

Meadow Glens School



**Parent/Student
Handbook
2016-2017**

Principal's Letter

Dear Meadow Glens Parents and Guardians,

As principal of Meadow Glens Elementary School, it is my pleasure to welcome everyone back for another great year. We are all excited to have students back in our classrooms and hallways filling them with energy and enthusiasm for learning. It is our mission to help every child feel welcomed, connected, and a part of our Meadow Glens family. Additionally, we strive to challenge each student to grow in his or her academic abilities. At Meadow Glens, we have great teachers who spend hours planning and creating engaging lessons focused on targeted learning. Our teachers utilize research-based best practices and analyze academic data to determine current skill levels and to set goals for growth and improvement. Our vision is to prepare ALL students for success.

The beginning of the school year is filled with excitement, anticipation, and nervousness. At Meadow Glens, we want our students, families, and staff to have a positive experience the entire year. The pages of this handbook are filled with information that you will find useful about your district and school. The colored pages in the center contain information regarding procedures specific to Meadow Glens. The remaining white pages contain important information regarding district policies that apply to all District 203 schools. In the first few weeks of school, I encourage you to review the contents of this handbook with your child(ren). When families take the time to review the handbook together it helps clarify expectations and reinforces the importance of our partnership between home and school.

As long as children enter Meadow Glens, the school can never be in a state of what is; it must always be in a state of becoming. As the changes of the Common Core State Standards take center stage, our school curriculum and programs must evolve, too.

One of the biggest challenges we face in our schools today is preparing our students to be successful in a global world. Our focus needs to continue to support students' academic and social emotional growth. With your help, we can create a nurturing community in which students can learn to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors. Our Meadow Glens motto is "SOAR with Pride". Meadow Glens staff developed S.O.A.R. (Safety, Ownership, Acceptance, Respectful Behavior) to guide positive student behavior in work and play. We recognize that our goals are achievable only through a strong partnership with the family. We value your interest and support at Meadow Glens. If at any time you have a question or concern, please do not hesitate to call your child's classroom teacher, the office, or me.

Thank you, in advance, for taking the time to review the handbook. Please keep it in a safe, accessible place for reference during the school year. Again, if you have any questions or comments, please contact our school office at 630 420-3200, and we will be happy to assist you.

Sincerely,

A handwritten signature in black ink that reads "Katy Lynch". The signature is written in a cursive, flowing style.

MEADOW GLENS ELEMENTARY SCHOOL

FAST FACTS 2016-2017

Absence/Health Office Phone: 630 420-3203

School Arrival Time: Not before 8:00 a.m.

Classes Begin: 8:15 a.m.

School Dismissal: 2:30 p.m.

Early Dismissal Days: January 13, 2017
February 17, 2017
May 5, 2017

Early Dismissal Hours: Grades K-5: 8:15-11:35 a.m.

Last Day of School: Dismissal Grades K-5: 2:30 p.m.

School Closing/Late Start Announcements: The district aims to have this information available by 6:30am. A Talk203 phone call out will be used to inform families. You can also find school closing information via:

Radio:	WONC-FM 89.1	WYSY-FM 89.1
	WKKD-FM 95.9	WKKD-AM 1580
Television:	WGN-TV Channel 9	WFLD-TV Channel 32

District Website: www.naperville203.org

Meadow Glens Parent Orientation/Curriculum Nights: August 23, August 30

Meadow Glens Open House: January 26, 2017

**FACULTY & STAFF
2016-2017**

PRINCIPAL	Ms. Katy Lynch	KINDERGARTEN	Ms. Pam Teeling Ms. Tracey Gamboa
ASSISTANT PRINCIPAL	Ms. Beth Kanne	FIRST GRADE	Ms. Suzanne Quigg Ms. Jayne Schmidt
PRINCIPAL'S SECRETARY	Ms. Sandy Bloemker	SECOND GRADE	Ms. Sharon Ferrari Ms. Barb Hunt Ms. Linda Poska
SCHOOL SECRETARY	Ms. Mary Sagen	THIRD GRADE	Ms. Julianne LaFleur Ms. Stephanie Vitale Ms. Allison White
SCHOOL NURSE	Ms. Patricia Pratapas	FOURTH GRADE	Ms. Kathy Angelos Ms. Susan McLean Ms. Nicole Stevens
HEALTH TECH	Ms. Barb Foss	FIFTH GRADE	Ms. Christina Belniak Ms. Carin Chidley Ms. Meghan Mason
LRC DIRECTOR	Ms. Julie Kassen	PROJECT IDEA & HONORS MATH	Ms. Kristen Kainrath
TECHNOLOGY INTEGRATION SPECIALIST	Ms. Jackie Rouse	PI+	Ms. Melissa Dexl Mr. Brian Horner Ms. Noor Khan Ms. Allison LaFalce
CUSTODIANS	Mr. Niko Bajlozi Mr. Zach Ward Mr. Don Massingill	ELL	Ms. Traci Welcker
ART	Ms. Amber Shaner	LEARNING SUPPORT COACH	Ms. Deb Mitchler
P.E.	Mr. Chris Benyo		
MUSIC	Ms. Bev Wysocki		
BAND	Mr. Matt Dethrow		
ORCHESTRA	Ms. Shawnita McClure		
LBS RESOURCE	Ms. Bridget Kelly Ms. Sheri Rubin		
SPEECH	Ms. Keri Churchill Ms. Meghan Bosley		
PSYCHOLOGIST	Ms. Amy Oeffling		
SOCIAL WORKER	Ms. Linda Smith		
ADAPTED P.E.	Ms. Lindsay Grier Mr. Aaron Maschman		
OCC. THERAPIST	Ms. Katie DeAngelis		
READING SUPPORT	Ms. Christine Miller		

SCHOOL POLICIES & PROGRAMS

ABSENCES

Parents must call the Health Office (630 420-3203) to report all student absences. You are requested to call prior to 8:30 a.m. If your child will not return to school after lunch, report the absence prior to 12:45 p.m.

Please leave a message with the following information:

1. Date
2. Student's name
3. Teacher's name
4. Reason for absence

If you anticipate the absence to be more than one day, please call the same number again between the hours of 10:00 a.m. and 2:00 p.m. and discuss the absence with the school health technician. Children returning from an extended absence should present a written excuse to their teacher.

If a child must leave school during the school day due to illness, or for any reason, he/she must be signed out by a parent or guardian at the school office.

Absences and Assignments

In case of illness, teachers may provide missed class work as appropriate. Parents/guardians are encouraged to contact their child's teacher to make necessary arrangements. We hope that by publishing the yearly calendar, families will be able to plan vacations during non-attendance days to avoid further interruptions. However, some interruptions are unavoidable. At times, planned absences may occur to accommodate major family events, including illnesses, weddings, and funerals.

In the case of planned absences, we would like to provide continuity in learning as much as possible. To determine what is possible, we need to consider the way students learn and instruction is delivered. Education, as you know, is not just "covering the book" or completing worksheets. Books and assignments are the tools of the very interactive nature of teaching and learning. In class, teachers explain, model, question, and guide. Students discuss, manipulate ideas and objects, experiment, and receive feedback. Within the classroom, students acquire knowledge and skills. For homework, they practice and apply what they have already learned.

Because of the highly interactive nature of learning, it is often difficult to simply assign a week's worth of "work" for a planned absence. Often it would mean providing assignments on topics and skills that have not yet been taught. Therefore, for planned absences, students may receive assignments to maintain skills. They will still need to make up learning when they return.

For planned absences, students can expect assignments such as:

- Journaling or written responses to maintain expressive writing skills

- Reading of books or novels to apply reading strategies or to gain background information for a topic to be taught
- Math practice
- Practice work in content areas to maintain skills

However, content and skills new to students will require instruction. Students may have make-up work when they return. Of course, students will need time to do this. Often, a period of up to five days may be needed to complete the new material.

While students are away from school, parent support is usually necessary. We encourage parents to provide the teacher with feedback regarding how the student performed (e.g., independently, needed help with certain aspects, etc.). This will help teachers plan instruction when the child returns.

We appreciate the supportive partnership we enjoy with the families at Meadow Glens. Your contributions to your child's learning – in school and at home – are highly valued.

ANIMALS ON SCHOOL GROUNDS

Please do not bring any pets on school grounds. Many children are fearful and/or have allergies to animals.

ARRIVAL AND DISMISSAL

Children should **not** arrive at school prior to 8:00 am and line up outside at their designated area. **(Please refer to diagram on page 8.)** It is imperative that students arrive to school **no later than 8:10 am**. However, in the event that a student is tardy (later than 8:10 am) a parent should accompany them to the office to sign them in for the school day.

Since teaching continues until 2:30pm, please expect that students will actually leave the building between 2:35 and 2:40pm.

In the event that there is a change in your child's transportation plan, please send in a written note to your child's teacher. Please note that only children who qualify for busing may ride a bus to/from school.

Bus riders should walk from their drop-off point to their class line. At dismissal, they should line up to meet their bus at the bus zone. During inclement weather, the children will be given special instructions to keep them warm and dry.

Immediately following dismissal, students may remain on school grounds only if they are supervised by an adult.

Traffic Pattern and Procedures – Note diagram on page 8.

The children's safety is foremost in our minds. It is for this reason that these procedures have been developed. We greatly appreciate your cooperation and support in following these procedures.

Walkers:

- The City of Naperville in conjunction with the School District has developed a “Safe Walk Route to School” map. This can be found on our district website at www.naperville203.org
- Walkers should use sidewalks whenever possible and available crosswalks.
- Walkers should enter the school grounds using the paths across the park, Sara Lane or Muirhead Avenue.

Bus Riders:

- Children will be dropped off in the bus zone at the curb. They should then walk, using the sidewalk, to their designated door to line up for school. At dismissal, children board buses parked in the bus zone.
- Students may only ride the bus to which they are assigned. In instances in which a bus rider must ride a different bus, a note from the parent requesting permission must be received and initialed by the principal.

Bike Riders:

In accordance with the School District policy, children in third grade and older may ride their bicycles to school. Bike racks are provided. All bikes should be locked. Children should use the crosswalks. They may NOT ride through cars in the parking lot. For everyone’s safety, children and adults must walk their bikes once on school grounds.

Car Traffic:

- Due to the volume of traffic, we appreciate your cooperation. Our goal, and yours, too, is to provide a safe environment for our children.
- **Sara Lane will NOT be open to through traffic during arrival & dismissal.**
- The pick-up/drop-off lane on the west side of the school (lot A) should only be entered from Muirhead Avenue and this traffic will proceed past the front of the school and **EXIT ONTO MUIRHEAD AVENUE TURNING LEFT ONLY.**
- Cars exiting the east side of school (lot B) **MUST ONLY TURN RIGHT ONTO MUIRHEAD AVENUE.**
- **USE CAUTION UPON EXITING AND STOP FOR PEDESTRIANS IN CROSSWALKS**
- **DO NOT PARK BY THE CURB!** It greatly inhibits the flow of traffic and this can result in tardy students. If you must walk into the school, park in lot A. Tickets will be issued for parking by the curb.
- Be **COURTEOUS** and **CAREFUL.**

For Safety:

- Pull forward, staying in the arrival/dismissal lane, as far as possible, next to the curb to allow children to safely enter/exit the car. Require children to use the **PASSENGER SIDE** only to enter/exit the car. Vehicles must pull as far forward as possible before children enter/exit the vehicle from a passenger-side door.
- At dismissal, students are reminded that vehicles will pull forward in the pick-up lane. Students must remain behind the yellow line until the vehicle has come to a complete stop before attempting to enter the vehicle.
- **PLEASE DO NOT ASK CHILDREN TO WALK THROUGH THE FRONT PARKING LOT TO MEET YOUR CAR.** (Children are difficult to see between cars; we wish to

avoid unsafe situations.) **CHILDREN MUST BE ACCOMPANIED BY AN ADULT TO ENTER THE PARKING LOT; USE CROSSWALKS.**

- Crosswalks are provided for safe crossing of students and other pedestrians. Please, be attentive to posted signs, crosswalks, and follow the direction of our staff and parent safety volunteers. **DO NOT BLOCK** the crosswalk or drop-off areas.

WE THANK YOU, IN ADVANCE, FOR YOUR COOPERATION IN HELPING TO PROVIDE A SAFE AND EFFICIENT ARRIVAL AND DISMISSAL FOR OUR MEADOW GLENS' SCHOOL COMMUNITY. A SPECIAL THANKS TO THE PARENT VOLUNTEERS AND STAFF WHO HAVE OFFERED TO SUPPLY EXTRA HELP TO ASSIST OUR CHILDREN AND TO MONITOR TRAFFIC!

Inclement Weather:

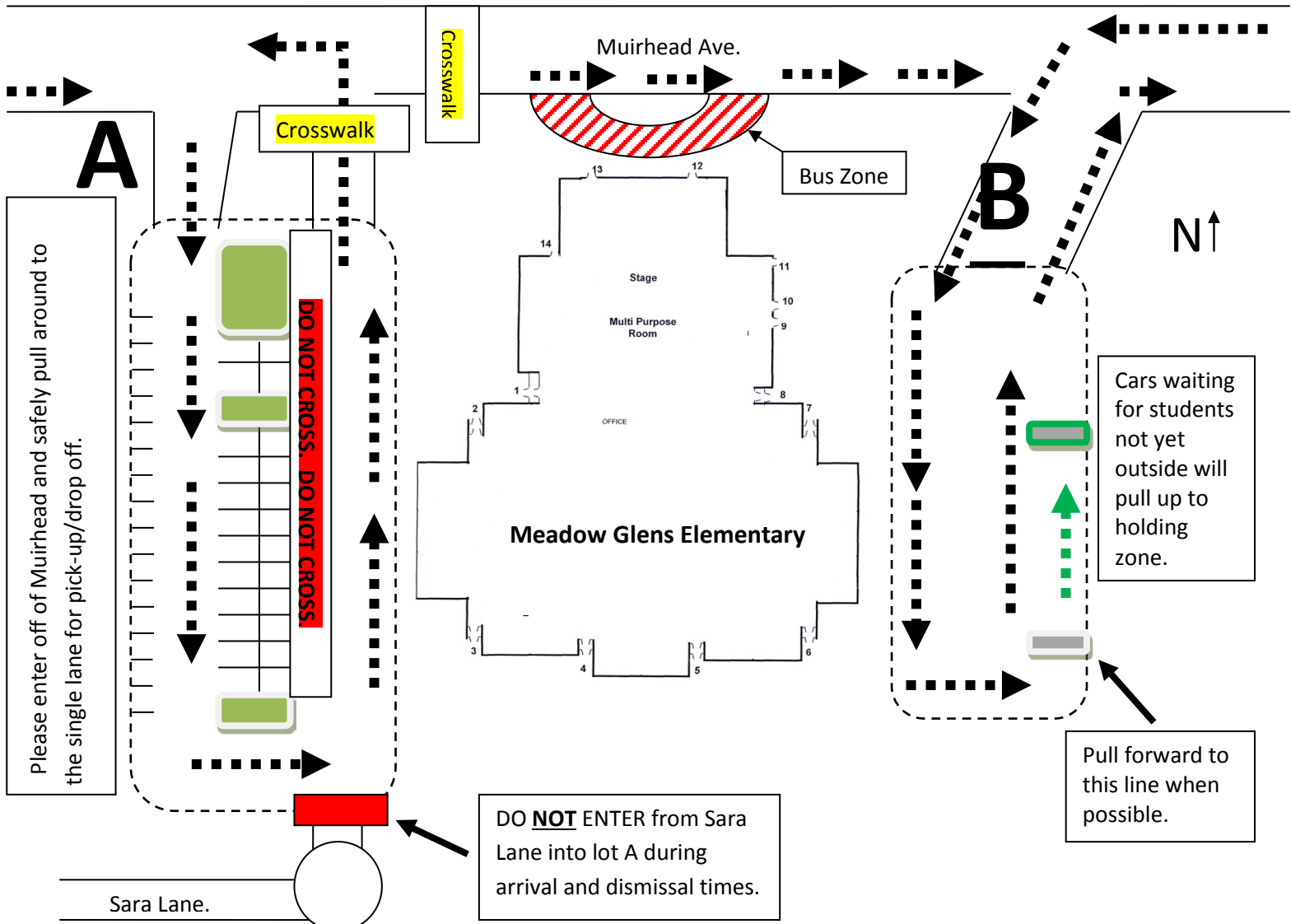
On rainy or cold days (wind-chill below 0° F), children may enter the building immediately at 8:00 am. Children will be given special instructions from the teacher on duty so that they remain safe, warm, and dry.

Other Helpful Hints and Reminders:

- Often a prearranged, routine meeting place helps children, especially younger children, feel more secure at dismissal time.
- Lots A and B are both available for drop-off and pick-up for **all** grade levels.
- Students are strongly encouraged to keep all electronic devices (cell phones, MP3 players, video games, etc.) at home. If a student must bring a cell phone to school, it must remain off during school hours. Additionally, it is required that parent's provide a written note to the teacher if a cell phone is sent to school with their child. This will allow your child's teacher to know that you have given permission for the cell phone to be in the backpack during school hours.

Meadow Glens Elementary 2016- 2017

Traffic Pattern/Arrival & Dismissal Procedures

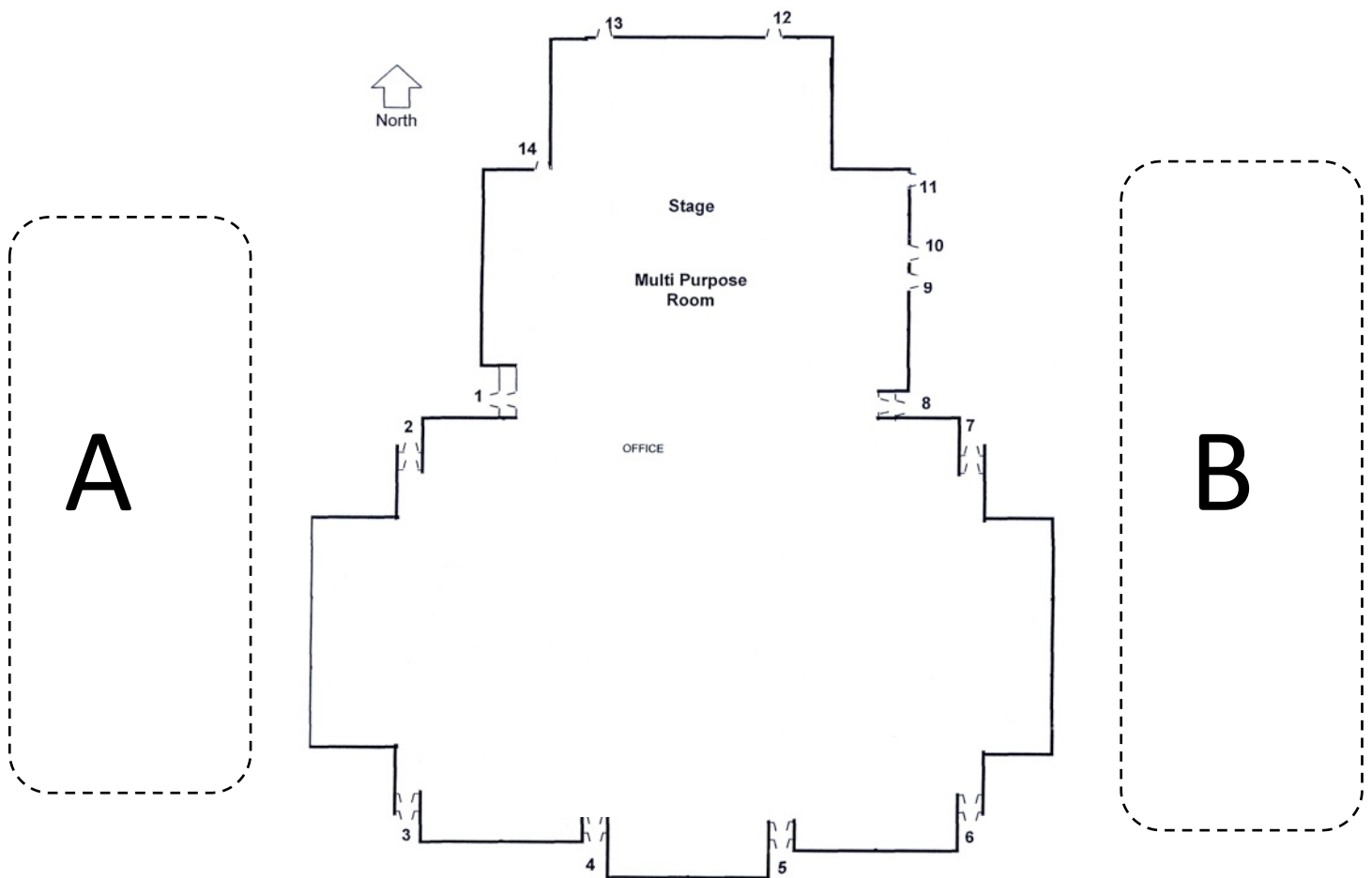


During drop-off and pick-up times (8:00-8:15 and 2:25-2:45) please follow the following procedures to keep our school safe for all children and adults:

- Only use entrance A or B to access the drop-off/pick-up lanes
- Vehicles heading west on Muirhead Ave. should use Lot B for drop-off and pick-up
- Vehicles will not be allowed to turn left from Muirhead into Lot A during drop-off/pick-up times
- Students are to enter/exit on the curbside of vehicle
- Sara Lane will NOT be open to through traffic during arrival & dismissal
- The designated bus zone is for bus use only
- Please avoid parking in lot A during Arrival & Dismissal. Parking is not permitted in lot B
- No pets on school grounds
- Walkers are to return home directly after school unless supervised by an adult

During Arrival:

- Kindergarten and 1st grade students dropped off in lot A will use doors 1 to enter the building and proceed to Grade Level line (Doors 8& 7).
- Kindergarten students dropped off in lot B will line up at Door 8.
- First Grade students will line up at Door 7.
- Second Grade students will line up at Door 6.
- Third Grade students will line up at Door 4.
- Fourth Grade students will line up at Door 5.
- Fifth Grade students and will line up at Door 3.
- PI+ students will line up at Door 2.



During Dismissal:

- Walkers and bike riders will exit on the south side of the building from Door 4 and Door 5.
- Bus riders will exit on the north side of the building from Door 12.
- Car riders picked up in lot A will exit on the west side of the building from Door 1.
- Car riders picked up in lot B will exit on the southeast side of the building from Door 6.

BAND AND ORCHESTRA

Meadow Glens has a wonderful Band and Orchestra program. In the late spring, orchestra and band directors from the grade schools and junior high visit Meadow Glens to provide the opportunity for 3rd grade students to try out several instruments. With the help of these directors, the preferred choice is narrowed down to one instrument. When school resumes in the fall, these now 4th and 5th graders begin group lessons and participate in full band/orchestra once a week. Concerts for both band and orchestra are performed in the late winter and a combined concert with Madison Junior High in the spring.

BIRTHDAY BOOKS

Once a month, the Principal will present books to those children having birthdays that month. Summer birthdays will be honored as follows – June in January, July in February, and August in March. Our Home and School generously provides the birthday books and bookplates.

EVACUATION / DISASTER PLAN

In the event of a disaster requiring long-term evacuation from the building, these procedures will be followed:

1. The principal or office secretary will call 911 and the Central Office.
2. Students will evacuate the school and assemble outdoors as they would for a fire drill.
3. Attendance will be taken by teachers.
4. Students will maintain their classroom lines with teacher supervision throughout the relocation process.
5. Class lines of students lead by staff, will walk to the blacktop area off Wehrli Road and await transport by bus to Ranch View Elementary.
6. The building secretary will phone the bus garage regarding need for buses. The building secretary will notify Ranch View Elementary.
7. Students and staff will be transported by bus to Ranch View Elementary.
8. The principal and assistant principal will remain on site and will designate which classroom groups to begin boarding.
9. Buses will pick up children and staff.
10. Students will remain with their assigned classes with teacher supervision for the duration of the transportation procedure and the assembly at Ranch View.
11. Upon arrival at Ranch View, attendance will be taken.
12. At Ranch View, parents will be notified via e-mail and phone through District Talk203. The health technician will contact the room mothers, who will begin calling each parent/guardian by classroom.
13. Students will be dismissed when it is determined that conditions are safe. This decision will be made by administration with the appropriate authorities (fire and/or police department).
14. Students will be dismissed only to their parents/guardians or emergency contact person.

15. Parents/guardians who pick up children must show proper identification and sign out their child(ren) with the classroom teacher.
16. If parents/guardians are not available, the students will be safely detained until an authorized person is identified and available. Emergency phone numbers listed on the child's emergency card will be used to notify.
17. An informational line will be established during the event at Central Office (420-6318 or 420-6300) and at Ranch View (420-6575 or 420-6577), and, if possible, at Meadow Glens (420-3203).
18. If evacuation is not warranted, but a secure "lock-down" is required, the office will announce the procedure and the school staff will follow appropriate safety protocol.

FOOD IN SCHOOL

Naperville District 203 is making a conscious effort to provide a learning environment that supports and promotes wellness and good nutrition. Our Meadow Glens school staff and community is to follow the recommendations and best practices set forth to foster good nutrition and ensure the safety for those children with potentially life threatening food allergies and other food-related concerns. The following food guidelines were developed and will be followed in all District 203 schools:

Guidelines for Birthday Treats

- No food may be brought in for birthday parties for consumption either at school or to be sent home.
- The child can be honored in a variety of ways, other than with the sharing of edible treats (pencils, stickers, class book, etc).

Guidelines for Holiday Parties

Typically there is a Fall Harvest Party, Winter Holiday Party and Valentine's Day Party.

- The party should be focused on activities.
- **No food or beverages** are allowed at Holiday parties.

LUNCH AND LUNCHROOM RULES

We understand that parents/guardians sometimes wish to have lunch with their child on a special day (e.g., birthday). Because of space limitations, parents/guardians and other visitors are not allowed in the lunchroom during the school day. However, children may be picked up for lunch. To ensure student safety and allow for a smooth and accurate lunch count and transition, a note informing the teacher of your lunch plans in advance is required. Parents/guardians must sign their child out of school and back in upon arrival. This safety precaution ensures that the school knows the whereabouts of our students. Please keep in mind that the lunch period is forty (40) minutes and your child must be back in time for instruction immediately following the lunch period.

Lunchroom Rules

Meadow Glens students are expected to remember COURTESY and RESPECT for others so that lunchtime will be a pleasant time. Children are expected to:

1. Enter the lunchroom in a quiet and orderly manner and sit at their assigned table.

2. Remain seated while eating.
3. Speak in a normal tone of voice.
4. Remember to show KINDNESS.
5. Remain seated during lunchtime and once finished eating, wait for instructions for disposing of trash.
6. If there is an accident in the lunchroom at any time, report it to the supervisor and follow that person's directions.

The school will reserve the right to remove lunchroom privileges from students if a student consistently breaks one or more of the above rules.

Food Allergies

Parents of students with identified food allergies will be asked to sign a letter specifying their student's needs regarding modified seating options during the lunch period.

RECESS

Children are expected to join their classmates and friends at recess time. If their health limits participation in outdoor activities, a physician's note is required for a child to remain indoors during their scheduled supervised recess.

Children WILL GO OUTDOORS for recess unless the wind-chill index is below 0°F or there is inclement weather at recess time. Therefore, children should dress for the outdoors.

BOOTS and SNOW CLOTHES are required to play in snow. Otherwise, children will be asked to remain on the blacktop area for the entire recess period.

For HEALTH and SAFETY:

- Boots cannot be worn indoors.
- Children must have a change of shoes to change into after outdoor activities.

STUDENT REPORT CARD

Student report cards are available through the Student Information System, Infinite Campus. Please be sure you have accessed this parent portal to create a username and password. Those directions can be found on our District website www.naperville203.org/domain/817 . You can also contact our Infinite Campus Helpdesk at campusportal@naperville203.org for assistance.

What is the overall purpose of the report card?

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

What is a standards-based report card?

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

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

VISION AND HEARING SCREENING

The DuPage County Health Department will perform vision and hearing screenings at Meadow Glens on October 19, 2016.

Students are routinely screened for vision and hearing in Kindergarten and 2nd Grade. They are screened for hearing in 1st Grade and 3rd Grade and vision in 8th Grade. If they are in a special education program, or if a teacher or parent requests a screening, both vision and hearing are checked. The vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to participate in the vision screening if you have submitted a report signed by an optometrist or ophthalmologist indicating that your child has had an eye exam within the previous 12 months.

HOME AND SCHOOL ORGANIZATION

Home and School Organization (HSO) is similar to what is called Parent Teacher Association (PTA) in other communities.

Meadow Glens' HSO with its many active volunteers provide numerous school-wide events, grade-level and afterschool activities, enriching our school community and expanding the opportunities for our students. Your interest and support is invaluable. We encourage and welcome your active involvement as parents/guardians of our school community. Meetings are always open to anyone wishing to attend.

SCHOOL FAMILY COMMUNITY PARTNERSHIP

School Family Community Partnership (SFCP) is a school Action Team that includes the principal, staff, teachers, and community members. The team is responsible for developing a one-year action plan of partnership programs that support School Improvement Goals.

We welcome any interested school community members.

QUESTIONS?

If you have any questions or concerns regarding Meadow Glens, its policies, curricula, and/or programs, please call the Office at 630 420-3200. Our helpful staff will put you in contact with the right person who will address your questions or concerns.

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NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203

WELCOME AND INTRODUCTION

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

State and Federal laws require school districts to notify parents and students about certain rights, responsibilities and procedures. You will find that information in this handbook.

This handbook is not meant to take the place of personal communication between the home and school. Please feel free to contact the school your child attends if you have questions regarding programs or procedures.

This handbook is designed to make you aware of many of the policies, procedures and guidelines applicable to students and parents at our school. The information contained in the handbook accurately summarizes some, but not all, Board policies at the time of printing. As the school year progresses, we reserve the right to change policies, procedures and guidelines. Please review the Board of Education Policy Manual online at www.naperville203.org to review all Board policies, as well as updates to Board policies and procedures throughout the year.

KINDERGARTEN ENTRANCE

The Board of Education in conformance with the State of Illinois requirement shall maintain kindergarten for the instruction of children. Students who are residents of the district and who attain the age of five years on or before **September 1 of the year of enrollment** shall be eligible to attend. Please notify your school office by the spring conference of any eligible kindergartner for the following fall.

BIRTH CERTIFICATE REQUIREMENT

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

PLEDGE TO THE FLAG

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

SCHOOL HOURS

Early Childhood AM	8:30 a.m. - 11:00 a.m.
Early Childhood PM	12:15 p.m. - 2:45 p.m.
Half-Day Kindergarten AM	8:15 a.m. - 10:45 a.m.

Full-Day Kindergarten - Fifth Grade 8:15 a.m. - 2:30 p.m.

Student Attendance and Truancy Program

Reference: Board Policy 7:70 Attendance and Truancy

Definitions

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

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

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

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

Truancy

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

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

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

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

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

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

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

Absence Notification

A student's parent(s)/guardian(s) must: (1) upon his/her child's enrollment, provide telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or a designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within two hours after the first class by telephoning the numbers given.

Student Employment

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

Take Your Child to Work Day

District 203 agrees with the concept of Take Your Child to Work Day on a non-school day. This is based on the underlying belief that school attendance is important, and activities that pull students away from school are discouraged. In the event that Take Your Child to Work Day is on a school attendance day, students will be marked absent and unexcused.

School Attendance

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

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

- A. Attempts by the classroom teacher to remedy the situation.
- B. Referral by teacher to the principal's office.
- C. Telephone contact between the principal and the parent.
- D. Parent-teacher-principal conference to address the issue.
- E. Development of an attendance plan between teacher, student, parent, and principal.
- F. At the student's tenth (10th) absence a meeting may be convened involving the student, parent/guardian, and principal.
- G. Other

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

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

ABSENCE PROCEDURE

If your child will not be in attendance at 8:15 a.m., whether ill or attending a dentist, doctor or other appointment, please call the Health Office in your school and give the reason for the absence as well as the child's name, teacher's name and date. Absences must be reported each consecutive day either on the Health Office voice mail or through a call to the Health Technician during school hours. If the Health Technician does not receive a call from the parent/guardian, she will call you.

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

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

TARDINESS

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

SCHOOL ARRIVAL

We ask that your children not arrive at school before 8:00 a.m.

Your assistance and cooperation are essential. The time before school is very precious to us for planning purposes so there is no supervision available prior to 8:00 a.m.

LATE ARRIVAL - EARLY DEPARTURE

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

DISTRICT 203 COMMUNICATION (TALK203)

Talk203 is District 203's popular communication system, which combines both telephone and email notifications to our families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school level and district-wide and range from information regarding forthcoming events, to important decisions affecting students and staff, to emergency bulletins such as weather-related school closings.

Since Talk203 is tied to our Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system by updating your information via the Infinite Campus Portal.

Community members may also sign up to receive district-wide Talk203 messages by clicking on the Talk203 for Community Members button found on the right side of District 203's homepage: www.naperville203.org.

LUNCH PROCEDURES

There are lunch periods totaling 40 minutes in each elementary school. Lunch schedules are specific to each school and are posted on their respective websites. Children may take advantage of the 40 minutes and go home for lunch. We ask that they sign out in the office before leaving school and sign in when they return. If you wish your child to go to another child's home for lunch, please send written approval to the classroom teacher/school office.

NOTICE TO PARENTS/GUARDIANS **Free and Reduced Lunch**

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

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

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

Dear Parent/Guardian:

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

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

Income Eligibility Guidelines
Effective from July 1, 2016 to June 30, 2017
Reduced-Price Meals
185% Federal Poverty Guideline

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	21,978	1,832	916	846	423
2	29,637	2,470	1,235	1,140	570
3	37,296	3,108	1,554	1,435	718
4	44,955	3,747	1,874	1,730	865
5	52,614	4,385	2,193	2,024	1,012
6	60,273	5,023	2,512	2,319	1,160
7	67,931	5,663	2,832	2,614	1,307
8	75,590	6,302	3,151	2,909	1,454
For each additional family member, add	7,696	642	321	296	148

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

Sincerely,

ISBE 68-06 NSLP SBP (5/16)

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

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

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

Part 2: Skip this part.

Part 3: Skip this part.

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

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

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

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

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

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

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

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

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

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

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

Part 2: Skip this part.

Part 3: Skip this part.

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

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

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

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

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

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

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

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

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

ALL OTHER HOUSEHOLDS INCLUDING WIC HOUSEHOLDS, FOLLOW THESE INSTRUCTIONS:

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

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

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

- **Box 1–Name:** List all household members with income.
- **Box 2 –Gross Income and How Often It Was Received:** For each household member, list each type of income received for the month. You must tell us how often the money is received—weekly, every other week, twice a month or monthly. For earnings, be sure to list the gross income, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your pay stub or your boss can tell you. For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), and disability benefits. Under All Other Income, list Worker's Compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income. Do not include income from SNAP, FDIPIR, WIC, Federal education benefits and foster payments received by the family from the placing agency. For ONLY the self-employed, under Earnings from Work, report income after expenses. This is for your business, farm, or rental property. Do not include income from SNAP, FDIPIR, WIC or Federal education benefits. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

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

Part 5, 6, 7: Contact Information, Children's Racial and Ethnic Identities, and *All Kids* Information: Answer these questions if you choose to. (Optional)

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

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider. ISBE 68-03 NSSAP Application Instructions (5/16)

SCHOOL USE ONLY
<input type="checkbox"/> Check if Error Prone Application

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

NAMES OF ALL HOUSEHOLD MEMBERS First, Middle Initial, Last	(for Student only) School Name	(for Student only) Grade	SNAP OR TANF CASE NUMBER Skip to Part 4 if you list a SNAP or TANF case number. At least one SNAP/TANF must be provided below.										Check if Foster Child*		
			-	-	-	-	-	-	-	-	-	-			
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>
			-	-	-	-	-	-	-	-	-	-	-	-	<input type="checkbox"/>

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

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

Homeless Migrant Runaway Head Start

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

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

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

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

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

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

Date _____ Printed Name of Adult Household Member _____ Signature of Adult Household Member _____

5. Contact Information (Optional)

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

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

Mark one ethnic identity: Hispanic/Latino Not Hispanic/Latino Mark one or more racial identities: Asian Black or African American White American Indian or Alaska Native Native Hawaiian or Other Pacific Islander

7. Sharing Application Information With All Kids—All Kids program is a complete healthcare program for every child in Illinois.

No! I DO NOT want information from my Household Eligibility Application shared with All Kids. Sign here: _____

- THE FOLLOWING SECTIONS ARE FOR SCHOOL USE ONLY -

INITIAL DETERMINATION

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

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

Free based on: homeless migrant runaway Head Start SNAP or TANF foster child household's income Reduced based on: household's income Denied—Reason: income too high incomplete application Non-qualifying SNAP/TANF

Signature of Determining Official _____ Date Withdrawn: _____ Date: _____

THE FOLLOWING SECTIONS ARE NOT REQUIRED FOR SCHOOLS/DISTRICTS THAT ONLY PARTICIPATE IN ILLINOIS FREE AND/OR SPECIAL MILK PROGRAMS

CONFIRMATION (Prior to verification and only for those applications selected for verification.) Signature of Confirming Official _____ Date: _____

DIRECT VERIFICATION COMPLETED <input type="checkbox"/>	INITIAL DETERMINATION <input type="checkbox"/> Free based on SNAP/TANF case number <input type="checkbox"/> Free based on income <input type="checkbox"/> Reduced based on income	VERIFICATION RESULTS: <input type="checkbox"/> No Change <input type="checkbox"/> Free to Reduced <input type="checkbox"/> Free to Paid <input type="checkbox"/> Reduced to Free <input type="checkbox"/> Reduced to Paid	REASON FOR CHANGE: <input type="checkbox"/> Income: \$ _____ <input type="checkbox"/> Household Size: _____ <input type="checkbox"/> Change in SNAP/TANF <input type="checkbox"/> Did not respond <input type="checkbox"/> Other: _____	DATE NOTICE OF STATUS CHANGE SENT: _____ EFFECTIVE DATE OF STATUS CHANGE: _____
DATE VERIFICATION NOTICE SENT: _____				
DATE RESPONSE DUE FROM HOUSEHOLD: _____ (recommend 10 calendar days)				
DATE, METHOD, RESULTS OF FOLLOW-UP: _____ (recommend 3 business days)	<input type="checkbox"/> Mail <input type="checkbox"/> Telephone <input type="checkbox"/> Personal Contact	Verifying Official's Signature _____		Date: _____

VISITING SCHOOL

We encourage parents to visit our school. However, the Board of Education requires that all persons entering the school building identify themselves and check in at the office. We require that all visitors buzz for entrance and identify themselves and state their purpose for the visit. Once buzzed into the building, all visitors will sign and receive a visitor's badge. Upon leaving, visitors are asked to sign out at the office and return the badge.

Reasonable notice of at least one day will be given to the teacher when you wish to visit a classroom. Visitations in classrooms are discouraged during the first three weeks and final three weeks of school and during testing sessions. Classroom visits should be limited to a 30 - 60 minute period and preschoolers should not accompany the visitors. A visitation does not necessarily infer a parent conference. Should a conference be desired, an appointment must be made for a before or after school time.

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

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

DRESS CODE

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

SCHOOL PICTURES

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

LOST & FOUND

A "Lost & Found" is located in a designated area of each school building. If a child is missing an item, please have him/her check the lost and found location. Glasses, jewelry and other found items of value will be kept in the main office of the school. Items in the Lost & Found at the close of school in December and June will be given to a worthwhile charitable organization.

TELEPHONE USE

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

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

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

STUDENT CELL PHONES

Student cell phone use is not permitted while on school grounds during school hours.

ELECTRONIC DEVICES/TOYS

Students are not permitted to possess any electronic devices while on school grounds. This includes but is not limited to game systems and music players. In addition, students are not to bring toys, trading cards, or other play items from home unless the classroom teacher permits these items for a special event.

INSURANCE FOR STUDENT ACCIDENTS

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

DISTRIBUTION OF MATERIALS IN NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203 SCHOOLS

To support environmental efforts, District 203 utilizes the Virtual Backpack online resource. District-wide distribution of all materials must be approved at the Administration Center, 203 West Hillside, Naperville, Illinois 60540. The following criteria will apply to all materials for distribution and/or announcements:

1. Only Naperville community organizations that are non-profit or not for profit will be allowed to distribute materials. Distribution of materials for commercial or religious organizations will not be permitted. An organization may be asked to submit a rationale seeking permission to distribute materials district-wide.
2. All activities or information must be appropriate for students. Activities should relate to school function, event or purpose, or relate to an agency that offers widely appealing program options for students.
3. Activities should not conflict with public tax supported efforts already in effect.
4. Activities should accommodate a community-wide need and must be significant for the portion of the population served by the boundaries of District 203.
5. Application should be made ten days prior to the distribution date and one copy of the proposed announcement must accompany the request for distribution.
6. An organization should attempt to limit their requests to one per month.
7. The District will not endorse anything that requires solicitation for local service organizations.
8. **MATERIALS THAT ARE SENT HOME ARE FOR DISTRIBUTION ONLY - AND DOES NOT IMPLY DISTRICT 203 ENDORSEMENT OF THEM.**

SCHOOL SAFETY DRILLS

Each school establishes school safety drills and procedures for the building. The fire drill procedures and lockdown procedures follow guidelines set by the fire department, the police department and the school district. Fire drills and lockdown drills are practiced routinely during the school year.

EVACUATION AND DISASTER PLANS

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

CRISIS INTERVENTION PLAN

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

SEVERE WEATHER PROCEDURES

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

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

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

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

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

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

SCHOOL CLOSING/LATE START

Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe) will result in a phone message being sent to all parents (unless they have voluntarily opted out of Talk203 phone callouts). A Talk203 email message will also be sent to all District subscribers. In addition, a recorded message regarding the closing or late start will be available on the District 203 Administrative Center's main line, 420-6300.

Because inclement weather in the early morning can sometimes lead to a decision to close the schools for an entire day, District 203's late start schedule provides the flexibility to begin the school day two hours later than normal, to allow time for roads to be cleared and the temperature to rise. By employing a late start schedule on wintery days, we can still provide a quality educational experience without compromising safety or losing a whole day of instruction.

The District has created a late start schedule where buses will arrive at the scheduled pick-up points two hours later than their regularly-scheduled time. Those students who walk or drive to school should not arrive prior to the drop off times listed below. In the event a late start schedule is utilized, class periods will be shortened but dismissal times will not change. Aramark, our food service provider, will continue to serve meals as usual. The late start schedules are as follows:

Half-Day Kindergarten and Early Childhood

Half-Day Kindergarten **AM** and Early Childhood **AM** will not attend. Early Childhood **PM** drop off will be at the usual times. Dismissal for Early Childhood **PM** will remain at 2:45pm.

Elementary Schools (Full-Day Kindergarten – Fifth Grade)

Drop off will be at 10:00am, with a 10:15 school start. Dismissal will remain at 2:30pm.

As in the case of a school closure, on late start days field trips will be cancelled, as will all intra-school transportation.

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

Radio:	WGN – 720 AM
	WBBM – 780 AM
TV:	CBS 2 WGN 9
	NBC 5 FOX-TV
	ABC 7 CLTV cable

On late start days, parents and staff are encouraged to continue to monitor the District's website for updates on the status of after-school activities. Information will be posted no later than 2pm.

ASBESTOS MANAGEMENT PLANS/BUILDING INSPECTION REPORTS

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

INDOOR AIR QUALITY

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

Possible types of concerns could include:

1. Ventilation problems- Your room is too warm or cool, it is "stuffy", or you experience regular headaches or other problems
2. Mold- Dark colored growths that appear to be mold, or persistent wetness in an area
3. Allergies that seem to be triggered in the school, but not in other locations away from the school building
4. Bus/car exhaust fumes

Beyond these issues, is the obligation to provide the children and all occupants of our schools with a clean and safe environment. Successfully resolving an IAQ problem hinges as much on people's understanding that something is being done to resolve the problem as it does on the actual expenditure of resources leading to the correction of the problem. An open sharing of information from the beginning is necessary to ensure the credibility of the process. A rapid response to calls for assistance is a building block to a foundation for a positive relationship with staff, students and parents.

The Indoor Air Quality Manager at NCUSD 203's Buildings and Grounds Department is charged with the responsibility to ensure that your IAQ environment questions and concerns will be addressed expediently. Buildings and Grounds seeks to build a partnership among administrators, teachers, students and parents in addressing IAQ issues. There is also an IAQ Advisory Committee within the district that helps to examine these types of issues. If anyone has questions, or concerns arise, please contact Tom Malamos, the IAQ Manager, at 983-2233 or at tmalamos@naperville203.org and talk with your building principal.

CHILD ABUSE REPORTING

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

BOARD OF EDUCATION NAPERVILLE COMMUNITY SCHOOL DISTRICT 203 Naperville, Illinois Policy #7.190

Philosophy of Student Conduct

The Board believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board and parents) and respect for oneself and others.

Rules and guidelines established by District 203 are intended to encourage positive, constructive, and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

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

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

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

Additional Interventions Related to Discipline Code

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

The District recognizes these issues as legitimate educational concerns, and seeks to address them, because they can influence student learning. The District offers assistance, support, and interventions. Forms of prevention/education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

Notification Regarding School Searches

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

Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services along with appropriate disciplinary action.

Student Discipline

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

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

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

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

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer to an alternative school program in accordance with Article 13A or 13B of the School Code. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.

Parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if enrollment occurs after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy. Students will be required to sign a receipt for the handbook.

When and Where Conduct Rules Apply

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

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

Administrators shall report violations to the Naperville Police Department or other law enforcement agencies, as appropriate.

Prohibited Student Conduct

The following examples in no way limit the Board's ability to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense. The school administration

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

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and State law regarding truancy will be strictly enforced by school officials.
3. Off campus violation during the school day. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or District administration.
4. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
5. Misconduct or promotion of misconduct on District property, at school sponsored activities, at a school bus stop, or as a school bus passenger.
6. Disruptive behavior which interferes with the educational atmosphere in the school or at any school-sponsored activity.
7. Gambling.
8. Forgery and/or falsifying information.
9. Cheating/Plagiarism.
10. Use of profane or obscene language.
11. Unauthorized use of school property.
12. Disregard for student parking regulations.
13. Insubordination to a District employee.
14. Entering school property or a school facility without proper authorization.
15. Posting of signs and /or other materials without administrative approval.
16. Violation of Bus Conduct Policy or related Administrative Regulations.
17. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or District administration. For high school authorization, see student handbook.
18. Use of any electronic device including computers, tablets, telephones, cameras, or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images on school grounds during the course of the school day unless authorized or approved by the building or District administration. Inappropriate use of such devices is prohibited at all times on school grounds and at all school sponsored activities. This may include displaying, sending or posting at any time any images, video, and/or text messages produced without permission.
19. Obtaining or gaining passwords, unapproved access to District's information network, computing systems and applications, solutions or components thereof through the use of

social engineering, possession or use of hacking hardware or software or any other tools or applications that can be used maliciously and pose a threat to the District's information resources, systems or data, unless approved by teachers or building administrators.

20. Unauthorized or improper use of (or access to) the District's information network, computing systems and applications, solutions or components thereof. This includes accessing technology related resources on any device connected to the District's information network by circumventing District security measures to gain access to non-approved or restricted web sites, systems and applications as well as violations of the *Access to Electronic Networks Policy 6.235*.
21. Performing manual or automated actions such as installing unapproved software, computer programs or routines that alter the normal functioning state of any District computing device or system.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Wearing hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the building principal or required for religious purposes. Wearing coats, jackets and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the building principal. Coats and hats are to be stored in student lockers or other designated places during the school day.
24. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry, garments or objects at school or at any school-sponsored activity.
25. Participating in any act, possession, distribution and or transfer of any material of a sexual nature.
26. Perpetrating on an unwilling person an act which is of a sexual nature.
27. Possession of lighters, matches or other such materials.
28. Failure to follow student schedule.

29. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.
30. Any activity on or off school property that interferes with, disrupts or adversely affects the school environment, school operations or educational function.
31. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
32. Fighting.
33. Damage resulting from misconduct; intentional damage to school property or personal property of District employees, students or others; or criminal damage to property of any such persons. (Restitution will be required for any violation of this provision).
34. Possession, use or misuse of an over the counter drug or prescription drugs. Refer to *Administering Medication to Students* Policy 7.270.
35. Smoking, possession, use, sale, or distribution of tobacco products or nicotine delivery device (e-cigarette, vapor pen) in any form on school grounds or at any school related activity. Smoking, possession of a lighted cigarette or use of tobacco products on adjacent property or within visible sight of the school grounds. Violation of any current city ordinances and State law regarding tobacco. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.
36. Gross insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and other District employees and volunteers.
37. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person's property.
38. Possession or use of fireworks (i.e. smoke bombs, stink vials, firecrackers, caps, etc.).
39. Participation in any unauthorized club secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
40. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, with the intent to be disrespectful.
41. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional or psychological harm to another or urging other students to engage in such conduct.

Hazing is defined as requiring a student to perform an act for the purpose of induction or admission into any group, organization or society associated with District 203.

42. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in such behavior through, but not limited to, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication..
43. Bullying or cyber bullying.
44. Sexual harassment is a form of sex discrimination that involves sexual advances, requests or sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct interferes with an individual's education performance or creates an intimidating, hostile or offensive educational environment. Refer to Administrative Regulation #7.20R for further definitions of Sexual Harassment.
45. Possession of a weapon. For purposes of this provision, "weapon" means a firearm (as defined in "Weapons in School" below), including any gun, handgun, rifle, shotgun, or machinegun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing, knife, razor, stiletto, throwing star, dagger, dirk, broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black-jack; sling-shot; sand-club; sand-bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other weapon as defined herein; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm.
"Firearm" is defined as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas – (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge, (v) mine, (vi) device similar to any or the devices described in the preceding clauses.
46. Actions threatening the well-being of Board members, District employees, students, volunteers, or other persons including physical assaults upon District Employees, Board members, students, volunteers or other persons.
47. Transfer, sale, purchase, possession, use, abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed, inhalant, narcotic, cannabis, so called "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other controlled substance, or other illegal substance while on school premises or attending school-sponsored activities. Transfer, sale, purchase, abuse of, or being impaired by a

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

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

The term “intoxicant” includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant which produces a “high”.

48. Possession or use of any drug paraphernalia.
49. Use or possession of anabolic steroids not properly prescribed.
50. Activating or causing to be activated a false fire alarm or disaster alarm.
51. Making or causing to be made a threat against the school: bomb threat, school shooting, etc.
52. Deliberately causing, attempting, or threatening to cause injury to another person.
53. Possession or use of an explosive or incendiary device.
54. Any activity prohibited by criminal law or municipal ordinance.

Weapons in School

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

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year. For purposes of this provision, a “weapon” is defined as:

- (1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period under this subdivision (1) may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look- alikes” of any firearm as defined in subdivision (1) of this subsection. The expulsion requirement under this subdivision (2) may be

modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

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

The Superintendent or designee may grant an exception to this prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

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

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

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

Disciplinary Measures

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

1. Notifying parent(s)/guardians(s)
2. Disciplinary conference.
3. Withholding or privileges.
4. Temporary removal from the classroom.

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

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

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Re-Engagement of Returning Students

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

Early Identification – Aggressive Behavior

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

Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that he or she (1) observes any person in possession of a firearm on or around school grounds (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, (3) observes a battery committed against any staff member, or (4) observes hazing of a student that results in bodily harm. If the hazing results in great bodily harm or death, the school staff member shall immediately notify law enforcement and then the building principal or Superintendent. Such action may be delayed if immediate notice would endanger students under his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

Reciprocal Reporting

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

LEGAL REF.:

Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/31-3, 410 ILCS 130/, 410 ILCS 647, and 420 ILCS 66/.

23 Ill. Admin. Code §§1.210 and §1.280.

720 ILCS 5/12-10

710 ILCS 5/12-10.1

720ILCS 5/12C-50.1(b)

CROSS REF.: 2:150 (committees), 2:240 (board policy development), 5:230 (maintaining student discipline), 6:110 (truant's programs), 6:235 (access to electronic networks), 7:20 (harassment of students prohibited), 7:70 (truancy), 7:130 (student rights and responsibilities), 7:140 (search and seizure), 7:150 (police interrogation), 7:160 (student appearance), 7:170 (vandalism), 7:180 (bullying, intimidation and harassment), 7:183 (open campus/lunch), 7:200 (suspension procedure), 7:210 (expulsion procedures), 7:220 (bus conduct), 7:230 (student with disabilities), 7:240 (high school co-curricular code), 7:270 (administering medication to students), 8:30 (conduct on school property).

ADOPTED: May 7, 1997

Revised: April 19, 2010; April 18, 2011; April 6, 2012; April 15, 2013; April 21, 2014; April 20, 2015; May 16, 2016

STUDENTS NON-DISCRIMINATION

It is the policy of the Board of Education of School District 203 to prohibit discrimination in education programs, activities, services or benefits against any student on account of race, color, religion, national origin, sex or handicap. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form.

Anyone who believes a student has been discriminated against may file a complaint using the School District's Student Discrimination Complaint Procedure found in Administrative Regulation #5133.

PLAYGROUND PROCEDURES

Playground Procedures:

1. Safety is a priority. No rough play, throwing rocks or snowballs, running into the street after balls or any other unsafe behavior will be allowed.
2. Respect is a priority. Inappropriate or unkind language or teasing is not allowed.
3. Play equipment is provided by the school. No play equipment should be brought from home.
4. Students should not remain on the playground after school without parent supervision. Supervision ends at 2:40 p.m. **For more information, please read your building supplement.**

Bully Backpack

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

- **Walk away**

Ignoring a bully is a good strategy to try the first time.

- **Speak up**

Saying something like, “Get away from me!” may surprise a bully and make him or her leave you alone.

- **Try to work the problem out**

Trying to reason or talk it out might work, if the bully does not have an audience.

- **Make friends**

A bully may feel hurt and angry. Being friendly may make him or her feel better.

- **Get help from an adult**

Finding adult help is important if other strategies don’t work or if you feel unsafe.

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

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

7.180 Preventing Bullying, Intimidation, and Harassment

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.

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

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

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance

counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

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

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Deputy Superintendent
Name
203 W. Hillside Rd. Naperville, IL. 60540
Address
630-420-6311
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.

- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District’s educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District’s electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.
 105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.
 23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

ADOPTED: February 2008

REVISED: March 2015

BICYCLE GUIDELINES

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

ROLLER BLADES, SKATE BOARDS AND SCOOTERS

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

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year your children will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is sent annually in the registration packet and return it to the school. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link:

<http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>

HEALTH SERVICES INFORMATION

It is the philosophy of School Health Services to work cooperatively with parents and staff to provide a healthful, safe environment for learning.

There is a health office in each school building for students who have become ill or injured or who need help with medical problems. The health office is staffed during the school day by a health technician who is certified in First Aid and CPR/AED. A Certified School Nurse is assigned to the school and is available on an on-call basis when she is not in the building.

If your child has a special health concern (i.e. asthma, food or bee sting allergies, diabetes, etc.) please notify the teacher and the health technician so that we can ensure the health and well being of your student while he or she is in school. Should your child be taking daily medication at home, please notify the Health Office so that any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment. **If your child has a health concern and will be participating in an after school activity or sport, it is the parent's responsibility to notify the adult in charge of the activity.**

Because many communicable diseases occur throughout the school year, and because most do not pose a serious threat to the general population, we do not inform parents every time a new case of illness occurs. If you have a special need to know about cases of communicable diseases, such as chicken pox, occurring in your child's classroom (i.e. your student or a family member is immunosuppressed, or has similar health concerns) please inform the health office. We will

contact you if such an illness occurs in your child's class.

All forms used by the District Health Offices are available online at the District website or from the Health Office.

Physical Education Excuses

A written parent request for exclusion from physical education (P.E.) is valid for three class periods and should be presented to the Health Technician who will in turn relay the information to the P.E. teacher and classroom teacher. A physician's note is required beyond three class periods.

Dental Exam

The State of Illinois **requires that all students in Kindergarten, second and sixth grades have an oral health examination** performed by a licensed dentist. Following your child's exam, please have your dentist fill out the [form required by the State](#) and return it to the Health Office of his/her school no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are also available at your dentist's office.

If you need a referral to find a dentist or financial assistance to obtain your child's exam, please contact your school's Health Office for assistance from the nurse.

Vision Examinations

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

Physical Examinations

A physical examination is **required for entrance** into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring from an out of state school. *The health history portion of the physical examination form must be completed and signed by the parent in order for the physical to be valid.*

The State of Illinois requires that **all students entering Kindergarten or entering school for the first time from out of state** shall have a physical examination before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state.

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

Physical Examinations may be acquired through your primary medical provider. If you do not have a primary medical provider, you may contact your school nurse or the DuPage County Health Department for referrals to local health clinics that provide such services.

Immunization Requirements

In accordance with Illinois Public Act 097-0910, District 203 has made publicly available the immunization data for all district schools. We are required to submit this data to the State of

Illinois on an annual basis. These reports summarize compliance data related to mandated immunizations and physical examinations. Additional information is available at <http://www.isbe.state.il.us/research/htmls/immunization.htm>.

[Naperville CUSD 203 Immunization Report - Elementary level](#) (PDF)

[Naperville CUSD 203 Immunization Report - Secondary level](#) (PDF)

Minimum Immunization Requirements for Preschool

- Diphtheria, Pertussis, Tetanus: 4 doses of DTP/DtaP
- Polio: minimum of 3 doses of IPV
- MMR: 1 dose received on or after the 1st birthday
- Hepatitis B: 3 doses received at proper intervals
- Haemophilus Influenza B: HIB vaccine appropriate to age
- Chicken Pox: Varicella immunization is required prior to entrance to preschool: 1 dose on or after 1st birthday, or physician's statement verifying disease history, or laboratory evidence of varicella immunity.
- **Pneumococcal Conjugate: (New for school year 2014-2015)** Children 24-59 months of age who have not received the primary series of pneumococcal conjugate vaccine, according to the recommended vaccination schedule, shall show proof of receiving one dose of pneumococcal vaccine. Any child who has reached his or her 5th birthday shall not be required to provide proof of immunization with pneumococcal conjugate vaccine.

Minimum Immunization Requirements for Kindergarten

- Diphtheria, Pertussis, Tetanus: 4 or more doses of DTP/DtaP with the last dose qualifying as a booster and received on or after the 4th birthday.
- Polio: 3 or more doses of the same type of polio vaccine with the last dose qualifying as a booster and received on or after the 4th birthday.
- MMR: 2 doses: the first dose received on or after the 1st birthday; second dose no less than 28 days later
- Hepatitis B: No requirements
- Haemophilus Influenza B: HIB immunization not required after 5th birthday
- Chicken Pox: 2 doses: the first dose received on or after the 1st birthday; second dose no less than 28 days later, or physician's statement verifying disease history, or laboratory evidence of varicella immunity

Minimum Immunization Requirements for Grades 1-5

- Diphtheria, Pertussis, Tetanus: 3 or more doses of DPT/DtaP or Td with the last dose qualifying as a booster and received on or after the 4th birthday
- Polio: 3 or more doses of the same type of polio vaccine with the last dose qualifying as a booster and received on or after the 4th birthday.
- MMR: 2 doses: the first dose received on or after the 1st birthday; second dose no less than 28 days later
- Hepatitis B: No requirement. (Required for entrance into Early Childhood classes and grades 6-12)
- Chicken Pox: 1 dose received on or after the 1st birthday, or physician's verifying disease history, or laboratory evidence of varicella immunity.

WHEN TO KEEP YOUR CHILD HOME

Keep your child home:

1. If a rash is present that has not been evaluated by a physician.
2. If your child's oral temperature exceeds 100 degrees F. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your child vomits and continues to experience nausea and/or vomiting.
4. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. A child with these symptoms should be evaluated by a physician.
7. If there are open sores that have not been evaluated by a physician.

If you are not sure about whether to send your child to school, call or visit your child's physician.

Good health and good attendance give a child a head start toward a good education. Encourage your child toward habits of good nutrition, proper rest and exercise and proper dental and personal hygiene. Attendance is monitored periodically throughout the school year and you will be notified if your child's absences and/or tardies exceed 10% of the dates of school attendance.

PUPIL ACCIDENT AND ILLNESS

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

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

RE-ADMITTANCE OF PUPIL AFTER ILLNESS

Contagious Illness

We ask parents to notify the Health Office as soon as possible if the student develops a potentially contagious illness. He/she may need to be re-admitted through the Health Office when returning.

Re-admission following illness from a contagious disease may require a back-to-school permit signed by a physician. Certain guidelines, established by the Illinois Department of Public Health, are used to control communicable diseases.

- A. Mumps -- A child may return to school on the tenth day following the appearance of the swelling.
- B. Chicken Pox -- No longer contagious after the sixth day and after all pox are scabbed.
- C. Measles -- Isolation is required until four days after appearance of rash.
- D. Whooping Cough -- Three weeks after the onset of cough, the child may return to school.
- E. Impetigo -- The child may be in school after using the prescribed antibiotic ointment for at least 24 hours.
- F. Conjunctivitis -- The child is excluded from school until antibiotic treatment has

been maintained for at least 24 hours.

- G. Strep Throat -- Students may return to school after being on medication for 24 hours if he/she is free of fever.
- H. Fifth Disease -- The child is excluded from school until a physician diagnoses the rash as Fifth Disease or the child is symptom free. The child is then allowed to return.

Skin Rashes

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

After a student has provided a written physician release for a student to return, any open wound or sore must be covered with a dressing taped on all four sides.

Students will benefit from being taught to never share personal items when active in the community, at home, or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

FOOD ALLERGIES

An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the Health Office prior to the start of the school year if your child has a food allergy. **All** children should be strongly discouraged from sharing foods and treats with classmates. Good communication helps insure the safety of all of our children.

GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN NAPERVILLE SCHOOL DISTRICT 203

When a student requires a daily or regular medication, parents must make every effort to give prescribed doses of the medication at home. It is recommended that parents consult with their doctor to see if midday medication can be adjusted and given at another time. Therefore, only medications (prescription and non-prescription alike) which are prescribed by a physician and which are essential for the student to remain in school shall be given. Medication must be brought to the health office in the original container, labeled with the student's name. The administration of medication may occur only in the health office and students are prohibited from storing medication in their backpack or locker or carrying it on their person unless permission has been granted by the doctor and Certified School Nurse. Left over medicine must be picked up by a parent/guardian. **Students may not carry medication home from school.** Please contact the health office for further information regarding a specific need.

- A. Prior to giving any medication (long term, short term, prescribed, over-the-counter or herbal) at school, the school medication permission form shall be completed, authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs. Forms are kept on file

in the health office. Permission forms are available in the school health office and are subject to review by the certified school nurse.

- B. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or School District medical advisors, as appropriate, and accept the written order or seek further clarification of the order if necessary. An appeal regarding the denial of any order prescribing the administration of medication at school may be made by the parent or guardian to the Principal of the school and then to the Superintendent.
- C. Each dose of medication shall be documented in the students' individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record. Medication log information is documented on the permanent health record and the medication log is generally discarded at the end of two school years.
- D. Medication shall be brought in a current pharmacy container clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over-the-counter medication shall be in the original container with ingredients listed and child's name affixed to the container.
- E. Administration of the medication will be started when the medication and permissions are reviewed by the certified school nurse.
- F. Medications and special items necessary to administer medications, such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.
- G. A medication supply will be accepted on the first school day when the doctor and parent permission are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication at the end of the school year or when medication is discontinued. Parents should bring new supplies of medication to school or call to inform the health office that the student is bringing medication.
- H. The certified school nurse, school administrator, or other designated school personnel may administer medications under these guidelines. Any certified employee, any health aide, or principal's designee may supervise self-administration of medication

by a student under these guidelines. Any certified employee or principal's designee may administer medications in an emergency situation, if under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication. Parents may administer medications with the approval of the school nurse or the principal of the school.

- I. The parent must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.
- J. Self-administration of medication shall be accomplished as follows:
 - 1. Self-administration may occur only in places designated by the school nurse or principal.
 - 2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration in accordance with C above. A health technician or health clerk may be the authorized employee.
- K. The certified school nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication including potential benefits and side effects.
- L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.
- M. Students may self-administer medication for treatment in the event of a life-threatening allergic reaction. Or medication may be administered by the student with assistance from school personnel as necessary. If the student is unable to self-administer the medication in a life-threatening situation, a trained staff member may administer the medication. With the written authorization of the physician and parent/guardian, students requiring such medication are:
 - 1. To use an auto-injector which contains the proper dosage for their body weight.
 - 2. To carry the medication on their person at times of high risk for contact with the allergen.
 - 3. To be encouraged to leave an additional auto-injector in the Health Office to use in the event of emergency.
 - 4. To submit the authorization and indemnity agreement relative to the administration of such medication to the school, prior to the institution of the

above procedures.

- N. High school students may have the medication guidelines modified to reflect their increasing responsibility for health care.
- O. Parents will submit the authorization and indemnity agreement to allow the administration of any injectable medication by a certified school nurse in a non-emergency situation.
- P. With proper authorization, students may carry and self-administer an inhaler for the treatment of asthma or epinephrine for anaphylaxis. A back-up inhaler or epinephrine should be kept in the school health office.
- Q. Students who cannot self-administer medication will have their medication administered by a school nurse, a registered nurse or a licensed practical nurse (under the supervision of a registered nurse). A certified staff member may also administer medication.
- R. The first dose of any medication ordered for a student should be given by the parents at home.

Revised 5/09

**BOARD OF EDUCATION
NAPERVILLE COMMUNITY SCHOOL DISTRICT 203
Naperville, Illinois Policy #7:270**

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

SCHOOL MEDICATION PERMISSION
NAPERVILLE SCHOOL DISTRICT 203

STUDENT'S NAME: _____ GRADE: _____ BIRTHDATE: _____

ADDRESS: _____ PHONE: _____ SCHOOL: _____

I hereby request that Naperville School District 203 employees administer or supervise the administration of medication in accordance with the routine described under the Guidelines for the Administration of Medication in Naperville School District 203.

I hereby release Naperville Community Unit School District 203 and any of its agents, employees administrators or other parties (hereinafter, the "District") from any liability for any injury or harm which is suffered by _____ as a result of our District's agreement to honor this request. I agree to indemnify and hold the District harmless from any legal action or other attempts to acquire compensation, including damages and legal and medical fees, from the District whenever the District has acted in accordance with the information provided by my child's physician.

PARENT/GUARDIAN SIGNATURE

DATE

TO BE COMPLETED BY THE PHYSICIAN:

DIAGNOSIS: _____ MEDICATION: _____

ROUTE OF ADMINISTRATION: _____ DOSAGE: _____ TIME: _____

SIDE EFFECTS: _____

DATE OF PRESCRIPTION: _____ DISCONTINUATION DATE: _____

THE STUDENTS WILL SELF-ADMINISTER MEDICATIONS IN THE SCHOOL HEALTH OFFICE WITH SUPERVISION OR THE MEDICATION MAY BE ADMINISTERED BY A DISTRICT STAFF MEMBER. THE FOLLOWING DESCRIBES THE CIRCUMSTANCES WHICH INDICATE THAT MEDICATION SHOULD BE ADMINISTERED:

OTHER MEDICATION STUDENT IS RECEIVING:

ANNUAL REEVALUATION/PERMISSION IS REQUIRED.

INDICATE IF IT SHOULD BE SOONER:

PHYSICIAN'S SIGNATURE/LICENSED PRESCRIBER'S NAME

DATE

OFFICE PHONE NUMBER

Administrative Procedures – Concussion Management

A concussion can be a serious medical condition. Any member of the school community who believes a student is displaying concussion symptoms should immediately ensure the student is assessed by the school nurse or the school’s licensed athletic training professional. The nurse or licensed athletic trainer would then refer the student for further medical evaluation.

When parents or guardians have been informed that their student has been identified by a licensed medical doctor or licensed athletic training professional as having suffered a concussion, the following steps should be taken.

Actor	Action
A. Parent or Guardian	Notify the School Nurse of the injury and provide any documentation from the licensed medical doctor regarding specifics of the concussive injury and any relevant recommended accommodations that should be made, including duration for accommodations.
B. School Nurse	<ol style="list-style-type: none"> 1. Communicates with family and, if appropriate, with doctor who treated student, to fully assess student’s condition; 2. Meets with student upon student’s return to school; 3. Assesses student’s medical needs in school context; 4. Collaborates with Counselor (secondary) or designated staff (elementary) to communicate relevant information.
C. Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Collaborates with School Nurse to jointly assess student’s academic needs and jointly formulate accommodations for student, as appropriate. 2. Distributes in writing accommodations to student’s teachers and parents.
D. Teachers	<ol style="list-style-type: none"> 1. May seek clarification from School Nurse or Counselor (or designated staff). 2. Institutes accommodations as directed.
E. School Nurse & Counselor (or designated staff)	<ol style="list-style-type: none"> 1. Assess student’s progress; 2. Re-assess accommodations, with additional input from licensed medical doctor of student, if appropriate; 3. Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.

Regarding the above procedures, at the beginning of each school year the following should be communicated by the school administration:

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

BUS SERVICE

The Director of Transportation develops bus routes and schedules. Please contact that office with questions regarding bus stops and transportation eligibility. **The phone number for the Department of Transportation is 630-420-6464.**

It is district policy that only students eligible for bus service ride buses. In order to avoid overloads on the buses, we request that students ride only the bus to which they are assigned. **We are not permitted to allow non-bus students to ride a bus for any reason at any time.**

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

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

ILLINOIS VEHICLE CODE

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

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

During last year's school year, there was an increase of these violations on all school grounds. In a joint effort between the schools, the District 203 bus drivers, and the Naperville Police Department Traffic Unit, numerous traffic citations were issued to violators. Under the law, (**625 ILCS 5/11-1414**) the penalty for said violation is:

- **Mandatory 3-Month Suspension** of your driving privileges
- **Mandatory Fine of \$150** upon conviction.

Remember that it is illegal to use a hand-held cell phone while driving in a school zone. Please, for the safety of everyone, especially the children, let us all do our part to make this school year the safest one yet.

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

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

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

Students will:

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

Parents are asked to:

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

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

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

Annual Notification to Parent of Rights Concerning a Student's School Records

Student Records Defined

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

Maintenance of School Student Records

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

The permanent record shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)

Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations

Attendance record

Accident and health reports

Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12) (PSAE)

The permanent record may include:

Honors and awards received

School-sponsored activities and athletics

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

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

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8) (ISAT)

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

Completed home language survey

Copy of the student's birth certificate (See Policy 7:50 Admissions)

The temporary record may include:

Family background information

Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals

Verified reports or information from non-educational persons, agencies, or organizations

Verified information of clear relevance to the student's education

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

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

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

Access to Student Records

The District shall grant access to student records as follows:

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

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

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

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

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

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

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the “protected person” under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a “protected person” under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

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

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

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

Student Record Challenges

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

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

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

LEGAL REF.: 20 U.S.C. §1232(g)(j).

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

Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

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

105 ILCS 5/10-21.8 and 10/1 et seq.

23 Ill.Admin.Code §375.

Reviewed: August 2009

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

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

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

June 2013

SURVEY OF STUDENTS

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

THE ILLINOIS PUBLIC SCHOOL ACCREDITATION PROCESS: Accountability for School Improvement (SIP)

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

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

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

ACCESS TO ELECTRONIC NETWORKS

Electronic networks and computers, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The District maintains its commitment to educational excellence. It recognizes that students will need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the necessary skills and knowledge to navigate this rapidly-changing world.

Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and the Internet responsibly. "Computers," "electronic devices," "mobile devices," and "devices" for the purposes of this policy are interchangeable. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator(s).

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

Curriculum and Digital Citizenship

The use of the District's electronic networks and computers shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Students will be educated about appropriate digital citizenship, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyber-bullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

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

Acceptable Use

All use of the District's electronic networks or District-issued computers must be (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of

privacy in any material that is stored, transmitted, or received via the District's electronic network or District-issued computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Use of Computers and Electronic Networks* contains the appropriate uses, ethics, and protocol, including an individual's use of personal computer for school use or on a District network. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety

In accordance with the Children's Internet Protection Act (CIPA), the District's primary concern is the safety and welfare of all students. The District filters all on-premises connections to the Internet and blocks computers or sites that may contain content considered obscene, pornographic, harmful or inappropriate for students. Only an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other educational purposes provided that the individual receives prior permission from the Superintendent or system administrator. The District will supplement this policy by providing at-home filtering applications for District-issued computers that are used off-campus and at home.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

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

Authorization for Use of Computers and Electronic Networks

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

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

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

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l).
Enhancing Education Through Technology Act, 20 U.S.C § 6751et seq.
47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6.60 (Curriculum Content) 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7.180 (Preventing Bullying and Harassment), 7:190 (Student Discipline), 7:310 (Publications)

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

Revised: October 2004 August 2015

DISTRICT ASSESSMENT CALENDAR

September Grade 3 Cognitive Abilities Test

Purpose: To assess students’ abilities in reasoning and problem solving using verbal, quantitative and spatial symbols.

February Grade 4 Cognitive Abilities Test

Purpose: To assess students’ abilities in reasoning and problem solving using verbal, quantitative and spatial symbols.

Illinois is using an assessment developed by the Partnership for the Assessment of Readiness for College and Careers (PARCC) to measure student learning relative to the Common Core State Standards (formerly the Illinois State Standards). The PARCC assessment replaces Illinois’ ISAT tests and the PSAE (ACT) that Illinois gave to all juniors in high school.

April Grade 3 PARCC Assessment
 Grade 4 PARCC Assessment
 Grade 5 PARCC Assessment

Purpose: To measure individual student achievement relative to the Common Core State Standards

Specific snapshots of the Illinois Snapshots of Early Learning (ISEL) will be administered two or three times a year at grades kindergarten and 1.

Purpose: To measure individual student achievement and growth in regards to specific indicators of early literacy development and to provide assessment information for instructional planning.

Performance Series will be administered two or three times a year at grades 2 through 5.

Purpose: To provide a comprehensive assessment of student achievement and growth in the basic skills utilizing a computer adaptive format.

PROGRAMS FOR ACADEMICALLY TALENTED STUDENTS K-8

PROJECT IDEA GRADES 4-8

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

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

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

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

GIFTED MAGNET PROGRAM GRADES 4-8

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

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

HONORS MATH GRADES 3-8

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

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

ELEMENTARY DIFFERENTIATION

Differentiation opportunities are available to all students in grade kindergarten through grade five at all fourteen elementary buildings. The classroom teacher plans differentiation tasks according to how each individual student responds to the grade level curriculum, goals, and objectives. The child's classroom

teacher uses observation and ongoing assessments to recognize those children who are grasping classroom curriculum quickly and can benefit from additional challenges at a given time. Through flexible grouping, teachers match differentiated extension activities to students' needs in all fundamental learning areas.

SPECIAL PROGRAMS -- NON SPECIAL EDUCATION

E.L.L. (English Language Learner)

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

Reading Support Program

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

Band/Orchestra

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

SPECIAL EDUCATION PROGRAMS

Many students have special needs, either short range or long range that require specialized instruction and/or programs. Naperville District 203 provides for these children. The type of program which would be most appropriate for your child will be determined at a multi-disciplinary conference. During this conference, you and various individuals who have knowledge of your child's abilities share their information and determine an appropriate program option. You are invited to visit programs that may meet your child's educational needs. The building principal can provide you with more specific information concerning the various programs offered by District 203.

PROGRESS REPORTING

Regularly scheduled conferences are held in the fall and spring. Both parents/guardians are encouraged to attend.

We view the conference as the single most important means of reporting progress to parents/guardians. Therefore, we request all pre-school children be left at home in order to allow for a productive exchange of ideas. Conferences may be called as needed by either parent/guardian or the teacher. If a conference is desired, please contact the school and schedule in advance. Report cards are sent home also on the last day of school in May.

KINDERGARTEN PREVIEW

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

PARENT ORIENTATION/CURRICULUM NIGHT

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

OPEN HOUSE -- YOU'RE INVITED

Once each year, children and their parents are able to share the specialness of the school with each other. Parents are able to see the place where children spend a great deal of their day.

DISTRICT 203 K-5 HOMEWORK GUIDELINES

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

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

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

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

SEASONAL PARTIES

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

2016-2017 CALENDAR



203 W. Hillside Rd. Naperville, IL 60540
630-420-6300

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

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

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

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

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

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

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

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

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

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

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

Bldgs. Closed, No School

Bldgs. Open, No School

Half-Day of School

May 26 to June 2 Emergency Days (Only used if needed)

** Determined by the County

AUGUST
11-12 New Teacher Orientation
15 Teachers' Institute Day
16 Teachers' Work Day
17 Classes Begin

SEPTEMBER
5 NO SCHOOL, Labor Day Holiday

OCTOBER
6 NO SCHOOL, EC-12 Institute Day
6 EC-12 Evening Parent/Teacher Conferences 5-8:30
7 NO SCHOOL, EC-12 Parent/Teacher Conferences
17 End of First Quarter

NOVEMBER
8 End of First Trimester
23 NO SCHOOL, Staff Development
24, 25 NO SCHOOL, Thanksgiving Holiday

DECEMBER
22 End of First Semester
23-30 NO SCHOOL, Winter Vacation

JANUARY
2-6 NO SCHOOL, Winter Vacation
13 Half-Day Institute - (EC No School)
16 NO SCHOOL, Martin Luther King Holiday

FEBRUARY
17 Half-Day Institute - (EC No School)
20 NO SCHOOL, Presidents' Day
21 End of Second Trimester
23 NO SCHOOL, EC-12 Institute Day
23 EC-12 Evening Parent/Teacher Conferences 5-8:30
24 NO SCHOOL, EC-12 Parent Teacher Conferences

MARCH
3 NO SCHOOL, County Institute Day**
13 End of Third Quarter
27-31 NO SCHOOL, Spring Vacation

APRIL
14 NO SCHOOL

MAY
5 Half-Day Institute - (EC No School)
(17) Commencement (tentative)
25 Classes End
26 Staff Development
26 Emergency Day (if needed)
29 NO SCHOOL, Memorial Day Holiday
30 Emergency Day (if needed)
31 Emergency Day (if needed)

JUNE
1 Emergency Day (if needed)
2 Emergency Day (if needed)
5 Summer School 2017 Commences

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