

Wheaton Warrenville
Community Unit
School District 200



Parent-Student Handbook
Elementary and Preschool

2008-09 School Year

Community Unit School District 200

Administration & School Service Center



August 2008

Dear District 200 Families:

On behalf of the very dedicated teachers, support staff and administrators of District 200, allow me to welcome you to the 2008-2009 school year. Our Mission is to inspire, educate, challenge, and support all students to reach their highest level of learning and personal development.

I would invite you to review the information provided in this Parent/Student Handbook as it will help you become acquainted with the rules and procedures that govern the day-to-day operations of your school. Our goal is to provide a safe environment in which all children may have an equal opportunity to learn in a caring atmosphere.

You will find references in this handbook to a variety of school district policies. These policies can be found on our website at www.cusd200.org, under Board of Education, Board Policies, or may be reviewed at each school or the School Services Center, 130 W. Park Ave, Wheaton.

The consent form indicating that you have read and understand the information in this handbook is included in the back of the handbook. Your child's classroom teacher will provide instructions for returning the form to school.

Truly successful education requires a partnership that includes the student, families, and the school. We encourage you to become actively involved in your child's learning at the level that is most convenient for you. The more we work together, the more successful our students will become. I am looking forward to my first year in District 200 and wish you a happy and productive school year.

Sincerely,

Richard W. Drury, Ed.D.
Superintendent

NCLB Parent Notification Requirements

The No Child Left Behind Act (NCLB) requires school districts to notify parents of their rights under the act. The following notifications meet the intent of the law. Additional information may be obtained by contacting your child's school.

Teacher Qualifications

Parents may request information regarding the professional qualifications of their child's classroom teachers, including:

- Whether the teacher has met state qualifications and licensing criteria for the subject area and grade taught.
- Whether the teacher is teaching under emergency or other provisional status.
- The teacher's baccalaureate degree major and any other graduate certifications or degree.
- Whether teaching aides provide services to the student and, if so, their qualifications.

The office of Human Resources will notify parents/guardians if their student has been taught for four or more consecutive weeks by a teacher who is not highly qualified under NCLB requirements.

Progress Toward Meeting State Standards

Districts must provide parents information about the student's progress toward meeting state academic assessments. Individual student results are provided to parents each fall, while overall school and District results are included on a report card that is published on the District's website at www.cusd200.org.

Access to Student Information

Military recruiters and institutions of higher learning may request the names, telephone numbers, and addresses of high school students. The school must provide this information unless the parent/guardian requests that it not be disclosed without their prior written consent. A form for this purpose is mailed to parents each fall.

Protection of Pupil Rights

The Board of Education has adopted and continues to use policies regarding student privacy and parental access to information. Copies of these policies are available on request or may be accessed on the District's website at www.cusd200.org.

Rights of Homeless Children

Parents or guardians of a homeless student must be provided with written notice of the rights the student has when enrolling in school.

Limited English Proficiency Students

Parents or guardians of a child identified for participation in a program for students who have limited proficiency in English will be notified of the selection and told how the program will help the student learn English and meet academic requirements. The District shall also hold parent meetings to respond to parent recommendations. Parents should contact their school for information about these meetings.

School Accountability

Parents/guardians will be notified if their child attends a school that has been identified for school improvement, corrective action, or restructuring under the rules of NCLB.

Parental Involvement

Parents/guardians of students with limited English proficiency and those receiving Title I services are invited to provide input to the programs through parent involvement programs at participating schools.

Complaint Procedures

Parents who believe the District has violated any provision of a state or federal law or regulation have the right to file a complaint by following the procedures contained in policy 2.260, Uniform Grievance Procedure, which is posted on the District's website.

SCHOOL ATTENDANCE AND ABSENCES

Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. It also helps develop dependability and responsibility and contributes to academic achievement. Parents, guardians and those with legal custody or control of a student are responsible for that child's regular attendance at school.

Students are considered a chronic truant if they are absent without valid cause 10 percent or more of the previous 180 regular attendance days. Valid causes for absence include illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the student's control. (Policy 7.70)

Vacations and business trips during the school year are discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If, however, the family believes that taking their student out of school is necessary, the principal must be notified in writing five days prior to the absence. Procedures for completing missed work will be established at that time.

REPORTING ABSENCES

Please call the school attendance line before school on each day that your child is absent. If the school has not heard from you and your child is absent, you will receive a call to verify the absence. The Illinois School Code requires attendance to be reported as follows:

- Kindergarten and preschool students who are absent from class more than 30 minutes are reported absent for the entire day.
- First graders who are absent for 76 to 195 minutes will be considered absent for ½ day. If they are absent more than 195 minutes, they will be counted absent for the entire day.

- Second through fifth graders who are absent for 16 to 165 minutes will be considered absent for ½ day. If they are absent more than 165 minutes, they will be counted absent for the entire day.

TARDINESS

Students are expected to be in their classroom and ready to begin instruction when the second bell rings. Punctuality is an important part of a child's development. Parents will be notified if their student has excessive tardies. If you know your child will be late to school, please call the absence line or send a note with your child on the day preceding late arrival.

STUDENT CHECK-IN/SIGN-OUT

A student who arrives at school late must obtain a pass from the school office before going to the classroom. If it is necessary to take your child out of school early for any reason, a parent or designee needs to inform the school and actually come to the office to sign the child out. This is crucial to insure the safety and security of your child.

GENERAL SCHOOL RULES

SKATES AND SCOOTERS

No rollerskates, rollerblades, skateboards, scooters, or Heelys roller shoes should be brought to school or used on the school grounds. If found in a student's possession, the items will be kept in the school office until a parent picks it up.

BICYCLES

Students are to walk their bikes once they arrive on school property. Loitering at the bicycle racks is prohibited, and can result in loss of riding privileges. Bikes are to be perpendicular to the bike rack to allow space for other bikes. All bikes must be locked. The school does not assume responsibility for stolen or damaged bikes. **It is recommended that students use bike helmets and that riders be no younger than third grade.**

RADIOS, TOYS, GAMES and SPORTS EQUIPMENT

No radios, toys, electronic games, lasers, or sports equipment may be brought to school without clearly stated permission from the principal or the child's teacher, usually for purposes of classroom sharing. The school bears no responsibility if any of these items are lost or stolen on school property. At no time is it appropriate to bring to school a toy with a violent theme, including paint guns. Any such toy found in the possession of a student on school property will be confiscated. Where appropriate, students will be disciplined accordingly. (Policy 7.190)

CELLULAR PHONES

Students may not use a cellular phone or any other electronic communication device in any manner that disrupts the educational environment. Any student carrying a cellular phone must keep it turned off and out of sight during the regular school day unless authorized and approved by the building principal. (Policy 7.190)

DRESS CODE

It is important that children take pride in their appearance. Appropriate school attire reflects pride in self and school and enhances a student's self image and conduct. Students are expected to dress and be groomed neatly in clothes that are appropriate for school activities. (Policy 7.160) The appropriateness of a student's clothing is determined by the school administration. The following guidelines are in effect:

- Hats, headgear, and gloves may not be worn in the building.
- Clothing that promotes or advertises drugs, alcohol, tobacco products or other inappropriate products are not permitted.
- Clothing must cover the person from the shoulders to mid-thigh.
- Transparent items, strapped shirts, strapless tops, nightwear, and items normally worn as undergarments are prohibited.
- Items symbolic of gang membership, including jewelry, are prohibited.
- Tattoos should be covered if they are determined to be inappropriate.
- Shoes are to be worn at all times.

Costumes—Students may not wear masks or headgear, which prevent the clear identity of the student or create a safety concern. Costume paraphernalia, such as theatrical props and imitation weapons, are not allowed. Costumes and/or make-up, which are considered threatening or otherwise inappropriate, are forbidden.

COLD WEATHER APPAREL

Even during cold weather, every effort is made to have students spend some recess time outside. It is important that your child be properly dressed with a warm coat, hat, gloves or mittens, and outdoor shoes or boots. Snow pants and boots are necessary for children who want to play in the snow. **Please clearly label each of your child's belongings**

with his or her name. As a general rule, children will not be outdoors when the wind chill factor is zero degrees or below.

CLASSROOM INTERRUPTIONS

Classroom interruptions are kept to a minimum to protect the learning environment. It is the student's responsibility to check at the office for forgotten lunches or homework. Students will not be called from class to answer phone calls or to pick up forgotten items. Messages will be delivered in emergency situations. Likewise, messages for teachers will be taken during school hours and the teacher will return the call at his/her earliest opportunity. Students should not expect to make general use of the office telephone. This rule will be strictly enforced. All after school activity arrangements should be made prior to arrival at school.

VISITOR POLICY

Parents are welcome and encouraged to visit school. To make these visits most meaningful, you are asked to plan your visit at a time that is mutually convenient to you and the teacher. When you arrive at school, please go directly to the school office to sign-in and pick up a visitor's badge.

Children who are not regularly enrolled in school are not permitted to visit or join classes during school hours except by the principal's special permission.

To minimize interruptions in the instructional day, it is requested that a prior contact be made with the classroom teacher when a visitation is desired. This is a courtesy to the class and will help the visitor better fulfill the purpose of their visit. Visitations are discouraged during the first and last three weeks of school and during testing sessions.

It is suggested that classroom visits be limited to 35-40 minutes and that pre-school siblings not accompany visitors. A visitation does not infer a conference. Should a conference be desired, an appointment should be made for a different time. While a visitor is in a

classroom, the teacher's first priority is the children in that class.

BUILDING OCCUPANCY AFTER SCHOOL

Parents and students are asked to respect teachers' after school planning time by not visiting classrooms after school is dismissed, except by previous arrangement with the teacher. Parents should consult with the classroom teacher to determine how a student may retrieve homework assignments, textbooks, or personal items left in the classroom.

SMOKE FREE ENVIRONMENT

School buildings and grounds are entirely smoke free. No smoking is allowed at any time.

STUDENT SAFETY AND SECURITY

EMERGENCY CONTACT INFORMATION

It is important that three (3) emergency contacts are provided to the school in case the parent cannot be reached if the student becomes ill or there is a school emergency. Names and phone numbers of these three contacts should be identified in the order they are to be called and confirmed on the Student Verification Form included with registration materials. It is the parent's responsibility to be certain the school has current information on the emergency contacts.

SCHOOL SECURITY

The safety and security of children is a primary concern of the District 200 staff. To make the schools as safe and secure as they can be, each school designs certain measures to provide for building security. All schools, however, will keep all exterior doors locked during regular school hours. Visitors to the school should enter the school through the main door and go directly to the school office where they may sign-in and receive a visitor's badge, which should be returned to the school office at the end of the visit. While in the school, please do not feel offended if a staff member asks who you are or why you are in school. They are just looking out for the safety of all students.

SAFETY DRILLS

Each school has developed an emergency plan to help ensure the safety of children in the event of a fire or other disaster, such as a tornado or a building intruder. This plan is rehearsed by the staff and children at various times during the year and may include 'lock-down' drills and building evacuations. Each school has designated an emergency evacuation site where students will be moved until the school can be safely occupied. Students will not be released from school at the normal dismissal time if a tornado warning (not a watch) is in effect. Students

will remain at the school under this condition until such time they may safely be dismissed.

COMMUNICATION ABOUT SAFETY

The District does not have the resources to communicate with parents about every rumor, threat, or disciplinary action that is taken in our schools. Be assured, however, that the school will always take all appropriate steps to keep students safe, and parents will always be informed when a threat turns out to be legitimate or other situations present a danger to students.

SAFETY INSPECTIONS

Each District 200 school is inspected every year by the Regional Office of Education to insure that the building meets state requirements and is safe for student occupancy. This annual inspection is required by the Illinois School Code. The inspection results in certification that the school is operating efficiently and that progress is being made to correct any previously recommended corrections.

SAFE WALKING ROUTE

Each school has developed a walking plan for students which illustrates routes children may take when walking to school. The final responsibility for selecting the specific route a child may take resides with the parent as it is presumed that they know about the changing features of the neighborhood which may impact their child's safety. School designed walking routes will be available at the August registration.

WALKING PETS TO SCHOOL

Due to the health and safety risks of having dogs on the school grounds, please do not bring your pet(s) along when you walk your child to school. Many children are frightened by dogs even when they are leashed.

BUS SERVICE

Free bus service is provided to all students who live 1.5 miles or more from the school they are assigned to attend. If the walking route of a student who lives less than 1.5 miles from school is considered hazardous, free busing may also be offered. Busing may also be an option for some students on a space available basis. A fee is charged for students who take advantage of this option. The District contracts for bus service with First Student Inc. All questions related to bus service should, however, be directed to the school principal or to the District's Business Office at 682-2005. **Only students eligible for bus service may ride the bus. Students who are assigned to ride the bus must do so unless written parent permission is given to the principal or teacher. Students are not allowed to ride a bus for social reasons.**

BEHAVIOR AT BUS STOPS

The District expects that students will conduct themselves appropriately while at the bus stop. The school seeks parent support in implementing the following rules to help insure the safety of all students at the bus stop.

- Students should arrive at the bus stop no more than five minutes before the bus is scheduled to depart. A ten minute lead time may be needed during the first two weeks.
- Students should respect their neighbor's property. This is done by waiting on the sidewalk or parkway. Climbing on trees or running through bushes is not permitted.
- Students should be instructed not to play catch or throw snowballs or other objects while waiting for the bus.
- Books or bags don't hold places. Students should stand in line patiently and board without pushing or shoving.
- Children should **never** step into the street or attempt to retrieve an object that falls under a bus. Alerting the bus driver to what is missing and where it fell is the appropriate course of action.

- Students should respect each other. The bus stop is not a place for rough play, bad language, or name calling.

STUDENT CONDUCT ON THE BUS

The District and the bus company work cooperatively to help ensure that students are safe when riding the bus. The same general rules of conduct enforced at school are also in effect while students are on the bus. Students and parents should be familiar with the following rules:

- The bus driver is in charge and has the same authority as the teacher while children are on the bus.
- Students must remain seated while on the bus.
- Normal conversation is permitted, but students must refrain from loud talking or yelling and profanity is not allowed.
- Students must keep their hands and personal items inside the bus. Windows must be no lower than the line marking their opening.
- No items may be thrown out the window, nor should any student yell out the window.
- Food and beverages are not allowed on the bus.
- Students may not threaten or inflict injury on the bus driver or other students.
- Students may not inflict damage to any part of the bus.

CONSEQUENCES OF MISCONDUCT ON THE BUS OR AT THE BUS STOP

Students who disobey the rules of conduct for behavior at the bus stop or bus ridership are subject to disciplinary action, which may include suspension from the bus or from school (policies 6.300 and 7.190). Other consequences of misbehavior may include a conference between the student and his/her principal or teacher; a conference between the principal, student and parent; payment for damages intentionally caused; and any other disciplinary action that the principal deems appropriate and in conformance with District policy.

STUDENT HEALTH SERVICES

It is the District's philosophy to work cooperatively with parents and staff to provide a healthy and safe environment for learning. If your child has a special health concern, please notify the teacher and the school health office. This includes chronic asthma, food allergies, bee sting allergies, etc. Should your child be taking daily medication at home, please notify the health office so any side effects can be easily recognized and treated.

PHYSICAL EXAM REQUIREMENTS

A physical examination is required of each student within one year prior to entering kindergarten, sixth grade, and ninth grade or when enrolling in the District for the first time. In addition, students entering school for the first time are required to have an eye examination. Forms are available at District 200 schools. Proof of the examination must be provided at registration. Complete and valid immunizations are considered part of the physical and must be on file with the school. Children who have not submitted the required physical examination report and documentation of immunity by September 15 will be excluded from school. In addition, any student who does not have a physical exam form on file at the start of school will be excluded from daily physical education classes. Dental care is a vital part of good physical health. Students are required to have a dental exam by May 15th when they are in kindergarten and second grade.

PLEASE NOTE: Two signatures and two dates, one documenting immunizations and the second verifying the physical examination finding, are required on the physical form. Check these before leaving your physician's office to avoid a return trip.

PHYSICAL EDUCATION MEDICAL EXCUSES

A student may be excused from physical education for up to three (3) days if the

request is made in writing by a parent. If the student must be excused for more than three (3) days, a note must come from the doctor stating the diagnosis, duration, and extent of the physical limitation. The excuse should be directed to the physical education teacher.

WHEN TO KEEP YOUR CHILD HOME

School nurses have suggested guidelines for you to use in deciding when your child is too ill to be in school.

Keep your child home if:

1. A rash is present that has not been evaluated by a physician.
2. Your child's oral temperature exceeds 100°F or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
3. The child vomits and continues to experience nausea and/or vomiting.
4. Your child complains of severe, persistent pain. You should contact a physician for evaluation.
5. Your child shows signs of upper respiratory infection (cold symptoms) serious enough to intervene with the child's ability to learn.
6. There are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, or crusts on eyelids. The child should be evaluated by a physician.
7. There are open sores that have not been evaluated by a physician.
8. There are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

HEAD LICE

Parents are encouraged to check their children regularly for head lice. If a case is discovered, it should be reported to the school nurse, who will advise parents of the most appropriate treatments. Arrangements will be made to check siblings and close contacts for

lice infestation. Students must be treated before returning to school.

PUPIL ACCIDENTS AND ILLNESS

In case a student has an accident or illness at school, the following steps will be taken:

- First aid is administered.
- If serious, parents are contacted. Please note that a school nurse may not be on site to make a diagnosis. Therefore, school office personnel will exercise their best judgment in determining whether an injury is serious.
- If the parent cannot be reached, the emergency contact provided by the parent will be called. Please be certain that the school has at least THREE emergency numbers to call in case you can't be reached. Please keep these numbers up to date when contacts move or change jobs. Persons listed on the emergency card will be considered to have your approval for temporary care. Children leaving school during the day for health or other reasons must have a parent or authorized guardian sign them out through the school office.
- If the parents or emergency number cannot be reached, the nearest hospital, paramedics, or a local doctor may be contacted.

READMISSION AFTER CONTAGIOUS ILLNESS

Readmission following illness from contagious diseases 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.

Chicken Pox - No longer contagious after the sixth day or after all pox are scabbed.

Impetigo - The child may be in school after using the prescribed antibiotic ointment for at least 24 hours.

Conjunctivitis - The child is excluded from school until antibiotic treatment

has been maintained for at least 24 hours.

Strep Throat - Students may return to school after being on medication for 24 hours if she/he is free of fever.

Undiagnosed Rash - The child is excluded from school until a physician diagnoses the rash and releases the child to return to school.

ADMINISTRATION OF MEDICATION TO STUDENTS

Parents have the primary responsibility for administering medication to their children. The administration of medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and educational well being of the student. A medical permission form, signed by a parent and physician, must be completed before any medication can be dispensed at school. These forms are available in the school office and describe the responsibilities and guidelines for the administration of medication. (Policy 7.270)

VISION/HEARING SCREENING

Students are screened for vision and hearing routinely during their school experience by DuPage County Health Department technicians. Parents of students failing to meet threshold criteria will be contacted after the screenings. Additional vision or hearing screenings may be requested at any time by contacting the health office. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A child is not required to undergo vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Please contact the school nurse about any health concern you believe may affect your child at school. This information will be confidentially shared with the appropriate classroom teachers each semester and as necessary throughout the school year.

COMMUNICATION WITH FAMILIES

Communication between the home and school is an essential part of the elementary program. You are encouraged to contact your child's teachers, principal, or special services coordinator if you have questions about your child's progress in school. There are a number of other ways for parents to receive information about their child's progress and their child's school.

- **Report cards** are issued following each nine-week grading period. These standardized reporting forms record academic progress and effort in each area of the curriculum. Letter grades are assigned in academic areas in fourth and fifth grades.
 - **Curriculum Nights** are scheduled each fall for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies, and general expectations are explained by each teacher. This is not a time for individual parent/teacher conferences.
 - **Parent/Teacher Conferences** are held after the first grading period for teachers to share information with parents about their child's progress in school. The conference is the single most important means of reporting to parents and guardians. Additional conferences may be held at the request of the parent or teacher anytime during the year.
 - **Newsletters** from the principal, teacher, and PTA are sent home with students on a regular basis to provide timely information about the school program and classroom activities.
 - **PTA Groups** are established in each school to provide valuable support and service to students, parents, and staff.
- Each PTA sets up fund-raising events to support cultural arts programs and other school programs. Parents are encouraged to become active PTA members.
- **School Improvement Plans (SIP)** are developed in each school every year. Each plan outlines goals and methods for improving student achievement. SIP's are available for review in each school's office.
 - **District and School Web Pages** (www.cusd200.org) provide general and current information about the District and the schools.
 - **Results from the Illinois Standards Achievement Test (ISAT)** give parents an indication of how their child is progressing. This test is administered in March. Test results assist teachers, principals, and District administration in determining the effectiveness of the instructional program.
 - **Automated Voice Messaging** provides another way of getting information to families quickly. The system allows the superintendent, principal, or teacher to record a message to inform parents of school events, changes in scheduled activities, school closings, and emergency situations. These messages may also be sent by email if parents provide their email address during the registration process.
 - **Email** provides interested parents easy access to District and school newsletters and other information. Please remember to record your email address on the enrollment or verification form during registration or contact the school office with your online address.

OPERATIONAL PROCEDURES

EMERGENCY SCHOOL CLOSINGS

The decision to close school because of snow, extreme cold, or other emergency will be made as close to 6 a.m. as possible.

You will receive an automated phone call from the Superintendent or your child's principal announcing the closing. Every effort will be made to send the announcement the evening before the closing, but weather conditions may require a later decision and the call may reach your home around 6 a.m.

Families may also check school and District answering machines and the District Web Page (www.cusd200.org) for closing information. Local radio and TV stations will also be informed and announcements should be made over the following radio and television stations:

WGN Radio 720
WBBM News Radio 78
CBS Channel 2
NBC Channel 5
ABC Channel 7
WGN Channel 9
Fox Channel 32
CLTV News

Closing information is also available by: **Phone:** 1-847-238-1234

Online: www.EmergencyClosings.com or
www.cusd200.org

E-mail: Sign up for personalized e-mail notification at www.EmergencyClosings.com

Radio and TV stations are likely to report closings as Community Unit School District 200 or CUSD 200 and not list individual schools. Please listen to these announcements carefully as there are several District 200 school systems in the metropolitan area.

If it is necessary to close school once classes begin, students will be dismissed based on information parents provide registration. While the school will make every attempt to reach parents, it is not always possible. In those cases, the emergency information provided by parents at registration will be used. Please be certain that the school office has current names and phone numbers of your family's emergency contacts. It is suggested that you discuss these emergency arrangements with your child.

REQUESTS FOR CLASS PLACEMENT

Many professional hours of planning and preparation are spent in the spring to ensure the most appropriate class placement for each child. To change even one student can upset the balance that was very carefully created by teachers and principals. Therefore, requests for a child's placement with a specific teacher are not invited. Principals, however, are available to discuss a student's individual learning styles and needs.

RELEASE OF STUDENT INFORMATION

Directory Information: The school may release student directory information unless a student's parent/guardian requests in writing that such information **not** be released. The following information about a student is considered directory information: name, address, gender, grade level,

birthdate and place, parents/guardian name and address, academic awards or honors, school activities, field of study, and period of school attendance.

Using A Picture Or Video Of A Student:

Students may occasionally appear in photographs or videotapes taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, school and District websites, and school and District newsletters. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Many times, however, the school will want to identify a student in a school picture in order to acknowledge those who participate in a school activity or deserve special recognition. Parents who do not want their child identified in a videotape or picture used in publications or on web pages must indicate that on a form provided with the registration materials. Additional forms are available in the school office.

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. Parents should be aware that the District has many precautions in place governing the release and publication of student information, student pictures, and student work. However, as technology changes and the Internet is more widely used, individuals may gain access to pictures and other information in ways that the District cannot control.

Publishing Student Work: Occasionally a teacher or school will want to publish student work on the school or District web site. Student work will only be published if the parent is contacted and consents or has given permission by signing form #6001 distributed with the registration materials,.

Privacy Act: The Children’s Privacy Protection and Parental Empowerment Act, effective January 2004, prohibits the sale or purchase of personal information about children without specific parent consent.

PARENT INVOLVEMENT

All parents are encouraged to become involved in their child’s schooling. While each school will offer specific suggestions and opportunities for parents to do that, following are some general guidelines parents can follow to support their child’s learning:

- Ensure regular school attendance.
- Monitor homework.
- Volunteer in classrooms.
- Attend parent-teacher conferences and school functions.
- Keep informed through school and teacher newsletters and websites.
- Serve on committees and attend meetings designed to review and improve school programs.

GENERAL INFORMATION

FIELD TRIPS

Teachers may schedule a field trip during the year. Some field trips are a part of the curriculum and others supplement class activities. District 200 pays for those that are part of the curriculum. Others may be financed by the PTA or families may be asked to share the cost. Parents may also be called upon to help support field trips. A signed permission slip is required for participation in all field trips.

CLASS PARTIES

Seasonal class parties are held in each grade under the direction of parents and teachers. Parents may be asked from time to time to contribute time, food or money to support these parties. Invitations for birthday and other parties may **not** be distributed at school. Please mail or deliver them directly to each guest's home. This prevents hurt feelings of the children not invited.

INTERNET USE

District 200 offers Internet access to students whose parents have signed the Internet Consent and Waiver Form distributed with registration materials. By signing the form, students agree to use the Internet to facilitate resource sharing, innovation, and communication following the guidelines outlined in administrative regulation 6.235. The signed form is effective throughout the student's elementary school years.

ILLINOIS TEXTBOOK LOAN PROGRAM

The State of Illinois annually appropriates money for the purchase of textbooks in school districts across the state. These funds are

allocated each year for textbook purchases at designated grades. These books are the property of the State of Illinois and will be collected at the end of a course for use by other students. As is the case with all textbooks used by District 200 students, students must pay for lost or damaged books purchased through the Illinois Textbook Loan program.

LOST AND FOUND

Those items of clothing marked with a child's name are easily returned to their owner. Other items can be reclaimed at the Lost and Found. Eyeglasses, keys, jewelry, money, or other valuables are kept in the office and can be reclaimed there following appropriate identification. For health, safety, and storage reasons unclaimed items from the Lost and Found are periodically donated to charity. Therefore, please check with your child **frequently** about any lost or misplaced items.

FREE AND REDUCED PRICE LUNCHES

Free and reduced price lunches are available to students whose family size and income meet state guidelines. Application forms are available in the school office.

CHILD ABUSE

When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, he/she is required to report that suspicion 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. School personnel are not obligated by law to inform parents when they report suspected child abuse or neglect.

SPECIAL PROGRAMS AND SERVICES

SPECIAL SERVICES TEAM

A team of specialists is available in each school to identify and help students who have special learning needs.

SPECIAL EDUCATION PROGRAMS

A full spectrum of special education programs and services is available to any student who is identified as having special needs.

RESOURCE PROGRAM

Children with less severe learning disabilities may see the resource teacher for part of the school day to learn strategies to be successful in the regular classroom setting.

PSYCHOLOGY AND SOCIAL WORKER SERVICES

The school psychologist and social worker provide consultation and support to children and to classroom teachers who have children experiencing social, developmental, and academic problems.

SPEECH AND LANGUAGE PATHOLOGY SERVICES

The speech pathologist evaluates and treats students who have communication problems. They include stuttering, difficulty with forming sounds, voice disorders, and language disorders.

OCCUPATIONAL THERAPIST

The occupational therapist works to develop a student's fine and gross motor skills as they relate to educational tasks.

READING SPECIALISTS

A certified reading teacher is assigned to each school to assist both students and teachers in diagnosing and treating student reading problems.

SCHOOL NURSES

Certified school nurses maintain a regular weekly schedule of school visitation, but are

available by phone at all times. Other school personnel may administer first aid and medication when the nurse is not present.

ENGLISH LANGUAGE LEARNERS

Services are available to assist non-English speaking students in becoming proficient with the English language and the American school process.

TITLE I

Teachers are on staff in qualifying schools to help students in reading and/or math. Students qualify for this program based on state and district assessments, and teacher referral. This program is funded by a federal grant.

ART AND VOCAL MUSIC INSTRUCTION

Certified art and music teachers deliver weekly instruction to all elementary students.

INSTRUMENTAL MUSIC INSTRUCTION

District 200 offers beginning musical instrument instruction in the elementary schools. Instruction on stringed instruments is available to students beginning in the fourth grade, while instruction on band instruments starts in fifth grade. **Students may take lessons on only one instrument during the school day. Returning students must pay the \$80 annual music fee on or before September 1 in order to enter the program. Students new to District 200 must pay the fee by September 15.**

THE GIFTED EDUCATION PROGRAM

IDENTIFYING STUDENTS FOR PARTICIPATION

Gifted Math and Gifted Reading are offered in grades three, four, and five. The goals of the program are to meet the unique needs of intellectually gifted students. Using State of Illinois guidelines and District 200 criteria, students are identified to participate in the gifted program, which offers daily replacement instruction in mathematics and/or reading.

GIFTED MATH PROGRAM

The Gifted Math program is academically Grade level material is learned through compacting and then the curriculum is accelerated by a year. The curriculum consists of several strands that are aligned with the Illinois State Standards and the National Council of Teachers of Mathematics standards.

GIFTED READING PROGRAM

The Gifted Reading program is academically rigorous and includes some grade level materials as well as core novels and text above grade level. The curriculum is aligned to the Illinois State Standards and The National Council of Teachers of English Standards.

IDENTIFICATION PROCESS

The process used for identifying students eligible for the gifted math and gifted reading programs includes Level I Screening and Level II Selection.

Level I Screening

Students need to be recommended by classroom teachers, ELL specialists, parents, or other school personnel (forms for these recommendations are available online or in the school office)

Level II Selection

Students who are recommended for Level II testing are given the following tests:

- **For Gifted Math:** the *Comprehensive Testing Program 4* mathematics test and the quantitative and nonverbal subtests of the *Cognitive Abilities Test*.
- **For Gifted Reading:** the *Comprehensive Testing Program 4* reading comprehension and verbal reasoning tests and the verbal subtest of the *Cognitive Abilities Test* or the *Comprehensive Testing Program 4*.
- Classroom teachers complete student profile forms for all students tested.

This testing is unique to District 200 and, therefore, ONLY District 200 tests will be used as a qualifier for the gifted program. No outside testing will be accepted for this purpose.

Using a case study approach, information gathered from Level II is reviewed by a professional committee. This committee will recommend students for participation if they qualify through this process. ONLY the Identification Committee is authorized to place students in the gifted program.

Parent consent is required for student participation in the program. Students will be evaluated on a regular basis for continued participation. Students withdrawing from the program must be retested should they choose to participate in the program again.

DISCIPLINE POLICIES AND PROCEDURES

District 200 Elementary Schools

The District 200 schools employ a variety of disciplinary measures to maintain a safe educational atmosphere. Students who display undesirable behavior are disciplined to help correct such behavior and to help them develop self-discipline. When a student is involved in a disciplinary action, the student will be afforded individual attention in a constructive manner. Discipline procedures will follow due process of law, including providing for appeals to other school authorities. For additional support, parents are informed of disciplinary action to enable the home and the school to work together to correct such behavior. A student's conduct is a personal matter of self-discipline that demonstrates respect for authority and concern for the rights of others. All students are expected to know school rules that relate to conduct and discipline because inappropriate behavior disrupts the opportunity to learn.

Disciplinary Principles

Four principles govern all rules at all District 200 schools:

1. Education is enhanced when student conduct is appropriate. Conduct that is disruptive to the educational process prohibits learning.
2. Educational opportunity is a right enjoyed by all students. Conduct that infringes the rights of others is prohibited.
3. School rules apply to all students while on school or District 200 property, and/or attendance/participation at any school-or District 200-sponsored activity.
4. Students will be afforded individual attention in a positive manner, including the proper steps of due process of law, as well as the procedure for appealing such actions to other school/district officials.

Application of Disciplinary Code

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

1. On school grounds or commencing on school grounds but occurring off school grounds, before, during, or after school hours or at any other time the student is participating in or attending a school related activity;
2. Off school grounds at a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event in school provided and/or school authorized transportation;
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, hazing of a student, or an interference with school purposes or an educational function.

Prohibited Misconduct

Disciplinary action may be taken against any student who has engaged in gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or tobacco products.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Possession, use, control, or transfer or sale of any weapon. For the purposes of this section, weapon includes, but is not limited to: guns; knives; explosive devices; any other item which is typically used to cause bodily harm; any other item defined by Illinois law to be a weapon; items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and look-alike weapons.
5. Using electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal or designee. Electronic signaling devices include pocket-- and all similar-- electronic paging devices, cellular phones, I-Pods, walkmans, personal digital assistants (PDAs) and blackberries.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct toward anyone or urging other students to engage in such conduct. For the purposes of this section, the term “bullying” encompasses behaviors including, but not limited to any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission, or the education of any student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
13. Violation of the District’s sexual harassment policy.
14. Unsportsmanlike-like conduct.
15. Possession, use, sale or transfer of fireworks, explosives or unauthorized flammable substances.
16. Expression, written or oral, which is slanderous, libelous, obscene, profane or which advocates a violation of law or school rule; and
17. Making bomb threats, giving false fire alarms or unauthorized use of a fire extinguisher.
18. Acts of academic dishonesty.
19. Violation of the District’s Technology Use Policy.
20. Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome.
21. The unauthorized disclosure of confidential information of another student or staff member or any invasion of privacy of another, including but not limited to using a cellular telephone,

personal digital assistant (PDA) or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images taken in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.

Definitions

The following definitions apply to the above provisions:

Possession: having any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, or other place where the item is located. It is not necessary that a student intend to control the items. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, desk, or personal effects, does not constitute lack of knowledge.

This provision on possession applies to any policy or rule that regulates or prohibits possession of any item, including but not limited to weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

Look-alike: any substance or item that is not, but reasonably appears to be, is believed to be, or is represented to be, the real substance or item. Examples are a toy gun that is very difficult to distinguish, except upon close examination, from an actual gun, or a green leafy plant which is not, but is claimed, believed or appears to be, marijuana.

Weapons: include, but are not limited to:

- guns, knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon;
- items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and
- look-alike weapons.

Possession and/or use of weapons may result in a minimum one-year expulsion in accordance with the federal Gun-Free Schools Act and the related provisions of the Illinois School Code. The Board and the Superintendent, in consultation with the Board, may modify the requirement for a minimum one-year expulsion on a case-by-case basis. The Superintendent or designee may grant an exception to this prohibition on weapons where the weapon is to be used in connection with a student activity such as for a school play.

Gang Activity: A "gang" means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs and attire.

Academic Dishonesty: actions a student may take to obtain (or assist in obtaining) credit for work that is not one's own. Such actions may include but not be limited to the following:

- Submitting another student's work as one's own;
- Obtaining or accepting a copy of tests or scoring devices;
- Giving test questions or answers to a member of a later class or receiving test questions or answers from a member of an earlier class;
- Copying from another student's test or allowing another student to copy during a test;
- Using materials or electronic or other technological devices which are not permitted during a test;
- Plagiarizing (present as one's own material without adequate documentation from a published source);
- Copying or having someone other than the student prepare the student's homework, project, report, paper or take-home test;
- Permitting another student to copy or writing another student's homework, project, report, paper or take-home test;
- Impersonating another student, or falsely claiming illness to avoid the day on which a paper, project, report or presentation is due, or a test is given; and/or
- Changing grades in a grade book or computer grading program

Disciplinary Measures

Disciplinary measures may include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored events.
7. Notification to law enforcement officials whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention.
12. Grade reduction for unexcused absences only.
13. Restitution for property damage or theft. Other disciplinary action may also be taken in such cases.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

Suspension Procedures

- Before suspension, the student will be provided oral or written notice of the charges. The student will then be provided the opportunity to respond to those charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version of the incident.
- Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s) or guardian(s). A written notice of the suspension shall contain a statement of the reason(s) for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension.
- Upon request of the parent(s)/guardian(s), a hearing shall be conducted by a Board designated hearing officer to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the matter is heard by a Board appointed hearing officer, the hearing officer shall draft a summary of the evidence heard at the hearing and present such summary in a report to the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall determine whether the suspension should be upheld, overturned or whether some other disciplinary action should be imposed.
- Students who are suspended out of school are not permitted on school or district grounds, at any District 200 building or campus, or school bus transportation, at any school-sponsored activity. "Any school-sponsored activity" refers to any event which is sponsored by any District 200 school or in which any school participates whether on school/district property or at another location. This includes fine arts, extra curricular, and end of the year activities, etc.
- A student assigned to Out-of-School Suspension may make up work missed due to the suspension, but may not receive full credit for class assignments, tests, etc., completed during the suspension period. As a result, suspension may have a negative effect on the student's academic progress.
- Students suspended from school may be required with their parents, to attend a re-entry conference prior to returning to school with appropriate school personnel. The purpose of this meeting is to discuss the incident and to discuss alternatives for future use.

Expulsion Procedures

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct for a period not to exceed two years. The following procedures apply in cases where a student has been recommended for expulsion:

- Prior to expulsion, the student and the student's parents/guardians shall be provided with written notice of the charges and the time and place of a hearing to be conducted by a Board appointed hearing officer. This notice shall be sent by registered or certified mail.
- During the expulsion hearing, the student and the student's Parents/guardians may be represented by counsel, present witnesses and other evidence, and cross-examine any witnesses presented by the School District.
- At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer has neither the power to expel a student or permit the student to remain in school. Under the Illinois

School Code, only the Board of Education has that authority. The hearing officer shall serve only as a fact finder.

- Following the expulsion hearing, the hearing officer shall prepare a written report summarizing the evidence presented at the expulsion hearing. A copy of this report shall be delivered to the Superintendent, the Board of Education, and the student's parents/guardians.
- The Board of Education shall make its expulsion decision at a date, time and place of which the student's parents/guardians shall be notified. The student and/or the student's parents/guardians may appear before the Board of Education in closed session at that time to further protect the student's interests.

Infractions and Consequences Issued by an Administrator

The following is a list of the discipline implemented for certain acts of gross disobedience or misconduct. The list is a guide and not meant to be exhaustive.

CONTROLLED SUBSTANCES/LOOK-ALIKE SUBSTANCES (including alcohol), OR DRUG PARAPHERNALIA

Possession and/or Use of a Controlled Substance (including alcohol), or Drug Paraphernalia

1st offense: 1 - 10-day OSS. Reduced to 5 days if an alternative is completed.

2nd offense: 10-day OSS.

3rd offense: 10-day OSS and recommendation for expulsion.

Police referral in all cases, as appropriate. On the first offense, if a student elects the option to pursue an alternative to suspension but then does not follow through, the additional five day out of school suspension will be enforced. If a student does not participate in an alternative program on the first offense, a second offense will result in a recommendation for expulsion.

Distribution of a Controlled Substance or Look-Alike Substance.

5 - 10-day OSS and recommendation for expulsion. Police referral.

Drug Related Drawings/Pictures.

1st offense: Detention. – ISS.

2nd Offense: ISS – 2 day OSS.

3rd Offense: 3-5 OSS

Smoking On or Near School Property/Possession of Tobacco.

1st offense: Detention. – ISS. Possible Police Referral

Subsequent: Detention – OSS. Possible Police Referral

VIOLENCE/THREATS

Gang Activity Including Graffiti on Personal or School Property.

1st offense: 1-10 day OSS. Police referral.*

2nd offense: 5-10 day OSS. Possible recommendation for expulsion. Police referral.*

3rd offense: 10 day OSS. Recommendation for expulsion. Police referral.*

*Any incident involving gang recruitment, intimidation, or fighting that is gang-related will receive a recommendation for expulsion.

Battery of a Staff Member.

1 - 10-day OSS. Possible recommendation for expulsion. Possible police referral.

Threat to a Staff Member or to a Staff Member’s Property.

1st offense: 1-5 day OSS. Possible recommendation for expulsion. Possible police referral.

2nd offense: 6-10 day OSS. Recommendation for expulsion. Police referral.

Possession of a Weapon

1-10-day OSS. Recommendation for expulsion. Police referral.

Arson/Bomb Threat/False Fire Alarm

10-day OSS. Police referral. Possible recommendation for expulsion.

Possession of Fireworks/Use of Fireworks

Detention – 3 day OSS. Possible police referral.

Vandalism

1st offense: Detention -3 day OSS. Restitution for damages. Possible police referral.

2nd Offense: 4 - 10-day OSS. Restitution for damages. Possible expulsion. Police referral.

3rd Offense: 10 day OSS. Restitution for damages. Possible expulsion. Police referral.

Fighting

1st offense: Detention - 3 day OSS. Possible police referral.

Subsequent: 3 – 10 day OSS. Possible police referral. Possible recommendation for expulsion.

Threat to Another Student

1st offense: Detention - 3 day OSS. Police referral.

Subsequent: 3 -10 day OSS. Possible police referral.

Bullying/Intimidation/Harassment/Sexual Harassment

1st offense: Detention - 3 day OSS. Possible police referral.

Subsequent: 3 -10 day OSS. Possible police referral.

PROFANITY/OBSCENITY

Profanity/Profanity Directed at Another Student

1st offense: Detention - ISS.

Subsequent: Detention - OSS. Possible police referral.

Profanity or Gestures Directed at a Staff Member

1st offense: Detention - ISS. Possible police referral.

Subsequent: Detention – 2 day OSS. Possible police referral. Possible recommendation for expulsion.

Possession/Distribution of Obscene Materials or Drawings

1st offense: Warning - detention

Subsequent: Detention – 2 day OSS

Indecent Exposure

1- 10- day OSS.

INSUBORDINATION/DISRESPECT/CHEATING

Insubordination/Disrespect/Cheating

1st offense: Warning - Detention

Subsequent: Detention – 3 day OSS/Parent Conference

ELECTRONIC DEVICES

Inappropriate use of pager/Cell Phone/Camera Phone/Digital Camera/Electronic Communication Device/ Walkman/ Digital Music Player

1st Offense: Warning/Confiscation*

Subsequent: Confiscation and return to parent-Detention*

* The use of electronic devices which infringes on the privacy and/or rights of students, faculty and staff may result in recommendation for Suspensions and/or Expulsions and Police Referral.

THEFT

Theft

1st Offense: ISS - 1-3 day OSS. Restitution. Possible Police referral.

Subsequent: 5-10 day OSS. Restitution. Police referral.

Repeated Refusal or Neglect to Obey School Rules or Directions

1st Offense: Conference, detention – OSS.

The above guidelines, although thorough, are not exhaustive and may be modified at the discretion of the administrator. Changes may be made in order to comply with federal, state, or local regulations or Board of Education policies.

Search and Seizure

School searches are primarily for disciplinary purposes and are only conducted by school officials who, acting upon a reasonable suspicion, have been entrusted to protect the safety and well-being of all students and staff. If a school administrator has a reasonable suspicion that a student has violated or intends to violate a law or school rule, the administrator has the right to search the following without notice, consent, or warrant:

- student's bag or clothing
- student's desk or other assigned seating area
- student's person
- student's electronic devices and media (phones, music players...)

A school official may be required by Board policy or may deem it necessary to release information gained in the search of a student or his/her possessions to law enforcement authorities. In such cases the school official shall make every attempt to notify parents/guardians in advance of police notification. A search of one's person is generally restricted to unrolling cuffs and sleeves,

emptying pockets, purses, and backpacks, and removing coats or jackets, sweaters worn as outer garments, hats, shoes, and socks. Parents/guardians shall be notified in advance if a more detailed search of a student is required. Random searches of campus and property on the campus may be conducted in conjunction with police officials. This includes the use of canine units to search lockers and vehicles on the premises.

Sexual Harassment Policy

It is the policy of Community Unit School District 200 that sexual harassment will not be tolerated.

Sexual harassment is illegal under the Illinois Human Rights Act, Illinois School Code, Title VII of the Civil Rights Act of 1964 and Title IX and will not be tolerated. Students who engage in sexual harassment on school premises or off school premises at a school-sponsored activity will be subject to appropriate discipline that may include suspension or expulsion for gross insubordination.

Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to unwanted touching, verbal comments of a sexual nature, and/or pressure to engage in sexual activity. Should the harassed person feel that the situation cannot be resolved on a personal level, he/she is directed to *immediately* seek the help of an adult whom he or she trusts, such as a teacher, counselor, social worker, parent or guardian, or a building administrator. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the sexual harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's suspension/expulsion procedures.

All school-level policies/procedures regarding sexual harassment are governed in detail by School Board Policy and are available in the Principal's Office and Superintendent's Office at 130 W. Park, Wheaton.

Special Education Student Discipline

Students who are eligible for special education services (have IEPs) or who have Section 504 Accommodation Plans are generally expected to comply with this Discipline Code but may also be subject to unique consideration of disciplinary action based on their disability and the relationship of that disability to the infraction. These actions are governed by the Illinois School Code, the Illinois Administrative Regulations for Special Education, and federal legislation and regulations pertaining to the Individuals with Disabilities Education.

Transfer Students

Students who transfer to the District currently on suspension or expulsion from another school may not be admitted to the District until that the period of suspension or expulsion is completed. Where the duration of the transferring student's suspension or expulsion is not indicated, the Superintendent will recommend, and the Board of Education will determine, the duration of the suspension or expulsion.

Parents may request a review of their child's expulsion from a transferring school only where the prior expulsion was issued by a private school and was for reasons other than the student's misconduct or disciplinary record. The request for such a review must be made to the Superintendent who may recommend to the Board of Education that the student be enrolled before the expiration of the expulsion.

2008-09 Statement of Consent Form

Illinois law requires that parents or guardians be notified annually of certain policies, procedures, and practices of the school district. Many of the policies are referenced in this parent/student handbook. All policies are posted on the District's web site at www.cusd200.org and are available for review in every school and at the School Service Center, 130 W. Park Ave., Wheaton.

Your signature indicates that you have read and understand the policies, procedures, and regulations contained in the parent/student handbook. Your signature also indicates that you understand and agree that your child will be held accountable for the behavior and consequences outlined in the handbook, both during the regular school day and at extra-curricular activities.

Parents may use a single form for all of their children who attend the same school. Separate forms are needed for children who attend different schools. Elementary students should return this form to their classroom teacher.

School (Please Print)

Name of Parent or Guardian (Please Print)

Signature of Parent or Guardian

Name of Student (Please Print) Grade

Name of Student (Please Print) Grade

Name of Student (Please Print) Grade

Date

Failure to complete this form does not mean that students or parents are excused from the rules or consequences contained herein.