

Community Unit School District 200

Jefferson Early Childhood Center  
and  
Elementary Schools

**Parent-Student Handbook**  
**2016-2017**



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# GENERAL SCHOOL RULES AND INFORMATION

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## **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.**

## **Birthday Celebrations**

In accordance with District 200 School Wellness Policy 6.50, only non-edible items can be used for birthday celebrations.

## **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.

## **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)

## **Child Abuse Reporting**

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.

## **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.

## **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.**

## **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.

## **Field Trips**

Teachers may schedule a field trip during the year. Some field trips are a part of the curriculum and others

# GENERAL SCHOOL RULES AND INFORMATION

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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.

## **Free and Reduced Lunch Program**

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 and online at the District webpage.

## **Holiday Celebrations**

Holiday Celebrations 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. Options beyond food items are encouraged for holiday celebrations. Any food or beverage used for this purpose shall follow the intent of the Wellness Policy (Policy 6.50).

## **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.

## **Invitations to Out-of-School 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 hurting the feelings of the children who are not invited.

## **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.

## **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)

## **Skates and Scooters**

No roller skates, 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.

## **Smoke Free Environment**

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

## **Textbook Program**

Text books are the property of District 200 and will be collected at the end of a course for use by other students. Students must pay for lost or damaged books.

## **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.

# SCHOOL ATTENDANCE AND ABSENCES

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Regular school attendance is essential if students are to benefit from the educational opportunities the school offers. Regular attendance 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 5 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. Parents whose students are excessively absent from school, whether excused or unexcused, may be required to present a statement from a physician verifying reasons for the extended or multiple absences. Failure to provide such verification will result in the absences being designated as unexcused and subject possible truancy referral. *If the number of absences is excessive, a referral will be made to the DuPage County Truancy Office (Project VISA).* (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. A student who is absent from school may not participate in after school or evening events, activities, or programs.

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## 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:

- Half-day kindergarten and preschool students who are absent from class more than 30 minutes are reported absent for the entire day.
- All-day kindergarten and first grade students 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 grader students 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.

# COMMUNICATIONS WITH FAMILIES

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## DISTRICT COMMUNICATIONS

**Automated Voice Messaging** allows the District communicate with all parents quickly and effectively. You can expect to receive information regarding school closings, changes in scheduled activities, emergency situations, and more. 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 include your correct email address in ParentVUE so that you can receive timely District communications. Families with recorded email addresses will receive the District-wide Friday Focus on Learning on a weekly basis.

**Friday Focus on Learning** is a weekly email to parents, staff and other members of the community regarding school, student and teacher achievements and activities; important dates; new e-school bag updates and more.

**Focus on Learning** is the District newsletter mailed to parents on a quarterly basis. This publication contains information of interest to parents and the community, such as District 200 news and initiatives, student and staff accomplishments.

**District Website** ([www.cusd200.org](http://www.cusd200.org)) provides general and current information about the District. You can access individual school websites from the main District page.

**ParentVUE** is a communication tool used to monitor your child's education. You are able to view the latest information about your child's student information file, emergency contacts, student permissions, attendance, and more. Parents are able to view each one of their student's information from one central portal.

**Social Media** is another great way to stay connected with us. Find us on Facebook at Community Unit School District 200 or follow us on Twitter @CUSD200.

## SCHOOL COMMUNICATIONS

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**Newsletters** from the principal, teacher, and PTA are published on a regular basis to provide timely information about the school program and classroom activities.

**Parent/Teacher Conferences** are held prior to the end of the first trimester 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.

**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.

**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.

**Report Cards** are issued three times a year after each trimester.

**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.

**School Website** ([www.cusd200.org/school](http://www.cusd200.org/school)) provides current information about your school. Each teacher in the District has the ability to create a teacher webpage that is housed on their school's website.

# BUS SERVICE

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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. District 200 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 200 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.**

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## Behavior at Bus Stops

District 200 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.

## 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 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.

# STUDENT SAFETY AND SECURITY

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## **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.

# STUDENT HEALTH SERVICES

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It is the philosophy of District 200 to work cooperatively with parents and staff to provide a healthy and safe environment for learning.

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 as necessary throughout the school year. This may include asthma, food allergies, bee sting allergies, anxiety, etc. Should your student be taking daily medication at home, please notify the health office so any side effects that occur will be recognized more easily and proper steps taken towards treatment.

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## Physical Examination Requirements

The Illinois school code requires that students entering school for the first time (**early childhood, kindergarten, or first grades**), students entering **kindergarten, sixth and ninth grades, and transfer students** must submit evidence of a physical examination and a complete record of immunizations.

- The completed physical examination and record of immunization form is expected at the school health office upon enrollment/ registration and required by the first day of student attendance.
- Appointment dates for obtaining a physical exam do not meet the school requirement.
- Physical examinations must be done by a licensed physician, advanced practice nurse or examining physician assistant.
- Physical examinations must be dated within twelve months **prior** to the first day of school.
- Only the State of Illinois Department of Human Services Certificate of Child Health Examination form will be accepted.
- For safety considerations, students may not be allowed to participate in physical education classes until the required physical form is on file in the school office.
- Medical objections to any physical examination or immunization must be submitted in writing by a physician and must contain required information.
- Religious objections to any physical examination or immunization must be submitted by a parent/guardian in writing and must contain required information.

***STUDENTS WHO DO NOT MEET THESE REQUIREMENTS WILL BE EXCLUDED AND WILL NOT BE PERMITTED TO ATTEND SCHOOL PER DISTRICT POLICY.***

## Immunization Requirements

Immunization records must show proof of immunization against diphtheria, tetanus, whooping cough, measles, mumps, rubella, polio and chicken pox.

- **Early childhood students** are also required to have the haemophilus influenzae and pneumococcal vaccine.
- **Early childhood and sixth grade through high school** students are also required to have the hepatitis B vaccine.
- **Sixth grade thru twelfth grade** are required to have the Tdap vaccine.
- **Sixth grade and twelfth grade** are required to have the meningococcal vaccine.

## Dental Examination Requirements

Students in **kindergarten, second and sixth** grades must submit evidence of a dental examination by May 15<sup>th</sup> of that school year. Dental exams must be completed within 18 months prior to May 15<sup>th</sup>.

## Vision Examination Requirements

Students entering Illinois schools for the 1<sup>st</sup> time (**kindergarten or transfer**) must submit evidence of a vision exam. All required health forms are available at the school office or [www.cusd200.org](http://www.cusd200.org). The school nurse may be able to provide resources for obtaining health requirements.

## Medication at School

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school related activities is discouraged unless it is necessary for the educational benefit and/or critical health and well-being of the student. Acknowledging that occasionally a necessary medication must be administered during the school day, the District shall administer the medication. If a

# STUDENT HEALTH SERVICES

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nurse is unavailable to administer the medication, a building administrator or a designee who volunteers to administer the medication will either: a) supervise the self-administration of the medication; or b) administer the medication to the student.

Parents/guardians are encouraged to be present and to administer required medications (e.g., insulin, inhalers, epinephrine, etc.) to their child during school sponsored field trips and extracurricular activities (e.g., athletic events, musical concerts, performances, etc.) when their child has not yet been approved to independently self-administer their medication. In the event that a parent/guardian will not be present to administer their child's required medication during a school sponsored field trip or extracurricular activity, the parent/guardian must notify the Principal at least five (5) days prior to the scheduled event so that District 200 may appoint another party to serve the child in this capacity. Doctors, parents and school staff will discuss when a student is able to independently administer medication and no longer needs the assistance of a parent or school staff member designated to assist in care of medical needs (i.e., delegated care aide).

Students in possession of prescription or nonprescription medications in violation of these procedures may be subject to disciplinary action.

## When to Keep Your Child Home

Keep the student home if:

- A skin rash from an unidentified cause that has not been evaluated by a physician. Please note that open sores should be covered until healed or evaluated by a physician.
- The oral temperature exceeds 100° F. A student with such a fever should remain home for 24 hours after the temperature returns to normal without the aid of fever-reducing medication.
- If experiencing nausea, diarrhea and/or vomiting. Students should remain home until symptom free for 24 hours without the use of medication.
- If complains of severe, persistent pain.
- If showing signs of an upper respiratory infection (cold symptoms) or any other illness serious enough to interfere with the student's ability to learn.
- There are signs of conjunctivitis ("pink eye") with symptoms such as secretions from one or both eyes, itching, and crusts on eyelids.

You must notify your student's school if your child is home sick and report any diagnosed communicable diseases. When reporting an absence please indicate the reason for the absence and if it is due to illness, please report symptoms including if your child has a fever, cough or sore throat.

If you are not sure whether to send your child to school, you may call the school nurse for consultation. If you're still in doubt, call or visit your physician.

## Re-Admission After Contagious Illness

Re-admission following illness from contagious diseases may require a back-to-school permit signed by a physician. Guidelines established by the Illinois Department of Public Health are used to manage communicable diseases in school. Please have medical documentation of any school accommodations that are requested.

## Head Lice

Parents are encouraged to check their child 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.

## Student Accidents and Illness

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

1. First aid is administered
2. If serious, parents are contacted. Please note that a school nurse may not be present to make an assessment. Therefore, the school office staff will exercise its best judgment in determining when to contact parents.
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 cannot reach you. Please keep these numbers up to date. Persons listed on the emergency list will be considered to have your approval for temporary care. Students leaving school during the day for health reasons or other reasons must have a parent or authorized guardian sign them out through the school health office.
4. If the parents or emergency contacts cannot be reached, the nearest hospital, paramedics, OR local health care provider may be contacted.

## STUDENT HEALTH SERVICES

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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 school nurse who will distribute it to appropriate teachers. Students missing Physical Education due to illness/injury may be required to stay in from recess/extra-curricular activities to maintain safety.

### **Athletic Physical Exams**

A sports physical exam is required for students participating in interscholastic athletics and is valid for 395 days. The school health required physical examination form can be used for athletics, but a separate copy must be provided to the athletic office.

**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.**

## SPECIAL PROGRAMS AND SERVICES

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### **All-Day Kindergarten Program**

District 200 offers a tuition based All-Day Kindergarten Program (ADK) along with the traditional Half-Day Kindergarten Program. The tuition cost for the All-Day Kindergarten Program is \$4,000. All students are required to pay the full amount unless the applicant qualifies through the District Fee Waiver Process which could entitle the student to attend at a pro-rated fee. The District 200 Business Office will develop a fee payment plan for families who want to pay the tuition throughout the school year.

Students in both half-day and full-day programs will receive the District 200 Core Kindergarten Curriculum. However, students in the All-Day Kindergarten Program will have extended learning experiences that allow for more in-depth exploration of the core curriculum.

The All-Day Kindergarten Program follows the District 200 attendance calendar and traditional elementary school hours.

Since space is limited, students are signed up for All-Day Kindergarten program on a first come, first served basis. Contact your child's elementary school for more information.

### **Art and Vocal Music Instruction**

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

### **Assistive Technology**

Assistive Technology (AT) has a different purpose. It is used "to meet the needs of and address the barriers confronted by individuals with disabilities." (Rehab Act, Sec. 7(30)) In education, its purpose is to give students with disabilities access to learning experiences and the curriculum. The Individuals with Disabilities Education Improvement Act (IDEA 2004) requires Individual Education Plan (IEP) teams to consider whether a student with a disability needs assistive technology as part of the development, review and revision of an IEP.

### **Behavioral Support Services**

Behavioral services work to establish the behavioral supports necessary for all students in a school to achieve social, emotional, and academic success. This work is accomplished through staff training and implementing effective interventions for those students with comprehensive behavioral and/or emotional needs.

### **English Language Learners**

Services are available to assist Limited English Proficient (LEP) students acquiring English language skills and understanding the American school process.

### **Erin's Law**

All students grades pre-k through 12 are offered an age appropriate curriculum addressing both sexual harassment and sexual abuse.

### **Gifted Education Program - PACE**

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.

The process used for identifying students eligible for the gifted math and gifted reading programs includes recommendations for testing by classroom teachers, ELL Specialists, parents, or other school personnel. Forms for these recommendations and additional information about the Gifted Education Program are available online.

### **Homeless Students**

Students are considered homeless when they lack a fixed, regular and adequate nighttime place of abode or have a primary nighttime place of abode that is: (a) a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (b) an institution that provides a temporary residence for individuals intended to be institutionalized; or (c) a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

A parent/guardian of a homeless student may enroll that student in either the "school of origin" or in the school for the attendance area in which the student temporarily resides. "School of Origin" is the school that the student attended when permanently housed or the school in which the student was last enrolled. Homeless students shall be enrolled immediately, even if they are unable to provide records normally required for enrollment. Upon enrollment, homeless students shall be referred to assigned counselor for additional information.

## SPECIAL PROGRAMS AND SERVICES

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### **Homeless Education Liaison**

Dr. Joanne Panopoulos  
Assistant Superintendent for Student Services  
joanne.panopoulos@cusd200.org  
630-682-2019

### **Homeless Education Liaison K-5**

Scott Radford  
Director of Special Services K-5  
scott.radford@cusd200.org  
630-682-2095

### **Homeless Education Liaison 6-12**

Sue Waters  
Director of Special Services  
sue.waters@cusd200.org  
630-682-2422

### **Instrumental Music Instruction**

Starting in fifth grade, District 200 offers beginning musical instrument instruction in band and orchestra.

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.

### **Occupational and Physical Therapists**

Physical and occupational therapy are two of the related services of Special Education mandated by the Individuals with Disabilities Act (IDEA). There are several ways a student can receive physical and occupational services in an educational setting. To receive services, students must have an IEP (individualized educational plan). School based therapy services strive to facilitate the students' potential for functional independence and participation in educational activities. This differs from the medical

model of therapy services, which focuses on medical needs.

### **Psychology and Social Work Programs**

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.

### **Reading Support Teachers**

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

### **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.

### **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.

### **Special Services Team & Program**

A team of specialists is available in each school to identify and help students who have special learning needs. A full spectrum of special education programs and services is available to any student who is identified as having special needs.

### **Speech and Language Pathology Services**

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

# OPERATIONAL PROCEDURES

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## 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](http://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 780  
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](http://www.EmergencyClosings.com) or  
[www.cusd200.org](http://www.cusd200.org)

**E-mail:** Sign up for personalized e-mail notification at  
[www.EmergencyClosings.com](http://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.

## 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.

## 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.

## Uniform Grievance Procedure

Students or their parent(s)/guardian(s), employees, or community members should notify the District's designated Complaint Managers if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments;
3. Section 504 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Human Rights Act,
5. Title VII of the Civil Rights Act of 1964

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by

## OPERATIONAL PROCEDURES

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the person's pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

### **Filing a Complaint**

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with a designated Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to complete a Grievance Form regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

### **Investigation**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education that shall render a decision in regard to the resolution of the complaint. The Superintendent will keep the Board informed of all complaints.

### **Decision and Appeal**

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

This uniform grievance procedure does not apply to grievances which may be brought under the procedures set forth by the collective bargaining agreement.

Every parent, student, and employee has a right to initiate a grievance or complaint of illegal discrimination by contacting:

Dr. Robert A. Rammer  
Assistant Superintendent  
Community Unit School District 200  
130 W. Park Avenue  
Wheaton, IL 60189  
(630) 682-2000

### **Title I Parents' Right-To-Know**

In accordance with ESEA Section 111(h)(6), District 200 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualification of your child's classroom teachers including, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through the State qualification or licensing criteria have been waived
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact your principal.

# OPERATIONAL PROCEDURES

## TECHNOLOGY PROTOCOL AND PROCEDURES

### Authorization for Technology Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization for using the District technology connection. Please read carefully before signing.

### Rights and Responsibilities

All use of technology shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Technology Access* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Usage Guidelines

1. Acceptable Use - Access to District technology must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges - The use of District technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Executive Director of Technology and Superintendent or designee will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
3. Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;

- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources or entities;
- g. Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- m. Using the network while access privileges are suspended or revoked; and,
- n. Using encrypted communication without prior approval from the Superintendent or his designee.
- o. Using the network for the spread of viruses or to disrupt or destroy network operation.
- p. Using the network for the spread of cyber-bullying.

### 4. Software Use

- a. District 200 licenses the use of copies of computer software from a variety of publishers and distributors. The district does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
- b. District 200 is committed to providing all users with information about intellectual property and copyright law and the policies for requisition, utilization, and auditing.
- c. With regard to use on local area networks (LANs) or on multiple machines, District 200 users will use the software only in accordance with the license agreement.
- d. District 200 will explain the internal control procedures for metering the use of software, maintaining purchase orders and license agreements, penalties for illegal use, and budget and acquisition procedures.
- e. District 200 users who learn of any misuse of software or related documentation within the

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- district will notify the District Director of Technology or District legal counsel.
- f. According to US copyright law, illegal reproduction of software is subject to civil damages of as much as US \$100,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. District users who make, acquire, or use unauthorized copies of software will receive due process as appropriate under the circumstance. Such due process may include termination. District 200 does not condone the illegal duplication of software and will not tolerate it.
5. Hardware – All computer hardware and peripherals used in the District for either administrative or instructional use must be purchased through the Department of Technology. Equipment purchased with District funds outside the Department of Technology will not be supported, will not be asset tagged and will not be insured. All purchases to be eligible for district funding must have been approved prior to purchase by the Director of Technology or his/her designee to assure compliance to district hardware and software standards.
  6. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - a. Be polite. Do not become abusive in your messages to others.
    - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
    - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
    - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
    - e. Do not use the network in any way that would disrupt its use by other users.
  7. No Warranties - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.
  8. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
  9. Security - Network security is a high priority. If you can identify a security problem on the network, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
  10. Copyright Web Publishing Rules – Copyright law and district policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
    - a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
    - b. Students and staff engaged in producing Web pages must provide building principals or designees with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
    - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

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- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Identified student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
  - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
  - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.
  - d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
  - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
  - f. Use of the School District’s electronic mail system constitutes consent to these regulations.
  - g. The use of the School District’s electronic mail system constitutes consent to these regulations.
12. Internet Safety - Internet access is limited to only those “acceptable uses” as detailed in these procedures.
- a. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is most assured if users will not engage in “unacceptable uses” as detailed in these procedures, and otherwise follow these procedures.
  - b. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.
  - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy’s implementation plan to address the following:
    - d. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
    - e. Student safety and security when using electronic communications;
    - f. Limiting unauthorized access, including “hacking” and other unlawful activities; and
    - g. Limiting unauthorized disclosure, use, and dissemination of personal identification information.
  - h. The system administrator and Building Principals shall monitor student Internet access.
13. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

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14. Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.
15. Confidentiality – Employees shall maintain confidentiality of student records in their use of District computers. Confidential student information should not be loaded onto the network without prior administrative approval.
16. Monitoring of Personal Use - As a condition of using the Internet, including electronic mail communication, through District computers or Internet access, employees consent to monitoring and inspection by school administration of personal use of District computers. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by employees and all materials downloaded by employees.
17. World Wide Web Page Development Guidelines
18. Social Network Access - The District may require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website if the District has reasonable cause to believe that the student’s account on the social network website contains evidence that the student has violated a school disciplinary rule or policy.

## General Requirements

Internet access in District 200 schools and buildings provides an opportunity to inform and educate students, staff, parents, and members of the community. It also offers the potential to establish systems of two-way communication to enhance instructional opportunities for students, to strengthen home/school communications, and to provide instructional resources for District 200 staff.

All material published on the District Web site must have educational value and/or support the Districts guidelines, goals, and policies. Material appropriate for Web publishing included information about the District and its Board Members, agendas, policies, appropriate administrative procedures, Department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal

information, not related to education, will not be allowed on the District Web site.

## Process of Review

Individual school or classroom web sites are encouraged to enhance instruction and promote communication, but must meet and follow the standards and guidelines outlined in this administrative regulation. All school and/or classroom web pages must initially be approved by the Director of Instructional Technology and the Director of Communications and published on a District 200 web server. The Director of Instructional Technology and the District Webmaster shall supervise the efforts of all staff members responsible for Web publishing at each level of District Web publishing and, when appropriate, hold in-service opportunities for those staff members. The staff members responsible for Web publishings are identified in the procedures in the section “Different Levels of Web Publication.” The District Webmaster shall provide regular feedback and suggestions to the Director of Instructional Technology and the Director of Communications regarding these Guidelines.

All content published on the District 200 Web site must:

1. Comply with all State and federal law concerning copyright, intellectual property rights, and legal uses of network computers.
2. Comply with Board policies, administrative regulations, these Guidelines, and other District guidelines provided for specific levels of publishing. This specifically includes this administrative regulation and in District 200’s Authorization for Technology Access.
3. Comply with the publishing expectations listed below

Material that fails to meet these guidelines or is in violation of Board policy and/or procedures shall not be published on the District Web site. The School and/or classroom Web pages are the property of District 200. The Board of Education, through the Superintendent or his/her designee, reserves the right to edit or discontinue publication of any web page that does not comply with the guidelines outlined in this policy, community standards, or responsible practice. Failure to follow these Guidelines or Administrative Regulation and/or procedures may result in loss of privileges, disciplinary action, and/or appropriate legal action.

# OPERATIONAL PROCEDURES

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## **Publishing Expectations**

The following are minimum expectations for all District Web pages:

1. The style and presentation of Web published material should be of high quality and designed for clarity and readability. Material shall not be published in violation of District 200's Authorization for Technology Access, including material that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or harassing or material that invades the privacy of any individual. Anonymous messages are prohibited.
2. Correct grammar and spelling are expected.
3. All information must be verifiable.
4. Publications must include a statement of copyright when appropriate and indicate that permission has been secured when including copyrighted materials.
5. Publications must identify affiliation with the District, school and/or department.
6. All school and classroom Web pages must provide a link to District 200's Home page.
7. External links to non-District Web sites are limited to sites containing appropriate educational materials and information as exclusively determined by the District. Every effort should be made to insure that all links are safe, operational and as commercial-free as possible. Every link to an external Web site must open a new browser window. District 200 will advise the public through a Disclaimer, on the District and school home pages, that the District can only be held responsible for content within the District 200 Web site.
8. Relevant dates are required on all publications, including the date on which the publication was placed on the District Website. Each site should contain the date the page was last updated. A District Web page should contain current and timely information.
9. All publications must include the District e-mail address of the staff member responsible for the page. This provides a contact person for questions or comments. If a student is the publisher, the sponsoring staff member's e-mail must be included as the responsible person. Only District staff members may act as student sponsors.
10. Use of the District's Web site for personal or financial gain is prohibited. No commercial, not-for-profit business, or private accounts should be listed on any District Web pages.
11. All documents should be previewed on different Web browsers, especially Internet Explorer and

Netscape, before being posted on the District Web site.

For more information about these expectations or other issues related to Web publishing, please contact the Director of Instructional Technology or the District Webmaster.

1. Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on District 200 Web pages.
2. Student records shall not be disclosed through the regular District 200 Web site.
3. A student's last name, and last name initial shall not be published on District Web pages (exceptions maybe made for special circumstances with prior approval through the Director of Communications).
4. In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians.
5. Web pages shall not display student pictures with a student identified by his or her name unless written parental permission was first granted (e.g., by executing the form Using a Photograph or Videotape of a Student) and is on file with the school principal. The use of student group photos is recommended.
6. Student e-mail addresses, whether a personal or District account, shall not be listed on any District Web page.
7. Web pages shall not display student work, as it is related to a class project or other school related activity, unless written parental permission was first granted and is on file with the school principal.
8. Specific use permission is needed from the parent/guardian for students receiving any special education services and written form must be on file with the school principal.

## **Submitting Material to Be Published**

Everyone submitting material for publication on the District 200's Web site shall have signed the Authorization for Technology Access (#6.235) indicating they accept the responsibility for authoring and maintaining the page. All Material submitted by a teacher or other staff member for publication on the District's Web site is deemed "work of hire," and the copyright in those works vests in the District. All necessary permissions will be obtained prior to publication. All material submitted for the District Web site is subject to treatment as a District-sponsored publication.

# OPERATIONAL PROCEDURES

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## **Different Levels of Web Publication**

The following guidelines provide specific information regarding Web publishing at different levels within the District. At each level, a staff member is identified as being responsible for Web publishing at that level. This individual's Web publishing efforts are supervised by the District Webmaster.

### **District Level**

The Director of Instructional Technology and Director of Communications will grant permission to publish a school or classroom Web page following the approval of an initial template submitted by the author who has followed these guidelines.

The Director of Instructional Technology, the Department of Technology, and Director of Communications are responsible for keeping the District Web page functioning properly.

The District Webmaster conducts the District-level Web publishing efforts and supervises other levels of Web publishing. District-level publishing includes the District's homepage as well as any publishing activities representing the District as a whole (e.g., information about Board meetings, Board policy, and schedules). The District homepage shall have a link to an Online Privacy Statement.

The District Webmaster is responsible for overseeing all web pages to ensure that they:

- Follow the structure of district file management,
- Maintain a consistent identity and professional appearance for top level Web pages
- Are easy to use and navigate
- Align with District 200 technical standards.

District 200 departments are responsible to provide timely information and keep the District Webmaster informed of necessary maintenance for their Web pages.

### **School Level**

The Building Principal is ultimately responsible for his or her respective school's Web pages, but may appoint a

staff member as the School Webmaster to fulfill the maintenance, reviewing, and uploading tasks. The Building Principal shall keep the District Webmaster informed of who is the School Webmaster. All official material originating from the school will be consistent with the District style and content guidelines.

### **Staff Level**

Any teacher or other staff member wanting to create Web pages for use in class activities or to provide a resource for other teachers or staff members shall initially notify the Director of Instructional Technology, Director of Communications, and the District Webmaster, then the School Webmaster or District Webmaster and follow the procedures and guidelines of this document.

Staff members will include their district e-mail address and mail to: links in appropriate places of their published Web page(s). Because the purpose of these pages is to enhance communication, the goal will be to respond to all electronic communication received by staff member in a timely fashion.

### **Student Level**

A student wanting to create Web pages on the District Web site as part of a class or school-sponsored activity should request a teacher or staff member to sponsor the student's publishing efforts. The sponsoring teacher or staff member shall notify the School or District Webmaster of the desired publishing activities. The student's Web page must include an introduction written by the sponsor that describes the intent of the student's Web page and contains the sponsor's District e-mail address. Student Web pages will be removed at the end of the school year unless special arrangements are made. Appropriate permissions will need to be obtained on the required District 200 forms prior to publication.

Personal web pages are not allowed on the School District's Web server. Likewise, student Web pages may not contain commercial or advertising links, including links to games and advertisements for games.

# RELEASE OF STUDENT INFORMATION

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## **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, birth date and place, parents/guardian name and address, parent email and telephone number, academic awards or honors, school activities, field of study, and period of school attendance.

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.

## **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.

## **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.

## **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.

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**DISCIPLINE POLICIES AND PROCEDURES**

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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.

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**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. Traveling to or from school or a school activity, function or event in school provided and/or school authorized transportation;
3. 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 Student Conduct**

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 nicotine products and including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, selling, or offering for sale, 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, selling, or offering for sale illegal drugs or controlled substances, prescription drugs, over-the-counter medications, 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. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
5. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner not consistent with the prescription or prescribing physician's instructions.
6. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or

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nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

7. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body including without limitation, pure caffeine in tablet or powdered form.
8. 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.
9. Using a cellular telephone, or other electronic device, including I-Pods and tablets, unless authorized and approved by the Building Principal, in any manner that disrupts the educational environment, including using the device to cheat, transmit digital images, signal others, send messages or otherwise violate student conduct rules. All electronic devices must be kept turned off and out of sight during the regular school day unless: (a) authorized and approved by the Building Principal, (b) the supervising teacher grants permission, (c) use of the device is provided in a student's IEP, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
10. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable 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.
12. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy..
13. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: a) expression of gender or sexual orientation or preference, or b) display of affection during non-instructional time.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
16. 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 a member of any public school fraternity, sorority or secret society.
17. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive.
19. Violation of the District's sexual harassment policy
20. Unsportsmanlike conduct.
21. Possession, use, sale or transfer of fireworks, explosives or unauthorized flammable substances, including matches or lighters.

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22. Expression, written or oral, which is slanderous, libelous, obscene, profane or which advocates a violation of law or school rule; and
23. Making bomb threats, giving false fire alarms or unauthorized use of a fire extinguisher.
24. Acts of academic dishonesty.
25. Violation of the District's Technology Use Policy.
26. Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome.
27. Possession/use of a laser pointer or shocker.
28. Possession of a hoverboard, skateboard, or roller blades.
29. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
30. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
31. 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 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.
32. Conduct that endangers the property, health, or safety of others, including school employees.
33. Repeated refusal or neglect to obey school/District rules, regulations, or directives.
34. 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.
35. Misconduct perpetuated by electronic means, an explicit threat against a school employee, a student, or any school related personnel, the threat was made on an internet website 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 was reasonably could be interpreted to threaten the safety and security of the target or the threat because of his or her duties or status as an

employee of the school district or as a student of the school.

**Definitions**

The following definitions apply to the above provisions:

**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:

1. Submitting another student's work as one's own
2. Obtaining or accepting a copy of tests or scoring devices
3. 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
4. Copying from another student's test or allowing another student to copy during a test
5. Using materials or electronic or other technological devices which are not permitted during a test
6. Plagiarizing (present as one's own material without adequate documentation from a published source)
7. Copying or having someone other than the student prepare the student's homework, project, report, paper or take-home test
8. Permitting another student to copy or writing another student's homework, project, report, paper or take-home test
9. 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
10. Changing grades in a grade book or computer grading program

**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

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from the services, activities, or privileges provided by a school.

**Cyber bullying** means bullying through the use of technology or any electronic communication, Wheaton Warrenville Community Unit School District 200 7.20 Page 4 of 7 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.

**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.

**Harassment:** any unwelcome electronic, written, physical, or verbal conduct, contact or communication that is motivated by or related to individual characteristics such as race, color, national origin, gender, economic status, disability, religion, religious affiliation or sexual orientation and that creates an intimidating, hostile or offensive educational environment. Although harassment that creates a hostile environment may take many different forms, some examples include name calling and other derogatory comments, jokes, gestures or looks, posting or distribution of derogatory pictures, notes or graffiti,

blocking, pushing, hitting or other forms of physical aggression. Where harassment is sexual, it may also include such conduct as persistent unwelcome attempts to interact with someone, spreading of rumors, aggressive physical contact such as kissing, touching or pulling at clothes in a sexual way. Sexual harassment also includes unwelcome sexual advances or requests for sexual favor when: a. Submission to such conduct is made either explicitly or implicitly a term or condition of the receipt of educational or other school-related benefits, or b. Submission to or rejection of such conduct by an individual is used as the basis for educational or other school-related decisions affecting that individual.

**Hazing:** any act that subjects a student to electronic, written, physical, or verbal harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, or demeaning activity committed by an individual student or group of students for the purpose of initiation, maintaining membership, or holding office in any organization, club, or athletic team.

**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 that is not, but is claimed, believed or appears to be, marijuana.

**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.

**Weapons:** include, but are not limited to:

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- firearm, (guns, rifle, shotgun or weapon defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921) 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.

### **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. (OSS)
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. (ISS)
11. Detention
12. Restitution for property damage or theft.
13. Other disciplinary action may also be taken in such cases.
14. Restorative justice measures

### **Corporal Punishment**

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. Out of school suspension letters shall include a notice to the parent(s)/guardian(s) of their right to review the suspension.
- For out-of-school suspensions only, 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

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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, extracurricular, and end of the year activities, etc.

- A student assigned to Out-of-School Suspension may make up work missed due to the suspension, and will receive full credit for class assignments, tests, etc., completed during the suspension period. The time to make up missed assignments will be equal to the number of out of school suspension days.
- Students suspended out of school or returning from an alternative school will be required, preferably 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.
- For out-of-school suspensions of more than four days, students will be provided with appropriate and available support services. Support services could include, but are not limited to: a phone conference/check-in from a school staff member, email communications between the student and his/her teachers(s) related to classwork and assignments, provision of missed classwork and assignments, access to online tutors or materials, or counseling from a school social worker or school counselor.

**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.
- During the terms of the expulsion, the student will be provided with appropriate and available support services. The student may be referred to support services outside District 200.

**Infractions and Consequences Issued by an Administrator**

The following is list of the discipline implemented for certain acts of gross disobedience or misconduct. The list provides a minimum standard of conduct and consequences when addressing certain behaviors. It does not and cannot enumerate each and every situation or conduct for which discipline may be imposed. The progression of consequences serves as recommended guidelines. Consequences may be modified by the administrator due to the severity or nature of the incident.

**Controlled, Illegal/Look-Alike Substances (including alcohol), or Drug Paraphernalia**

**Possession and/or Use of a Controlled Illegal, Synthetic, or Look-A-Like Substances (including alcohol), or Drug Paraphernalia; Misuse of Legal Substances**

- 1st offense: ISS- 10-day OSS. The length of the suspension may be reduced if an alternative is completed
- 2nd offense: ISS - 10-day OSS.
- 3rd offense: ISS - 10-day OSS and possible recommendation for expulsion.

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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/Possession with Intent to Deliver a Controlled Illegal Synthetic, or Look-Alike Substance**

ISS - 10-day OSS and possible recommendation for expulsion  
Police referral

**Drug Related**

**Drawings/Pictures/Writing/Material**

1st offense: Detention. – ISS.  
2nd offense: ISS – 2 day OSS.  
3rd offense: ISS - -5 OSS

**Smoking On or Near School Property/Possession of Tobacco, or Electronic Cigarettes**

Detention. – ISS. Possible Police Referral

**Violence/Threats**

**Gang Activity Including Graffiti on Personal or School Property**

1st offense: ISS-10 day OSS. Police referral\*  
Subsequent offenses: ISS-10 day OSS. Possible recommendation for expulsion Police referral\*

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

**Physical Attack or Assault of a Staff Member**

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

**Threat to a Staff Member or to a Staff Member's Property**

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

**Possession of a Weapon**

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

**Arson/Bomb Threat/False Fire Alarm**

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

**Possession /Use of Fireworks/Ammunition**

Detention – 3 day OSS. Possible police referral.

**Vandalism**

Detention -5 day OSS. Restitution for damages.  
Possible police referral

**Creating a Safety Hazard or Condition for Students or Staff**

Detention – 10 day OSS. Possible Police Referral

**Fighting/Assault/Physical Aggression**

1st offense: Detention - 3 day OSS. Possible police referral  
Subsequent: ISS – 10 day OSS. Possible police referral. Possible recommendation for expulsion

**Threat to Another Student**

1<sup>st</sup> offense: Detention - 3 day OSS. Police referral  
Subsequent: ISS -10 day OSS. Possible police referral

**Bullying/Intimidation/Harassment/Sexual Harassment/Hazing**

1st offense: Detention - 3 day OSS. Possible police referral  
Subsequent: ISS -10 day OSS. Possible police referral

**Profanity/Profanity Directed at Another Student**

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

**Profanity or Gestures Directed at a Staff Member**

Detention - ISS. Possible police referral

**Possession/Distribution of Obscene Materials or Drawings**

1st offense: Warning - detention  
Subsequent: Detention – 2 day ISS

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**Indecent Exposure/Sexual Activity**

ISS - 10 day OSS.

**Insubordination/Disrespect/Cheating**

1st offense: Warning - Detention

Subsequent: Detention – 3 day ISS/Parent  
Conference

**Repeated Refusal or Neglect to Follow or Obey  
School/District Rules, Regulations, or Directives**

1st offense: Warning – Detentions

2nd offense: Detention – OSS

**Inappropriate Physical Contact**

1st offense: Warning – ISS

2nd offense: ISS – 10 day OSS

**Electronic Devices**

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

1st Offense: Warning/Confiscation\*

Subsequent: Confiscation and return to parent-  
Detention\*

**Key**

ISS – In-School Suspension

OSS – Out of School Suspension

\* The use of electronic devices which infringes on the privacy and/or rights of students, faculty and staff may result in disciplinary actions and/or and possible police referral.

**Theft**

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

Subsequent: ISS -10 day OSS. Restitution - police  
referral

**Inappropriate Use of Computers/Internet**

1<sup>st</sup> offense: Warning - Detention.

2<sup>nd</sup> offense: Detention – Possible revocation of  
computer privileges

**Lying to a Staff Member**

1<sup>st</sup> offense: Warning - Detention

2<sup>nd</sup> offense: Detention - ISS

**Repeated Refusal or Neglect to Obey School  
Rules or Directions**

1st Offense: Conference, detention – OSS.

## DISCLAIMER

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School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, students are expected to follow rules and not violate the rights of others.

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### **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, etc.)

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.

## DISCLAIMER

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### **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.

## 2016-2017 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](http://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.

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School (Please Print)

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Name of Parent or Guardian (Please Print)

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Signature of Parent or Guardian

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Name of Student (Please Print) Grade

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Name of Student (Please Print) Grade

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Name of Student (Please Print) Grade

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Date

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