



Parent-Student Handbook

2011 - 2012

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

204 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.

204 Mission Statement

Our mission is...

Inspire all students to achieve their greatest potential.

Guiding Principles

Students will be best prepared to achieve their greatest potential if equipped to:

- Engage in relevant and rigorous learning.
- Live and work productively with others.
- Embrace their role and responsibility within their community and world.
- Value and respect self and others in a diverse society.
- Become lifelong learners.

We will best serve our students if our:

- Schools, families and community are actively engaged in the district's mission.
- Staff is highly skilled and motivated.
- Culture is characterized by high expectations and excellence.
- Schools are safe and caring places where all are valued.

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 (2015)
Susan Rasmus (2013)
Cathy Piehl (2013)
Dawn DeSart (2013)
Lori Price (2015)
Mark Rising (2015)
Christine M. Vickers (2013)

President
Vice-President
Secretary

District Administration

Superintendent
Assistant Superintendent, Business & Finance
Assistant Superintendent, Human Resources
Assistant Superintendent, Curriculum
Assistant Superintendent, Elementary
Assistant Superintendent, Secondary
Executive Director, Integrated Services
Executive Director, Elementary
Executive Director, Secondary
Director, Technology Services
Director, Support Services
Director, Building Operations
Director, Encore Curriculum
Director, Core Curriculum
Director, Professional Development
Director, Instructional Technology
Director, Research and Assessment
Director, Communication Services
Director, Integrated Services
Director, English Language Learners
Assistant Director, Residency & Registration
Assistant Director, Integrated Services
Assistant Director, Integrated Services
Assistant Director, Integrated Services

Kathryn Birkett
David Holm
Karen Sullivan
Jay Strang
Martha Baumann
Linda Rakestraw
Sharon Tate
Kathy Pease
Michael Popp
Stanley Gorbarkin
Karla Zozulia
Todd DePaul
Joan Dollinger
Allison Sherman
Tricia McCarthy
Mark Kreiter
Patrick Nolten
Janet Buglio
Kathy Kosteck
Rafael Segarra
Theresa Drendel
Barbara Byrnes
Pam Laubenstein
Josh Neuder

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

Sarah Nowak, Principal
1301 Springdale Circle
Naperville, Illinois 60564
(630) 428-6060

Cowlshaw

Claudette Walton, Principal
1212 Sanctuary Lane
Naperville, Illinois 60540
(630) 428-6100

Fry

Moira Arzich, 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

Jeremy Ricken, 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-Johnston,
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
2700 Seiler Drive
Naperville, Illinois 60565
(630) 428-6600

Steck

Elizabeth Pohlmann, 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

Kenneth Bonomo, 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

Allan Davenport, Principal
Autumn Desiderio, Assistant Principal
Michael Duttut, Assistant Principal
4020 111th Street
Naperville, Illinois 60564
(630) 428-5600

Granger

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

Hill

Darrell Echols, Principal
Patricia Brand, Assistant Principal
Michelle Stoehrmann, Assistant Principal
1836 Brookdale Road
Naperville, Illinois 60563
(630) 428-6200

Still

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

Fischer

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

Gregory

Stephen Severson, Principal
Peter Gatz, Assistant Principal
Kimberly Maloney, Assistant Principal
2621 Springdale Circle
Naperville, Illinois 60564
(630) 428-6300

Scullen

Mark Truckenbrod, Principal
Erica Vuilleumier, Assistant Principal
Sarah Waddell, Assistant Principal
2815 Mistflower Lane
Naperville, Illinois 60564
(630) 428-7000

High Schools

Metea Valley

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

Waubonsie Valley

Kristine Marchiando, 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

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

Neuqua Valley Gold Campus

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

Other School Sites

Prairie Preschool

Sally Osborne, 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	7:25 - 2:05
<i>Neuqua Valley Gold Campus</i>		7:20 - 2:20	7:20 - 2:05
<i>Frontier Campus</i>		7:40 - 2:25	7:35 - 2:05
Middle School		8:00 - 3:00	8:20 - 3:00
Elementary School (Includes All-Day Kindergarten)		9:05 - 3:35	9:15 - 3:35
<i>Kindergarten (Half-Day)</i>	<i>Afternoon Session</i>	12:50 - 3:35	12:50 - 3:35
Preschool	<i>Morning Session</i>	8:15 - 10:45	8:15 - 10:45
	<i>Afternoon Session</i>	12:15 - 2:45	12:15 - 2:45

Registration Requirements

Admission Procedure

When a child is registering for school in District 204 for the first time, a parent or guardian must provide proof of identity and age. Such proof can be supplied by presenting the original or certified copy of a birth certificate. The parent or guardian also must provide proof of residence, disease immunization or detection as required by State law, and the required physical examination.

Admission to Kindergarten

The Board of Education, in compliance with the requirements of the State of Illinois, will maintain kindergartens for the instruction of all children who are residents of the District and who have reached the age of five (5) years on or before September 1 of the year of school enrollment.

Student Residency

Students who are residents of District 204 will be admitted to school in accordance with admission requirements established by state law. To meet the proof of residency requirements, a parent / guardian must submit one document from each of the following groups (for a total of three documents):

- **Group A:** Title evidence, mortgage statement, or lease agreement;
- **Group B:** Utility bill (such as an electric bill, gas bill, or home phone bill);
- **Group C:** Illinois Driver's License, Illinois State Identification Card, other acceptable photo identification, tax bill, voter's registration card, loan payment book, home insurance policy, bank account paperwork, medical card, permanent resident card.

District 204 may require periodic verification of residency as a means of validating compliance with the proof of residence requirement.

Fee Schedule

½ Day Kindergarten	Registration	\$38.00
Grades All Day K & 1-5	Registration	\$75.00
Grades 6-8	Registration	\$95.00
Grades 9-12	Registration	\$105.00
½ Day Kindergarten	Technology Fee	\$10.00
Grades All Day K & 1-5	Technology Fee	\$20.00
Grades 6-8	Technology Fee	\$35.00
Grades 9-12	Technology Fee	\$40.00
Grades 9-12	Course Fees	Variable

Optional Fees

Grades 6-8	Athletic/Activity Fee (per sport/maximum of \$200.00)	\$100/\$200.00
Grades 9-12	Athletic/Activity Fee (per sport/maximum of \$320.00)	\$160/\$320.00
Grades K-12	Student Insurance	Variable

Fee Waivers

District 204 will waive fees for children eligible for free/reduced breakfast and lunches under the USDA National School Lunch and Breakfast Program; therefore, a Free and Reduced-price Meals Application needs to be completed. Fees for textbooks, milk, towel rental, activity participation, athletic participation, band and choral robe rental, and lab use will be waived for those students whose family meets the current income guidelines for the Illinois Free Lunch Program.

Before fees can be waived, an Illinois Free Lunch Program application form must be completed and submitted with a letter requesting a waiver of fees to the Business Office.

Please submit the application for Free and Reduced Price meals either online or request a copy from your school office to complete. If you are a directly certified family, your eligibility is predetermined.

Once the eligibility status for free/reduced breakfast and lunch has been approved for free or reduced meals, the student is automatically approved for school fee waivers unless the benefit for fee waiver is waived on the application.

Student Attendance and Truancy

General

Whoever has custody or control of any child between the ages of seven and seventeen must ensure that the child attends some public school in the district where the child resides the entire time school is in session during the regular school term, except as otherwise provided by law.

Philosophy

The goal of the attendance policies and procedures of the District will be to support and improve the regular attendance and performance of our students. The Board of Education recognizes that regular attendance is vital to a student's success in school. In order to take full advantage of the educational program offered by the teachers and supported by the staff of District 204, students must attend school on a daily basis. Regular attendance and parental support coupled with student effort are critical factors in learning and being successful in school. Ensuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. A student who is frequently absent misses valuable instruction and discussion that is important for academic success, even though the written work is made up.

The District will not be responsible for the educational progress of students who fail to maintain regular attendance, or who are removed from school for extended periods of time contrary to law or good educational practices, as deemed appropriate by the District.

Parents and/or guardians having legal custody of school-age children are responsible for controlling those children and insuring their attendance in school.

Expectations

This District requires that parent(s)/guardian(s) ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and inform the school of any absences and the causes of such absences. A written excuse signed by the parent/guardian may be required unless the child is excused from attendance under the provisions of Board Policy 672 (School Ceremonies and Observances).

Absenteeism

Each building principal is responsible for maintaining an effective system for recording student absences and for encouraging students to be prompt and to attend classes on a regular basis. Attendance is considered an important part of each class grade. Therefore, excessive absences will negatively affect the grade or credit for that class.

Absences are categorized as excused or unexcused. Valid causes of absenteeism (excused), as listed in Section 26-2a of the Illinois School Code, are:

- Illness
- Observance of a religious holiday (See Board Policy 672)
- Death in the immediate family
- Family emergency
- Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations beyond the control of the student as determined by the Board of Education.

All other absences will be considered unexcused.

Absence Notification

Each school will inform parents and students about District attendance policies and guidelines. Thereafter, the student's parents or guardians are responsible for promptly notifying the school attendance center of an expected absence.

If a child is absent from school and there is no record that such absence is for a valid cause, or that the absence has been authorized by a parent, legal guardian or other person having legal custody of the child, the building principal or his/her designee will, within 2 hours after the first class in which the child is enrolled, make a reasonable effort to notify the parent, legal guardian or other person having legal custody of the child of the child's absence from school by telephoning the numbers given in accordance with Section 26-3b of the Illinois School Code.

Parents are requested to notify the school when a child has been diagnosed as having a communicable disease in order that notices may be sent home to alert the parents of other children who may have been exposed.

Medical Documentation

Under certain circumstances, the District may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

Tardiness

Students are expected to arrive to class on time. A student is considered tardy when he/she is not in class at the required time. Tardiness is not appropriate and disrupts the education of other students. Each building will develop a monitoring and reporting system.

Requiring a child to arrive on time promotes responsible behavior. Tardy arrival results in disruption to both the classroom and each individual students learning process. Tardies are categorized as excused or unexcused. Valid causes of tardiness (excused) are:

- Medical appointments
- Attendance at a funeral

Tardiness Notification

Parent(s)/guardian(s) are requested to notify the school office if a student will be arriving late, by writing a note, calling the office or accompanying the child to the school office for sign in. All students who are tardy will report to the building principal's office immediately upon arriving, provide the reason for the tardiness, receive authorization to return to class, and then immediately return to class and present the authorization to the classroom teacher.

Excessive Absenteeism

The District considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness.

In order to reduce or prevent excessive absenteeism, the District will implement and maintain a procedure to:

- Track and provide early identification of potentially harmful attendance practices.
- Provide a progressive, multi-level plan toward remediation of the problem.

This procedure will include, but not be limited to, interviews with the student, his/her parent(s)/guardian(s), any school official(s), or other people who may have information.

Truancy

The District recognizes a responsibility to establish and maintain an attendance program to reduce and discourage truancy in all District schools.

The District considers a student who is subject to compulsory school attendance to be truant if he/she is absent for the school day or a portion of the school day without proper permission.

Chronic Truancy

The District considers a student who is subject to compulsory school attendance to be a chronic or habitual truant if he/she is absent for 10% or more of the previous 180 regular attendance days without proper permission.

Resources and Supportive Services

The following resources and supportive services, as determined appropriate, are available to truants and chronic or habitual truants with attendance problems and their parent(s)/guardian(s):

- Conferences with school personnel
- Counseling services of school counselors, social workers, and psychologists
- Schedule or program changes
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies

Truant Minor

The District, in accordance with Section 26-2a of the Illinois School Code, considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or has been offered and refused by the parent(s)/guardian(s) and/or student.

Referral of Chronic Truants

The respective building principal will initiate the first action to handle the problem of truancy by notifying parents. He/she also will initiate proper counseling and actions to secure resources to find a solution to the problem.

If the truancy continues, the principal will notify the Superintendent or his/her designee of the problem and outside-of-district resources utilized. The DuPage/Will County Juvenile Officer will also be notified. District personnel will assist truant officers to fulfill their duties.

Punitive Action

Pursuant to Section 26-2a of the Illinois School Code, schools in the District will take no punitive action, including out-of-school suspensions, alternatives to suspension, expulsions or court action, against chronic truants for such truancy unless the above resources and supportive services have been provided to the student and parent(s)/guardian(s). No punitive actions will be taken by the District against the grades of a truant student unless appropriate due process procedures are taken.

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 Dr. Karen Sullivan, Assistant Superintendent of Human Resources.

Mutual Respect and Non-Discrimination

School District 204 will establish and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

1. Respect for individuals regardless of economic status, intellectual ability, race, creed, color, national origin, ancestry, religion, marital status, sex, or age;
2. Respect for those persons who are physically, mentally, emotionally, or perceptually different or disabled;
3. Respect for cultural differences;
4. Respect for the economic, political, and social rights of others;
5. 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.

Sexual Harassment of Students

District 204 is committed to providing students with an educational environment that is free of sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constituting sexual harassment -- as defined and otherwise prohibited by this policy and State and federal law.

The sexual harassment of students is prohibited on school property, at school events, and on school buses. Sexual harassment is defined as follows:

1. An employee's or District agent's sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual or sex-based nature that is imposed on the basis of sex; that 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.

2. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that 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.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, the building principal, or a complaint manager as soon as possible in order to facilitate a prompt investigation. Students may choose to report such incidents to a person of the student's same sex.

An allegation that one student was sexually harassed by another student may be referred to any certified staff member, dean of students, assistant principal, or principal for appropriate disciplinary action, which may include suspension or recommendation for expulsion.

The District's current Nondiscrimination Coordinator and Complaint Managers are:

Nondiscrimination Coordinator:

Dr. Karen Sullivan
Assistant Superintendent
Indian Prairie School District 204
P.O. Box 3990
Naperville, IL 60567
(630) 375-3055

Complaint Managers:

Dr. Karen Sullivan
Assistant Superintendent
Indian Prairie School District 204
P.O. Box 3990
Naperville, IL 60567
(630) 375-3055

Mr. Jay Strang
Assistant Superintendent, Curriculum
Indian Prairie School District 204
P.O. Box 3990
Naperville, IL 60567
(630) 375-3040

The Superintendent also will use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment.

Aggressive Behavior

Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, bullying, harassment, or other comparable conduct toward anyone or urging other students to engage in such conduct. School personnel will create a supportive climate that encourages reporting of such behavior. When teachers see aggressive behavior or when it is reported to them, they are to immediately address that behavior. This can include interventions such as redirecting toward appropriate behavior, modeling positive behavior, or pursuing other consequences consistent with school policy.

Repetition of aggressive behavior by a student will be documented by the school staff 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 contacted and included as part of the intervention. 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

The safety of students will be assured through the close supervision of students in all school buildings and grounds through special attention to the following:

1. Maintaining a safe school environment (safety experts will be called in periodically to inspect the physical condition of all buildings and grounds).
2. Observation of safe practices on the part of school personnel and students, particularly in those areas of instruction or extracurricular activities that offer special hazards.
3. Offering safety education to students as germane to particular subjects, such as laboratory courses in science, health and physical education.
4. Providing, through the services of the school staff, first aid care for students in case of accident or sudden illness.

In addition to the above safety measures, school personnel will be constantly on the lookout for suspicious strangers loitering in or near school buildings or seated in parked automobiles nearby. All visitors will sign in at the School Office and be issued a visitor's badge. The principal will notify the police if the circumstances seem to warrant it.

Teachers will instruct students not to accept gifts or automobile rides from strangers, and tell the teachers, their parents/guardians, police, or school patrols about any suspicious strangers.

The District's responsibility for supervising students does not extend to places or times when they are traveling to or from school or while waiting for the school bus, nor while they are in the school buildings engaged in activities sponsored by agencies other than the District. However, students may be subject to disciplinary action for misconduct occurring at such times or in such locations, as grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities.

Sex Equity Grievance Procedure Notice

1. The Superintendent will designate a Nondiscrimination Coordinator (the "Coordinator").

2. The Coordinator will provide a copy of the District's sex equity policy and grievance procedure to any student, parent, guardian or other individual requesting them within seven (7) calendar days of the filing of such a request. This grievance procedure is available to any District student or employee or to any other party wishing to file on behalf of a student.
3. Grievances regarding possible sex discrimination will be submitted in writing and directed to the Coordinator.
4. Upon receipt of a written grievance, the Coordinator will initiate an investigation of the grievance, consulting with District staff and/or others to the extent necessary and appropriate. The Coordinator may seek advice from related state agencies or legal counsel.
5. Within thirty (30) calendar days of receiving the grievance, the Coordinator will render a written decision, including a statement of the appeal rights of each party. Copies of the written decision will be given to the grievant, the party charged (if any), and the Superintendent.
6. If either the grievant or the party charged is not satisfied with the decision rendered by the Coordinator, the decision may be appealed within ten (10) calendar days to the Superintendent by submitting a written appeal, addressed to the Office of the Superintendent. The Superintendent will review all related documents and will render a written decision within fifteen (15) calendar days of the date on which the appeal was filed.
7. If either the grievant or the party charged is not satisfied with the decision rendered by the Superintendent, the decision may be appealed within ten (10) calendar days to the Board of Education by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent. Copies of the grievance, the Coordinator's decision and the Superintendent's decision will be forwarded by the Superintendent to the Board. The Board then will review the aforementioned documents at its next regularly scheduled meeting (in closed session), at which time both the grievant and the party charged will be given the opportunity to be heard before the Board. The Board will render its written decision on the appeal within thirty (30) calendar days.
8. 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. Appeal outside the district should be made in a timely fashion.
9. 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.
10. 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.

The present Nondiscrimination Coordinator for Indian Prairie Unit School District 204 is:

Name: Dr. Karen Sullivan
Address: 780 Shoreline Dr.
Naperville, IL 60504
Tel. No.: (630) 375-3055

Zero Tolerance for Alcohol and Drugs

The use of alcohol and drugs is illegal and will not be tolerated. If a student is under the influence of alcohol or drugs, he/she will be immediately suspended from school pending an investigation of the situation. The District reserves the right to inspect any beverage containers brought onto any school property. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a car, at school events, or in a locker will result in suspension and referral to a community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. At a disciplinary conference with the administrator/dean, counselor, parents, and student, the specific circumstances of the incident and any underlying problems will be discussed. Consequences may include suspension or a recommendation for expulsion. Alternatives, such as further education and counseling, may also be recommended. However, the responsibility for getting special counseling will rest with the student and his/her parents. Prior to the student returning to school, a meeting will be required with parents to determine what follow-up measures have been pursued.

Smoking

Smoking is hazardous to the health of students and may present a safety hazard in the schools. The District will not tolerate the use of tobacco products by students on school property or at school functions. Smoking tobacco and/or possession of smoking materials (including cigarettes, cigars or tobacco in any other form, including smokeless tobacco, which is any loose, cut, shredded, ground, powdered, compressed or leaf tobacco) by students is not permitted on school buses, in school buildings or on school grounds at any time.

Students will be advised of this policy in their student handbooks and principals and staff will report any violations. Also, the Assistant Superintendent, Instructional Services will ensure that the curriculum makes students aware of the health dangers of using tobacco products. Students found using tobacco products will be subject to disciplinary action. Such disciplinary measures may include issuance of a Police citation, personal counseling, withholding of privileges, suspension for a period of up to ten (10) days, and/or appropriate alternatives, including stop smoking clinics, to suspension. In all cases, the parent(s)/guardian(s) will be advised and their cooperation will be sought.

Given reasonable grounds for suspicion, school officials may search for and seize tobacco products brought onto buses or school property.

Organizations sponsoring activities in the schools outside of regular school hours will be made aware of this policy and will be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District facilities.

Discipline

Student Discipline

Philosophy

The Board believes that a school's climate should promote open expression of beliefs, mutual respect, and trust, as well as personal, caring relationships, where every student is educated in an environment in which they are welcomed, valued and supported in reaching their potential and encouraged to grow in self-discipline. The Board expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

However, when the climate of the school is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

Since bystander support of misconduct can support these behaviors, the district discourages both active and passive support for acts of misconduct. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, and/or may report them to the designated authority.

In all matters related to student conduct and discipline, the certified staff (teachers and administrators) assumes the supervisory role of parent/guardian to the students. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The Board will give full support and assistance to its certified staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.
4. 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.
5. Using or possessing electronic signaling devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices or "beepers".

6. Using or possessing cellular radio telecommunication devices in a manner which violates Board policy.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Engaging in aggressive behavior such as violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Engaging in "*bullying*" on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. No student shall be subjected to bullying:
 - (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; or
 - (3) through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

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

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

Bullying, as defined in this policy, includes systematically and chronically inflicting physical hurt or psychological distress on one or more students. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by a student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, unwanted teasing, cyberstalking, cyberbullying, religious, or racial harassment, social exclusion, including incitement and/or coercion, rumor or spreading of falsehoods, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

This prohibition against bullying is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property at school.
11. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).
12. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.
13. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, 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.
14. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.
15. Harassment of any type, including sexual harassment and racial/ethnic harassment. The term harassment as used in this policy means verbal, written, graphic or physical conduct which does or is reasonably believed under the totality of the circumstances to:
 1. Substantially or materially interfere with a student's or students' educational performance, or
 2. Deny any student or students the benefits or opportunities offered by the school district, or
 3. May substantially disrupt school operations or activities, or
 4. Create a hostile or abusive environment which is of such pervasiveness and severity that it materially and adversely alters the condition of a student's or students' educational environment, from both an objective viewpoint and the subjective viewpoint of the student at whom the harassment is directed.

The term harassment for purposes of this policy does not mean merely offensive expression, rudeness or discourtesy; nor does the term harassment mean the legitimate exercise of constitutional rights within the school setting. The school district recognizes there is a right to express opinions, ideas and beliefs in a proper

manner, including where such expression is not lewd or profane or materially disruptive of school operations or the rights of others.

16. Misuse of electronic technology at school.
17. The District will not tolerate hazing (subjecting others to pranks or humiliating ordeals) by any individual, any school-sponsored club or organization or at any school-sponsored activity. Students involved in hazing will be subject to disciplinary proceedings and action.
18. Engaging in gambling activities, including but not limited to playing cards or other games of chance or skill for money or other thing of value, wagering upon the results of any game, contest or other activity, or otherwise engaging in gambling as prohibited by law, unless such activities are part of a lesson plan or otherwise occur within the organized educational program of the District.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. In school buildings;
2. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
3. Off school grounds at a school activity, function, or event;
4. On a school bus or other vehicle traveling to or from school or a school activity, function or event; or
5. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

Extracurricular Activities

Students who participate in extracurricular activities, including but not limited to interscholastic athletics and competitive clubs, must also adhere to the requirements of the athletic and activities code.

Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 school days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed five (5) consecutive school days. The building principal or a designee will ensure that the student is properly supervised.
11. Detention or Saturday school, provided that the student's parent(s)/guardian(s) has been notified, transportation arrangements are agreed upon, and proper supervision is ensured.

Maintaining a Learning Environment Free of Harassment and Bullying

It is the intention of the school district, consistent with State and federal law, to strive to maintain a learning environment which is free of harassment and/or bullying since the school district finds that incidents of harassment and/or bullying prevent students from receiving the education to which they are entitled, materially disrupt the mission of the school district to educate the children of the school district, substantially interfere with a student's educational performance and foster incidents of violence.

It is the purpose of this policy to prohibit and prevent acts of harassment and/or bullying and violence. The school district does recognize that students retain certain rights under State and federal law, including freedom of expression, although such rights are not necessarily co-extensive with the rights of adults in society at large. It is not the purpose of this policy to impinge upon the legitimate rights of students or school personnel under State and federal law in the school environment.

This policy defines harassment and/or bullying and violence, specifies and describes prohibitions, and prohibits retaliation against those who, in good faith, report harassment pursuant to this policy.

School personnel- the term school personnel as used in this policy means School Board members, school employees, agents, volunteers, contractors and/or persons subject to the supervision and control of the school district.

School setting means in the school, on school grounds, in school vehicles, at a designated bus stop, at any activity sponsored, supervised or sanctioned by the school or within any of the school's electronic systems.

It shall be a violation of this policy for any student of District 204 to engage in harassment and/or bullying of a student in the school setting.

It shall also be a violation of this policy for any school personnel to tolerate harassment and/or bullying, as defined by this policy, by any student or school personnel or third parties who are participating in, observing or otherwise engaged in activities, including extracurricular activities, on school property or at school related activities, services or events.

Harassment and/or bullying such as is prohibited under this policy includes, but is not limited to harassment and/or bullying based on race, gender, color, national origin, ethnicity, sexual orientation, religion, and/or disability.

The determination of whether harassment and/or bullying, as defined herein, has occurred will require the reasonable assessment of the totality of surrounding circumstances attendant to a given situation which may include the frequency of the conduct at issue, the physical surroundings, the ages and maturity of those involved, the activity or program within which the situation occurs, the forum in which the alleged harassment and/or bullying occurs, and the nature and severity of the alleged harassment and/or bullying at issue.

When harassment and/or bullying, as defined above, occurs it may also include instances or a series of instances involving unwelcome sexual advances; touching, patting, grabbing another's intimate parts; coercing or forcing physical contact with another; demands for sexual favors; slurs; dissemination of lewd, profane or obscene materials; lewd, vulgar or profane language; threatening or intimidating conduct, writing or expression; degrading name-calling, remarks, notes, gestures or actions; damage to property or person; assault; stalking; or extortion.

The school district recognizes that the foregoing list includes items which vary in nature and severity, and that, as such, the totality of all surrounding circumstances must be considered in making the determination as to whether harassment and/or bullying has occurred.

Corporal Punishment

Corporal punishment will not be used. 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

In accordance with federal and State law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to District 204, will be expelled from school for a period of not less than one year. However, this expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis.

For the purposes of this policy, the term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, "weapon" as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Card Act, or use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to knives, brass knuckles, or billy clubs, or (3) "look alikes" of any weapon as defined in this policy.

Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken that is based, in whole or in part, on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates

a Board of Education policy, school or class rule, and/or federal, State or local law, while at school, on school property, or at a school-related activity or event.

At least once every two years, the inservice training of certified school personnel and administrators must include training on current best practices regarding the identification and treatment of attention deficit disorder ("ADD") and attention deficit hyperactivity disorder ("ADHD"), the application of non-averse behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. The Board of Education authorizes the Superintendent or his/her designee to develop an inservice training program or programs and/or to identify outside training programs which meet these requirements.

Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct. In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/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 District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may remove students from a classroom in cases of disruptive behavior.

The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus for a period not to exceed 10 school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Disciplinary Policies and Rules

The Superintendent or his/her designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules that implement the District's policies.

The District disciplinary policies and rules will be published and distributed to each student's parent(s)/guardian(s) within 15 days of the beginning of the school year.

Each student is responsible for becoming familiar with the District's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials.
2. Prior notice and hearing are not required. The student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and hearing will follow as soon as practicable.
3. A suspension will be reported immediately to the student's parent(s)/guardians(s). The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
4. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension.
5. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the principal or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board's hearing officer.
6. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the principal's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by a hearing officer appointed by the Board.

At the hearing, the student has the right to have legal counsel at his/her own expense, the right to question the person who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.

After presentation of the evidence, the hearing officer will report to the Board via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

Expulsion Procedures

The following expulsion procedures will be followed:

1. The building administrator will recommend to the Superintendent whether a student should be expelled. If the Superintendent agrees with the building principal, a written notice will be sent to the student and his/her parent(s)/guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by a hearing officer appointed by the Board. The written notice also will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the building administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf.
2. At the expulsion hearing, the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.
3. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision.

Policy Statement: Gang Activity

GANG ACTIVITY AT DISTRICT 204 SCHOOLS WILL NOT BE TOLERATED.

For purposes of this policy, "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts. 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 or group; intimidating or threatening any individual or group; and/or inciting others to participate in any form of physical violence involving persons or property.

Gang identifiers, which change periodically, may not be displayed by anyone at any time at the District 204 schools, including after-school events. Students may not display or wear any sign, gesture, insignia, symbol, color, 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.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Alternatives to suspension
- Suspension for up to 10 days
- Expulsion for up to two semesters

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:

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.

Additional restrictions:

1. 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.)
2. Students will wear shoes. Metal, plastic, or rubber cleats or other shoes that may damage the floors may not be worn.
3. Students will not wear beachwear to classes, except for special school-approved days.
4. Student dress will be appropriate for the school activity. Underwear must be covered.
5. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school.
6. No garments or jewelry with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school if they are in violation of the District's policies, including Policy 715.01 regarding harassment and bullying, unless the restriction thereof would infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.
7. No spiked or dangerous jewelry, (such as handcuffs, chains, etc.) may be worn.
8. Students may not wear or display items that are considered to be 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.

Student Responsibilities

The Board of Education, in support of the objectives of public education, believes that all students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws pertaining to persons of their age and maturity in the school setting. Also, the Board believes that the behavior of students attending public schools should reflect standards of good citizenship that are required of members of a democratic society. Therefore, since self-discipline (responsibility for one's actions) is one of the most important goals of education, students who fail to behave responsibly may be excluded from school.

Citizenship Responsibilities:

Students will respect constituted authority and will conform to school rules and regulations and those provisions of law that apply to the conduct of students.

Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. To this end, student conduct will reflect consideration of the rights and privileges of others.

High personal standards of courtesy, decency, morality, appropriate language, honesty and wholesome relationships with others will be maintained by all students. Also, respect for real and personal property, pride in one's work, and achievement within one's ability will be expected of all students.

Rights and Responsibilities:

District 204 students have the following rights and responsibilities:

- A. To attend school regularly and be punctual;
- B. To expect that the school be a safe place;
- C. To show consideration and respect for the school faculty, staff, schoolmates and others in our buildings;
- D. To become informed of and adhere to school rules and regulations;
- E. To respect the rights and individuality of other students and school administrators and teachers and to refrain from behavior that infringes on the rights of others;
- F. To show respect for both public and private property;
- G. To refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- H. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety and that is not disruptive to the educational program;
- I. To maintain the best possible level of academic achievement and demonstrate reasonable progress;
- J. To maintain health and safety standards;
- K. To avoid unlawful or illegal activities of any kind and achieve goals through honest means;
- L. To refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process.
- M. To respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
(In case of unlawful or illegal activity, law enforcement officers may be notified.)

The above are general school rules, as are the rules found in 715.01, that apply to all students in District 204 schools. However, each building also will have more specific rules. For students involved in any infraction of the above school rules, depending on frequency and the severity of

the improper behavior, one of the following may occur (Note: this list is not intended to be all-inclusive and does not limit additional actions):

1. Teacher-student conference
2. Parent contact
3. Removal from classroom
4. Principal/designee referral and one or more of the following actions:
 - a. Principal/designee-student conference
 - b. Personal counseling
 - c. Warning – verbal or written
 - d. Withholding of privileges
 - e. Telephone contact with parent and/or letter home
 - f. Seizure of contraband
 - g. After-school detention
 - h. Parent conference
 - i. In-school detention/suspension
 - j. Saturday school
 - k. Suspension from school-sponsored events
 - l. Suspension from bus privileges
 - m. Out-of-school suspension (1 to 10 days, with parent conference required for readmission when appropriate)
 - n. Community service
 - o. Expulsion from school and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed
 - p. Referral to police/probation officer

After-School Detention

After-School detention may be used as a corrective disciplinary measure, provided that the student's parents/guardians have been notified by the building principal or his/her designee.

Students who are detained after school will be supervised by the teacher who detained them, the building principal or the building principal's designee.

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.

School Rule Violations and Consequences

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.

Fighting / 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.

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 will be disciplined.

Student Transportation

Transportation

The pupil transportation system will be administered to provide best practices for safe and efficient services in the most economical manner. The Superintendent or his/her designee will be responsible for supervising, administering, investigating, and resolving issues with the District's transportation system.

The District will provide free transportation to and from school for resident students who live: (1) a distance of 1.5 miles or more from their assigned schools, or (2) within 1.5 miles of their assigned schools, but for whom walking would constitute a serious hazard due to vehicular traffic or rail crossings, as determined in accordance with the standards established by the Illinois Department of Transportation (IDOT), and for whom adequate public transportation is not available.

Transportation service is also provided for special education students if it is included in the student's individualized education program (IEP) or as otherwise required by law. All special education students will be transported in accordance with current Illinois State Board of Education rules and regulations and the Illinois School Code.

Vehicles used by the District or any transportation contractor will meet all federal and state safety standards. Drivers will meet all required federal and state standards for licensing.

Bus schedules and routes will be determined by the Superintendent or his/her designee in concert with the District's contractor and will be altered only with the Superintendent's or his/her designee's approval and direction. Safety hazards and population density will determine the number and placement of bus stops in a given area. When practicable, bus stops will be assigned at least 500 feet from the residence of a known registered sex offender. To the extent possible, school bus routes will be restricted to main routes and state- and county-maintained roads. Bus routes will be published, or posted at each school and on the District's web site, prior to the beginning of each school year.

Students will be transported to and from school activities only in vehicles authorized by the Administration.

Bus drivers are not authorized and should not be approached to make any changes to designated stops. All initial route change requests should be directed to the school. If a request needs further action, the building will send their recommendation to the District Office for review and adjustment.

Students are assigned a bus route number and assigned to a stop for transportation. 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.

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. All kindergarten riders will be given a bus ID that must be attached to and visible on their backpack.

Student Conduct on School Buses

Proper student conduct on school buses is essential.

A student riding a District-operated bus must adhere to the following:

GUIDELINES FOR PROPER CONDUCT:

1. Be at your 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.
4. Do not ask to stop at places other than the regular bus stop.
5. Cooperate with driver at all times.
6. Do not litter the bus or bus stop.
7. Do not use profane language.

SAFETY REGULATIONS:

1. Remain in your seat and keep aisles and exits clear.
2. Do not throw objects at, on, or from the bus.
3. Keep head, hands, and feet inside the bus.
4. Do not vandalize equipment (seats will be assigned on vandalized buses).
5. Do not eat, drink, or smoke on the bus. Obey the driver.
6. Hazardous materials, nuisance items (such as boom boxes), and animals will not be allowed on the bus.
7. Unauthorized persons may not board the bus.
8. Riders will respect the rights and safety of others.

In case of any violation of these rules, the bus discipline portion of this policy will be invoked. The building administrator is responsible for making decisions concerning the violation of these rules and invoking the bus discipline portion of this policy.

Discipline on School Buses

Whenever riding on buses to or from school or a school-sponsored event, District 204 students are expected to help ensure their safety by behaving properly and following all school bus rules.

The administrator of each District building will be responsible for the administration of discipline on the school buses serving his/her building. The transportation supervisor will notify the building administrator and the Director of Support Services of any disciplinary actions taken by the driver on the bus.

Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Prohibited student conduct as defined in the Student Discipline policy.
2. Willful injury or threat of injury to a bus driver or to another passenger, driver or pedestrian.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.

5. Repeated willful disobedience of the bus driver's directives.
6. Such other behavior that the Administration deems is threatening to the safe operation of the bus and/or its occupants.

Procedure

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

1. Upon the first violation of bus rules, a warning letter may be sent to the student's parent(s) or guardian(s).
2. With the second violation of bus rules, the student will be suspended from riding the bus for up to five (5) school days.
3. The third reported violation may result in a suspension of bus privileges for up to ten (10) school days.
4. Bus privileges may be suspended for more than ten school days by action of the Board of Education, for safety reasons.

The administrator may bypass Steps 1 and 2 if, in his/her opinion, this is in the best interests of the District.

The District's regular suspension procedures will be used in the case of a suspension of a student's privilege to ride a school bus, subject to the following:

- a. A student's bus privileges will be suspended only after other avenues of bus discipline have failed and a review of the specific problem is made (e.g., consultation with students, interviews with driver or review of driver reports and/or review of the specific problem with driver and the transportation supervisor). However, the student's bus privileges may be suspended immediately if he/she creates a hazard, threatens the safety of other students, or damages property. In all cases, before a student is suspended from riding a school bus, his/her parent(s) must be informed.
- b. Any suspension will be reported immediately to the parent(s) or guardian(s) of the student along with a full statement of the reasons for the suspension and a notice of their right to a review. A copy of such notice will be provided to the Board.
- c. Upon request of the parent(s) or guardian(s), the Board or a hearing officer appointed by the Board will review the suspension.
- d. At such review, the parent(s) or guardian(s) of the student may appear and discuss the suspension with the Board or its hearing officer.
- e. In cases where a hearing officer is used, the hearing officer will provide the Board with a written summary of the hearing.
- f. After the hearing, the Board may take any action it finds appropriate.

Video Cameras on School Buses

The Board of Education authorizes the use of video cameras on any or all school buses to promote transportation safety, to prevent vandalism, to monitor bus drivers, to identify disruptive students and to document the activities of riders during their transport to and from school and school activities. Video cameras will generally be placed in the interior front of school buses, facing the rear.

All school buses with video systems will display a warning sign within the bus indicating that video and audio surveillance can occur on that bus to encourage transportation safety and proper student behavior. Parents and guardians also will be notified annually that video cameras are being used on school buses. Students found to be in violation of the District's bus conduct rules will be subject to discipline in accordance with District policy and applicable law.

The supervision and control of all video equipment will be the responsibility of the Director of Support Services. All recorded videotapes and unused video equipment will be inventoried by the Director of Support Services, and maintained by him/her in a secure location. Each recorded tape will be identified by date, route and driver. Recorded videotapes that contain information relevant to good order and discipline on school buses will be retained for thirty (30) calendar days after the date of recording or until such later time as the Superintendent determines that they are no longer necessary. Recorded videotapes which are not going to be used for the purposes authorized in this policy or contain no relevant information may be erased and reused immediately.

Information recorded on school bus videotapes is considered to be for official use only. Members of the Board of Education, the Superintendent, Deputy and Assistant Superintendents, Principals, Assistant Principals, Deans, transportation company officials and other appropriate personnel are authorized to view all videotapes made on buses for the purposes set forth above. Persons authorized in this paragraph to view these videotapes may show relevant portions of the videotapes to drivers or students or groups of students, their parents or guardians and groups of parents or guardians to promote transportation safety, to identify disruptive behavior of bus riders and/or to document activities of bus drivers or bus riders during transport. The videotapes will not be used for general showings to individuals or to groups, nor will they be given to the media. However, videotapes may be made available to transportation company officials for use in accordance with this policy.

Nothing contained in this policy will be deemed or interpreted as creating an employment relationship between District 204 and any bus driver or other transportation company personnel, or imposing any responsibility upon District 204 for the supervision or evaluation of school bus drivers or other transportation company personnel.

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.

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. Each high school emphasizes 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 the high schools, seeking a different schedule and potential college credit.

Grading, Promotion and Retention

The Administration and professional staff will establish a system of grading, develop procedures for reporting academic achievement to parents and students, and determine when the requirements for promotion and graduation have been met.

Grading

Teachers will administer the approved marking system or other approved means of evaluating student progress in the District. Every teacher will maintain an evaluation record for each student in the teacher's classroom.

Teachers will maintain the right and the responsibility to determine grades and other student evaluations within the grading policies of the District, based upon the teacher's professional judgment of available criteria pertinent to any subject area or activity for which he/she is responsible. Student academic achievement will be assessed in terms of the attainment of measurable, specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

The final grade assigned by the teacher will not be changed by any District administrator without notifying the teacher of the nature and reasons for the change. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- Agreement by the teacher that the student may do an extra work assignment, with its evaluation impacting 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 will assume responsibility for determining the grade or student evaluation, and will sign or initial the changed record.

Promotion, Retention, and Remediation

Placement, promotion, or retention will be made in the best interests of the student after a careful evaluation of the advantages and disadvantages of the various alternatives. Every effort will be made to identify candidates for retention and to implement retention decisions in the primary grades rather than later in the student's academic experience.

Decisions to promote or retain students in any classes will be based on successful completion of the curriculum, attendance, performance based on Illinois Standards Achievement Tests and/or other criteria established by the Board.

When any alteration in a student's normal progression through school is contemplated (i.e. retention or skipping of a grade), all factors will be considered. The teacher and school principal will use the expertise of other professional personnel as appropriate. And the support of the parents will be solicited before a decision is reached.

Quantitative measures such as age, physical size, ability and level of academic achievement will be supplemented by a qualitative assessment of the student's motivation, self-image and social adjustment. However, no student will be promoted to the next higher grade level based upon age or other social reasons rather than the academic performance of the student.

Students who do not qualify for promotion to the next higher grade will be provided a remedial assistance plan developed in consultation with the student's parent(s) or guardian(s). The remedial assistance may include a summer bridge program of no less than 90 hours, an extended school day, special homework, tutorial sessions, modified instructional materials, increased or concentrated instructional time, other modifications in the instructional program, reduced class size, or retention in grade.

When retention would prevent a student from going on to high school, the remediation plan may be revised with the consent of the Superintendent. For example, to qualify for promotion, the revised plan may require the student to attend or participate in an appropriate alternative high school program, or attend one of the District high schools, with a specialized schedule designed for remediation.

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
Discussion
Assignments
Cooperative Projects

Quizzes and Tests
Learning Portfolio
Performance Evaluations
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

Reporting to Parents

The progress of District students will be communicated to parents/guardians on a regular basis during the school year. However, grades and test reports will be made available only to those parents/guardians qualified to receive them. In the case of separated and/or divorced parents, both may receive notification of grade or test results, unless prohibited by a valid court order.

The Board endorses the use of various forms of communication with parents, including the following:

1. Parent-teacher conferences that will be conducted on a regular basis.
2. Student progress reports, which teachers will submit to parents according to a regular schedule.
3. Additional methods for reporting, such as open houses, parent education meetings and newsletters, which will be the responsibility of each school.
4. Interim reports, through which teachers contact parents to impart information or to arrange a conference when teachers believe additional information should be shared. Teachers also will make every effort to be available to meet with parents at a mutually agreed upon time.
5. Grade summaries will be available electronically to parents and students at the secondary level according to a regular schedule.

The academic achievements of District students will be reported via standardized test scores, letter grades, and/or other assigned numerical criteria. Such tests will be based on the attainment of measurable instructional goals and objectives.

The District's instructional staff will provide students and parents with information about how grades were assigned, indications of progress, and the importance of test results to future learning.

The Superintendent and his/her designees will report to the Board periodically and provide summaries of the academic achievement of students in all instructional programs in the District, including their performance on standardized achievement tests.

Academic Progress Reports

At any time during the school year, an academic progress report may be initiated for a student. This may be requested by parents, teachers or counselors.

Homework and the Educational Process

It is the practice of District 204 to encourage the participation of parents in the education of their children. However, the responsibility for developing an appreciation of the value of education and insuring that educational progress is made is a joint responsibility of the child, the child's parent(s) and the educators of the District. Satisfying this joint responsibility involves two fundamental policies:

First, the District and its teaching staff will maintain classroom programs of the highest quality that practical fiscal considerations will allow. Second, homework will be assigned at the professional discretion of the teacher.

The nature of the homework assigned in District 204 is described below:

- Homework will grow out of class work experience and will expand and enrich that class work. Applications of such learning experiences -- outside the classroom -- are particularly valuable.
- As student initiative and responsibility increases, voluntary assignments and an adjustment of assignments based on student suggestions are encouraged.
- Variety in homework assignments not only provides more student interest, but enhances motivation.
- Some homework is enhanced by parent involvement and some is not. In both cases, however, teachers will inform parents of the appropriate involvement, in writing.
- District 204 has standards for written communication at each grade level and those standards are applied by the entire staff. Parents are encouraged to learn and support these standards, because sub-standard homework is unacceptable at all grade levels.
- Small group activities initiated at school can generate some of the most productive and highly motivated homework.
- The time spent on and the frequency of homework will vary according to each student's abilities, grade level and the subject matter. However, the long-term goal of District 204's staff and Administration is to establish reasonably consistent homework applications at all schools and across all grade levels.
- Parents of students of all grade levels are responsible for supporting their child's educational achievement by establishing a home environment that is conducive to doing homework. This environment may include specific study times and a location for study with reasonable freedom from such distractions as radio, television, the telephone and other family members. Equally important is monitoring student work habits and showing interest in class work.
- Parents and students are encouraged to communicate their observations and suggestions on this homework policy to the Administration, staff and the Board.

Homework in District 204 will be assigned within the following broad guidelines:

Elementary School (K-5)

Homework at the elementary level begins in an informal fashion but becomes more formal and requires more time and effort as the child progresses through each grade.

Parents are expected to be sufficiently interested in their child's education to commit the time and energy needed to monitor/supervise the child's home study and thereby insure that he/she makes a reasonable effort to complete homework assignments.

Middle School and Senior High School (6-12)

Students in the middle schools and senior high schools will develop the capability of meeting educational objectives through independent study and the completion of projects. Initially, the projects will be moderate in duration, but they will be assigned more frequently and increase in complexity as the students progress.

The classroom experiences and homework that are an essential part of any course must be consistent with the purpose of that course. For example, advance placement courses for students who plan to attend college will include assignments and homework consistent with the rigors required for post-high-school education.

Completing homework assignments also is an important part of the curriculum for students who eventually plan to work, serve in the military, or enter a vocational school, because it prepares them to accept and meet their responsibilities.

Assessment

The Board recognizes the need for District educational accountability and directs the Superintendent and the District's administrative staff to develop procedures to implement assessment and evaluation practices.

The following guidelines will be used in establishing such procedures:

1. Both short- and long-range student achievement goals and skills will be developed each year through a grade-by-grade needs assessment. Standards for minimum levels of student achievement will be established in all areas of the adopted curriculum. These goals and skills will be communicated by the teaching staff to students, parents/guardians, and the community.
2. Each student's achievement level will be assessed in the most appropriate manner.
3. An evaluation of each student's achievement level will be used to determine possible alternative learning programs.
4. An on-going record-keeping system will be used for each student in accordance with the Illinois School Student Records Act. Periodic reports of student achievement will be given to the parents/guardians of each student.
5. Each year a report of the District's educational goals and an assessment of student achievement of those goals will be given to the State Board of Education and the community.

General assessments, achievement and ability testing are utilized throughout the district to monitor student growth, to determine how children are achieving, and to inform instruction. IPSD 204 is required to administer the Illinois Standards Achievement Test (ISAT), Prairie State Achievement Examination (PSAE), and Illinois Alternate Assessment (IAA). Middle school students take the EXPLORE Test. High school students take nationally recognized tests such as the PSAT, SAT, PLAN, and ACT.

Gifted Education

District 204 will strive to offer each child experiences appropriate to his/her individual needs, interests, and capabilities.

Gifted and talented students will be provided the opportunity to develop skills in inquiry and creative expression at a rate and to an extent appropriate to his/her ability. The District will offer opportunities for exploring other challenging, interesting, and rewarding methods and subject matter.

For the purposes of this policy, the term "gifted and talented students" means students whose mental development is accelerated beyond the average or who have demonstrated a specific aptitude or talent and can benefit from specially planned educational services to the extent they are needed. "Gifted and talented students" include those with exceptional ability in academic subjects, high-level thought processes, divergent thinking, creativity, and exceptional ability in the arts.

The Board authorizes the Superintendent to provide a gifted program that includes:

1. An identification system that identifies gifted and talented students early in their schooling experience;
2. An identification system based upon multiple techniques, which ensure all students equal access to gifted and talented programs, regardless of social, economic, linguistic and ethnic background;
3. Service provided to all who are qualified. Space constraints will not limit services to qualified students.
4. Educational programs that are accessible at all grade levels and encompass all of the fundamental areas of learning;
5. Educational programs that provide for continuity among grade levels, with programs that are consistent with the District's long-range goals;
6. Qualified instructional and administrative personnel with appropriate knowledge, training and experience to implement the program;
7. Staff development programs that address the need for all teachers to be knowledgeable about the characteristics and learning needs of gifted and talented students;
8. Procedures to foster cooperative relationships among classroom teachers, parents, and the teachers assigned to the gifted program;
9. Procedures to foster parental involvement in all aspects of the program;
10. Procedures to continually evaluate the placement and progress of students in the gifted program, with periodic progress reports issued to parents.

Special Education

The School District will provide a free appropriate public education (FAPE) 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 Illinois 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 the ages of 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 IDEA.

For students eligible for services under IDEA, the District will 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 will establish and implement a system of procedural safeguards. The safeguards will cover students' identification, evaluation, and educational placement. Also, this system will 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) and 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 be placed in nonpublic special education programs or education facilities.

Special Instruction

Special services may be provided to those students who require them as a supplement to the regular educational program. Services may be available in such areas as speech/language, resource services, occupational therapy, physical therapy, adapted physical education, social work/counseling, nursing, etc.

The Superintendent will approve the recommended criteria for eligibility for these services, the procedures for referral and admission, and the guidelines under which the programs will operate. It will be the responsibility of the school administrators and the Assistant Superintendent of Student Services to provide appropriate special education programs for District students. Those programs and services will meet the standards of the Illinois State Board of Education and will qualify for state aid, where appropriate. The appropriate services will be determined through the IEP process, and the provision of services will be in accordance with state and federal laws and regulations and the procedures adopted by the District.

Behavioral Interventions for Students with Disabilities

I. General Policy

District 204 is committed to providing all students with disabilities with a learning environment that is conducive to their academic, social and emotional growth. However, District staff will intervene, as necessary, with students whose behavior is not consistent with this goal.

Intervention may occur when a student's behavior (1) endangers the health and safety of the student or others, (2) is resulting in, or has the potential of resulting in, property loss or damage, (3) interferes with the school's educational purpose (e.g., non-compliance with the programs, rules and regulations), or (4) otherwise represents a disruption of the educational process.

When behavior interventions are used, they will be used only in consideration of the student's physical freedom and social interaction, and will be administered in a manner that respects human dignity and personal privacy, and that ensures a student's placement in the least restrictive educational environment.

It is the belief and policy of District 204 that the use of nonaversive or positive interventions -- designed to develop and strengthen desirable behavior -- is the most effective way to develop and strengthen adaptive student behaviors. Such nonaversive or positive interventions are preferable to aversive and more restrictive procedures, and will be used to the maximum extent possible. In accordance with this policy, positive interventions will be given the highest priority and will always accompany the use of more restrictive procedures.

II. Behavioral Interventions Advisory Committee

A Behavioral Interventions Advisory Committee will be established and maintained by the District. The Superintendent will have the authority and responsibility for appointing, removing and replacing committee members, who may include the Superintendent or his/her designee, administrative personnel, parents of students with disabilities, teachers who have training in the use of behavioral interventions, school psychologists, school social workers, behavioral intervention consultants or other interested members of the public.

The Advisory Committee will have the following duties and responsibilities:

- 1.) Develop and review policies and procedures on the use of behavioral interventions for students with disabilities who require behavioral intervention.
- 2.) Advise the Superintendent or his/her designee regarding effective behavior programming and issues related to the use of behavioral interventions, including restrictive interventions.
- 3.) Advise the Superintendent or his/her designee regarding staff development in the area of behavioral interventions.

III. General Guidelines for Use of Behavioral Interventions

For purposes of this policy, District 204 uses the intervention categories set forth by the Illinois Behavioral Implementation Guidelines: nonrestrictive, restrictive, highly restrictive, and prohibited interventions. A specific listing of these categories is available in the State guidelines.

Nonrestrictive interventions are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavioral control. These interventions may be used without the development of a written behavioral support plan or inclusion in the student's IEP. A best-practice approach to the implementation of any behavioral intervention, however, involves a functional analysis of the behavior needing intervention, careful planning and monitoring of the intervention procedures, and systematic evaluation of the intervention outcomes. The use of positive and nonaversive interventions will be given the highest priority and will be directed at the development of positive student behaviors and skills.

Restrictive interventions may be appropriate during emergency situations or when less restrictive interventions have been attempted but have failed. Except in the case of an emergency situation, restrictive interventions will be used only after a functional analysis of behavior has been completed and documented, a behavioral support plan written, and appropriate modification of the student's IEP completed. In addition, restrictive interventions will be used for the minimum amount of time necessary to control the individual's behavior and in conjunction with positive interventions designed to strengthen competing behaviors. Also, such interventions will be replaced by less restrictive procedures as quickly as possible.

The restrictive interventions of isolated time out and physical restraint are defined by state regulations. Isolated time out refers to contingent withdrawal of reinforcing stimuli by removing the student from the classroom to a time out room or any other form of enclosure, including the classroom, from which egress is restricted. This pertains to a temporary removal from other students/adults with the intention of moving the student to an appropriate school activity. This does not pertain to in-school suspension. Physical restraint is the use of safe and effective behavioral management techniques involving physically holding or otherwise restricting a student's movements. Such physical restraint will be used as a last resort with students who demonstrate a danger to self or others or in the case of property damage that is likely to result or has resulted in physical harm to self or others (per DHS, DCFS, Illinois Behavior Implementation Guidelines). These restrictive interventions will be implemented in accordance with State rules, and will be evaluated and documented accordingly.

Interventions listed as highly restrictive are deemed inappropriate in most circumstances. Therefore, these types of interventions will be used in District 204 only with the prior written consent of the Superintendent.

Interventions listed as prohibited are illegal and will never be used in District 204 under any circumstances.

IV. Behavior Support Plan

A. Elements of Behavioral Support Plan

Each student receiving special education services, who requires the use of a restrictive behavioral intervention, will have a written behavioral support plan developed by the IEP team and documented in the student's IEP. This plan must include the following:

- a) A summary of the functional analysis of target behaviors
- b) Interventions attempted previously
- c) A description of interventions to increase or strengthen more important behaviors, including setting events, positive programming, skill training, reactive strategies, and a crisis plan
- d) Personnel responsible for implementing the plan
- e) Data-collection procedures and methods for monitoring the plan
- f) A schedule of ongoing review of the plan's effectiveness

B. Guidelines for Implementation of Behavioral Procedures

When evaluating an intervention for possible use, the impact of an intervention on the student's physical freedom, social interaction, personal dignity, and privacy will be carefully considered.

When monitoring the effectiveness of the behavior management plan, IEP team members will make every effort to plan for generalization and maintenance of skills across settings. Interventions will be evaluated by teachers, parents, and other parties involved in the intervention on a regular basis, utilizing baseline data and ongoing progress monitoring. Parent input will be solicited and parents will be notified of any significant changes to the plan. Thereafter, such changes will be implemented through an IEP meeting.

V. Staff Development and Training

Staff development and training opportunities will be provided on a regular basis to assure that adequately trained staff are available to effectively implement behavioral interventions. This specifically applies to restrictive interventions, including the use of physical restraint techniques and isolated time out. Training activities may include in-service workshops, professional conferences, coursework, or other appropriate measures. These training efforts will be available to all district staff members and will be conducted by qualified individuals who have expertise in the relevant areas of behavior assessment and intervention.

VI. Emergency Use of Restrictive Interventions

Restrictive interventions may be used in the case of an emergency. For the purposes of this policy, "emergency" refers to a situation in which an immediate restrictive intervention is necessary to protect students, other individuals, or the physical site from physical injury, severe emotional abuse due to verbal and nonverbal threats and gestures, severe property damage, and/or serious and continuous disruption of the learning environment.

When confronted with an emergency, school personnel will use interventions that are the least intrusive possible to reasonably respond to the situation. The emergency use of restrictive interventions will be documented in writing and the parents or guardians of a student will be notified within twenty-four (24) hours. Written notice of the intervention also will be provided to the Assistant Superintendent of Student Services.

All guidelines for developing behavior management plans will be followed by the IEP team and an IEP meeting convened no later than ten (10) days after emergency procedures have commenced.

VII. Protections and Due Process Rights

Parents and/or guardians will have the right to be actively involved in the development of any behavior support plan utilizing restrictive procedures. Also, parents and/or guardians will be provided with copies and/or explanations of the functional analysis conducted and the behavior support plan developed for their child. And the parents/guardians will receive written notification of the development of any behavior support plan. Further, documentation will be provided through the IEP process and a copy of the plan will be attached. Under no circumstances will a behavior support plan be implemented without its inclusion in the child's IEP.

All procedural safeguards, including rights to conflict resolution, mediation, and an impartial due process hearing, as required through the Individuals with Disabilities Education Act and the Illinois School Code, will be applicable to the resolution of disputes involving behavior support plans. If a parent or guardian disagrees with a proposed restrictive behavior intervention or any aspect of the implementation of a restrictive intervention, the District will coordinate with the parent to attempt resolution of the dispute.

VIII. State Board of Education Guidelines

This policy has been adopted after careful review and consideration of the State Board of Education's guidelines relating to behavioral interventions. Copies of the State Board of

Education's guidelines, entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities," may be obtained by writing the State Board of Education at the following address:

Illinois State Board of Education
100 N. First St.
Springfield, Illinois 62777

IX. Dissemination of Policy

Copies of this policy, and any other policies and procedures adopted in relation to the use of behavioral interventions for students with disabilities, will be provided to the parents and/or guardians of all students with individualized education plans within fifteen (15) days after they are adopted by the Board of Education, or within fifteen (15) days after they are amended by the Board. Copies of such policies and procedures also will be provided to the parents and/or guardians of a student at the time an individualized education plan is first implemented for the student. In addition, the principal of each school will be responsible for informing students of the existence of such policies and procedures on an annual basis. At the student's annual review, the IEP team will (1) explain those policies and procedures, (2) furnish a copy of the policies to parents and/or guardians, and (3) make available, upon request of any parents and/or guardians, a copy of those procedures.

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, those who are new to the district, those with specific parent or teacher concerns, and children with known hearing losses are screened yearly.

Child Abuse

Any employee who has reasonable cause to believe a child, known to him/her in their professional or official capacity, may be an abused or neglected child, will immediately report or request a report to be made in confidence to the Illinois Department of Children and Family Services (DCFS) and to the Superintendent.

Neither the Superintendent nor any other District administrator may, in any instance, change any report of child abuse or neglect made by an employee to DCFS or make any attempt to interfere in the making of a report to DCFS.

Pursuant to Section 4 of the Abused and Neglected Child Reporting Act (325 ILCS 5/4), school board members are mandated reporters, but only to the following extent: If an allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district is an abused child as defined in Section 3 of the Act, the member shall direct (or cause the school board to direct) the superintendent of the school district to comply with the requirements of the Act concerning the reporting of child abuse. For purposes of this requirement, a school board member has the authority in his or her individual capacity to direct the superintendent of the school district to comply with the requirements of the Act concerning the reporting of child abuse.

Reports to DCFS will be made by telephone to the Central Register, which may be contacted 24 hours a day, 7 days a week, at 1/800-252-2873 or 1/800-25A-BUSE. In making a report to DCFS, a school employee will include, if known:

1. The name and address of the child and his/her parents or other persons having custody;
2. The child's age;
3. The nature of the child's condition, including any evidence of previous injuries or disabilities;
4. Any other information that might be helpful in establishing the cause of such abuse or neglect or the identity of the person believed to have caused such abuse or neglect.

Any employee making a report to DCFS under this policy will, within 48 hours, confirm such report in writing to the designated child protective service unit on forms supplied by DCFS. The Superintendent will be notified that a report has been filed.

The reporting requirements contained in this policy will apply to all employees, including psychologists, social workers and other persons who may be parties to otherwise privileged communications. Traditional considerations of confidentiality will not constitute grounds for failure to report. Any employee hired on or after July 1, 1986, will sign a statement on a form prescribed by DCFS, indicating that the employee has knowledge and understanding of the reporting requirements of the Act. The Superintendent or his/her designee will provide the appropriate form. The signed statement will be retained by the District.

The Illinois School Code provides for the possible suspension of a teacher's certificate for up to one calendar year by the regional superintendent or up to five calendar years by the State Superintendent of Education for willful failure to report an instance of suspected child abuse or neglect as required by the Act.

In accordance with the Act, it will be the policy of the District that DCFS will be responsible for investigating suspected cases of abuse and neglect beyond the initial reports.

Employees are advised that Illinois law provides immunity from any liability -- civil, criminal or otherwise -- that might result from making a good faith report of an abused or neglected child or participating in an investigation of such report. However, an employee should never take a child into his or her own custody without specific directions from the Illinois Department of Children and Family Services. Any employee who makes or investigates a report under the Act will be obligated to testify in any legal proceeding resulting from such report.

Any employee making a report or given access to the names or other information identifying the subjects of the report will not disclose that information except as may be required by the Act.

Access to children by officials of the Illinois Department of Children and Family Services or other non-school personnel during school hours will be arranged through and approved by the Superintendent or his/her designee.

District personnel will not disclose the whereabouts of any child who has been removed from school premises and taken into protective custody as a victim of suspected child abuse, except as may be required by law. Inquiries concerning such a child will be directed to the DCFS or to local law enforcement personnel, where appropriate.

If a District employee who comes into frequent contact with children has been named as a perpetrator in an "indicated" report filed under the Act, the Superintendent will so notify the State Board of Education, the Board of Education of the District, and the principal of the school where the employee serves.

Medical and Health Information

Health Examinations, Immunizations, and Exclusion of Students

Parent(s)/guardian(s) will present proof that their child has received a health examination by a licensed physician and immunizations against and screenings for preventable communicable diseases, as required by Illinois Department of Public Health rules, at the following times:

1. Prior to entering an Early Childhood program.
2. Within one year prior to entering kindergarten and/or first grade.
3. Upon entering fifth grade and ninth grade.
4. Whenever a student first enrolls in school in the District, regardless of the student's grade.

In addition, annual physical examinations are required for students wishing to try out for, practice, or participate in interscholastic sports.

All physical examinations must be performed by a licensed M.D. (Doctor of Medicine) or D.O. (Doctor of Osteopathy). If a registered nurse performs any part of a health examination, the physician must review and sign all required report forms.

School District 204 hereby establishes the last Monday in September for the current school year as the date by which each child must submit proof of having had all required health examinations and immunizations. Accordingly, all new students who are first-time registrants must comply with the health examination and immunization regulations prior to the last Monday in September for the current school year. However, the parent(s)/guardian(s) of such students must sign a temporary consent for their child's participation in physical education, which will be effective until the required physical exam has been completed and filed with the student's records.

Failure to comply with the above requirements by the last Monday in September for the current school year will result in the student's exclusion from school until the required health forms are presented to the District. During a student's exclusion from school for non-compliance with this policy, the student's parent(s)/guardian(s) will be considered to be in violation of Section 26-1 of the Illinois School Code and subject to any penalty imposed by Section 26-10 of the School Code.

District staff may require that parent(s)/guardian(s) obtain additional physical examinations for their children when deemed necessary in order to assure the student's health and the health and welfare of other students and staff.

Parent(s)/guardian(s) will be expected to notify the school of any allergies to food or drugs or other physical needs their child may have.

Further, parent(s)/guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician or health care provider that their child has been risk-assessed for lead poisoning before the child will be admitted into any District-operated kindergarten, early childhood, or child-care program.

A student may be exempted from this policy's requirements on religious grounds if the student's parent(s)/guardian(s) present to the building principal, a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

The school staff will apprise parent(s)/guardian(s) of their obligations under this policy, will furnish the necessary forms, and will keep records of compliance.

1. Students entering preschool, kindergarten, sixth, and ninth grades, and new students to the district, must present proof of the required state of Illinois physical examination and immunizations. If this is not completed, the student will be excluded from school on the last Monday of September. Out-of-state physical examinations written on approved forms are acceptable if they are less than one year old.
2. An out-of-state transfer student may, at the time of registration, provide an appointment card showing these requirements will be completed within thirty days. At the end of the thirty day period, if the completed forms have not been presented to health services, the student will be excluded from school.
3. All students entering kindergarten, second, and sixth grades are required to present proof of an oral health examination completed by a licensed dentist. This will be due prior to May 15th of that academic year.
4. A vision examination is required of all students entering kindergarten or enrolling in a public school for the first time. Written proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist will be required.
5. Students enrolled last school year in District 204 should not need a new physical exam unless he/she is entering grade six or nine. Returning students who need immunization will receive individual letters notifying the parent of the immunization needed. The DuPage (630-682-7400) and Will (815-727-8480) County Health Departments offer immunizations at their clinics for a nominal fee. Please contact them directly to schedule an appointment.
6. Please note that a current physical is required to try out for any interscholastic sport (grades 7-12). A physical is not required for intramural sports (grades 6-12).

Dental Examinations

All children in kindergarten, second grade and sixth grade must have a dental examination. Parent(s)/guardian(s) of such students must present proof that the student has been examined by a licensed dentist, in accordance with Illinois Department of Public Health Rules, before May 15 of the school year. Proof of required dental examinations must be recorded on report forms issued by the Illinois Department of Public Health and/or the Illinois State Board of Education. Said report forms must be completed and signed by a licensed dentist, and submitted to the District.

If a child in the second or sixth grade fails to present proof of a dental exam by May 15, the school may hold the child's report card until one of the following occurs: (1) the child presents proof of a completed dental examination, or (2) the child presents proof that a dental examination will take place within 60 days after May 15.

The dental examination requirement may be waived for children who demonstrate an undue burden or lack of access to a dentist, in accordance with rules established by the Illinois Department of Public Health. In addition, a student may be exempted from the dental examination requirement on religious grounds, if the student's parent/guardian submits to the School District a signed statement explaining the objection.

On or before March 16 of each school year, the School District will provide notice of the dental examination requirement to parents and guardians.

Medication

Administering Medicine to Students

The primary responsibility for administering medication to a student rests with that student's parent(s) or guardian(s).

Medication required by a student will generally not be administered at school by a District employee. This policy includes even common and widely used over-the-counter preparations.

Medication will be administered by a certified school nurse, a non-certificated registered professional nurse, or an administrative school employee during the school day only when necessary for the critical health and well-being of the student. Neither teachers nor other non-administrative school employees, except certified school nurses and non-certificated registered professional nurses, will be required to administer medication to students. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures. Self-administration of medication by students will be permitted in accordance with the School Code and the District's procedures. At no time is it permissible for students to share any type of medication.

However, nothing in this policy will prohibit any school employee from providing emergency assistance to students including administering emergency medication.

This policy will be administered in accordance with all applicable federal and State laws, including those pertaining to special education students.

Medication Procedures

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 the medication were not given, because the medication is necessary for the student to remain physically healthy.
2. The student needs to take medication for conditions that could be life threatening if the medication was not administered.
3. The student has a disability that prevents him/her from being able to self-administer the medication.
4. The parent(s) or guardians(s) requests that the school personnel administer the medication.

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

Students who are eligible for the administration of medication by school personnel will be given their medication in accordance with the requirements of this policy. Administration of medication to special education students will be consistent with this policy, to the extent permissible by applicable laws and regulations, and will be included, as appropriate, in the student's Individualized Education Program.

If a parent chooses not to have District personnel administer medication, the procedures covering self-administration of medication must be followed.

Administration of Medication by District Personnel

The administering of prescribed medication during regular school hours is subject to the following regulations:

1. The student's physician must provide written orders to the school, specifying the student's name, the name of the medication, the purposes of the medication, the necessity for the medication during the day, the type of disease or illness involved, the correct dosage, the time the medication is to be administered, the benefits of the medication, any side effects, and an emergency phone number where the physician can be reached. (Exhibit E-1)
2. The student's parent or guardian must request in writing that the District comply with the physician's orders, indicating those persons who are authorized to administer the medication. The parent or guardian will be requested to sign a written consent form when medication will be administered by administrative school employees rather than a certified school nurse. (Exhibit E-2)
3. The medication must be brought to the school office by the student or the student's parent or guardian in a pharmaceutical container labeled with the student's name, the name of the medication, the dosage and all pertinent instructions. A maximum of a one-week supply of medication may be sent to the school at any one time. The container should be sent to school at the beginning of each week. The empty container will be sent home with the student at the end of each week.
4. The student's parent or guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or its dosage is changed, or when asked to do so by the school nurse.
5. The school must store the medication in a locked cabinet in the main or nurse's office. Medications requiring refrigeration will be refrigerated in a secure area.
6. The building principal will:
 - A. Designate which certified staff member is responsible for administering medication to each student.
 - B. Designate a minimum of two certified staff members as backups in the event that the designated person is not available.
 - C. Determine the procedure to be followed to get medication to the person primarily responsible for administering it. Possible options include:
 1. The person responsible for administering the medication to a student will pick up the medication from the main or nurse's office.
 2. A health aide will deliver the medication to the person responsible for administering it to a student.
 - D. Determine the procedure to be used to maintain a written record of any medication used. Such record must list the student's name, the name and dosage of the medication, the time it was administered and by whom.

Self-Administration of Medication by Students with Asthma

For purposes of this section only, "self-administration" is defined as a pupil's discretionary use of his or her prescribed asthma medication.

The District will permit the self-administration of medication by students with asthma, provided that the following requirements are satisfied:

1. The parents or guardians of the student must provide the District with written authorization for the self-administration of medication (Exhibit E-3); and
2. The parents or guardians of the student must provide the District with a written statement from the student's physician, physician assistant or advanced practice registered nurse, containing the following information (Exhibit E-4):
 - A. The name and purpose of the medication;
 - B. The prescribed dosage; and
 - C. The time or times at which or the special circumstances under which the medication is to be administered.

The information provided will be kept on file in the office of the school nurse or the school administrator.

When self-administration is permitted, the District and its employees and agents will incur no liability, except for willful and wanton conduct, as a result of any injury arising from the student's self-administration of the medication. Parents/guardians will be required to sign a statement acknowledging that the District will incur no liability, and stating that the parents/guardians will indemnify and hold harmless the District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration. (Exhibit E-3)

Permission is effective only for the school year in which it is granted. Permission will be renewed each school year upon fulfillment of the requirements set forth above.

Self-Administration of Medication in Other Cases

The following procedure applies when a parent or guardian chooses to have their child self-administer medication:

1. The responsibility for administering medication rests with the student's parent(s) or guardian(s).
2. Parents are requested to inform the school in writing that their child will be self-administering medication. Also, they should indicate the type of medication and the time it will be self-administered.
3. A one-day dosage of the medication will be sent to school in a labeled pharmaceutical container.
4. The medication will remain in the possession of the child at all times.
5. The child will be responsible for taking the medication at the prescribed time.
6. The classroom teacher will give the child the opportunity to take the medication.

7. There will be no monitoring or other involvement by school personnel during the self-medication of students.

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 and Chronic Infectious Disease

The Board of Education recognizes that a student with a communicable or chronic infectious disease is eligible for all rights, privileges, and services provided by law and the District's policies. The District will balance the individual's rights with its obligation to protect the health of all District students and staff.

1.0 Application

- 1.1 This policy will apply to all students known to be infected with a communicable or chronic infectious disease, including persons diagnosed by a physician as having Hepatitis Type B, Herpes Simplex virus, or an illness due to infection with the HIV (AIDS) virus and persons who are asymptomatic but have virologic or serologic evidence of infection with the HIV virus. This policy will not apply to children or siblings of an infected person unless they are also infected.
- 1.2 All determinations, notifications and actions undertaken by the District in connection with a potential or actual case of a chronic communicable or contagious disease will be in compliance with applicable State and federal laws and regulations.

2.0 Identification

- 2.1 Teachers and other staff personnel will inform the school nurse in confidence of signs of serious illness in all students. When a chronic communicable disease is known or suspected in a student, the school nurse will immediately inform the Superintendent. The Superintendent will inform the Board of Education at the earliest possible time, but the student's identity will not be disclosed.

3.0 Evaluation and Placement of Students

- 3.1 The Board recognizes that the management and control of a school environment free from communicable and chronic infectious disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a Communicable and Chronic Infectious Disease Review Team will be appointed by the Superintendent, who will inform the Board. Team members will include a physician advisor, a faculty member selected by the Administration, the school nurse, the principal, and the Superintendent.

The parent(s) or guardian(s) of a student known or suspected of having a communicable disease may be included in the team when appropriate. The

Superintendent will be authorized to convene the Communicable and Chronic Infectious Disease Review Team as needed.

The responsibility of the Communicable and Chronic Infectious Disease Review Team will be determined by the Superintendent and may include the responsibility:

1. to review, on an individual basis, the medical history of the student who has a communicable or chronic infectious disease;
2. to recommend to the Superintendent modifications to the student's day or program, as necessary, to protect public health;
3. to recommend to the Superintendent that the student continue to attend school in the regular classroom setting;
4. to recommend to the Superintendent that the student attend school in a different classroom setting;
5. to recommend the possible temporary exclusion of the student from school;
6. to recommend when the student may return to his/her regular classroom setting;
7. to recommend additional rules and/or procedures concerning hygiene designed to reduce or eliminate the risks of transmission of the infectious disease.

The Communicable and Chronic Infectious Disease Review Team will be guided by the policies of the Board, rules and regulations promulgated by the Illinois State Department of Public Health, and all other relevant State and federal laws and regulations, and will consult the student's personal physician and public health authorities before taking any action or making any recommendations. In cases where there is a dispute between the personal physician and public health officials, the Communicable and Chronic Infectious Disease Review Team will be guided by the advice of the public health officials.

In the exercise of its responsibilities, the Communicable and Chronic Infectious Disease Review Team will respect the privacy rights of each student and take such precautions as may be necessary to secure the student's privacy. The student's medical records will be held in strict confidence. The team's report and recommendations will be forwarded to the Superintendent and the Board.

- 3.2 A student infected with a chronic communicable disease may attend school in the regular classroom setting whenever, through reasonable accommodation, the risk of transmission of the disease and/or the risk of further injury to the student (including consideration of the relevant factors referenced in paragraph 3.3 below) is sufficiently remote in such setting so as to be outweighed by the detrimental effects of the student's placement in a more restrictive setting.
- 3.3 Decisions regarding the type of educational program and activities of an infected student will be based on the behavior, neurologic development and physical condition of the child, the characteristics of the particular disease, and the expected type of interaction with others in that setting. If the team determines at any point that the health and safety of the student or others would be endangered by the

student's continued presence in his/her current educational program, the Superintendent may direct a temporary exclusion or an interim alternative placement, pending the completion of these review procedures, provided the student continues to receive an appropriate education.

- 3.4 The educational programs and activities of a student will be determined by weighing the risks and benefits to both the infected child and to others. Because the benefits of an unrestricted educational program to infected school-aged children usually outweigh the risks of their transmitting or acquiring potentially harmful infections in the school setting, an infected student will be allowed to attend school whenever possible. The appropriateness of attendance in physical education, industrial arts, home economics, music courses, etc., will be considered, where appropriate.
- 3.5 For extremely young or neurologically disabled children who lack control of their body secretions or who display behavior such as biting, and children who have uncoverable lesions, a more restricted environment will be considered to minimize the exposure of other children or staff to blood or body fluids or other increased risk of infection. Exclusion of the child from school or some other change in placement may be appropriate.
- 3.6 If it is determined that a change in the student's current educational placement is warranted, a case study evaluation of the student will be commenced and an individualized education program developed in accordance with the Illinois School Code and the Rules and Regulations of the Illinois State Board of Education. Participation in the case study evaluation will be determined on a "need to know" basis.
- 3.7 Because the hygiene practices of children with chronic communicable diseases, including HIV infection, may improve with age or deteriorate if the child's condition worsens, evaluations to assess the need for a restricted environment will be conducted regularly and, in no case, less than once per school year.
- 3.8 During the period of a student's illness, the District, through the Superintendent or his/her designee, will offer emotional support to the student and his/her family.

4.0 Awareness

- 4.1 The District will promote public knowledge and awareness of chronic communicable and contagious diseases, including AIDS and the transmission of the HIV virus, in order to assist efforts to provide the best care and education for infected students while minimizing the risk of transmission to others.
- 4.2 Instruction for students in grades 6 through 12 will include information on the prevention, transmission and spread of AIDS. If the parent or guardian of any student in those grades objects to a student's participation in such course instruction, that student will be excused from the instruction, but the refusal to participate due to the objection of a parent or guardian will not be grounds for suspension or expulsion of the student.
- 4.3 Instruction for all students in grades K through 12 will include age-appropriate information on the prevention, transmission and spread of disease.

- 4.4 The Superintendent or his/her designee will be responsible for communicating and interpreting the District's communicable and chronic infectious disease policies and procedures to District personnel, parents, students, and community members.

5.0 Background Medical Information Concerning AIDS

- 5.1 Acquired Immune Deficiency Syndrome (AIDS) is a severe disruption of the immune system, rendering the infected individual susceptible to a variety of infections and malignancies. AIDS is the most severe manifestation of infection with Human Immunodeficiency Virus (HIV), which is also known as Human T-Cell Lymphotropic Virus Type III (HTLV-III), Lymphadenopathy Associated Virus (LAV), or AIDS-Related Virus (ARV). Not all persons infected with the HIV virus develop AIDS. A large percentage of persons infected with HIV will develop detectable, but apparently less severe abnormalities of the immune system. This condition is called the AIDS Related Complex (ARC).
- 5.2 It is believed that the HIV virus is transmitted through the direct exchange of body fluids, especially blood and semen, between an infected individual and a noninfected one. Although the virus has been isolated in a wide range of body fluids (blood, semen, saliva, tears, breast milk, and urine), medical information suggests that transmission does not occur through casual physical contact or contact with inanimate objects. Instead, transmission is generally known to have occurred from sexual intercourse, invasive exposure to contaminated blood or blood products (e.g., intravenous drug use or shared needles, transfusion) or perinatal exposure from infected mother to infant.
- 5.3 It is also believed that the HIV virus does not survive outside the body for extended periods of time and is inactivated by most common disinfectants. Viral transmission is not believed to occur through common use of drinking glasses, swimming pools, towels, public rest room facilities, or from food.

6.0 Additional Guidelines

- 6.1 Care involving exposure to an infected student's body fluids and excrement will be performed by the school nurse or other persons who are aware of the child's infection with a chronic communicable disease and the modes of possible transmission. Thorough hand washing after exposures to blood and body fluids and before caring for another child will be observed, and gloves will be worn if open lesions are present on the caretaker's hands. Any open lesions on the infected child also will be covered.
- 6.2 The Administration will adopt guidelines and procedures for handling the blood and body fluids of all children.

7.0 Confidentiality

- 7.1 The number of school personnel who are aware of the infected student's condition will be kept to the minimum needed to assure proper care and to detect situations where the potential for transmission may increase (i.e., bleeding injury). Such personnel will be provided with appropriate information, made aware of the requirements of confidentiality, and directed not to further disclose such information. The infected student's privacy will be respected, and all records concerning the infected student will be confidential. The existence of an HIV infection or chronic communicable disease will be reported to the Department of Public Health or such other public authorities, as required by law.

7.2 If the principal of the school in which the student is enrolled is notified by the Illinois Department of Public Health or a local health department or any other person or entity that a student has been diagnosed as having AIDS or ARC, or has been shown to have been exposed to the HIV virus or any other identified causative agent of AIDS, the principal will immediately disclose the identity of the student to the Superintendent and the school nurse at that school. Also, the principal may, as necessary, disclose the identity of an infected student to the classroom teachers in whose classes the student is enrolled and the persons responsible for deciding the placement or educational program of the student. In addition, the principal may inform other persons who need to know, including the President of the Board, that an infected student is enrolled at that school, so long as the student's identity is not revealed.

8.0 Administrative Procedures

8.1 The Superintendent will be responsible for developing and implementing Administrative Procedures relating to this policy.

Disease	Exclude from School	Duration
Chicken Pox	Yes	24 hours after last pox scabs crusted over
Fifth Disease	Yes	Until diagnosed
Hepatitis	Yes	Readmitted with doctor's permit
Impetigo	Yes	24 hours after the start of medication
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 and lesions must be covered
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 100° will be considered contagious and should be kept at home.

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

Exclusion of Students Due to Pediculosis (Head Lice)

The school nurse and/or other qualified personnel are responsible for screening students for pediculosis.

When a case of pediculosis is identified in a District school building, the parent(s) or guardian(s) will be contacted and asked to come to school. The nurse will then provide information to the parent(s) concerning pediculosis and its treatment. The parent(s) must then remove the child from school, secure medicated shampoo, and begin treatment.

Also, the nurse will screen students in the contact area of the school for possible infestation. The school nurse, or his/her designee, will readmit the student to class after evidence of treatment has been provided to the school. Evidence of treatment may be either in the form of an empty medicated shampoo box or a physician's statement of completed treatment.

Accidents and Injuries

The safety of every student is a matter of serious concern at all times. School buildings and grounds will be regularly inspected for health, fire and safety hazards. The school staff will be alert to hazardous practices or situations, especially when students are moving about within the buildings or on the grounds. Rules and understandings will be developed to help reduce the chances for accidents.

Procedures are established for caring for a student who has suffered an accident, illness or injury. A copy of these procedures will be readily available in every Principal's office and school nurse's office. All staff members will be expected to understand and follow such procedures. Parent(s)/guardian(s) should be contacted in the case of accidents and injuries.

A written report of any accident involving a student will be completed by the person having supervision, knowledge or jurisdiction over the student at the time of the accident. A copy of the report will be sent to the principal and the Superintendent, and distributed to all specifically designated persons.

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.

Exemption From Physical Activity

General

A student may be exempted from some or all physical activities when appropriate excuses are submitted to the school by the student's parent or guardian or by a person licensed under the Medical Practice Act.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in regular physical education courses.

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.

Physical Exams or Screenings

Parents will receive prior notice of any nonemergency, invasive physical examination or screening 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. For purposes of this policy, the term "invasive physical examination or screening" does not include hearing, vision or scoliosis screening.

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

1. Is administered in accordance with the Individuals with Disabilities Education Act, 20 U.S.C. ' 1400, *et seq.*; or
2. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

Student Records

Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act Amendments of 1997, the Illinois School Student Records Act, and regulations adopted by the State Board of Education, the District 204 Board of Education will protect the confidentiality of any personally identifiable information collected by the District, during its collection, storage, disclosure and destruction. The Board will protect District students and their families from invasions of privacy in the collection, storage, disclosure and destruction of such information, and provide access to recorded information only to those persons legally entitled thereto.

Records Custodian

The Executive Director of Integrated Services, or his/her designee, is designated as the official records custodian of student records for students enrolled in the District. He/she will be responsible for the maintenance, care, and security of all school student records for those students. He/she will also be responsible to ensure compliance with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and the Family Educational Rights and Privacy Act of 1974. The District's records custodian also will be in charge of the records of students who have transferred, graduated, or have otherwise left the District. The principal of each school in the District will act as assistant records custodian of student records for students enrolled at that school.

Confidentiality

The records custodian will be responsible for ensuring the confidentiality of any personally identifiable information and will:

- Respond to any request for inspection and review of an education record, including requests for a copy of an education record;
- Respond to any request for an explanation or interpretation of an education record;
- Respond to any request to amend an education record;
- Respond to any request to disclose or release personally identifiable information;
- Respond to any request to destroy an education record;
- Keep a record of parties obtaining access to education records (except access by parents/guardians and authorized employees of the school district), including the name of the party, the date access took place, and the purpose of the authorized use;
- Maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information;
- Provide upon request from the parents/guardians or the student at the age of majority (for purposes of this policy, the age of majority is age 18), a list of the types and locations of education records collected, maintained, or used by the District;

- Ensure that the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages is protected; and
- Train District personnel to ensure that each person collecting or using personally identifiable information is knowledgeable of the policies and procedures governing confidentiality of personally identifiable information.

Notification of Rights

The District will notify the parents/guardians of a student, or the student at the age of majority, of their right to access the education record, to request amendments and to request a records hearing.

Upon the initial enrollment or transfer of a student to the District, the District will notify the student and the student's parents/guardians -- if the student is under the age of majority -- of their rights under the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and this policy.

This notification may be delivered by any means likely to reach the parents/guardians, including direct mail, parent-teacher conferences, or delivery by the student. Also, the notice may be incorporated in the Parent-Student Handbook or calendar disseminated by the District. Where the parents of a student are divorced and request duplicate mailings, such notice will be given to both parents, unless the District has been furnished with a certified copy of a court order prohibiting such notice to a parent. Notification to parents/guardians of children who are classified to be of limited English-speaking ability will be in English and in the language of the child's primary speaking ability.

The notification will consist of:

- A list of the types and locations of the educational records collected, maintained, or used by the District.
- The right to inspect and copy permanent and temporary records, the limitations on the right of access that may be created by orders of protection, and the cost of copying such records. The District will not charge a fee to search for or retrieve information from the educational records.
- The right to control access and release of school student records and the right to request a copy of information released.
- The rights and procedures for challenging the contents of the school student record.
- The persons, agencies or organizations having access to student records without parental consent.
- The District's schedule for reviewing and destroying any school student record or information contained therein -- and the right to copy such information -- before it is destroyed or deleted.
- The categories of information the District has designated as "directory information" and the right of the parents/guardians to prohibit the release of such information.
- A statement informing the parents/guardians that no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance on the securing by any individual of any

information from a student's temporary record, which such individual may obtain by exercising any right secured under the Illinois School Student Records Act or the regulations adopted by the State Board of Education.

- The right of the parents/guardians to inspect and challenge the information contained in a school student record (other than academic grades and references to expulsions or out-of-school suspensions) prior to the transfer of the record to another school district, in the event of the transfer of the student to that district.
- Any District policies relating to school student records that are not included in the Illinois School Student Records Act or the regulations of the State Board of Education.

Also, the District will provide annual notice to the parents/guardians of students currently in attendance, or eligible students currently in attendance (students who have reached 18 years of age), of their rights under the Family Educational Rights and Privacy Act of 1974, and the regulations applicable thereto. Such notice will include, at a minimum, the information referenced in 34 CFR 99.7.

Records Maintained

A cumulative record will be maintained for each student. Such records will be used only for the benefit, promotion or welfare of the student. No information will be added to or contained in a school student record kept on file by the District that is inaccurate, outdated or of no relevance to the educational development of the student.

All material in each cumulative record will be maintained and treated as confidential, according to the following guidelines:

1. The District will establish procedures to verify the accuracy of data and to periodically destroy information no longer needed.
2. The student records that are kept and open to inspection and review will include:
 - A. A STUDENT PERMANENT RECORD, which will include:
 - 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.
 - Scores received on all State assessment tests administered at the high-school level (grades 9 through 12).

The permanent record may also include:

- Honors and awards received.

- Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

No other information will be placed in the student permanent record.

The permanent record will be maintained for at least sixty (60) years after the student has transferred, graduated or otherwise permanently withdrawn from the District.

B. A STUDENT 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.
- "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 education placement, hearings and appeals.

Test protocols will be maintained in the student's temporary record as long as they are relevant to the student's identification, evaluation, and/or

placement in special education. Test protocols may be replaced by new test protocols if it is determined that the prior protocols are no longer relevant to the current identification, evaluation, and placement of the student. The records custodian is responsible for maintaining and securing test protocols. When a parent/guardian or representative has questions regarding assessment data, the individual who evaluated the student will, with sufficient notice, be available to discuss that evaluation.

- Any verified reports or information from non-educational persons, agencies or organizations.
- Other verified information of clear relevance to the education of the student.

Information added to the temporary record will include the name, signature and position of the person who added such information, and the date of entry. The temporary record will be maintained for not less than five (5) years after the student has transferred, graduated, or otherwise withdrawn from the District. However, this will not include situations where the information is maintained anonymously for authorized research, statistical reporting or planning purposes, provided that no student or parent can be individually identified from the information maintained.

The student record will not include information maintained by law enforcement professionals working in the District's schools.

The principal or his/her designee will take all action necessary to assure that all District personnel collecting or using personally identifiable information receive training or instruction regarding the applicable policies and procedures that govern the confidentiality of such information, including the provisions of the Illinois School Student Records Act and the regulations of the State Board of Education.

Student records will be reviewed by the principal or his/her designee every four years or upon a student's change in attendance centers, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

Directory Information

The District proposes to designate the following personally identifiable information contained in a student's educational record as DIRECTORY INFORMATION:

- Name, address, gender, grade level, birth date and place, parents/guardian's names and addresses.
- Academic awards, degrees, and honors.
- Information related to school-sponsored activities, organizations and athletics.
- Major field of study.
- Period of attendance in the school and District.

Directory information may be released to the general public. However, prior to releasing this information, the District will notify the affected parents/guardians in writing. The notification will include the date of notification, parent's/guardian's name, name of student, directory information to be released, and the scheduled date of release.

Any parent/guardian or student may direct the District to exclude any or all of the above items from the directory information. To exclude such items, the parent/guardian must complete a Directory Information Response Form and return it to the District within the first two weeks of each school year. The Directory Information Response Form will be provided to each parent/guardian in the Parent-Student Handbook, by letter, or as part of a registration form or calendar. Additional copies will also be available in the office of the records custodian.

Access to Records by Students and Parents/Guardians

The following persons will be entitled to inspect and review educational records maintained by the District or by a party acting for the District. They may do so by completing the request form attached hereto as Appendix B and the consent form attached hereto as Appendix C and filing them with the District's records custodian:

1. Any student will be entitled to inspect and copy his/her permanent student record.
2. A student who reaches 18 years of age, graduates from secondary school, marries, or enters military service, will be entitled to inspect and copy the student's permanent and/or temporary records, unless earlier access is afforded at the discretion of the District.
3. A parent/guardian of a student under age 18 -- who has not married, graduated from secondary school or entered military service (or such parents/guardian's designated representative) -- will be entitled to inspect and copy the student's permanent and/or temporary records. In cases of divorce or separation, both parents will be so entitled, unless the District has been furnished with a certified copy of a court order prohibiting such access. The District will send copies of the following to both parents at either one's request, unless a court order indicates otherwise:
 - a. Academic progress reports or records;
 - b. Health reports;
 - c. Notices of school-initiated parent-teacher conferences;
 - d. Notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction; and
 - e. School calendars distributed to parents.

Upon receiving a request from any authorized person to inspect and review an education record, the records custodian will verify that the person requesting to inspect and review the record is an authorized person. The records custodian will presume that the parent has authority to inspect and review records relating to his or her child unless the school district has been advised that the parent does not have the authority under applicable State law.

Upon receiving a request to inspect and review a record from a person authorized to do so, the records custodian will review the record and determine whether the record, which the authorized person has identified, is an educational record as defined in the Illinois School Student Records Act and this policy.

1. In determining whether a record that an authorized person wishes to inspect and review is an education record within the meaning of Section 7 of the Illinois School Student Records Act, the records custodian may exclude from parental inspection and review any record prepared by a District staff member that is exclusively maintained by the individual and not disclosed to any other person other than an individual temporarily substituting for the staff member who prepared the record.

2. In determining whether an education record is in the possession of a party acting for the District, the records custodian will include any agency or person who, through formal or informal agreement, understanding or practice, collects or maintains information for the District.

The records custodian will protect the confidentiality of other children named or referred to in an education record. An authorized person will be allowed to review only those portions of an education record that contain information on one student. Any other specific information regarding the student that cannot be directly inspected or reviewed because of the confidentiality rights of other students, will be discussed and interpreted by the records custodian.

The records custodian will comply with a request by an authorized person to inspect and review an education record without unnecessary delay:

1. Before any meeting or hearing relating to the identification, evaluation, or placement of the student; and
2. In no case more than 15 school days after the request has been made.

When records cannot be made immediately available, the requesting party will be made aware of the date when such records are available.

The records custodian or his/her representative will be present when records are inspected to answer questions and assure that no records are removed.

The records custodian will ensure that an authorized person who requests an explanation or interpretation of any information contained in an education record receives an appropriate explanation or interpretation.

1. For an authorized person who is deaf, an appropriate explanation or interpretation of the information contained in the education record may be provided in writing.
2. For an authorized person who cannot be physically present at a meeting held by the District to explain the record, an appropriate explanation or interpretation may be provided either by telephone or in writing.
3. For an authorized person for whom English is not the primary language, an appropriate explanation or interpretation of the information contained in the education record will be provided in the primary language of the person.

In addition, the District will, if requested, provide appropriately trained educational personnel to assist the parent/guardian or student in understanding certain school records such as psychological evaluations, social work profiles, and health data.

If requested by an authorized person, the records custodian will provide copies of the education record if he/she determines that the parent/guardian will be effectively prevented from exercising his/her right to inspect and review an education record at the location where it is normally maintained (or at any other location where the District offers to produce it) without incurring significant expense or personal hardship. The District may charge a reasonable fee for copies of records (not to exceed \$.35 per page). The District will not charge a fee when the records custodian determines that, for the parent/guardian in question, the amount of the fee for the copying of the document would result in a significant expense or personal hardship.

If a certified copy of an order of protection has been filed with the District, school employees will be notified that the student records of the protected child identified in that order, and the

information contained in those records, may not be released to the person against whom the order was issued.

Neither the parents/guardians nor the student will be granted access to confidential letters and recommendations concerning applications for employment, to a post-secondary educational institution or the receipt of an honor or award, which have been placed in the records prior to January 1, 1975 -- provided such letters and statements are not used for purposes other than those for which they were specifically intended. Also, access to those letters and statements will be denied if the student has waived his/her right of access after being advised of his/her right to obtain the names of all persons making such confidential letters and statements.

Disclosure of Records

The records custodian will obtain written parental consent, or consent from the student at age of majority, before permitting personally identifiable information to be used for any purpose other than meeting a requirement under these procedures, or permitting personally identifiable information to be disclosed to anyone other than officials of participating agencies collecting or using information for the purposes described in these procedures, and then only where the disclosure is consistent with all applicable federal statutes and the provisions of the Illinois School Code.

Except as otherwise provided herein, the District will obtain one of the following forms of dated written consent prior to disclosing any personally identifiable information in a student's education records, other than directory information:

1. Any student may consent to the release of information contained in his or her permanent student record.
2. Any student who reaches 18 years of age, graduates from secondary school, marries, or enters military service may consent to the release of information contained in his or her temporary student record.
3. A parent/guardian of a student under age 18 who has not married, graduated from secondary school or entered military service may consent to the release of information contained in the student's permanent and/or temporary records.

Such consent to disclose will be signed by the parent/guardian or student, designating the person to whom such records may be released, the reason for the release, and the specific records to be released. The form attached hereto as Appendix C will be used for such consent. At the time such consent is requested or obtained, the District will inform the parent/guardian or student of their right to inspect, copy and challenge such records and limit such consent to designated records or portions thereof.

The District will not release, transfer, disclose or otherwise disseminate information maintained in the school student record without consent, except as follows:

1. To a parent/guardian or student or person specifically designated as a representative by a parent/guardian, as set forth above.
2. To an employee or official of the school, the District, or the State Board of Education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest. Such requests will be made using the form attached hereto as Appendix B.

3. Subject to the terms of this policy and regulations adopted by the State Board of Education, the records of a student will be transferred to another school district in which the student has enrolled or intends to enroll upon the request of the official records custodian of the other school or the student.

Requests for such records will be made using the form attached hereto as Appendix B. The parent/guardian will be given prior written notice of the nature and substance of the information proposed to be released and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge such information. If the address of the parents is unknown, that notice may be served upon the records custodian of the requesting school, for transmittal to the parent/guardian. The form attached hereto as Appendix A will be used for such notice.

If the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, the school may elect to provide an unofficial record of the student's grades (written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer, along with the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of transmittal) in lieu of the student's official transcript of scholastic records (the formal record showing dates of enrollment, courses studied, grades, credits, and awards received, and bearing the signature and title of the certifying official, the seat of the school, if any, and the date of issue.) If the District elects to do so, the District will within 10 calendar days after the student has paid all of his/her unpaid fines or fees and at its own expense forward the student's official transcript of scholastic records to the student's new school.

If the student is transferring to another public school located in Illinois or any other state and is currently serving a term of suspension or expulsion for those offenses enumerated in Section 2-3.13a of the School Code at the time of the transfer, then:

- a) Any school student records required to be transferred will include the date and duration of the period of suspension or expulsion; and
- b) The student will not be permitted to attend class in the District until the term of the suspension or expulsion has expired.

Within 14 days after enrolling a transfer student, the District will comply with the requirements of Section 5 of the Illinois Missing Children Records Act and Section 5 of the Illinois Missing Children Registration Law regarding the records of the transfer student.

4. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent/guardian can be identified from the information released. However, that person (the requestor) must sign an affidavit in the form of Appendix D attached hereto, agreeing to comply with all applicable statutes and rules relating to school student records. Such requests will be made using the form attached hereto as Appendix B.
5. Pursuant to a court order. The parent/guardian will be given prompt written notice of the terms of the order, the nature and substance of the information proposed to be released, and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge the information. Such requests will be

made using the form attached hereto as Appendix B. The form attached hereto as Appendix A will be used for such notice.

6. To persons authorized or required by State or federal law to gain such access. Such requests will be made using the form attached hereto as Appendix B. The requesting party must provide appropriate identification and a copy of the statute authorizing such access. The parent/guardian will be given prior written notice of the nature and substance of the information proposed to be released and an opportunity (not less than 10 days before the records are released) to inspect, copy and challenge such information. The form attached hereto as Appendix A will be used for such notice.
7. To certain juvenile authorities described in Section 6 of the Illinois School Student Records Act -- who need the information for the discharge of their official duties, who request the information prior to adjudication of the student, and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. Such juvenile authorities include: (i) a judge of the circuit court and members of the staff of the court designated by the judge; (ii) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (iii) probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case; (iv) any individual, public or private agency having custody of the child pursuant to court order; (v) any individual, public or private agency providing education, medical or mental health service to the child, when the requested information is needed to determine the appropriate service or treatment for the minor; (vi) any potential placement provider, when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement; (vii) law enforcement officers and prosecutors; (viii) adult and juvenile prisoner review boards; (ix) authorized military personnel; (x) individuals authorized by court. Such requests will be made using the form attached hereto as Appendix B.
8. In cases of emergency, to protect the health or safety of the student or others. The parents/guardians will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. Such requests will be made using the form attached hereto as Appendix B. The form attached hereto as Appendix A will be used for such notification.

Factors to be considered in determining whether records should be released pursuant to this paragraph include:

- The seriousness of the threat to the health or safety of the student or other persons.
 - The need for such records to meet the emergency.
 - Whether the persons to whom such records are released are in a position to deal with the emergency.
 - The extent to which time is of the essence in dealing with the emergency.
9. To a designated employee or agent of a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance -- pursuant to the compulsory student attendance

laws of this State. Such requests will be made using the form attached hereto as Appendix B.

10. To certain members of a Serious Habitual Offender Comprehensive Action Program committee, in accordance with the Family Educational Rights and Privacy Act, for the purpose of identifying and matching serious habitual juvenile offenders with community resources. Such requests will be made using the form attached hereto as Appendix B.

Any disclosure of personal information about a student, whether such disclosure is pursuant to parental or student consent or otherwise, will be conditioned upon the agreement of the recipient not to permit any other party to have access to the information without further written consent. Such documents may be stamped "Written consent required prior to release to any other person or agency."

Every student's cumulative folder will contain a record of any release of information. Such record of release will be maintained for the life of the student records and will be available only to the parent/guardian and official records custodian. It will include:

1. The nature and substance of the information released;
2. The name and signature of the official records custodian releasing such information;
3. The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request;
4. The date of the release; and
5. A copy of any consent to such release.

The records custodian will maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information.

All rights and privileges accorded to a parent/guardian under State/federal law and this policy will become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first.

Transfer of Records

Within 10 calendar days of being notified of a student's transfer to any other private or public elementary or secondary school located in this or any other state, the records custodian will forward a copy of the unofficial record of the student's grades to the school to which the student is transferring. At the same time, the records custodian will send that school the remainder of the student's school student record and a Certification of Good Standing form. In good standing means that the student's medical records are up-to-date and complete and the student is not being disciplined by a suspension or expulsion.

Prior written notice will be provided to the parent/guardian regarding the nature and substance of the information being released/transferred. However, written parental consent is not required to transfer the student's school student record to the receiving public school district, unless the record constitutes a mental health record as defined in the Mental Health and Developmental Disabilities Act (740 ILCS 110/3), which requires the written consent of the student if he/she is 12 years of age or older.

The records custodian will send the parent/guardian, and the student at age of majority, notice that the record is being forwarded to the new district. The notice will advise the parent/guardian, and the student at the age of majority, of their right to inspect the record being transferred.

The District will maintain a copy of the transferring student's temporary record for a period of not less than 5 years.

Students with disabilities, whose Certificate of Good Standing form shows incomplete medical records, must be treated the same as non-transfer students regarding the October 15 date for exclusion for failure to obtain the required examinations or immunizations. Students with disabilities whose Certificate of Good Standing form shows that the student is currently serving a suspension or expulsion must be enrolled and FAPE must be provided in accordance with an IEP. The District will follow the procedures for transfer students outlined in the regulations adopted by the State Board of Education.

Procedure for Challenging Student Records

If an authorized person believes that information in the education record is inaccurate or misleading or violates the privacy or other rights of the student, that person will have the right to challenge the accuracy, relevance or propriety of any entry in the record, exclusive of academic grades. Further, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring, the District may be asked to amend the information, exclusive of references to expulsions or out-of-school suspensions. The following procedures will be followed:

1. The challenging party will inspect the educational records to determine what portions thereof will be challenged.
2. The challenging party will file a written Request for Hearing/Challenge to Student Records, using the form attached hereto as Appendix E, with the District's records custodian, specifying the entry or entries to be amended and the basis of the challenge.
3. Upon receiving a request from an authorized person, the records custodian will decide whether to amend the information as requested -- within fifteen (15) school days of the date the request is received.
 - a) The records custodian will amend information determined to be inaccurate or untrue or that cannot be substantiated.
 - b) The records custodian will amend information determined to be misleading. For example, the records custodian will amend an education record if he/she concludes that a reader who is unfamiliar with the content of the education record would be likely to arrive at an inaccurate conclusion regarding the personal characteristics or history of the student who is the subject of the educational record.
 - c) The records custodian will determine that the information contained in an education record "violates the privacy or other rights of the student":
 - i) if disclosure would cause severe embarrassment or other adverse consequences for the student and his/her parents; and
 - ii) the information need not be included in the education record in order for the education record to be appropriately used by the District.

If the records custodian refuses to amend the information, he/she will inform the authorized person of the refusal and advise the authorized person of his or her right to an informal conference and hearing.

4. The District's records custodian or another representative of the District will confer informally with the challenging party within 15 days to determine whether the challenge is valid and requires an amendment to the educational records.
5. If the records custodian decides not to amend the records in accordance with the challenging party's request, the challenging party will be advised of his/her right to a hearing before an impartial hearing officer.
6. If a hearing is requested, it will be held within 15 days of such conference, unless extended by mutual agreement. The challenging party will be given notice of the date, place and time reasonably in advance of the hearing.
7. The hearing will be conducted by an impartial hearing officer selected by the District, who is not employed in the attendance center in which the student is enrolled.
8. At the hearing, all parties will be advised of their rights outlined in the Illinois School Student Records Act. The challenging party will be afforded a full and fair opportunity to present evidence relevant to the issues raised, in accordance with Section 7 of the Act. A verbatim record of the hearing will be made by a tape recorder or a court reporter.
9. The hearing officer will make his/her written determination within 10 days after the conclusion of the hearing. The decision will include a written summary of the evidence and the reasons for the ruling. The challenging party and the District will be immediately notified of the decision, which will be based solely on the information presented at the hearing and will be one of the following:
 - To retain the challenged contents of the student record;
 - To remove the challenged contents of the student record; or
 - To change, clarify or add to the challenged contents of the student record.
10. Any party will have the right to appeal the decision of the hearing officer to the Superintendent of the Educational Service Region serving the District -- within twenty (20) school days after such decision is transmitted. If the parent/guardian appeals, the parent/guardian will so inform the District. Then, within ten (10) school days, the school will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The District may initiate an appeal using the same procedures.
11. Upon receipt of such documents, the Superintendent of the Educational Service Region will examine them to determine whether the District's proposed action in regard to the student's record is in compliance with the School Student Record Act. Within twenty (20) school days of receiving the appeal documents, the Superintendent will make a decision and issue a written report of his/her findings to the parents/guardians and the District.

If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special education personnel:

- a) Who were not authors of the entry; and
- b) Whose special education skills are relevant to the subject(s) of the entry in question.

The school district will be responsible for implementing the decision of the Superintendent of the Educational Service Region, unless it is appealed.

- 12. The decision of the Superintendent of the Educational Service Region may, thereafter, be appealed to the Circuit Court of the County in which the District is located.
- 13. If, as a result of the hearing, it is determined that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the records custodian will amend the information within 10 days and will provide written notice to the authorized person requesting the amendment.
- 14. If, as a result of the hearing, it is determined that the information is not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, the records custodian will inform the authorized person -- within 5 days of the decision of their right to place in the record a statement commenting on the information or setting forth any reasons for disagreeing with the decision of the District.

The records custodian will ensure that any such statement placed in an education record:

- a) Is maintained by the District as part of the record of the student as long as the record or contested portion is maintained by the District; and
- b) Is disclosed by the District to any party to whom the records of the student are disclosed.

Destruction of Records

Upon graduation, transfer or permanent withdrawal of a student from the District, the District will notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of the right to request a copy of such records at any time prior to their destruction. Such notification will include the date of notification, the parent's name, the name of the records custodian, the name of the student, and the scheduled destruction date of the temporary and permanent records.

The District also will send a written notice to inform parents/guardians when personally identifiable information collected, maintained, or used by the District is no longer needed to provide educational services to the student. The determination as to whether personally identified information is needed to provide educational services to a student will be made by the records custodian after careful review of the information and with the concurrence of the student's current teacher(s) if the student is currently enrolled in the District.

This written notice will describe the personally identifiable information that the school district intends to destroy and will inform the parents/guardians that the information will be destroyed no

earlier than 60 days from the date of the notice. The notice also will outline the procedure that the parents/guardians may follow if they wish to formally object to the destruction of the records in question.

The destruction of student records will be conducted in accordance with the provisions of the Illinois Local Records Act, Sec. 7 (50 ILCS 205/7).

All information maintained in relation to a student receiving special education services will be directly related to the provision of services to that student. Upon the graduation or permanent withdrawal of a disabled student (as defined in Article 14 of the Illinois School Code [105 ILCS 5/14-1.01, *et seq.*] and the Rules and Regulations to Govern the Administration and Operation of Special Education), the District may -- after 5 years -- transfer psychological evaluations, special education files and other information contained in the student temporary record that may be of continued assistance to the student -- to the custody of the parents/guardians, or to the student, if the student has succeeded to the rights of the parents/guardians. The District will explain the future usefulness of those records to the student and his/her parents/guardians.

Existing Laws and Regulations

This policy will be interpreted and applied in accordance with all applicable laws and related regulations, including the Family Educational Rights and Privacy Act of 1974, the Individuals with Disabilities Education Act Amendments of 1997, the Illinois School Student Records Act (105 ILCS 10/1, *et seq.*), the Illinois Missing Children Records Act, the Illinois Missing Children Registration Law, the Illinois Local Records Act, the Illinois Domestic Violence Act, and the Illinois School Code.

Surveys Requesting Personal Information

Surveys Created by a Third Party

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member. Such surveys will be made available for inspection within a reasonable time after an inspection request is received. Parents will be notified of any third party survey via school listserv and/or distribution to students of a written notice.

Surveys Requesting Certain Personal Information

Upon request, a parent may inspect any student survey requesting information about:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual 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, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or his/her parent; or
8. Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating, in accordance with the procedures set forth below.

When a student does participate in such a survey, his or her privacy will be protected through procedures designed to insure that his or her identity will not be disclosed.

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.

General Information

Student Lunch Regulations

A student enrolled in kindergarten through grade five must remain at school during the lunch period unless his/her parent(s)/guardian(s) request(s) in writing that he/she be permitted to go home for lunch.

A student enrolled at either a middle school or senior high school building must remain in designated areas on campus during the lunch period.

Any exception to the lunch regulations will be made at the discretion of the building principal generally on the basis of the health or safety of the individual child.

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 meal which includes a choice of entrées, two or three sides and milk. Meals are based on the USDA Healthier Choice Guidelines.

The District offers an online prepayment system at www.mealpayplus.com. Parents can register for a free account that allows them to manage their student's meal account by checking end of year balances, paying off any negative balances, preparing for the next school year, and seeing what your student has purchased in the lunch room. Student meals are purchased using their student ID.

Online payments are not required. Payments can also be made to student's account by sending cash or check to the school office. Payments will be reflected the next day on the MealpayPlus account.

Students may also bring their own lunch. A la carte milk can also be purchased.

Free and Reduced Lunch Program

District 204 participates in the National School Lunch program. Information regarding these programs will be distributed to each student at the beginning of the school year.

Completed applications for student(s) whose parent(s)/guardian(s) request participation in these programs will be forwarded to the Assistant Superintendent for Business, who will evaluate all applications using the current State/federal guidelines.

The Assistant Superintendent for Business will determine the student's eligibility and notify the parent(s).

The District participates in the USDA National School Lunch Program to supply free/reduced meals to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year starting August. The application may be submitted online or be requested from the school office.

Under the National School Lunch Program, those eligible for free/reduced priced meals receive either a free meal or a reduced priced meal at \$0.40. Milk is included with the meal. Any milk served without a meal is charged the a la carte milk price.

Parent Organizations

District 204 recommends the formation of strong and effective PTA or PTSA organizations in each school in the District, as long as membership in the organizations is open and unrestricted. While such parent organizations will have no administrative authority and cannot determine District policy, their suggestions and assistance are always welcome.

Building principals are encouraged to work closely with the parent organizations and to recommend that teachers do the same. The building principal or a designee will serve as the advisor to parent organizations in his or her school. As such he/she will be a resource person who provides information about school programs, policies, problems, concerns, and emerging issues.

Communications and Web Services Departments will also assist and act as a resource to parent organizations in getting information to the local media and onto District and individual school web sites where applicable.

District 204 recognizes the role and importance of the Indian Prairie Parents Council (IPPC) as the umbrella organization that coordinates the activities and programs of all the PTA and PTSA organizations in its schools. To foster a cooperative and productive relationship with the IPPC, District staff will communicate effectively on a regular basis with IPPC officers and representatives.

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.

Access to the Internet

The global electronic community, commonly referred to as the "Information Superhighway" or the "Internet," is a very valuable resource for education. The Internet, (including, but not limited to, internet web sites, pages, files, e-mail, on-line services, and bulletin board systems) provides access to a vast array of resources, which can be used to support the curriculum by facilitating resource sharing, innovation, and communication.

Therefore, the Board's goal is to include these Internet resources in the District's instructional program, where appropriate, to increase learning and improve instruction. To this end, the Superintendent or his/her designee will develop an implementation plan for this policy, which will include administrative procedures for staff and student use of the Internet.

Internet use is a privilege, not a right, and therefore can be suspended or revoked. All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board, and be in compliance with and subject to District and building discipline codes and guidelines established and revised annually by the administration.

Employees may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. However, such Internet use must be consistent with the curriculum adopted by the District, as well as with the varied instructional needs, learning styles, abilities, and developmental levels of the students. Also, the selection of materials, sites, services, bulletin board systems, etc., from the Internet must comply with the Board's selection policy for instructional materials and library-media-center materials.

Further, the Internet may be used in a variety of formats, including, but not limited to: e-mail; teacher-selected material in a prescriptive setting; and "live" Internet interaction, in which material is not preselected.

In order to make the best, most appropriate use of the Internet, each employee must complete a District training program (or its equivalent) and sign the District's *Agreement for Internet Access* on an annual basis as a condition of using the District's Internet connection. An employee may not use a live connection nor authorize such connections until his/her training is completed and the *Agreement* is signed. The Board will direct the Superintendent or his/her designee to establish the training program and schedule.

For purposes of this policy, individual Board members and contractors having Internet access, or using the Internet, will be subject to the same rules of conduct, behavior and communications District 204 employees, and will be required to abide by the terms contained herein, and will be required to sign an *Employee Agreement for Internet Access* on an annual basis.

Students may not make a live Internet connection without specific authorization from a teacher; in any event such live connections are subject to this policy. At the elementary and middle-school levels, such live Internet connections must be under the direct supervision of a trained teacher or authorized staff member; while at the high-school level, a trained teacher must be present.

Parents/guardians who do not want their child to use the Internet at school, or participate in Internet activities, must contact the school office and complete a form notifying the District of the intent to opt-out of such use and activities. This opt-out statement will remain in effect as long as the child is enrolled at that school.

General rules for behavior and communications, as stated in the District's and schools' codes of conducts, apply when using the Internet, whether the electronic connection is made at school or remotely through school district network interfaces. Breaches of the code of conduct during use of the Internet will be treated as though they occurred "live", that is, within the school.

The failure of any individual or employee to follow the terms of this policy or its administrative procedures, rules, or regulations will result in the loss of Internet privileges, disciplinary action, and/or appropriate legal action. However, due process will be given, commensurate with the seriousness of the offense. The District's *Employee Agreement for Internet Access* contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material may be monitored, read, edited, or traced by school officials.

In accordance with the requirements of the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (Neighborhood Act), the District will monitor the online activities of minors (individuals under the age of 17), and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, that blocks or filters Internet access to visual depictions that are obscene (as that term is defined in Section 1460 of Title 18, United States Code), child pornography (as that term is defined in Section 2256 of Title 18, United States Code), or -- with respect to use of computers with Internet access by minors -- harmful to minors.

For purposes of this policy, "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

- (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- (b) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact (as those terms are defined in Section 2246 of Title 18, United States Code), actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
- (c) taken as a whole, lacks serious literary, artistic, political or scientific value to minors.

The District will enforce the operation of the technology protection measure during any use of those computers by minors (individuals under the age of 17) and adults. However, an administrator, supervisor, or other person authorized by the District, may disable the technology protection measure concerned, during use by an adult, to enable access for bona fide research or other lawful purpose.

In carrying out these responsibilities, the District will ensure, through this policy and the administrative regulations related hereto:

- (a) that minors are not provided with access to inappropriate matter on the Internet and World Wide Web. Determinations regarding what matter is inappropriate for minors will be made by the Board, using criteria it deems appropriate;
- (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- (c) that minors are prevented from gaining unauthorized access, including so-called hacking, and other unlawful activities, while online;
- (d) that there is no unauthorized disclosure, use or dissemination of personal identification information regarding minors; and
- (e) the use of appropriate measures designed to restrict minors' access to materials harmful to minors;

The 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. Though the District does provide and operate a technology protection measure (filtering), with respect to any of its computers with Internet access, it does not guarantee that all objectionable material will be restricted. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Users of School District 204 e-mail services are expressly required not to make defamatory statements and not to infringe or authorize any infringement of copyright or any other legal right by e-mail communications. Any such communication is contrary to District policy and outside the scope of the employment of the individual concerned. District 204 will not accept any liability with respect to such communication, and the employee responsible will be personally liable for any damages or other resulting liability. Employees who receive such an e-mail must notify their supervisor immediately.

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. Also, the IHSA deem a student ineligible to participate if the student is attending a building based on an attendance-area exception.

YMCA Before and After School Child Care

District 204 recognizes the needs of working parents. Any child in grades Kindergarten through 5 is eligible to enroll in the *Safe 'n Sound Adventure Club* 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 Plans

Every building principal, using District-established guidelines, will develop a school safety plan that addresses emergencies such as fire, tornadoes and other threats to school safety. This plan will be distributed to each teacher at the beginning of each school year. Also, substitute teachers and the clerical and custodial staff will receive instruction about their responsibilities in emergencies.

Each school in the District will conduct at least three (3) full-participation fire drills during each regular school term. The goal of practice drills is to secure rapid evacuation of the building in an orderly manner.

Procedures also will be developed and practiced for use in the event of a tornado warning or other threats that require taking shelter. In general, students and staff will be kept in the building in pre-designated safety areas. Each school will conduct at least one (1) tornado drill during each regular school term.

Such safety planning will incorporate cooperative planning with local fire and law enforcement agencies.

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 in the Classroom

Animals may be brought into the classroom for educational purposes only, and only then with the permission of the building principal or his/her designee. Such animals are to be kept in the classroom for an appropriate time necessary for their study and must be adequately housed and cared for. Only the teacher, or students designated by the teacher, will be permitted to handle

such animals, which will be treated in a humane manner at all times. If animals are to be kept in the classroom on days when classes are not in session, arrangements will be made for their care.

Student Fundraising Activities

The Board of Education recognizes that the participation of students, under faculty supervision, in the process of planning and obtaining financial support for their own activities may be desirable as part of the educational process.

Funds raised through student efforts will be subject to the control of the building principal, with the advice and consent of the sponsors. Fundraising plans approved by the building principal will be submitted to the Superintendent for approval. The funds will be used to the maximum extent possible for the educational, recreational or cultural purposes for which they were designed to serve.

The use of students to promote the fundraising activities of parent groups or other non-school sponsored groups will generally be discouraged, except in the case of activities that are pre-approved by the building principal. Such exceptions may be granted if the proposed fundraising activities are of a school-wide nature -- when such participation can be a positive experience for students and the proceeds will be contributed to a recognized humanitarian purpose.

Each fundraising activity may establish a suggested donation as an alternative to participation.

However, participation in or donation to any fund raising activity is always optional. Under no circumstances will any student be compelled to participate or donate, or penalized for not participating or donating. Door-to-door solicitation is not required by any fund-raising activity and is discouraged.

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.

Emergency Closings

District 204 will close schools when, in the opinion of the Superintendent or his/her designee, emergency/hazardous conditions exist. Such action will be taken only when it is apparent that such emergency conditions might seriously jeopardize the health and/or safety of the students.

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

WGN 720 AM
WBBM 780 AM

Television

CBS Channel 2
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.

Heat Plan for Non-Air Conditioned Buildings

The district monitors internal/room temperatures in non-air-conditioned schools throughout hot days. When the temperature exceeds the recommended guidelines of safety, which is when the Estimated Temperature calculation (ET) reaches 85 degrees, we recommend the following early dismissal plan for students be implemented at the non-air-conditioned buildings.

Two examples of the Estimated Temperature calculation (ET) follow:

- when the inside temperature is 92 °F with 70% relative humidity which results in an ET of 85°F
- when the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision to have early dismissal will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents will be notified via the Connect ED emergency phone system.
- Dismissal will be at 1 p.m.

Principals will maintain a routine for relief on hot days that includes rotating classes through air conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate.

School Visitations by Non-School Personnel

District 204 encourages parents/guardians, citizens and taxpayers to visit district schools. Parents of students attending a district school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed about the day-to-day operation of the school. In receiving visitors, district personnel will be cognizant of student welfare, safety and the continuity of the educational program.

Appointments for such visits should be made as a courtesy to the teacher and will result in less disruption of the educational program. If a parent/guardian wishes to confer with the teacher, an appointment should be made for a time outside of school hours. All visitors must report to the building principal's office upon first entering the school building. The following guidelines will govern school visits:

1. Visitors will pre-arrange school visits with the building principal at least 24 hours prior to the proposed visit. The principal may waive the 24-hour prior-notice requirement in order to accommodate visitations of prospective new students and their parents/guardians.
2. In the absence of unusual circumstances previously discussed with the building principal, school visits will be reasonable in length.
3. School visits generally will be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should be made only when the regularly assigned teacher is present.
5. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits or visitors as he/she considers necessary.
6. Visits to school by a student's friends and associates are not permitted except by special permission of the building principal and/or teacher, or in the case of a special event for which a general invitation has been issued. A student must obtain permission at least one day in advance for such visits, except when a special invitation has been issued.

The building principal will be responsible for making sure that District 204 parents/guardians are aware of this policy and for inviting them to visit his/her school thereby fostering a spirit of mutual cooperation that will benefit the students. Direct communication to homes, as well as the use of parent organizations and school meetings, to promote this policy are encouraged.

Methods of 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 newsletter, 204 e-News. The district uses 204 e-News to send a variety of messages, including upcoming events, Board of Education decisions, district news, and student accomplishments. You can subscribe to 204 e-News at www.ipdsd.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 website or at www.ipdsd.org.

Websites:

The district's website provides frequently updated information on news and events. The site also has a directory of school websites, 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 website 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 websites is available at www.ipdsd.org.

Connect-ED:

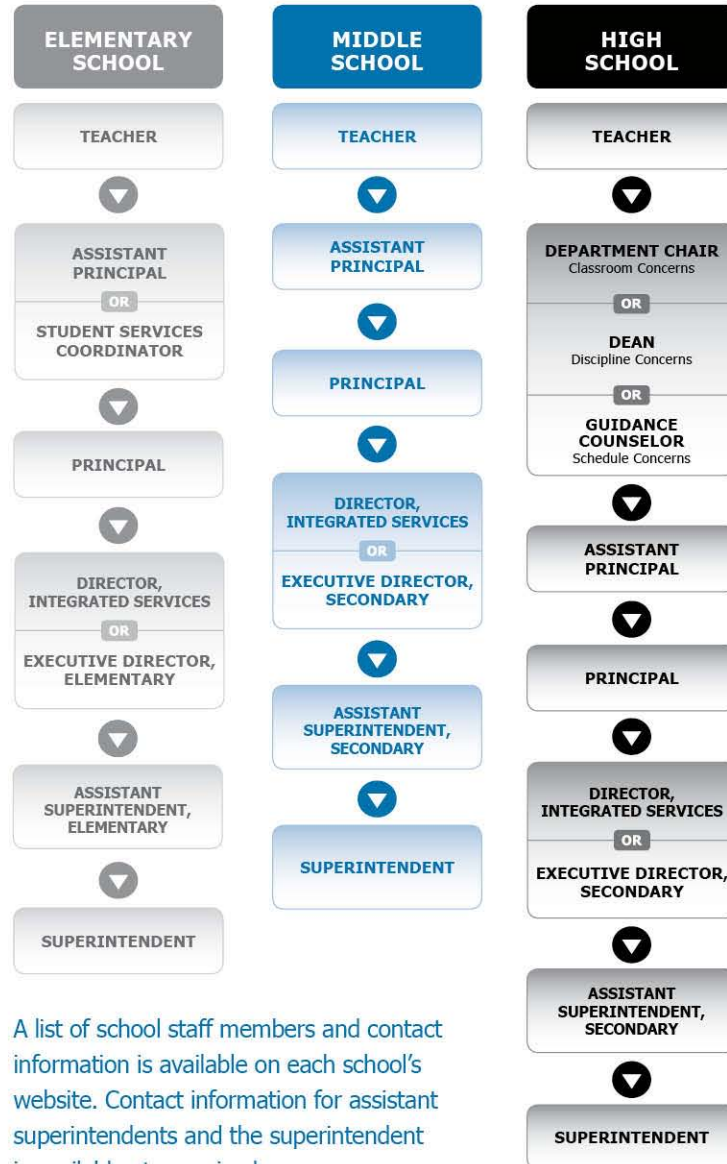
District 204 uses the Connect-ED phone service as part of its school-to-parent communications. Connect-ED allows the district to send phone messages in an emergency and also provides principals with a way to keep parents informed by sending phone messages to families regarding school programs, testing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

Indian Prairie Community Unit School District 204 School Calendar 2011-2012

Aug-11				
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		

Oct-11				
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				

Dec-11				
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

Feb-12				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

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

Jun-12				
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

Sep-11				
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

Nov-11				
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		

Jan-12				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Mar-12				
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-12				
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	

CALENDAR LEGEND

	Institute Day
	Legal School Holiday
	Not in Attendance
	Early Dismissal/In-Service
	Parent/Teacher Conference
	Emergency Days

Date(s)	Description
08/17/11 - 08/18/11	Institute Days
08/19/11	Teacher Work Day
08/22/11	Classes Begin
09/05/11	NO SCHOOL Labor Day
09/06/11	NO SCHOOL Building Articulation Day
10/10/11	NO SCHOOL Columbus Day
10/12/11	NO SCHOOL in PM In-Service (PSAT: HS)
10/21/11	End of Quarter
11/09/11	Parent/Teacher Conferences (4:30 - 8:00 PM)
11/10/11	NO SCHOOL Parent/Teacher Conferences (8:00 AM - 3:00 PM) (4:30 - 8:00 PM)
11/11/11	NO SCHOOL Veteran's Day
11/23/11 - 11/25/11	NO SCHOOL Thanksgiving Break
12/23/11 - 01/06/12	NO SCHOOL Winter Break
01/09/12	School Resumes
01/12/12	End of Semester
01/13/12	NO SCHOOL Teacher Work Day
01/16/12	NO SCHOOL Martin Luther King Day
02/20/12	NO SCHOOL Presidents Day
02/21/12	NO SCHOOL Parent/Teacher Conferences (1:00 - 8:00 PM)
03/02/12	NO SCHOOL Institute Day
03/20/12	NO SCHOOL School Improvement Planning
03/23/12	NO SCHOOL in PM Teacher Work Day
03/23/12	End of Quarter
03/26/12 - 03/30/12	NO SCHOOL Spring Vacation
04/06/12	NO SCHOOL Local Holiday
05/14/12	NO SCHOOL School Improvement Planning
05/28/12	NO SCHOOL Memorial Day
06/01/12	Classes End
06/04/12 - 06/08/12	Emergency Days (if needed)

PLEASE NOTE

IMPORTANT DATES

State Mandated Testing

Grades 3 - 8 ISAT: March 5 - 16, 2012 (tentative)

Grade 11 PSAE: April 24 - 25, 2012

Approved by the Board of Education 12/6/10

