Principal
1801 N. Eola Road
Aurora, Illinois 60502
(630) 375-5900

Neuqua Valley
Robert McBride, Principal
Mark Truckenbrod, Associate Principal
Lance Fuhrer, Assistant Principal
Mark Kolkman, Assistant Principal
Tyrone Smith, Assistant Principal
2360 95th Street
Naperville, Illinois 60564
(630) 428-6000

Waubonsie Valley
Kristine Marchiando, Principal
Rudy Keller, Ed.D., Associate Principal
Laura James-Schrader, Assistant Principal
Jason Schmidtgall, Assistant Principal
Rebecca Schreiber, Assistant Principal
2590 Route 34
Aurora, Illinois 60504
(630) 375-3300

Neuqua Valley Gold Campus
Maree Russavage, Assistant Principal
3220 Cedar Glade Drive
Naperville, Illinois 60564
(630) 428-6400

Other School Sites

Prairie Preschool
LuAnn Shields, Principal
780 Shoreline Drive
Aurora, Illinois 60504
(630) 375-3030

Indian Plains School
Cecelia Tobin, Principal
1322 N. Eola Road
Aurora, Illinois 60504
(630) 375-3375

Frontier Campus
Charles Bibbs,
Lead Administrator
Bob Mattingly, Dean
2244 W. 95th Street
Naperville, IL 60564
(630) 428-5570

Attendance Hours

					Wednesday Only		
High School		7:25	-	2:25	7:45	-	2:25
Neuqua Valley Gold Campus		*7:20*	-	*2:20*	*7:45*	-	*2:25*
Frontier Campus		*7:25*	-	*2:25*	*7:45*	-	*2:25*
Middle School		8:00	-	3:00	8:20	-	3:00
Elementary School (Includes All-Day Kindergarten)		9:05	-	3:35	9:15	-	3:35
Kindergarten (Half-Day)	*Morning Session*	*9:05*	-	*11:50*	*9:15*	-	*11:50*
	Afternoon Session	*12:50*	-	*3:35*	*12:50*	-	*3:35*
Preschool	*Morning Session*	*8:15*	-	*10:45*	*8:15*	-	*10:45*
	Afternoon Session	*12:15*	-	*2:45*	*12:15*	-	*2:45*

Registration Requirements

The following certification is required to register for school:

1. Official documentation showing the child's birth date is required for initial school enrollment. To be eligible for kindergarten, a child must be five years old on or before September 1, 2009.
2. Valid proof of residence within District 204.
3. Record of all immunization dates and current physical exam. Immunization records will be examined by the school nurse for compliance with state laws.

Fee Schedule

½ Day Kindergarten	Registration	$35.00
Grades All Day K & 1-5	Registration	$70.00
Grades 6-8	Registration	$90.00
Grades 9-12	Registration	$100.00
Grades K-5	Technology Fee	$10.00
Grades 6-8	Technology Fee	$25.00
Grades 9-12	Technology Fee	$30.00
Grades 9-12	Course Fees	Appendix A

Optional Fees

Grades 6-8	Athletic/Activity Fee (per sport/maximum of $100.00)	$50/$100.00
Grades 9-12	Athletic/Activity Fee (per sport/maximum of $160.00)	$80/$160.00
Grades K-12	Student Insurance	Variable

Parents have the option of paying for fees at school or on-line via the district or school website. *Fee Waiver Forms* are available in school offices and the District Administration Center.

Attendance

Attendance Policy

The Indian Prairie School District operates under the authority, policies and laws set forth in the School Code of the State of Illinois. Punctual and regular attendance is important and expected.

If a student must be absent, a parent or guardian MUST notify the school attendance office prior to 10:00 a.m. on the day of the absence.

A student who knows in advance that he/she will be absent must notify the school attendance office. At the high school level, the student must obtain an advance make-up form to present to teachers to obtain assignments. The completed form must be returned to the office at least 24 hours in advance of the absence.

General Attendance Rules

Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out with the attendance office secretary. Otherwise, the student will be considered truant.

1. If a student misses school in order to attend a non-school function, his/her absence will be considered as unexcused unless he/she has received prior approval from his/her building principal.

2. Students participating in a contest/event will attend school the full day in order to participate. Exceptions can only be made by the building principal designee.

3. A student who has been absent for more than five (5) days for illness, must present a physician's statement to be readmitted to class.

4. Disciplinary actions for excessive absences, unexcused absences, tardiness and truancies are outlined below. A student's record is cumulative and is based on a complete school year.

5. At the elementary and middle school levels, a student will be marked absent for one-half day if the student is out-of-school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out-of-school for more than 4 hours.

Excused Absences

The following are considered excused absences: illness, funeral, medical or dental appointment, and other absences for which permission has been granted in advance.

The following, <u>even with parental consent</u>, are considered unexcused absences: truancies, working, missing the bus, oversleeping, shopping, car not starting, getting senior pictures taken, keeping personal appointments, visiting out-of-town (unless excused prior to absence), college visits (unless excused prior to absence), needed at home (unless excused prior to absence), and other avoidable absences.

If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the building principal. No credit will be given for work missed due to an unexcused absence. However, students must make up all work to meet their educational needs.

Tardiness

Classroom teachers are required to record and report any student who is late to school or class as tardy. Tardiness may result in disciplinary action.

Class Truancy

A student is considered truant if he/she: is on school property but does not attend classes or study lab, has any lengthy unexcused tardy to a regular class, or leaves the classroom without a signed teacher permission slip. A student who is truant will receive no credit for work missed. However, students must make up all work.

Excessive Absences

Any student who is absent for more than twelve (12) days in any one semester will be considered as having excessive absences. These absences do not include those that result from participation in school-sponsored trips. At the high school level, excessive absence beyond stated limits may result in being dropped from a course with a failing grade.

Prolonged Absence Due to Illness

If a student is absent due to illness for more than ten (10) consecutive days, arrangements for an alternative education program may be requested.

Compliance Statement

The Indian Prairie School District 204 complies with all applicable federal laws and regulations prohibiting discrimination and with legal and applicable requirements and regulations of the United States Department of Education. It is the policy of IPSD 204 that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or disability should be discriminated against, excluded from participation in, denied benefits of or otherwise be subjected to unlawful discrimination in any program or activity for which it receives financial assistance from the Department of Education.

The compliance officer for the Indian Prairie Community Unit School District 204 is Nancy Valenta, Assistant Superintendent for Human Resources.

Mutual Respect and Non-Discrimination

Indian Prairie School District 204 will establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including: respect for individuals regardless of economic status, intellectual ability, race, creed, color, national origin, ancestry, religion, marital status, sex, sexual orientation or age; respect for those persons who are physically, mentally, emotionally, or perceptually different or disabled; respect for cultural differences; respect for the economic, political, and social rights of others; respect for the right of others to seek and maintain their own identities.

Sexual Harassment, Sex Equity, Drug Free Schools

The Indian Prairie Board of Education has formally adopted policies concerning sexual harassment and sex equity. Use of tobacco is prohibited on school district property and all schools are designated as drug free zones. Copies of these policies are on file in each school, at the Board of Education Office located at 780 Shoreline Drive, Aurora, Illinois and are also listed on our web site (http://board.ipsd.org/policy/toc.asp). The middle and high schools address these issues further in their respective school handbooks.

Aggressive Behavior

Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear or other comparable conduct toward anyone or urging other students to engage in such conduct. Repetition of aggressive behavior by a student will be documented by the school staff in order to provide information needed to develop appropriate interventions. When significant evidence is collected to suggest the existence of repeated aggressive behavior, parents or guardians of the student will be notified. Interventions for repeated aggressive behavior will be school based and/or community based. The fact that students with aggressive tendencies receive interventions shall not preclude any other type of discipline from being imposed in accord with other provisions of this policy.

Threats and Safe Schools

All threats are investigated. We caution all students that threats may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsions may be warranted.

Sex Equity Grievance Procedure Notice

The Board prohibits discrimination against students on the basis of sex in the provision of programs, activities, services or benefits and, insofar as reasonably possible, the District guarantees to both sexes appropriate equal access to educational and extracurricular programs and activities.

When sex discrimination is suspected or alleged, students and their parents or guardians have the right to initiate a discrimination grievance. Grievances regarding possible sex discrimination must be submitted in writing and directed to the District's Nondiscrimination Coordinator (Ms. Nancy Valenta, P.O. Box 3990, Naperville, IL 60567, (630) 375-3055).

Upon receipt of a written grievance, the Coordinator will initiate an investigation of the grievance. Within 30 calendar days of receiving the grievance, the Coordinator will render a written decision, including a statement of the appeal rights of each party.

If either the grievant or the party charged is not satisfied with the decision rendered by the Coordinator, the decision may be appealed to the Superintendent. If either the grievant or the party charged is not satisfied with the decision rendered by the Superintendent, the decision may be appealed to the Board of Education. If either the grievant or the party charged is dissatisfied with the Board's decision, further appeal may be made to the Superintendent of the Educational Service Region and, ultimately, to the State Superintendent of Education.

The grievant is entitled to confidentiality. Also, the grievant will not be subjected to harassment or retaliation as a result of having filed a grievance or having appealed a decision.

The Coordinator will be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and in the appeal of decisions.

For additional information, please see Policy 600.01 and the related administrative procedures (600.01-R).

Discipline

Policy Statement: Student Discipline

The Board of Education has the responsibility to establish those policies which govern fair and responsible conduct within the school. The Board recognizes that the establishment of a school climate that promotes open expression of beliefs, mutual respect, trust, and personal caring relationships is a necessary ingredient.

Section 24-24 of the School Code of Illinois states that teachers and other certified educational employees will maintain discipline in the schools. The Board policy is to give full support and assistance to its staff members with respect to the maintenance of control and discipline in the schools.

In accordance with Senate Bill 730, teachers are assured that they may remove a student from the classroom for disruptive behavior. This law also provides due process for students.

A copy of the School Board and individual building discipline policies is to be issued and/or made available to all parents/guardians within fifteen (15) days of the beginning of the school year. New students, transfers, and their parents should receive a copy of the above policies or be directed to see them on the school/district website when they register.

Each building principal is to inform pupils of the contents of the School Board and Building Policy.

Each building principal is responsible for forming an advisory committee on discipline with one administrator and a minimum of two teachers and two parents with a meeting scheduled once per term. This does not exclude the use of students on the committee.

Policy Statement: Gang Activity

GANG ACTIVITY AT DISTRICT 204 SCHOOLS WILL NOT BE TOLERATED.

Gang activity includes but is not limited to the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be allowed to be displayed by anyone at the District 204 schools at anytime, including after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, and combination of colors or combination of clothing, wearing apparel, or accessories that the administration has designated as a gang identifier. Examples of gang identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5 pointed stars, arrows or pitchforks shaved into the hair or otherwise exhibited.

The administration may add to this list of identifiers at any time.

Policy Statement: Student Appearance

A student's 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, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

Student dress or attire will conform to the following minimum standards:

1. Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-strapped shirts or blouses. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least mid-thigh.

2. Hats, head coverings, jackets, coats and gloves will not be worn in classes. Students must remove their head coverings upon entering the building. (Religious head coverings are exempt.)

3. Students must wear shoes. Metal, plastic, or rubber cleats or other shoes that may damage the floors may not be worn.

4. Students will not wear beachwear to classes, except for special school-approved days.

5. Student dress will be appropriate for the school activity. Underwear must be covered.

6. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school.

7. No garments or jewelry with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school.

8. No spiked or dangerous jewelry, (such as handcuffs, chains, etc.) may be worn.

9. Students may not wear or display items that are considered gang identifiers by our school and community. These identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5 pointed stars, arrows or pitchforks shaved into the hair or otherwise displayed. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.

10. At any school function, the administration reserves the responsibility to determine the appropriateness of dress.

Student Responsibilities

All individuals have the right to be treated with respect. District 204 students are expected to be mannerly and polite. Each student is responsible for respecting the rights of others, maintaining a positive school climate, and observing school rules.

The student who violates school rules may receive demerits, detentions, and/or an out-of-school suspension. Should the circumstances warrant, the student may also be reported to an area police department and/or be subject to a hearing by the Board of Education and be expelled from school. The following actions are violations of school district rules and will result in disciplinary action:

1. The use, possession or transmission of alcohol, illegal drugs including "look alike" drugs, and/or tobacco in any form.

2. Being on school property while under the influence of alcohol or other controlled substances.

3. Damage, destruction, or theft of school property and/or personal property.

4. Use of profanity, verbal or physical abuse, assault or fighting during school or at school activities.
5. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.

6. Disobeying the instructions of a staff member.

7. Disruption of school and/or school activities.

8. Repeated school violations.

9. Engaging in any unlawful activity.

10. Unsportsmanlike conduct involving other school teams, their representatives, or officials.

These rules apply during all school–sponsored activities as well as during the regular school day. School rules apply on all school property, on school buses, and school bus stops.

These are general school rules for the entire district. Each building also has rules that are more specific. For students involved in any infraction of the above school rules, depending on frequency and severity of improper behavior, one or more of the following will occur:

1. Conference between teacher and student

2. Disciplinary referral which may include one or more of the following:
   - principal–student conference
   - telephone contact with parent and/or letter home
   - before or after–school detention
   - parent conference
   - Saturday school
   - in–school detention
   - out–of–school suspension (parent conference required for readmission)
   - expulsion from school

Detention

A detention is defined as additional in–school time before, during, or after school hours for students who have been tardy, missed class or study hall for unexcused reasons, or have misbehaved. Students who fail to serve assigned detention within the allotted time may be required to perform school-community service, report on non–school time/days (e.g., "Saturday" school) or be suspended. Students so detained must arrange their own transportation.

Suspension

A suspension is the temporary removal of a student from school for a period not to exceed ten (10) consecutive school days. It is the responsibility of the student to obtain all assignments and complete work. Suspension shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act.

Expulsion

The Board may expel a student for a definite period not to exceed 2 school years, as determined on a case-by-case basis. A student who is determined to have brought a weapon, as defined by Section 921 of Title 18, United States Code, to school shall be expelled for a period of not less than one year, except that the Board on a case-by-case basis may modify the expulsion period. Expulsion shall be construed in a manner consistent with the Federal Individuals with Disabilities Education Act. The provisions of this subsection (d) apply in all school districts, including special charter districts and districts organized under Article 34.

Grievance Procedure

Occasionally, a student and or his/her parents may have a problem or complaint concerning a school-related action. Most of these problems result from improper communication and can be quickly resolved by discussing the situation with the appropriate staff member. Sometimes it is necessary to seek further advice. The proper procedure for dealing with grievances and complaints is as follows:

1. Contact the appropriate staff member directly. The vast majority of all problems are resolved at this level.

2. If, after talking directly to the teacher or other staff member involved, the parent(s) is not satisfied, he/she should contact that staff member's supervisor, then the principal and ask him/her to intercede.

3. If the problem still has not been resolved, the principal will refer the parent to the appropriate district administrator.

See page 37 for a grade-specific communication flow chart.

Due Process

In disciplinary cases where a student is removed from a classroom for a day or longer (i.e. in-school detention and/or out-of-school suspension), the district affords a due process procedure. Due process ensures that the student shall be informed of the charges and has the right to respond.

Suspension and Review Procedure

An appeal process is afforded the student when the discipline requires an out-of-school suspension. Appeals must be in the following order:

1. Principal or designee.
2. Superintendent or designee, or School Board appointed hearing officer at the discretion of the administration.

Any request for appeal of a disciplinary suspension of less than ten (10) days shall not delay the implementation of the suspension. However, if the suspension is overruled or modified

upon review, the student will be permitted to make up work for any school days for which a suspension is vacated and disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review.

A student whose presence poses a continued danger to persons, property, or poses ongoing threats or disruption to the academic process may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

It is important to keep in mind that participation in activities and athletics is a privilege, not a right. The rights of due process do not extend to such a privilege. The decision in cases of alleged misconduct will include both the regular school discipline and extra-curricular discipline.

School Rule Violations and Consequences

BURGLARY, THEFT, OR ROBBERY FROM STUDENTS, EMPLOYEES, OR DISTRICT #204
Consequence - Appropriate intervention at the discretion of the administration up to 10 days out of school suspension; possible police involvement; restitution.

CHEATING/DISHONESTY
Belief Statement - We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents/guardians, and teachers. Although there is pressure to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.

Students - It is expected that students will conduct themselves according to the school rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.

Parents/Guardians - As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest school environment is maintained.

Teachers - Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

Definition of Cheating/ Dishonesty
Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own whether it is accessed verbally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to the following:

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's work as one's own
3. Stealing copies of tests or answer keys
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take-home test
5. Plagiarizing or presenting material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive words taken from another source without documentation.)
6. Changing answers on a test, assignment, project, etc. after grading
7. Changing grades in a grade book or altering a computer grading program
8. Using an electronic device in a manner not specified by the teacher (e.g., storing answers or equations)

9. Misrepresenting records for hands-on activities such as physical fitness testing
10. Using unapproved written materials (i.e. "crib sheets," "cheat sheets," etc.)

"Cooperative learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.
Consequences of Cheating/ Dishonesty*
1st offense - no credit for work or quiz and parent contact by teacher
2nd offense - no credit for work or quiz, parent contact, referral from administration, consequences at the discretion of the administration up to 3 days In-School Detention
3rd offense - no credit for work or quiz, parent contact, up to 3 days Out-of-School Suspension
*At the secondary levels, the policy is more clearly stated in the disciplinary code in the school student handbooks.

ENDANGERING THE PHYSICAL OR PSYCHOLOGICAL WELL-BEING OF OTHER STUDENTS OR SCHOOL PERSONNEL BY CONDUCT OR ACTIONS, INCLUDING:

1. Dialing/calling 911 from any phone or pay phone.
2. Improper release of a school fire alarm or tampering with fire extinguishers or transmitting a false report of a fire (including calling 911).
3. Starting, or attempting to start a fire on school property.
4. Possession of, setting off, or attempting to set off, fireworks, explosive devices on school property or transmitting a bomb threat.
5. Threatening destructive actions to persons or property, either as an individual or as a member of a group.
6. Possession of dangerous weapons or look alikes.
7. Possession of ammunition
8. Consequence -Appropriate intervention at the discretion of the administration up to 10 days out of school suspension; possible police involvement; consideration of recommendation for expulsion.

FIGHTING OR OTHER ACTS OF PHYSICAL AGGRESSION (i.e. punching, kicking, scratching, biting, etc.)
Advice to students: If you are approached by another student who threatens you and wants to fight, simply tell the nearest staff member or go to the principal's office to report this information. Do not involve yourself in a fight; you will be suspended from school if you do. These general guidelines apply also to travel to and from school and school sponsored activities. Fighting at school will not be tolerated. When such an event happens, a thorough investigation of the activity is conducted by the administration and discipline is usually issued to all participants. Such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges which have transpired for days or even weeks.
Consequence -Appropriate intervention at the discretion of the administration up to 10 days out of school suspension. Repeated incidents may result in 10 days out of school suspension; possible police intervention.

FORGING PASSES, NOTES OR SIGNATURES
Consequence - Appropriate intervention at the discretion of the administration up to 3 days in–school detention.

GAMBLING (BETTING, WAGERING AND/OR THE EXCHANGE OF MONEY OR PROPERTY) ON SCHOOL GROUNDS, SCHOOL BUSSES OR AT A SCHOOL FUNCTION
Consequence - Appropriate intervention at the discretion of the administration up to 5 days in–school detention. Repeated incidents could result in out of school suspension.

GANG RELATED ACTIVITY
Consequence - Appropriate intervention at the discretion of the administration up to 10 days out of school suspension, police involvement, and recommendation for expulsion.

INSUBORDINATION TO SCHOOL PERSONNEL (i.e. defiance or disrespect toward authorized school personnel when a reasonable request is made, profanity directed to a staff member)
Consequence - Appropriate intervention at the discretion of the administration up to 5 days out of school suspension.

INTENTIONAL DAMAGE TO, DESTRUCTION OR ATTEMPT TO DAMAGE OR DESTROY SCHOOL PROPERTY OR THE PROPERTY OF SCHOOL PERSONNEL OR OTHER STUDENTS
Consequence - Appropriate intervention at the discretion of the administration up to 10 days out of school suspension, restitution, possible police involvement, and recommendation for expulsion.

BULLYING/INTIMIDATING, OR ATTEMPTING TO INTIMIDATE, OTHER STUDENTS OR SCHOOL PERSONNEL (INCLUDING TEASING, BEGINNING AND CONTINUING RUMORS AND/OR RACIAL/ETHNIC/GENDER INTIMIDATION)
Definitions:
Teasing – Annoying someone by mocking, poking fun at, etc.
Bullying – A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.
Extortion – Forcing other person(s) to act against their will, such as demanding money, property, etc.
Consequence - Appropriate intervention at the discretion of the administration up to 10 days out of school suspension, police involvement and recommendation for expulsion.

OTHER ACTS WHICH DIRECTLY OR INDIRECTLY JEOPARDIZE THE HEALTH, SAFETY, AND WELFARE OF OTHER STUDENTS OR SCHOOL PERSONNEL
Consequences - Appropriate intervention at the discretion of the administration up to 10 days out of school suspension, possible police involvement, recommendation for expulsion.

POSSESSION AND/OR USE OF A LASER POINTER
Consequences - Appropriate intervention at the discretion of the administration up to 5 days in-school detention.

POSSESSION OF A LIGHTER AND/OR MATCHES
Consequences - Appropriate intervention at the discretion of the administration up to 5 days in–school detention.

Other Notices

OBSTRUCTION OF AN INVESTIGATION
Students who willfully obstruct the investigation of a school official by withholding information in response to direct questions or by giving information known to be false or present a potential danger to student and staff safety.

FULL DAY IN–SCHOOL DETENTION (ISD)
One of the interventions that may be assigned by the administration is the In–School Detention (ISD). While serving ISD the student is expected to do school assignments in a quiet area. On a day that ISD is assigned, the student will not be attending his/her regular classes but will be assigned to one supervised room. If the student is absent on a day that an ISD is assigned, he/she is to serve it on the first day after returning. Students who engage in misbehavior while serving an in–school detention may be subject to up to 3 days out of school suspension at the discretion of the administration. Parents will be responsible for making immediate arrangements to pick their child up at school.

Student Transportation

Any student residing more than 1.5 miles from his/her attendance center or in areas designated as hazardous areas according to the State of Illinois criteria will be transported to and from school. New subdivisions that have heavy construction taking place may be assigned a "temporary" hazardous status. Support Services will inspect the area and notify parents when busing will be discontinued.

Bus drivers are not authorized and should not be approached to make any changes to designated stops. Route change requests will only be considered if received in writing by the Department of Support Services at P.O. Box 3990, Naperville, IL 60567 or via e-mail on the district website. A form is available on the district or school website for this purpose. **Please do not contact the school or First Student**. Route change requests will be reviewed after September 15th.

Students are assigned a bus route number and assigned to a stop for transportation. Final routes, stops and times will be confirmed by August 15th. Routes and stops will be posted at school and on the district website.

Students **must** ride the buses to which they are assigned. Students should be at their assigned stop at least 5 minutes before the scheduled pick-up time. Students are not permitted to switch buses except in emergency situations and must have the permission of the principal. Bus routes are assigned based on the maximum number of students allowed per vehicle. There is no arbitrary changing of buses permitted. All middle and high school students will be required to present their student I.D. cards when boarding all a.m. and p.m. buses. Students without I.D.'s will be allowed to board the a.m. bus only to school. Students without I.D. will receive a bus referral. Students will need to obtain a new I.D. or temporary pass from their school office before boarding the p.m. route. (Schools will determine their own policies and procedures for temporary and replacement I.D.'s)

Parents of kindergarten and special education students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during pickup and drop off times.

Board Policy 710.09 – The installation and utilization of video cameras on school buses are aimed at improving student behavior on the bus and analyzing the bus drivers' methods of student management. Buses are equipped with a special box at the front of the bus in which a video camera can be stored and operated. Once a video is completed, appropriate District 204 staff may review the tape.

Guidelines for Proper Bus Conduct

Student transportation is an extension of the school program. The safety of the students on the bus will be protected. Misbehavior by students that puts the safety of students on the bus in jeopardy will not be tolerated.

The driver is in full charge of the bus and students. Students must obey the driver promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. Student behavior and the bus driver's management of that behavior are the two key elements to safe bus rides. Bus seat assignments will be issued for all students who ride a bus to/from school.

When students violate bus regulations, a discipline report will be filed by the driver. The student will be called to the office, and be liable for disciplinary actions, including a bus

suspension. If a student is suspended from the bus, bus privileges may be revoked from 1–10 days, depending upon the cause and past bus behavior problems. If suspended, students must provide their own transportation to and from school. Continued infractions against the bus rules will result in bus expulsion.

Students and parents shall familiarize themselves with the following information and encourage observance of these guidelines and regulations. The following list of rules and regulation apply for all school provided transportation, including for district-sponsored activities.

1. Be at your assigned bus stop five (5) minutes before scheduled pick–up time.
2. Be courteous to students and neighbors at bus stops and while traveling on the bus.
3. Ride only your assigned bus. Permission to ride another bus is granted <u>only</u> when an emergency written request is received and approved by the principal.
4. Do not ask to stop at places other than the regular bus stop.
5. Sit in assigned seat.
6. Cooperate with driver at all times.
7. Do not litter the bus or bus stop.
8. Do not use profane language.
9. Remain seated.
10. Do not throw objects at, on, or from the bus.
11. Keep head, hands, and feet inside the bus.
12. Do not vandalize equipment.
13. Do not eat, drink, or smoke on the bus.
14. Obey the driver.

Bus Disciplinary Action

When disciplinary action is necessary, the following steps may be taken:

First Referral: Appropriate intervention at the discretion of the administration; up to three (3) days suspension from the bus.

Second Referral: Appropriate intervention at the discretion of the administration; up to five (5) days suspension from the bus.

Third Referral: Appropriate intervention at the discretion of the administration; up to ten (10) days suspension from the bus.

Fourth Referral: Appropriate intervention at the discretion of the administration with consideration for more than ten (10) days suspension from the bus.

It is imperative that all students and parents observe and support these transportation regulations and actions. Your cooperation is important and appreciated.

Instruction

Elementary Schools

The kindergarten through grade five (5) elementary school curricula includes literacy, math, science, social studies, art, music and physical education. Students have the opportunity to participate in instrumental music in the fifth grade. Technology experiences are integrated into learning activities at all grade levels. Students access computers in classrooms and computer labs in the Library Media Centers.

Middle Schools

The middle schools, grades six (6) through eight (8), continue the focus on academics with the added experience of exploratory classes in applied technology, family and consumer sciences, art, music, health, computers, and foreign languages. Students are grouped in teams with opportunities for flexible scheduling and advisory activities that include study skills, academics, high interest units, and community service.

High Schools

The high schools offer a comprehensive curriculum that includes honors level and Advanced Placement coursework. Over 200 courses give students a rich and varied menu of selections that prepare them for post secondary experiences that range from technical training to selective colleges and universities. Both high schools emphasize the importance of technology for accessing and processing information by incorporating it in many of the learning activities. Each high school is networked and has a television studio and distance-learning classroom. At each site, there are several computer labs, as well as, technology labs in industrial technology, art, and music.

The Frontier campus provides an alternative for seniors, from both high schools, seeking a different schedule and potential college credit.

Homework

The nature of the homework assigned in District 204 follows:

1. Homework shall grow directly out of class work experience to practice what the student has learned in the classroom. Applications of learning from the classroom to the student's world outside the classroom are particularly valuable.

2. As student initiative and responsibility increases, voluntary assignments and adjustment of assignments based on student suggestions are encouraged.

3. Small group activities initiated at school can generate some of the most productive and highly motivated homework. These require each student to be responsible for his part of the assignment.

The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter. Homework in District 204 will be assigned within the following broad guidelines:

Elementary Homework

Homework at the elementary level is designed to support learning. Homework shall provide students with practice of in-class experiences and match ability level, learning

style and individual needs of the student. Homework shall be directly linked to learning standards, include clear instructions and performance expectations so students can complete homework independently.

Middle and High School Homework

Students in the middle schools and high schools will develop the capability of meeting educational objectives through independent study and the completion of projects. The classroom experiences and homework are an essential part of any course and shall be consistent with the purpose of that course. Advanced placement courses for students who plan to attend college will include assignments and homework consistent with the rigors required for post–high school education.

Grading

Grades are indicators of the student's achievement of the course or curriculum objectives. Grades are not an evaluation of the student's potential or social performance. Grades reflect varied age appropriate opportunities for students to demonstrate learning. Teachers determine grades by utilizing frequent and ongoing measures, which may include the following:

Participation	Quizzes and Tests
Discussion	Learning Portfolio
Assignments	Performance Evaluations
Cooperative Projects	Special Projects

The grading scale used by IPSD 204 represents:

91-100	=	A
81-90	=	B
71-80	=	C
65-70	=	D
64-0	=	F

Report cards are mailed or sent home at the end of each quarter as determined by the official school district calendar. Additional grading information may be found in individual building handbooks.

Policy Statement: Placement, Promotion, Retention

Placement, promotion, or retention decisions shall be made in the best interests of the student after a careful evaluation of the student's performance. Consideration will be given to the effects of the placement decision on the student's long-term progress in the educational program.

The school principal shall use the expertise of other professional personnel, as appropriate, and shall include the parents in conferencing about the status of the student's placement. For a student with an Individual Education Plan (IEP) or a Section 504 plan, the IEP or the Section 504 plan will determine the standards by which the student will be evaluated regarding placement, promotion and/or retention.

Special Education

The Department of Student Services provides district-wide support and technical assistance regarding the design and implementation of effective educational programs for students with special needs. In meeting the requirements of Individuals with Disabilities Education Act, the Board continues to embrace and support inclusive instructional practices. These practices are designed to provide special education services within the context of the general education classroom to the greatest extent possible.

This means that students with special needs will have membership in a general education classroom and will receive appropriate recommended individualized educational services with general and special educators working as a collaborative team. If a student's needs cannot be met with support at his/her neighborhood school, the educational team will determine an appropriate, service delivery option that best addresses his/her current needs.

A continuum of special education services is available to support the education of children with disabilities. Services are provided for children three (3) through twenty-one (21) years of age who qualify under one or more of the following eligibility categories.

1. Developmental delay (3-5)
2. Speech/language impairment
3. Specific learning disability
4. Other health impairment
5. Autism
6. Cognitive disability
7. Emotional disturbance
8. Hearing impairment
9. Deafness
10. Orthopedic impairment
11. Visual impairment
12. Blindness
13. Traumatic brain injury
14. Multiple disabilities

Social work, psychological services, speech/language therapy, occupational and physical therapy, and adaptive physical education are some of related services provided as individual student needs deem appropriate.

District 204 is currently a participating member of the DuPage/West Cook Special Education Association that provides services for children with low-incidence disabilities. This membership agreement ensures the provision of services for students with hearing, vision, and physical disabilities.

Child Find

It is the policy of the Board of Education not to discriminate against any otherwise qualified individual with a disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity. 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 or the Individuals with Disabilities Education Act (I.D.E.A.) are identified, evaluated and provided with appropriate educational services.

Child Find Process

Every building in the district follows a common child find process if a staff member or parent has a concern regarding their child and/or a suspicion of an educationally related problem. Parents are encouraged to contact the appropriate building personnel. Submitting these concerns in writing may be beneficial to the decision making process. A copy of "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" can be obtained at every building or by calling the Student Services department at the district office.

Preschool screenings for three and four year old children suspected of having a disability are conducted throughout the school year. Parents of a preschool-aged child who suspect a disability should contact the preschool office.

Vision and Hearing Screening

Each year vision screenings are conducted for preschool, kindergarten, second, and eighth grade students. Hearing screenings are completed on all preschool, kindergarten, first, second and third grade students. All students with special needs, who are new to the district, those with specific parent or teacher concerns, and children with known hearing losses are screened yearly.

Child Abuse

State law requires all school personnel to report cases of suspected child abuse and/or neglect to the Illinois Department of Children and Family Services.

Medical and Health Information

Student Physical Examination and Immunization Requirements

1. The state of Illinois requires physical examinations and immunizations upon initial enrollment in Kindergarten or first grade, and upon entrance into grades 6 and 9.

2. The Illinois Department of Public Health requires all students to be immunized against preventable communicable diseases, including, but not limited to measles, mumps, chicken pox, rubella, diphtheria-pertussis-tetanus (DPT), polio, and hepatitis B.

3. Students entering grades Early Childhood, Kindergarten, 6, 9, and new students to the district must have the required state of Illinois physical examination and immunizations in compliance or will be excluded on the last Monday in September.

4. Out-of-state physical examinations written on approved forms are acceptable if they are less than one year old.

5. A student who objects to having a physical examination and/or immunizations on religious grounds will be exempted per state guidelines from the above requirements if a statement of that objection, signed by his/her parent(s) or legal guardian(s), is presented to the building principal. He/she may be excluded from school until such time as the statement is presented.

6. A physical examination is required prior to trying out for any interscholastic athletic activity at the middle or high school level. Athletic physicals are current for one (1) year that includes the duration of the athletic activity.

Dental Examinations

All children entering Grades Kindergarten, 2 and 6 are required to have an oral health examination, which must be performed by a licensed dentist. Each child shall present proof of a dental exam prior to May 15 of the school year. Parents or legal guardians who object to the dental examination on religious grounds shall present to the building principal a signed detailed statement of the objection.

Vision Examinations

All children in kindergarten and those students enrolling in the district for the first time are required to have an eye examination within the previous year, which must be performed by a licensed optometrist or a licensed physician who performs eye examinations, before October 15 of the school year. Parents or legal guardians who object to the vision examination on religious grounds shall present to the building principal a signed detailed statement of the objection. In addition, the eye examination requirement may be waived for children who demonstrate an undue burden.

Medication

District personnel will not administer medication during the school day except when such doctor-prescribed medication is necessary for the critical health and well being of the student.

A student is eligible to have District personnel administer doctor-prescribed medication if one or more of the following criteria are met:

1. The student would be unable to attend school if medication was not given because the medication is necessary for the student to remain physically and mentally healthy.
2. The student needs to take medication for conditions that could be life threatening if medication was not available to them.
3. The student is unable to self-administer medication because of an identified disability that prevents the student from being able to self-administer medication.

If a parent requests that school personnel administer medication, the request must be presented, in writing, to the nurse with supportive data from a physician.

Students who are eligible for administration of medication by school personnel will be given their medication by a staff member assigned by the building principal. In emergency situations, medication may be administered by an employee of the district.

If a parent chooses not to have district personnel administer medication, the procedures covering self-administration of medication must be followed. The specific requirements for either self-administration of medication by the student or administration by school personnel are available at each building. This policy will be administered in accordance with all applicable federal and state laws, including those regarding special education students. All medications must be sent to school in the original pharmaceutical container with correct name of student, medication name, dose, and time on the container.

Readmission to School Following an Illness

A student who has been absent from school for five (5) days or more, or who has had a communicable disease must present a physician's release before being readmitted to school. A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parent(s) or guardian(s).

Children shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

Communicable Disease Policy

The Board has adopted a policy (500.84) that delineates the steps taken if a student or employee is suspected of having or has a confirmed case of any communicable disease. The policy is based on seeking professional medical opinions and recommendations. The nurse shall be notified of all communicable diseases.

Disease	Exclude from School	Duration
Chicken Pox	Yes	24 hours after last pox scabs over
Fifth Disease	Yes	Until diagnosed
Hepatitis	Yes	Readmitted with doctor's permit
Impetigo	*Yes*	Until under a doctor's care
Measles *	Yes	4 days after appearance of rash
Meningitis	Yes	Readmitted with doctor's permit
Mononucleosis	No	Diagnosis from physician needed
Ringworm	Yes	Readmitted with doctor's permit
Scarlet Fever	Yes	Readmitted with doctor's permit
Strep Infections	Yes	Until 24 hours after start of medication

**All non-immunized children must be excluded from school and a written notice sent to parents stating that the child is excluded until acceptable proof of immunity is presented or until* twenty-one days after the onset of the last reported case of measles.

Conjunctivitis: All children with tearing, irritation, and/or redness of one or both eyes will be sent home until a physician deems a child is non-contagious, or the child has been on medication for twenty-four (24) hours.

Fever: The most common cause of fever in children is infection. Children with fevers over 100º will be considered contagious and should be kept at home.

Lice: Children with lice, nits, or egg cases will be sent home. The nurse or designee will readmit the student to school after evidence (empty medicated shampoo box or a physician statement) has been provided to school.

Rash: All children with undiagnosed rashes will be sent home until the rash is diagnosed and a physician deems the child is non-contagious.

Student Accidents and Illnesses

Indian Prairie District 204 will not assume any financial obligations for student accidents and illnesses. In case of accident or illness of a student at school this procedure shall be followed:

1. Provide immediate first aid.
2. Contact nurse (depending upon the severity).
3. Contact parent if possible.
4. If parents cannot be reached, the emergency contact listed on the registration form will be notified. Please be certain that these contacts are up-to-date and appear on the form.
5. A student will not be sent home unless a parent, guardian, or emergency name is contacted.
6. If a student is seriously injured, 911 will be called.

Physical Education Participation

A student may be excused from participation in physical education classes for no more than three days with a note from a parent. For more than three days, a doctor's excuse is needed. The student must report to the physical education teacher.

Parent Notice Physical Exams or Screenings

Parents will receive prior notice of any non-emergency, invasive physical examination or screening (as defined in Board Policy 736) that is—(1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students.

In addition, parents may elect not to allow their children to participate in such a physical examination or screening. Parents who wish to opt their children out of participation in such exams or screenings identified herein must submit a signed and dated written opt-out notice to the Building Principal at lease two (2) school days prior to the exam or screening date. The notice must state that the parent elects not to allow his or her child to participate.

Student Records

Right to Inspect Student Records

Pursuant to Federal and State laws, a parent has the right to review his or her child's educational records. Records may be inspected by contacting the Principal of the school for an appointment.

Types of Student Records

The "permanent record" includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
- Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;
- Record of release of permanent record information; and
- Scores received on all State assessment tests administered at the high-school level (grades 9-12).

The permanent record may also include:

- Honors and awards received; and
- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

The "temporary record" consisting of all information not required to be in the Student Permanent Record, which will include:

- Record of release of temporary record information;
- Scores received on all State assessment tests administered at the elementary grade levels (kindergarten through grade 8);
- Information regarding serious infractions (e.g., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Other disciplinary information; and
- "Indicated" reports of physical or sexual abuse of the student, submitted to the School District by the Child Protective Service Unit in accordance with Section 8.6 of the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6.

The temporary record may also include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence and personality, and academic information obtained through test administration, observation, or interviews;
- Elementary- and secondary-level achievement test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files, including evaluation reports, IEPs, test protocols, and all records and tape recordings relating to special educational placement, hearings, and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

Rights of Parents

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. To control access and release of student records, and request a copy of information released.
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below.
4. To be notified of persons, agencies or organizations having access to student records without parent consent. (See the following section.)
5. To copy student record information prior to destruction, and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated as directory information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of school suspensions.

Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent

Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student. A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm). A school or School District official has a legitimate educational or administrative interest if the official needs to review a student record in order to fulfill his or her professional responsibility.

The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

Procedures for Challenge

Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.
2. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

Additional Information

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed 35 cents per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

Directory Information

"Directory information" may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student's name, address, telephone number, gender, grade level, birth date and place; parents/guardians, names and addresses; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year. The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services.

Surveys Requesting Personal Information

Upon request, a parent may inspect any survey requesting information about:
(1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior or attitudes; (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; (7) religious practices, affiliations or beliefs; or (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

In connection with any instrument used to collect personal information (as defined in Board Policy 736) for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

Survey Opt-Out/Inspection Request Procedures

Parents who wish to opt their children out of participation in such surveys identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys and instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

Lunch

Our food service operation is located in the commons area of secondary schools and in the multi-purpose room of elementary schools. Students may purchase a variety of hot and cold entrée menu choices. Salads, fruit, snacks and beverage items round out the nutritious and popular menu. All schools have a debit card system. This system will give students and parents the opportunity to pay for their meals in advance. This can be done by making a payment at the school or online using a credit card or debit card. Once the payment is completed, the student will be able to use their student ID number to pay for their meals. Both parents and students will be able to view their balance via the Internet. Students may also bring their own lunch.

Free Lunch and Milk

The District participates in the Illinois National School Lunch Program to supply free/reduced breakfasts/lunches to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year. The guideline letter and application may be obtained online or by request in the school office.

Testing

General assessments, achievement and ability testing are utilized throughout the district to record student growth, to see how children are achieving, and to inform instruction. IPSD 204 is required to administer the Illinois Standards Achievement Test (ISAT). High school students take nationally recognized tests such as the PSAT, SAT, and ACT.

Parent Teacher Association

Parents are an important part of our school district. Every school has a Parent–Teacher Association (PTA). These organizations are the formal channel to the schools for parents. PTA serves as the conduit for ideas, issues, and concerns for the parents within each building.

Indian Prairie Parent Council

IPPC is made up of two representatives from each of the PTAs. Its function is to coordinate events, disseminate information, and interact with the district as the PTAs relate to the individual buildings. IPPC is an important communication link between the district and its parents.

Parent Diversity Advisory Council

The mission of the Parent Diversity Advisory Council is to enhance and enrich achievement for all students by serving as a district liaison providing educational and cultural resources for students, families, and staff in meeting their needs to ensure that curriculum, instruction, educators, and the learning environment are culturally sensitive and inclusive.

Technology

Board of Education policy and administrative procedures guide the use of technology in district schools. Students and parents sign the District's Acceptable Use Policy (AUP) form when a student enters a district school. A new form will be signed when a student advances to the next level (i.e. from elementary school to middle school) or enters a new school from a

boundary change. The district supplies an annual notification of the policy in student registration materials.

Extra–Curricular Activities and Eligibility

The Board of Education of District 204 encourages its students to broaden their skills, knowledge and citizenship by participating in school–sponsored clubs, councils, interscholastic and intramural athletics, theatrical productions, and other extra–curricular activities. In order to participate in such school activities, however, each student must maintain academic eligibility. If the student does not pass the required number of courses, he/she will be barred from participating.

YMCA Before and After School Child Care

District 204 recognizes the needs of working parents. Any child in Grades 1 through 5 is eligible to enroll in the *Safe 'n Sound Adventure* C*lub* offered by the YMCA as an "on site" childcare service in elementary schools. The program operates before and after school in most District 204 Elementary Schools. Enrollment at each site is limited.

Emergency Drills

Each school has safety drill procedures that will be used in the event of fires and tornadoes. These procedures are reviewed with students and practiced several times throughout the year. All schools are equipped with emergency radio receivers.

Integrated Pest Management

Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides.

Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available in each school.

Animals

Students are prohibited from bringing animals to school unless the principal or his/her designee has granted permission.

Fundraisers

All student fundraisers must be approved by the Superintendent and shall not interfere with the instructional program. Non–profit, non–school groups, including parent organizations, must request permission from the building administrator to solicit funds at school and must follow rules established by the administration.

Valuables

Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. The school is not responsible for articles that are lost or stolen. Students should not leave valuables at school, in the gym, or in lockers.

Information on School Closings

In cases of bad weather or dangerous road conditions, school closings or early dismissals are announced through a phone call to parents and on the district's website at http://www.ipsd.org. You can also tune your radio or television to a local station. IPSD 204 uses the following stations to inform parents of such closings as quickly and as widely as possible:

Radio	Television
WGN 720 AM	CBS Channel 2
WBBM 780 AM	WMAQ Channel 5
	WLS Channel 7
	WGN Channel 9
	FOX Channel 32
	CLTV -- Cable

Please be aware that while closing information is given to the stations as quickly as possible, it is at the discretion of each station to decide when and whether it airs the notifications.

Parents may find out about their child's specific school by calling the Emergency Closing Center Hotline at 1-847-238-1234. Begin by dialing the Hotline number, then enter the school's main phone number, beginning with the area code. Information for additional schools can be obtained by staying on the line and entering the area code and the main number of the school. Parents can also check the Emergency Closing Center's web site at: http://www.emergencyclosings.com.

A recorded message advising of school closings or early dismissals may be heard by dialing the District 204 Information Line, 630-375-3015.

Please avoid calling the schools during emergency situations. This seriously clogs phone lines and makes it almost impossible to make vital outgoing calls. The elementary PTAs will establish an emergency calling tree to be used in case of school closings. This is done as a service only and should not be relied upon as the only source of notification. PTAs will send specific information to all elementary students.

Visitors to School Buildings

Parents are encouraged to visit schools; however, unless a visit is in response to a general invitation or a special event, such visits should be scheduled in advance with the building principal. All elementary schools are equipped with door buzzers and video camera devices for protection as part of our Safe School Response Plan. Visits to school by a student's friends or associates are discouraged All visitors must report to the school office upon their arrival.

Parent–Teacher Conferences

Parent –Teacher conferences are scheduled during the course of the year. Parents may also contact the school of their child's teacher if they feel a special conference is necessary.

Parent Communication

Keeping parents informed is a priority for your school and the district. The following communication vehicles are used to share information with parents:

204 E-News:
Parents are encouraged to subscribe to the district's email news service, 204 E-News. The district uses 204 E-News to send a variety of messages, including school closings, upcoming events, Board of Education decisions, district news, and student accomplishments. You can subscribe to 204 E-News at www.ipsd.org.

School Email Lists:
Parents should also subscribe to their school's email list. Principals use their email lists to send parents school news and reminders of upcoming important dates. You can subscribe to your school's email list on your school's web site or at www.ipsd.org.

Web sites:
The district's website provides frequently updated information on news and events. The site also has a directory of school web sites, Board of Education information, links to the Indian Prairie Parents Council and Indian Prairie Educational Foundation as well as contact information for administrators.

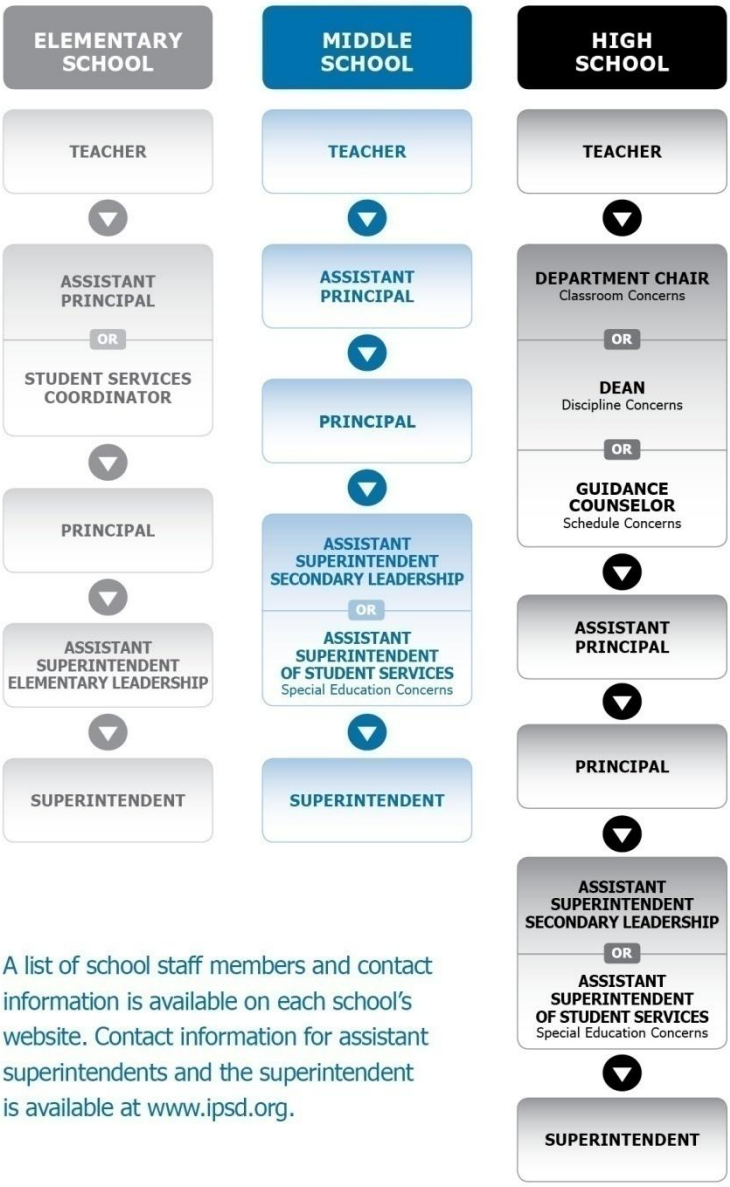
Your school's web site contains news about your school. You will also find contact information for staff members and information on your school's PTA or PTSA. A directory of school web sites is available at www.ipsd.org.

Connect-ED:
District 204 uses the Connect-ED service as part of its school-to-parent communications. Connect-ED allows the district to send phone messages in a emergency and also provides principals with a way to keep parents informed by sending messages to families regarding school programs, testing schedules, and major school events.

Newsletters:
Newsletters are prepared by each school and distributed to parents either electronically or through backpacks.

WHERE TO GO
IF YOU HAVE A CONCERN

Generally speaking, questions or concerns should first be discussed with the staff member who is closest to the situation. It is always best to follow the chain of command to ensure that all parties involved are properly informed of the situation. Parents should expect a response from the staff person listed, or his or her designee, within one business day to discuss their concern.



A list of school staff members and contact information is available on each school's website. Contact information for assistant superintendents and the superintendent is available at www.ipsd.org.

INDIAN PRAIRIE SCHOOL DISTRICT 204

Indian Prairie Community Unit School District 204 School Calendar 2009–2010

Aug-09

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

Sep-09

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Oct-09

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14 Δ	15	16
19	20	21	22	***23***
26	27	28	29	30

Nov-09

M	T	W	T	F
2	3	4 PT	5	6
9	10 PT	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Dec-09

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

Jan-10

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	***14***	15
18	19	20	21	22
25	26	27	28	29

Feb-10

M	T	W	T	F
1	2 PT	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

Mar-10

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	***19***
22	23	24	25	26
29	30	31		

Apr-10

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-10

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

Jun-10

M	T	W	T	F
	1 E	2 E	3 E	4 E
7 E	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Date(s)	Description
8/12/09 - 8/14/09	New Teacher Induction
8/17/09 - 8/18/09	Institute Days
08/19/09	Teacher Work Day
08/20/09	Classes Begin
09/07/09	**NO SCHOOL** Labor Day
09/18/09	**NO SCHOOL** Building Articulation Day
10/12/09	**NO SCHOOL** Columbus Day
10/14/09	**NO SCHOOL in PM** In-Service (PSAT: HS)
10/23/09	***End of Quarter***
11/04/09	Parent/Teacher Conferences (4:30 - 8:00 PM)
11/10/09	**NO SCHOOL** Parent/Teacher Conferences (8:00 AM - 3:00 PM / 4:30 - 8:00 PM)
11/11/09	**NO SCHOOL** Veteran's Day
11/25/09 - 11/27/09	**NO SCHOOL** Thanksgiving Break
12/21/09 - 01/01/10	**NO SCHOOL** Winter Break
01/04/10	School Resumes
01/14/10	***End of Semester***
01/15/10	**NO SCHOOL** Teacher Work Day
01/18/10	**NO SCHOOL** Martin Luther King Day
02/02/10	**NO SCHOOL** Parent/Teacher Conferences (1:00 - 8:00 PM)
02/15/10	**NO SCHOOL** Presidents Day
02/26/10	**NO SCHOOL** Institute Day
03/19/10	***End of Quarter***
03/29/10 - 04/02/10	**NO SCHOOL** Spring Vacation
04/16/10	**NO SCHOOL** School Improvement Planning
05/14/10	**NO SCHOOL** School Improvement Planning
05/28/10	Classes End
06/01/10 - 06/07/10	Emergency Days (if needed)

• • PLEASE NOTE • •

State Mandated Testing

IMPORTANT DATES

Grades 3 - 8 ISAT: March 1 - 12, 2010

Grades 11 PSAE/ACT: April 28 - 29, 2010

IAA: To Be Determined

CALENDAR LEGEND

◯	Institute Day
╳	Legal School Holiday
====	Not in Attendance
Δ	Early Dismissal/In-Service
PT	Parent/Teacher Conference
E	Emergency Days

Approved by the Board of Education 1/26/09

2009–2010

APPENDIX A

HIGH SCHOOL STUDENT WORKBOOK INVENTORY 2009-10

Course ID #	Course Title	Textbook Title	ISBN	Cost
4020	Intro to Appl. Tech	Technology Today & Tomorrow, 5th ed., c2004	0078308313	$11
4030 4032 4034	Woods 1	Modern Woodworking, Workbook, c2004, Wagner, Kecklighter	1590702549	$12
4042	Arch Drafting	Architecture: Residential drawing & design, c1995, Kicklighter	1566371236	$10
4050	Power Mechanics	Small Gasoline Engines, c2004, Alfred Roth	1590701844	$14
4052 4058	Auto Mechanics	Modern Automotive Technology, c2004	1590701887	$14
4054	Automotive Servicing	Auto Diagnosis Service & Repair, c2003	1566379113	$14
4058	Auto Maintenance	Auto Fundamentals, c2005	159070326X	$13
4060	Electricity	Applied Electricity and Electronics, Lab Manual, c2000	9781566377089	$15
4062	Electronics	Electronics: a complete course, Lab Manual, c2004	9780131135901	$17
4070	Building Trades	Construction Technology, 3rd ed., c1996, Huth	0538644737	$15
4102	Note taking & Study	Success Skills: strategies for study and lifelong learning, 2nd ed., c2002	0538723777	$28
4104	Business Math	Problems & Simulations Wkbk, 1998	0028147324	$14
4110	Consumer Economics	Consumer Education and Economics, Student Activity Workbook, c2008	9780078767838	$22
4112	AP Microecon.	Advanced Placement Economics: Microeconomics, 3rd ed., c2003	9781561835683	$23
4114	Accounting 1	Century 21 Accounting : First Year Multicolumn Journal, 8th ed., c2006, Working bundle papers Ch 1-24	0538972823	$26
4114	Accounting 1	Century 21 Accounting : First Year Multicolumn Journal, 8th ed., c2006, Eddie Ortega, DJ, manual simulation	0538972866	$14
4114	Accounting 1	Century 21 Accounting : First Year Multicolumn Journal, 8th ed., c2006, Tronics, Inc., manual simulation	0538972904	$19
4116	Accounting 2	Century 21 Accounting Advanced, 3th ed., c2006, Working papers bundle Ch 1-24	0538972335	$26
4116	Accounting 2	Century 21 Accounting Advanced, 3th ed., c2006, First Class Image Wear, manual simulation	0538972394	$21
4140	Business Law	Understanding Business & Personal Law, student activity workbook, c2006	0078681057	$18
4144	Entrepreurship	Entrepreneurship and Busines Management, c2000, student activity workbook	0026440709	$12
4144	Entrepreurship	Entrepreneurship and Busines Management, c2000, Webworks Stu Ed	0026440814	$17
4148	Finance	International Business, 2nd ed., Study Guide, c2001	0538698578	$16
4152	AP Macroecon	Macroeconomics, 1996, (3rd print. 1998), Morton	1561834785	$20
4192	Marketing	Marketing Essentials, Student Activity Workbook, c2006	0078689155	$12
4192	Marketing	Marketing Math Workbook, c2006	0078689171	$9
4197	Internship	Plotting Your Course	0314067922	$24
4392	Music Theory II AP	Music in Theory and Practice, 7th Ed.,	0072845414	$35

APPENDIX A

HIGH SCHOOL STUDENT WORKBOOK INVENTORY 2009-10

Course ID #	Course Title	Textbook Title	ISBN	Cost
4400	Clothing I	Clothing: Fashion/Fabric/Construction, Stu activity manual, c2008	9780078767968	$72
4416	Fashion Mechandising	Fashion, Student Activity Guide, c2006	9781590706305	$9
4500	French I	Bon Voyage, Level 1, workbook	9780078656323	$17
4502	French II	Discovering French, Blanc, Level 2, c1997	066943504X	$16
4504	French III	Discovering French, Rouge, Level 3, c1998	0669435309	$16
4510	German I	Deutsch Aktuell 1, 6th ed., c2009, Workbook	9780821954508	$14
4512	German II	Komm mit, Level 2, c1995, Practice and activity book	0030950619	$15
4514	German III	Komm mit, Level 3, c1996, Practice and activity book	0030950759	$15
4516	German IV - AP	Neue Kommunikative Grammatik, Grammar, 1996	0844225118	$20
4520 9520 9521	Spanish I	Avancemos!, Level 1, c2010, Cuaderno: Practica por niveles	9780618765935	$14
4522	Spanish II	Paso a Paso, Practice Workbook, Level 2, 1996	0673216829	$9
4522	Spanish II	Paso a Paso, Level 2, WAVA, c1996	0673216764	$11
4524	Spanish III	Paso a Paso, Practice Workbook, Level 3 1996	0673216837	$11
4530 8530 9530	Chinese I	Chinese Link, Simplified Character Version, Level 1, Part 1, c2007	0131564412	$13
4531 8531	Chinese II	Chinese Link, Simplified Character Version, Level 1, Part 2, c2007	0132429799	$13
4635	Probability & Statistics	Elementary Statistics Student Solutions Manual, c1998	0201859238	$19
4816	AP Biology	AP Test Prep workbook	9780805371871	$15
4846	Human Genetics, Bioethics, and Biotechnology	Human Genetics: Concepts and Applications, c2008, Case Studies workbook	9780072848540	$40