



Elementary School Handbook
for
Parents and Students

2010-2011

DeKalb CUSD #428
DeKalb, Illinois 60115

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Dear Parents and Students,

The purpose of the Parent-Student Handbook is to acquaint both the parent and the student with basic district-wide elementary school policies as they relate to a well-organized, safe and educationally sound school environment. We ask both students and parents to study the contents and become familiar with the policies.

While the information in this handbook is important, we feel that the most effective communication between the home and school results from direct contact with the child’s teacher and /or the building principal. Parent-teacher conferences are conducted twice yearly to assure that basic communications are established. Parents are encouraged to contact the school to arrange additional conferences whenever they feel it would be to their child’s benefit.

We ask that you give your support by visiting the school, inquiring about your child’s progress, attending conferences and taking an active interest in school activities as well as the daily lessons completed at home and in school.

Sincerely,
 Shahrar Spears, Principal
 Brooks Elementary School

Jermaine Redmond, Principal
 Chesebro Elementary School

Kimberly Lyle, Principal
 Cortland Elementary School

Cristy Meyer, Principal
 Jefferson Elementary School

Anna Hoyou, Principal
 Lincoln Elementary School

Charlotte Messmore, Principal
 Littlejohn Elementary School

Connie Rohlman, Principal
 Malta Elementary School

Andria Mitchell, Principal
 Tyler Elementary School

Gina Greenwald, Principal
 Wright Elementary School

The purpose of the Board of Education and all employees of DeKalb Community Unit School District #428 is to provide all school-aged children with the best educational opportunities possible. In order to accomplish this, the people of the District must believe that District #428 is an educational system in which they can take pride and willingly support.

Such a purpose requires that:

- Everyone associated with the District realizes that the District's reason for being is to serve the children, parents and other residents in the District.
- Relations between student and student, student and staff, and staff and student are characterized by courtesy, civility and consideration for one another.
- A high standard for performance is expected of every member of the staff and student body and that each is held responsible for performing to that standard.
- The people of the District are well informed and active participants in the operation and events of the District.
- The District's physical and financial resources are managed carefully and responsibly.
- Every graduate of DeKalb High School possesses the skills required to enter a two or four year college, accredited technical or vocational program, or to compete successfully in the job market.

MISSION OF SCHOOL DISTRICT

Our Mission is to educate our students to reach their potential while preparing them to contribute to our global society.

SCHOOL BOARD MEMBERS

- Mr. Mike Verbic, President
- Mr. Michael Lord, Vice President
- Mrs. Holly Wallace, Secretary
- Mr. James Mitchell
- Mrs. Tia Robinson
- Mr. Fred Davis
- Ms. Jessica Lyons

SCHOOL HOURS

Elementary School classes generally are in session from 8:45-3:30P.M.. Parents are encouraged to check the school calendar for updated information regarding shortened days and other special events effecting school hours. Parents are asked to cooperate in seeing that students do not arrive at school prior to 20 minutes before the opening of school. This allows staff time to hold parent conferences and meetings during the hour before school begins. Students are not allowed to enter the building until 5 minutes before the school day begins. Exceptions to this rule occur only when: 1) the student has permission from the teachers; 2) the student becomes ill or is injured; 3) there is inclement weather (rain or wind chill below 0 degrees). There is no supervision on the playground before the school buses arrive. No playground supervisor is provided after school. Walkers must report home directly after school hours.

ELEMENTARY SCHOOL PHONE NUMBERS

Brooks Elementary School, 3225 Sangamon Road	754-9936
Chesebro Elementary School, 900 Garden Street	754-2208
Cortland Elementary School, 370 E. Lexington Ave.	754-2360
Jefferson Elementary School, 211 McCormick Dr.	754-2263
Lincoln Elementary School, 220 E. Sunset Place	754-2212
Littlejohn Elementary School, 1121 School St.	754-2258
Malta Elementary School, 507 N. 3rd. St.	825-2081
Tyler Elementary School, 1021 Alden Circle	754-2389
Wright Elementary School, 5068 St. Rte. 38	825-2061
Pre-Kindergarten Program	754-2212
District Switchboard	754-2350

Entrance Age

To be eligible for admission to kindergarten, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. A child with exceptional needs who qualifies for special education services may be eligible for admission to a preschool program at 3 years of age. At the time of registration, you will need to present your child's birth certificate.

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Public Act 84-1430 imposes several new duties on school districts which are intended to combat the problem of missing children. The Act provides that districts must notify any person enrolling a student for the first time that such person must provide either 1) a certified copy of the student's birth certificate or 2) other governmental documentation of the child's identity and an affidavit explaining the inability to produce a copy of the birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate or if the documentation is or is inaccurate or suspicious,, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, *Residence*.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health and Dental Examinations, Immunizations, and Exclusion of Students*.

SCHOOL ATTENDANCE AREAS

The School District shall be divided into school attendance areas. The Superintendent shall review the boundary lines annually and shall recommend any changes for consideration and decision by the School Board. A map of the District showing current school attendance areas shall be maintained by the Superintendent.

In general, public school students living in a given school attendance area shall attend that school. "Living" is defined as fixed night-time abode. Residency documentation will be checked annually in conjunction with registration. Exceptions may be approved by the Superintendent in cases of assignment to special classes or for special programmatic reasons. Exceptions for reasons of balancing enrollments will be addressed according to provisions of Policy #705.09. Exceptions for any other reason may be approved by the Board upon recommendation by the Superintendent. Students who are granted an open transfer within the District shall be responsible for their own transportation. Any other school-related special arrangements occurring as a result of the student's transfer shall be approved by the Building Principal of the receiving school.

A student classified as having a disability shall be served through an educational program which is appropriate to the student's needs. The student with disabilities shall be assigned to an educational program based upon recommendations made during a multidisciplinary staffing in a process determined by the IEP Team. Special education support within the general education classroom should be the option of choice or starting point of service delivery.

HEALTH, EYE, AND DENTAL EXAMINATIONS; IMMUNIZATIONS; AND EXCLUSION OF STUDENTS

The School Code of Illinois and School Board Policy of District #428 require that the following conditions be met.

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Entering an Illinois school for the first time, regardless of the student's grade (including Pre-Kindergarten, Early Childhood Programs, special education, Headstart programs operated by elementary or secondary schools, students previously home-schooled prior to entry, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its

2. A diabetes screening *must* be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.

Unless the student is homeless, failure to comply with health examination requirements above **by the first day of school** of the current school year or the immunization requirements above **by October 15th** of the current school year, will result in the student’s exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Illinois law requires that proof of an eye examination by an optometrist or physician (ophthalmologist) who provides eye examinations be submitted to the school no later than October 15th of the year the child is first enrolled, or as required by the school for other children (Kindergarten). If a student fails to present proof by October 15th, the school may hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15th of the current school year in accordance with rules adopted by the Illinois Department of Public Health. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child’s report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15th. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15th of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy’s requirements for:

1. Religious or medical grounds if the student’s parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student’s parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student’s parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

VISION AND HEARING SCREENING

Students will be screened according to state mandated vision and hearing laws. Vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo this vision screening if an ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school. Vision screening is not an option. If a vision examination report is not on file at the school for your child, your child will be placed in the mandated group to be screened. Vision screening will be done, as mandated, for the following children: Pre-Kindergarten, Kindergarten, 2nd grade, 8th grade, all special education, transfer and teacher referrals.

Hearing screening will be done as mandated, for the following children: Pre-Kindergarten, Kindergarten, 1st grade, 2nd grade, 3rd grade, all special education, transfer and teacher referrals.

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

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

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

Procedures for Medication Administration to Students

The primary responsibility for the administration of medications rests with parents and physicians. It is strongly encouraged that medications be given at home during non-school hours. Parents are asked to notify the school nurse if their child must take medication while in school. Parents and students, in all cases, will be personally responsible for the actual administration and/or taking of medications.

The number of children taking medication at school can be minimized by using long acting drugs, and by scheduling doses before and after school. Only those medications which are necessary to maintain a child in school shall be administered during school hours. The first dose of any new medication should always be given at home.

District #428 allows for medication administration and supervised self-administration of medication for students under the following guidelines:

- A. The medication must be required during school hours because it must be taken four times per day, with a meal, or timed specifically to be effective as prescribed by a doctor licensed to practice medicine in all of its branches, an advanced practice nurse with prescriptive authority, or a physician assistant.
- B. Medication must be brought to school in the original container (a properly labeled prescription bottle for prescription medications) labeled with the student's name, physician's name, name of medication, dosage, and time. If medication comes to school in an unlabeled bottle, the school nurse and/or parents will be notified. The medication will be sent home with the student at the end of the school day with a copy of the medication guidelines. In instances when medications are not provided in the appropriate prescription container, school personnel reserve the right to withhold the medication. Local pharmacies will provide an extra prescription container for school upon request.
- C. A completed "School Medication Authorization Form" and "Student Self-Administration of Medication Form" must be in the school health office in order for school personnel to supervise the self-administration of a student's medication to the extent of that student's ability.

Student Medications

If it is necessary for a student to take medication (prescription or over-the-counter) at school, a signed note from a doctor and parent will be required and the medication must be turned into the health office upon arrival to school. Students should only bring the appropriate quantity needed for doses taken at school. Medication needs to be brought in its original container with labeled directions. If medication is brought in an unlabeled container the school personnel reserves the right to not administer or allow self-administration. The DeKalb School District allows school personnel to administer medications or supervise self-administrations for a limited time under the following guidelines and procedures established by school district administration.

- The medication is required during school hours. Prescription medications that are prescribed to be taken three times a day should not be taken at school unless medically indicated and specifically ordered by the physician.
- If medication comes to school in an unlabeled bottle, the school nurse and/or parents are to be notified.
- Parent notes needs to indicate permission for school personnel to dispense medication per physician's orders.

Non-Prescription Drugs

- Over-the-counter medication must be brought in the original container, labeled with the student's name, accompanied by a note from the parent and doctor describing how and when the medication should be taken.
- Parents are asked to notify the school nurse that their child must take medication while at school.
- Alternative medication/herbal supplements require a note from a licensed prescriber as stated in the Recommended Guidelines for Medication Administration in schools by the Illinois Department of Human Services and the Illinois State Board of Education.

School personnel can administer no medication unless these guidelines are followed. Certain exceptions to this policy may need to be made, but the school nurse and principal will handle these in advance on an individual basis.

Policy for Students Needing Metered Dose Inhalers and/or Epinephrine Auto-Injectors

Inhalers and Epinephrine Auto-Injectors are prescribed medications and the previously stated guidelines apply to these medications. The permission for self-administration of medication or use of an epinephrine auto-injector is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of these requirements. Provided that these requirements are met a student may use his or her medication while at a school sponsored activity, while under the supervision of school personnel, such as before or after normal school activities.

Parents should contact the school nurse regarding their student's use of emergency medication, and complete the appropriate forms and procedures. The parent/guardian of the student sign a statement acknowledging the school district is to incur no liability, except for willing and wanton conduct, as a result of any injury arising from the self administration of medications.

If you wish to have your child carry his or her inhaler or epinephrine auto-injector please contact the school nurse.

COMMUNICABLE AND CHRONIC INFECTIOUS DISEASE

The Superintendent shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies. Information regarding communicable and infectious disease will be reported to the Department of Public Health in accordance with HIPPA and Health Department requirements.

Students diagnosed with or carrying a communicable and/or chronic infectious disease have all rights, privileges, and services provided by law and the Board's policies. Students will be allowed to attend their regular classes to the extent that they are able to do so and pose no threat to the health or safety of themselves or others. For further procedural details, refer to Board Policy manual.

ACCIDENT OR ILLNESS AT SCHOOL

Emergency forms are distributed during registration each year. The information on this form will be used in the event your child becomes ill or in the event of an accident at school. For this reason the information must be accurate and kept up-to-date. When you give us phone numbers of relatives or neighbors, please inform them that you have done so. It is the responsibility of the parent/guardian to provide the school with appropriate emergency numbers. Homes without phones should provide several alternative numbers to contact.

In the event of an accident or illness, we will notify you by phone for instructions. If we are unable to reach you, the emergency numbers will be used. If we are not able to reach your emergency contact, a decision by the principal or the principal's designee will be made on behalf of the student.

In the case of an injury to the head, neck, or back or any other injury determined to be serious, the Local Fire Department Paramedic Team may be called. The Paramedic Team will be called first and the parents contacted second.

In accordance with public health policy it is required that a student with a fever greater than 100* orally, vomiting, or diarrhea must stay home for 24 hours symptoms free without the use of medication. This policy does not replace the judgment of the school nurse or a student's truancy obligations.

PHYSICAL EDUCATION, RECESS, AND ILLNESS

All students must participate in physical education unless excused by their physician. A student may be excused from participation with a note from parents for up to three consecutive days. Thereafter, an excuse from a physician is required. Such

she cannot attend PE.

GRADING AND ACADEMIC ACHIEVEMENT, PROMOTION AND RETENTION POLICY

It is the policy of the Board of Education to strive to ensure that students meet district goals and objectives and can perform at the expected levels for their grades before being promoted. Decisions to promote, retain or remediate students in any class shall be based on progress in relation to the curriculum, attendance, test performance, individual needs and parent input. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. Consultation with the parent/guardian throughout the school year will be maintained and documented when educational progress is not satisfactory. The final decision regarding the need for supplemental education outside the regular school day or school year and the student's promotion to the next grade shall be the responsibility of the Building Principal. Promotion of a student having an individualized education plan (IEP), or receiving reasonable accommodations pursuant to 504 of the Rehabilitation Act, shall be determined by the student's educational team.

REPORTING STUDENT PROGRESS

A student's progress is reported to you at least four times during the school year. The school has parent-teacher conferences and report cards to inform you of the progress of your child. Please feel free to request additional conferences at any time to discuss your child's educational program.

NON-CUSTODIAL PARENT'S RIGHT TO INFORMATION

Our district policy is to share with non-custodial parents all pertinent information that we share with custodial parents regarding the progress or status of a child. Federal law (Federal Education Rights and Privacy Act) and state Law (Illinois Student School Records Act) mandates that non-custodial parents receive the same consideration as custodial parents and should receive such information as:

- report cards
- statewide test results
- invitations to teacher conferences
- access to child's records
- other information shared with the custodial parent

The only way in which a non-custodial parent may be denied access to this information is if there is a court order specifically prohibiting the non-custodial parent's contact with the school. The request from a custodial parent in itself is not enough to deny access to a non-custodial parent.

FINES, FEES AND CHARGES

The school board may establish fees and charges to fund certain school activities. For the purposes of this policy "school fees" or "fees" means any monetary charge collected by the District from a student or the parent/guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program of the District. The District does not impose a "fee" when it requires that a student provide his or her own ordinary supplies or materials (e.g., pencil, paper, notebooks) which are necessary to participate in any curricular or extracurricular program.

The board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability of parents or guardians to pay fees and charges. In recognition of this problem, the Board of education will waive book and fee costs, when requested by the responsible parent or guardian, if the family qualifies financially under the following guidelines:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for Free Meals pursuant to Illinois Rev. State., ch. 122, para. 712.1 et seq.

Also, consideration will be given by the Building Principal to additional factors such as:

1. illness in the family;
2. unusual expenses such as fire, flood, storm damage, etc.;
3. seasonal unemployment;
4. emergency situations.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available from the Building Principal. A Building Principal's denial of a fee waiver request may be appealed to

"School fees" include, but are not limited to, the following:

- (A) All charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
- (B) Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

**STUDENT LOSS/DAMAGE OF LIBRARY
MATERIALS AND CLASSROOM TEXTS**

Library materials and texts which are damaged or not returned by a student will be the responsibility of the student or the student's parent or guardian. Fees will be at the full replacement value of the material. The fee for a damaged or non-returned book without a known replacement value will be \$10.00 unless original cost can be reasonably estimated at a much higher value. At the end of the school year, each media assistant will give the school secretary a listing of all students with non-returned or damaged library books for which payment has not been made. Non-paid library obligations will move with each student as he/she advances to the next school. Prolonged non-paid obligations may be referred to a collection agency.

BUS (FIRST STUDENT (748-2901))

Safe transportation of students to and from school is of utmost importance to the DeKalb School District and First Student Transportation Services. To insure the safety and protection of our children, it is imperative that students follow the general bus rules as well as the directions of the driver. It is imperative that the following rules are understood, enforced and obeyed by students, parents and staff:

1. The bus driver is in complete charge at all times, and has the authority to assign seats.
2. Classroom behavior expectations will be maintained at all times
3. Students are expected to remain in seats while bus is in motion.
4. Students are expected to keep head, hands and arms inside the bus.
5. No consumption of food or drink will be allowed on the bus.
6. Students must refrain from loud, excessive and/or profane language while on the bus and remain quiet at railroad crossings.

Students who do not respond to verbal directions from the bus driver or other adult supervisor(s) will be reported to the principal or designee for disciplinary action.

Bus Conduct

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

school administration depending on the severity of the offense. Parents must provide transportation for the days bus privileges are suspended. Failure of the student to attend school during a bus suspension period will result as an unexcused absence.

First Offense - The Building Principal or designee will inform the parents / guardians of the offense and discuss what disciplinary measures the parents / guardians and principal deem necessary to correct the situation.

Second Offense - The Building Principal or designee will inform the parents / guardians of the offense and the student may be denied transportation a maximum of three days.

Third Offense - The Building Principal or designee will inform the parents / guardians of the offense. The student may be denied transportation for three days and the parents / guardians will be required to meet with the building principal to inform the parents of the consequences of the next misconduct report. The Student will be denied transportation until after this meeting has occurred.

Fourth Offense - The Building Principal or designee will inform the parents / guardians of the offense and the student may be suspended from bus riding privileges for a period up to 10 days.

Fifth Offense - The Building Principal or designee will inform the parents / guardians of the offense and the student may be suspended from bus riding privileges for the remainder of the school year and summer.

ELECTRONIC RECORDINGS ON SCHOOL BUSES AND SCHOOL GROUNDS

Electronic visual and audio recordings may be used on school grounds and on school buses to monitor conduct and to promote and maintain a safe environment for students and employees for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Notice of recording shall also be posted on campus buildings where applicable to notify students, staff, and visitors that video cameras may be in use.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Students will be held responsible for any violations of school discipline rules caught by the cameras. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding. In instances of criminal violations, these recordings may also be relinquished to the police as deemed appropriate by school administration and/or required by law.

Student Records

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records:

1. The right to inspect and review the students’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit a written request to the school principal (or appropriate school administrator) identifying the records they wish to inspect and the principal will arrange access to the records and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request amendment of the student’s records that the parent or eligible student believes are incorrect or misleading. A parent or eligible student may challenge the accuracy of the student records, by requesting, in writing that the school amend a record that they claim is inaccurate or misleading. The school must decide within a reasonable time whether it will amend the record. If the school determines the information is incorrect, it must amend the record and advise the parent or eligible student in writing. If the school decides not to amend, it must inform the parents or eligible student of his or her right to a hearing to challenge the content of the record. The request for hearing must be in writing, and must specify the challenged portion of the record. If, after the hearing, the school determines that the record should be amended, it must inform the parents of the right to place a statement in the record commenting on the contested information in the record, stating why he or she disagrees with the decision of the school. That statement must be appended to the disputed record and any time the disputed record is disseminated to anyone, the statement must also be disseminated with the document.

3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. Disclosure of student records to school officials with a legitimate education interest is permitted without consent of the parent or eligible student. School officials include, but are not limited to, administrators, supervisor, instructors, and support staff, School Board members, persons with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

ILLINOIS SCHOOL STUDENT RECORDS ACT (ISSRA)

Pursuant to Illinois State Law, the schools of the District maintain both a permanent record and a temporary record on each student. Parents have the sole authority (except as noted below) to authorize the release of student record information until the student reaches age 18, joins the armed services, or is married. After the student has succeeded to the rights of the parents, only the student may authorize the release of student record information.

Information contained in the permanent records will be retained for 60 years after a student has transferred, graduated, or otherwise permanently withdrawn from the school. Information contained in the student temporary record will be maintained for five years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

Upon graduation or permanent withdrawal of a handicapped student, special education files and other information contained in the student temporary records which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents..The school shall explain to the student and the parent the future usefulness of these records.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

DIRECTORY INFORMATION

The School Board authorizes making “*Student Directory Information*” public as permitted under state and federal laws and regulations. *Student Directory Information* means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. School Board Policy 7.340 defines *Student Directory Information* as the following: name, address, gender, grade level, birth date and place, parents’/guardians’ names and addresses, academic awards, degrees, and honors, information in relation to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in school, and photographic or electronic images.

School Board policy provides the Superintendent with the discretion of selecting which student directory information may be released. Parents will have fifteen (15) school days after receiving this student handbook information to provide notice in writing to the school district that they choose not to have this information or any portion of the “Directory Information” released. Unless notified to the contrary in writing within the fifteen (15) school-day period, the school district may disclose any of those items designated as “Directory Information” without the parent’s or eligible student’s prior written consent including in print and

INSPECTION OF INSTRUCTIONAL MATERIALS

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, films and tapes. Call the principal's office for an appointment if you wish to view any of these items.

EQUAL EDUCATIONAL OPPORTUNITIES

The District does not discriminate on the basis of sex, race, religion, color, sexual orientation, national origin, economic status, or disability, in the provision of programs, athletics, services, or benefits and that guaranteed to both sexes are equal access to educational and extracurricular programs and activities. Therefore, the following policy has been adopted:

No student shall, on the basis of his or her sex, race, religion, color, sexual orientation, national origin, economic status, or disability, be denied equal access to programs, activities, services or benefits, or be limited the exercise of any right, privilege, advantage or opportunity.

The Superintendent shall appoint a Coordinator for Nondiscrimination (the "Coordinator") for the School District. Students and parents shall be notified annually of their right to initiate a grievance or complain of illegal discrimination and of the Coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint on illegal discrimination, the Coordinator shall send a copy of the District's written grievance procedure to the complainant. The Coordinator shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the Coordinator shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request for hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 3-10 of The School Code of Illinois and, thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of The School Code of Illinois, and provided in Section 200.90(b) of the Sex Equity Rules.

NOTIFICATION OF DELETION AND DESTRUCTION OF FIFTH GRADE RECORDS

The temporary records of all fifth grade students will be reviewed by the principal or his/her designee(s) after May 15th. The purpose of this process is to remove any information which is no longer pertinent to the students' continued education at the middle school level. Parents have the opportunity to copy the record and information proposed to be destroyed or deleted prior to May 15th.

DISTRIBUTION OF NON-SCHOOL RELATED INFORMATION TO STUDENTS

It is intent of the district to assist students in becoming knowledgeable of community organizations, the programs they provide, and the events they sponsor. To this end, the availability/dissemination of literature to students by responsible nonprofit community organizations may be approved under the following conditions:

1. The request is made and approval is obtained from the Superintendent, or designee, prior to time of distribution.
2. A copy of the literature to be distributed is presented at time of initial request.
3. The literature includes information about a particular meeting, event, or activity which the organization is to sponsor commencing within 30 days after proposed distribution.
4. The literature contains no direct solicitation of money or of other items of value except for dues for members or fees for an activity announced in the literature and except for fund drives approved by the Superintendent.
5. The information is contained in a letter or flier no longer than 4 pages in length, which pages may be no larger than 8-1/2" by 11" in size.
6. No more than 5 submittals per semester for any single organization will be disseminated.
7. The letter or flier contains a clear statement that the community organization is not associated with the school district and that the meeting, event, or activity is not school-sponsored.
8. The literature contains none of the following:
 - a. material which would cause substantial disruption of orderly operation of the school or its activities;
 - b. personal information about persons other than those seeking the distribution;
 - c. material which is vulgar or otherwise socially inappropriate
 - d. material dealing with issues of human sexuality;
 - e. material which is commercial in nature; or
 - f. material recruiting students for private schools; or
 - g. material for which the distribution or display of which would violate any law or board policy.

When a responsible non-profit community organization's request for distribution of literature meets these conditions, its

requests for information granted on a first come first served basis. Schools may also display literature in a central area to be available to parents and families.

Except as provided by this policy or as part of a school assignment or school-sponsored activity, no student may distribute any literature, flier, pamphlet, or other item to more than ten (10) persons on school premises, bus stops or at a school-sponsored activity.

COMMUNITY ACCESS TO SCHOOLS DURING SCHOOL DAY

Access to school buildings and school grounds during the school day for persons other than students and staff shall be governed by the administrative rules set by the responsible building principal. Those rules shall take into account the safety of students and staff, the conduct of school business and classes, and the needs of the community to communicate with their schools.

However, in no event shall anyone not affiliated with the schools be permitted access to school buildings or grounds during the school day for the purpose of distributing literature or objects not related to school curriculum or school-sponsored activities. Literature for distribution by school staff as permitted by board policy or administrative rule may be allowed.

Except as permitted by this policy, no one not affiliated with the schools who has gained access to a school building or grounds during the school day may solicit students for membership in, participation in, or for donations to any non-school sponsored organization. This prohibition shall not, however, apply to the following organizations when soliciting for those organizations:

1. federal, state or local governmental agencies such as the military or the Peace Corps;
2. parent-teacher organizations, school foundations, alumni organizations, booster clubs, or other groups not legally associated with the Board of Education, but which are organized and operated exclusively for the purpose of assisting the Board, Administration, staff, students and parents.
3. commercial firms for the limited purpose of furthering a school activity, such as graduation, class pictures, or class rings;
4. student-initiated groups;
5. organizations assisting in school-sponsored fund raisers;
6. community groups granted access to school facilities before or after school, as long as the solicitation is confined to students voluntarily attending the group's meeting.

Further, this policy does not prohibit individualized solicitations by staff or students in a manner not disruptive to the educational process. For purposes of this policy, "school day" means any time when students are regularly scheduled to be in the school or on school grounds.

ATTENDANCE PHILOSOPHY

The DeKalb elementary schools' educational program is built on the premise that regular attendance is vital to a student's success in school. Regular attendance is necessary in order for students to take full advantage of the educational programs. Maintaining regular school attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. Students who are consistently absent from school miss vital class instruction, social interaction, written classroom assignments and discussion and do not receive the instruction needed to succeed academically.

Expectations

DeKalb elementary schools expect parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes.

Reporting an Absence

Parents are requested to call school to report the absence of youngsters. Calls should be made before the starting time of school. (Calls should also be made each day if the absence lasts beyond one day.) If you are unable to reach the office, the returning student must present a note that includes the student's name, date(s) of absence, and signature of parent or guardian. If the absence is due to a medical appointment, a note is required the following attendance day. If the school office does not receive notification regarding the absence of a student, an attempt will be made to contact the parents within two hours of the beginning of school. State law requires parents to provide telephone numbers for this purpose. After three days of absence, student may be required to provide medical documentation to verify the illness.

Valid Causes for Absenteeism

Section 26-2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

- Family Emergency
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of the student
- Other situations approved by the school principal.

Excessive Absenteeism

Absenteeism is considered excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism includes excessive tardiness. A tardy occurs when a student arrives after the arrival time and/or leaves the building prior to the final dismissal time. A student who arrives late must be signed in by an adult. The district elementary schools consider two student tardies as one full day of unexcused absence.

If a student is absent for more than 10% of the last 180 school days a doctor's note will be required for any and all medically related absences. If the reason for the absence is not medical, the parent must provide a written explanation which will be reviewed by the building administrator to determine if there is "valid cause" for the absence.

A variety of resources and supportive services are available to students with attendance problems and their parents or guardians, including conferences with school personnel, services of school social workers and psychologists and referral to community agencies for appropriate services.

Truancy

According to Section 26-2a of the Illinois School Code, when students have 5 unexcused absences, 10 tardies, or a combination thereof, a letter of concern is sent home. Subsequent absences or tardies are referred to the Regional Office of Education. The local Regional Office of Education, or ROE, then contacts parents to attend a mandatory meeting intended to prevent truancy. At this time the ROE refers parents to local services agencies, such as 4C. A representative from such agencies may be invited to be a Case Manager for these services. Parents can choose whether or not to accept services that are offered.

A minor is considered to be a chronic truant at 18 unexcused days or 36 tardies, or a combination thereof, based on the last 180 school days. District Elementary Schools, in keeping with Section 26-2a of the Illinois School Code, considers a minor truant when the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and or provided and refused by the parent (s) or guardian(s). After 10 consecutive absences, a student may be dropped from enrollment. Any student who has been referred to the County Truant Officer in the previous school year is subject to any of the above steps during the current school year.

Vacations

Five days of vacation will be excused if prearranged one week in advance by the parent/guardian and the school officials. Any vacation days over the 5 day maximum will be unexcused and will count towards truancy totals.

Early Sign-Out

Permission to take a child from school before dismissal time may be granted for urgent reasons. Requests for such permission must come from a parent/guardian and be presented at the school office. The student must be picked up in the office. This procedure is for the safety of your child. Early dismissals on a regular basis are considered tardy.

HOME/HOSPITAL INSTRUCTION

Extended absences from school (two weeks or more) may qualify for Home/Hospital Instruction. Please contact your school nurse or building principal to initiate the process. A written statement from your doctor will be required. Homebound tutoring is provided by the district only as the result of a special education recommendation or where a physician indicates that a child will be absent for a prolonged period of time. Such tutoring is normally limited to five hours a week and requests should be made to the building principal.

CHANGE OF ADDRESS

Please inform the office if you change your address or telephone number any time during the year so that report cards and other information will not be delayed and emergency contact information can be updated.

MESSAGES FOR STUDENTS

Arrangements for transporting, going to another child's house, etc., should be made prior to coming to school. Only emergency messages should be delivered to students during the school day.

dismissed early. If these circumstances arise, it will be important for you to have the following information:

1. The following radio and television stations will report school closing, early dismissals/closings and information about bus routes: Spanish Radio WLEY 107.9, WIFR 23, and WTVO. Also, Connect-Ed will make a phone contact to each parent/guardian if the number is available.
2. Early closing can be problematic for all students. All of the drivers for First Student Bus Company have been directed to be certain that each bus student, regardless of age, is able to enter his/her residence. Due to the emergency nature of early school closing, time is crucial and the drivers CANNOT wait to be certain if someone is home to supervise the student.
3. All parents should have an alternative for their student if they are not to go home when school is dismissed early. Such alternatives include going home with another student, going to a relative's home, etc. For bus students who are to ride the bus for early dismissal, the alternative must be along an established route.
4. If your student is not to go home when an early dismissal occurs, please complete the Early Dismissal form. These forms are available in the school office.

OUTDOOR RECESS/INCLEMENT WEATHER

If it is raining during the lunch/recess period, students will remain indoors. During the winter months, children will have outside recess. It is important for parents to dress their children properly. In case of severe cold weather (temperature is 0 or below with the wind chill factor), outdoor recess will be cancelled. Children will stay in their classroom.

We ask that you help in seeing that your child is dressed appropriately for the weather. Such things as a hat or hood, mittens and boots along with an appropriate coat will make the outdoor time more enjoyable. Boots and snow pants are required for children to play in the snow.

DRESS POLICY

Clothing, shoes and other attire shall be worn in the manner and purpose for which it was designated. Students are responsible for any printing on articles of clothing to insure they are in good taste and not of a lewd, profane, or gang-related nature. Tobacco and alcohol advertising is not allowed. The wearing/carrying/displaying of hats or other head coverings is prohibited within the schools, with the exception of head coverings for religious or cultural reasons, on field trips or at any school sponsored events. Hats worn outdoors are not to be tilted to either the right or left.

Bib overalls with straps shall be worn up. Halter tops, backless tops, spaghetti strapped tops, bare midriff blouses and shirts may not be worn in school. Pants must be positioned at waist level and secured with a belt if needed. Shoes must NOT have wheels exposed on school grounds.

LOST AND FOUND

A lost and found box will be kept in the school. To reduce the number of lost articles, labeling of student clothing, lunch boxes, etc., is most helpful. Any article found will be placed in this box. Any unclaimed items may be donated to charity at the end of the quarter.

PERSONAL ITEMS AT SCHOOL

The instructional process is delayed or interrupted when students bring personal items to school. This practice should be restricted to teacher directed items (i.e., "show and tell", special projects, etc.). All other items may be confiscated and returned to the parent. Additionally, the school assumes no responsibility for these materials.

Bringing pets to school is not permitted unless previous arrangement is made with the teacher and principal. All animals must be brought to school by an adult and returned home immediately by the adult following the presentation that same day.

Cell phones must be turned off during school hours and kept out of sight. The school is not responsible for loss or theft. It is advised that phones not be brought to school.

FIRE DRILLS

Whenever a fire drill is held, students should quickly follow the directions of the teacher. The route used for this drill is posted in all classrooms. Fire drills are for the purpose of training people to get out of the building quickly and safely thus saving lives in case of a real fire. It should be considered a serious task, and everyone is expected to cooperate.

Students are responsible for:

1. Leaving the building by the route explained to them.

DISASTER DRILLS

Each spring, Illinois schools participate in a state-wide tornado drill. Prior to this exercise, teachers will instruct students on the correct safety procedures. Each school has a civil defense radio receiver that receives broadcasts of all national weather service warnings. When the disaster alarm is sounded, the student should go quietly to an assigned place. At all times, in all cases, there is to be no talking. This is a safety measure so that every student can hear and follow directions.

Tornado or Severe Weather

Tornado Watch — Students will not be allowed to go on the playground.

Tornado Warning

Students will follow the tornado procedure established at school. All people will remain at their assigned places of shelter until school authorities are notified of the termination of the danger period. School will then resume normal operation. If the danger period extends beyond the dismissal time, students will be held until the danger period is over. Parents who wish to pick up their children may do so by coming to the school office.

CLASSROOM VISITATIONS

Classroom visitations are available to observe the educational excellence of our program. We request that you call and arrange a time with the teacher. A parent, however, should not expect a conference during teaching time about his/her child or the program. For the children's safety, however, visitors to a school must report first to the school office. We ask visitors to also familiarize themselves with the Fire and Disaster procedures in the area of the building in which they are located.

STUDENT VISITORS

Students are not allowed to bring other children with them to school who are not regularly enrolled in the school.

LUNCH PROCEDURES

Students may bring a lunch from home or may utilize their computerized hot lunch card to receive a hot lunch provided in the school cafeteria. The hot lunch card system requires parents to pay for lunch in advance by depositing funds into a family account or by qualifying for free or reduced lunch by filling out an application that determines eligibility based on income. Applications for free and reduced lunch are submitted at the DeKalb School District #428 Education Center at 901 S. 4th Street. Student accounts for hot lunch can be opened at the Education Center or on-line. Please remember to allow 24-36 hours for all payments to be posted to your family account.

An orange-colored notice from Food Services goes home when the account is \$10.00 or less. A second notice is sent when the account is at \$2.00. If students do not have enough money in their account, they are eligible to receive a peanut butter or cheese sandwich with milk up to 3 times per year. It is the parent's responsibility to make sure students have enough money in their account to cover the cost of lunch as well as to submit and provide the necessary documentation to be eligible for free or reduced lunch.

Students eating hot lunch at school must indicate their intention at the beginning of each school day. The lunch count must be taken early in the morning. Tardy students may not choose hot lunch, since the hot lunches are prepared according to the early morning count.

If breakfast is served at your child's school, students eating breakfast must indicate their intention the day before.

Students anticipating lunch from home will be fed a cold or hot lunch depending on their eligibility if their lunch has not arrived 10 minutes into the lunch period.

WELLNESS GUIDELINES

The following guidelines have been established by the District Wellness Committee for the 2009-2010 school year for all elementary and middle schools in the DeKalb School District in accordance with requirements of the Illinois State Board of Education. These guidelines shall be followed within each school building and enforced by each school administrator in order to ensure a safe and healthy school environment for all students.

1. Food and beverages should not be used as rewards for academic performance or behavior.
2. Whole class incentives (pizza and/or popcorn parties) must have prior approval from the principal.
3. Food may be used for instructional purposes as long as food allergies are considered.
4. All birthday treats must be purchased from a store or bakery.
5. Classroom parties may include one item high in fat and sugar (cupcake, cookie, etc.); yet other items must be healthy choices (fruits, vegetables). Caffeinated soda should not be served.
6. Treat bags may not have items high in fat and sugar (candy, cookies, etc.).
7. Food fundraisers may only be conducted when the students are accompanied by their parent (evening events, home sales).

PARTIES

Classroom parties are held on Halloween, the day prior to the Winter Holiday, and Valentines' Day. These parties are the mutual responsibility of the teacher, parent committees in the room, and the students. These parties are intended for students enrolled in that classroom.

INVITATIONS

Students **may not** pass out invitations at school **unless** they have one for each student in the classroom.

BICYCLES

Bicycles must be parked in the racks provided immediately upon arrival at school. Students leaving the school campus on bicycles must come to a complete stop when entering the city streets. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are parked in the racks. Students are not allowed to use roller blades or shoes with visible wheels or skateboards on school grounds.

FIELD TRIPS

There may be field trips during the year. Students going on field trips requiring the use of buses outside District #428 city limits, will be given a permission slip. This will describe the trip and also have a place for a parent/guardian to sign. This permission slip must be returned to the teacher before the student will be allowed to leave on the trip.

P.T.A./P.T.O

What is P.T.A./P.T.O. all about? The by-laws of the constitution state that: "The objectives of the P.T.A./P.T.O. are to promote the welfare of children in home, school, church and community; to raise the standards of home life; to secure adequate laws for the care and protection of our children; to bring into closer relation the home and the school."

Elementary school P.T.A. /P.T.O members are working toward these goals by serving on the various committees which assist and support the total program. The P.T.A.'s /P.T.O.'s aims are dedicated to the children. We hope you will join P.T.A./P.T.O. and help in whatever way you can.

STUDENT ASSISTANCE TEAM (SAT)

Each school is served by a team of specialists who work with the teachers in the school to insure that your child is learning according to his/her potential. If a teacher is concerned about possible learning problems a child is having, (s)he may refer the concern to the Student Assistance Team after discussing the matter with the parent/guardian. Each SAT team member is a specialist in some aspect of the learning, social-emotional, or physical needs of children.

The SAT team may include any of the following specialists depending on the identified learning concerns: classroom teacher(s), special education teacher, reading specialist, ELL instructional coach, school principal, social worker, school nurse, school psychologist, speech/language pathologist, and others when appropriate.

SPECIAL EDUCATION

The DeKalb School District is firmly committed to ensuring that all students with disabilities are provided with a high quality Free and Appropriate Public Education as determined by a multidisciplinary team vested in supporting student achievement. Throughout our schools, students are served through a variety of special education programs that are needs-based rather than categorical in nature. Each of our programs operates from an inclusion-first model in which the Least Restrictive Environment of the general education classroom is always the first educational environment to consider for placement and services.

Special Education Programs and Services Available

DeKalb elementary schools provide special education programs and services for eligible children. Program supports and services range from resource and/or consult support for students with mild to moderate disabilities to instructional programs for students with severe to profound disabilities. Most students eligible for special education supports remain in the general education program and receive resource services from specialists assigned to the schools. Children with more severe needs may attend a special program or school all day. The following programs are available within the elementary schools of the DeKalb School District.

- *Resource Programs:* A collaborative model in which a special education teacher provides direct special education services to students with a variety of mild to moderate disabilities as well as consultative and collaborative services to general education teachers. Students within this program participate within the general education curriculum and learning standards. Most students served through this model participate within the general education environment for 80-

- *Specialized Opportunities for Academic and Life Skills (S.O.A.L.) Programs:* A direct service delivery model in which a variety of services are provided within both the general and special education settings depending on student needs and abilities as well as environmental inventories and educational goals. Academic skills and IEP goals drive curricular choices and adaptations wherein some students participate within the general curriculum and others receive an alternative, functional curriculum.
- *Bridges S.O.A.L. Program:* A unique S.O.A.L. program developed to meet the unique needs of students with Autism who are high functioning, but need substantial supports and intervention in order to participate fully within the general education program. The program is designed to provide a bridge between the S.O.A.L. and Resource Programs for students with deficits in communication, sensory, social-emotional and academic domains.
- *Early Childhood Special Education Program:* The Early Childhood Programs are designed to meet the needs of students ages 3-5 years old who are eligible for special education programming.
- *Therapeutic Day Schools:* While the overwhelming majority of DeKalb District students can be served appropriately through district programs and services, some students require more intensive, separate schooling alternatives inclusive of therapeutic interventions that cannot be provided appropriately or adequately within the public school setting.

Related Services

In addition to special education programs, related services are also available across the domains of childhood development. The district's team of Related Service Clinicians includes School Nurses, School Psychologists, School Social Workers, Speech and Language Pathologists and Adapted Physical Education Teachers. Itinerant Teachers for Hearing and Vision are contracted to the district from the Northwestern Illinois Association. Occupational Therapists and Physical Therapists are contracted from Hillman Pediatrics. The district also confers with Autism Team Consults and has numerous Instructional Assistants supporting the educational process.

Identification of Eligible Special Education Children

The DeKalb School District implements a multi-tiered system of early intervening services in order to identify and intervene with students who are struggling or at-risk of school failure. The district engages in regular, on-going progress monitoring of student achievement throughout elementary school. Grade level teachers meet regularly to review student progress and develop instructional planning and adjustments based on the needs of students. Support services and intervention opportunities are available for students who are struggling. Parents are encouraged and invited to participate with teachers if concerns regarding a student's progress arises.

Students requiring greater or more individualized support can be referred to the Student Assistance Team for further intervention planning or for a case study evaluation to determine eligibility for special education services. A child can be referred to this team through the school principal, by parents and/or by the child's teacher. Written authorization must be given by the child's parents or guardian before any testing can take place. Special Education placement and/or services can only be considered after a variety of interventions have been attempted within the general education program and educational difficulties persist despite supportive services. In order to be found eligible for Special Education placement and/or services, the school team must determine that education concerns/needs are greater than what can be supported within the general education setting and educational difficulties are not the result of a lack of instruction reading/math or limited English proficiency.

Students in Special Education Programs

All students receiving special education instruction or services must have an annually developed plan indicating the educational program designed to meet their specific educational needs. This written plan is called an Individual Educational Program (IEP). Parents are encouraged to work with the school and help develop their child's IEP, maintain close communication with their child's case manager, observe the child and class, and discuss any questions they might have about their child's education.

GUIDELINES FOR DISCIPLINARY ACTION

The primary responsibility for student discipline within the school rests with the individual building principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher and their classroom staff. A teacher may use reasonable force as needed to maintain safety for the other students and may remove a student from the classroom for disruptive behavior. The Board of Education established specific rules and regulations to govern the discipline of its students when the conduct of a student constitutes gross disobedience or gross misconduct. Each of the DeKalb elementary schools implements PBIS in order to proactively teach, support and reinforce appropriate school behavior and expectations. Student conduct that is disruptive to the learning environment or impacts the learning of students will be addressed through progressive discipline approaches beginning with positive supports and redirection. If misbehavior continues despite

- Student Conference with Teacher, Principal and/or Parents
- Removal from the Classroom or Learning Environment
- Referral to Principal's Office
- Loss of Privilege
- Lunch or After School Detention
- Restitution
- Bus Suspension
- In-School Suspension
- Out-of-School Suspension
- Expulsion

The Elementary School Discipline Policy shall be followed and enforced in the same spirit and manner throughout the school system. However, it is the intent of this policy to provide for flexibility for individual school staff to further develop and enforce alternative disciplinary "Action Taken" consequences as part of their school-wide disciplinary plan. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student. Mitigating circumstances include, but are not limited to, the following factors:

- age, health, maturity & grade placement of student
- prior conduct
- cooperation of parents
- seriousness of offense
- willingness to participate in student assistance programs
- attitude of student
- willingness to make restitution

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct, where appropriate, shall be referred for a multi-disciplinary conference and disciplined in accord with Special Education placement/Individualized Educational Program procedures.

Students who are suspended externally will be excluded from all School District 428 activities and property for the duration of their suspension.

Each parent/guardian will receive a copy of the student discipline policy within 15 school days after the school year begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school, the students will be helped to understand the contents of the discipline policy.

The definitions as set forth by the definitions section are meant for clarification purposes only.

The expectations of maintaining a safe environment require that this be a document that is subject to some change. Also, the consequences at the end of this document are there simply as a reference. Administrators are responsible for investigating and deciding on appropriate actions in relation to any given event.

This is by no means a comprehensive list. However, students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school sponsored activities, in connection with student transportation or at any place where the misconduct or disobedience has a reasonable relationship to school.

Discipline of Students with Disabilities

Students with disabilities are subject to the same discipline code as are regular education student, except where offenses are found to be causally related to the handicapping condition.

Disciplinary procedures and measures shall be addressed and may be included in the student's Individual Education Plan (IEP) and discussed with the parent/guardian in that process. For offenses warranting expulsion, the IEP team will meet to determine if a causal relationship exists between the student's disabling condition and the alleged misconduct.

DeKalb CUSD #428 staff are committed to providing a learning environment for all students which will enhance their academic, social, and personal growth. The staff recognizes that some students with disabilities will require modified approaches to discipline and behavior. In instances when a student, due to the nature of his/her disability, requires a

District 428 will comply with provisions of the IDEA and Illinois School Code when disciplining students with Individual Education Plans and developing and implementing behavior plans.

District 428 is committed to maintaining safety and supervision of all students. For that reason, it may become necessary for district staff to take steps to prevent a student physically hurting him/herself, or someone else. The following parameters govern all staff interventions with students:

- The preferred interventions for a student engaging in a problem behavior will always be verbal, gestural, or through prompting replacement behavior rather than physical
- Restraints will never be used for task refusal behaviors or any other problem behavior that does not require interventions of last resort to prevent imminent physical harm self or others
- Law enforcement, SRO, or 911 will be called if the situation cannot be sufficiently de-escalated so that students are safe and/or there continues to be imminent danger after brief physical intervention
- An emergency intervention report will be written and parent verbal or electronic notification will occur within 24 hours.

STUDENT RIGHTS AND RESPONSIBILITIES

The principal should:

1. Work with the staff to develop and supervise a school-wide discipline plan.
2. Implement consequences for students who are sent to the office for disciplinary reasons.
3. Provide back-up for teachers who are working with a particularly disruptive student.
4. Facilitate communication with the school community regarding the school discipline plan.

The teacher should:

1. Provide the best possible environment in which learning can take place.
2. Respect all students and parents.
3. Carry out the discipline plan fairly and promptly.
4. Consistently carry out positive and negative consequences.
5. Develop a classroom discipline plan which meets with the approval of the principal.
6. Inform the parents and students of the classroom discipline plan at the beginning of the school year.
7. Teach skills that will help the students grow toward self-discipline.

The parents should:

1. See that their child attends school regularly and is on time.
2. Understand the responsibility of the teacher who takes the place of the parent during the school day.
3. Support the elementary School Discipline Policy.
4. Attend school conferences and other activities.
5. Talk with their child about school.

The student should:

1. Come to school every day and be on time.
2. Do his/her best and finish all school work on time.
3. Ask the teacher for help when needed.
4. Respect school property and the property of others.
5. Act in a way that will help himself/herself and other students learn, and the teacher to teach.
6. Be polite to all teachers and staff.
7. Be fair, honest, and kind to others.
8. Make sure that (s)he is neat and clean.
9. Follow directions of teachers and staff immediately.
10. Use appropriate language.

PROHIBITED STUDENT CONDUCT

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

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

3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon or look alike weapon.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket-and all similar-electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
9. Being a member of, or joining, or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
10. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
11. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

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

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event or any activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school activity, function, or event.
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or and education function.

REMOVAL OF A DISRUPTIVE STUDENT FROM THE CLASSROOM

While the district strives to maintain a positive atmosphere in order to promote self-discipline, there is a need for clear behavioral limits to safeguard the rights of all students to learn. Hence, a teacher may remove a student from the classroom for any of the following violations of proper school behavior:

1. Behavior which is injurious (or potentially injurious) to persons or property.
2. Behavior which impedes the teaching-learning process or discipline in the school.
3. Gross disrespect.
4. Gross violations of school rules and regulations.

Repeated violations of school rules may lead to suspension from school for a period of not more than ten school days.

SUSPENSION

School principals are authorized to suspend students for:

1. Behavior which is injurious (or potentially injurious) to persons or property.
2. Behavior which impedes the teaching-learning process or discipline in the schools.
3. Gross disrespect.
4. Gross violation of school rules and regulations.

Any suspension imposed shall not exceed ten school days. The school principal shall submit a complete and accurate suspension report to the Superintendent and parents/legal guardians following school district guidelines. This report shall include a personal contact with the parents/legal guardians to inform them of the details of the suspension. Parents or legal guardians may request a review of the suspension with the Superintendent of Schools. If the matter is not satisfactorily resolved, the school board may review the case at the request of the parent/guardian.

EXPULSION

The Board of Education is authorized to expel students guilty of gross disobedience or misconduct from school and all school-sponsored activities or events for a definite time period not to exceed 2 calendar years.

CORPORAL PUNISHMENT

There shall be no corporal punishment of students in District schools. Corporal punishment is defined as inflicting physical pain or restraints upon a student in order to punish him/her for misconduct, including, but not limited to, slapping, paddling, prolonged maintenance of students in physically painful positions, or the intentional infliction of bodily harm.

Staff also shall refrain from using disciplinary methods which may be psychologically damaging to individuals such as ridicule, excessive display of temper, etc.

Staff may use reasonable restraint as needed to maintain safety for the student, other individuals or property.

PROCEDURES FOR DUE PROCESS

If a student must be removed from the classroom for disruptive behavior, school personnel shall proceed with the following steps to ensure that the rights of the student are protected:

1. At the beginning of each school year, students and parents shall be informed of the guidelines and rules which set forth minimum behavior expectations in school related activities; i.e., classroom, playground, cafeteria, assemblies, etc.
2. If a student is removed from the classroom or activity, (s)he must be informed of the rule which was violated. At this point, the student may be sent to the principal's office or a place in the school designated by the principal or teacher. The period of exclusion shall be determined by the principal, after consulting with the teacher affected, whenever possible.
3. If a student is sent to the office, the classroom teacher shall complete a Classroom Behavior Report form indicating the time and reasons for the exclusion. A follow-up contact will be made by the classroom teacher.
4. After a student has been sent to the office three times during the school year, the student shall be referred to the Student Assistance Team (SAT).
5. If the parents or guardians believe that the exclusion was improper and unjustified, they may request a review of the exclusion with the building principal and classroom teacher.
6. If parents or guardians continue to believe that the exclusion was improper or unjustified, they have the right to refer the matter to the Superintendent of Schools.
7. If the matter is not satisfactorily resolved, the School Board may review the case at the request of the parent or legal guardian.

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

1. Removal from the extracurricular activities
2. Conference with parent(s)/guardian(s)
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

1. Suspension for up to 10 days
2. Expulsion for the remainder of the school term

SEXUAL HARASSMENT

Sexual harassment of students by teachers, administrators, other District employees, or other persons on school premises, buses, (or at bus stops), and at school events or activities off campus, will not be tolerated. Any student who feels that he or she or another student has been sexually harassed should report such conduct to another District teacher, administrator or staff member. Reports of sexual harassment made against District teachers, administrators, or other non-student will be investigated in accordance with District Policy as outlined within the Board Policy Manual.

Any student who feels that he or she or another student has been sexually harassed by another student should report such conduct immediately to any District teacher, administrator, or staff member. These reports will be investigated with utmost urgency.

against another's body; or expressing humor or telling jokes about sex or gender specific traits.

No student will be retaliated against for making a report of sexual harassment. All efforts will be made to respect the confidentiality of the student making the report where possible.

Penalties for the first occurrence and/or subsequent occurrences may include the following: warning; up to 10 days out of school suspension; parent contact/conference; expulsion warning; possible expulsion recommendation; and/or police referral.

RACIAL, ETHNIC AND SEXUAL SLURS

Comments which demean, or are generally considered to be offensive/derogatory to a particular sex, race, ethnic, or cultural group can lead to disruption of the school setting conducive to learning for all groups. Comments either written or spoken of this nature will not be tolerated and the following consequences will apply.

1st Occurrence: A warning and parent conference.

2nd Occurrence: Detention or possible suspension, depending upon the circumstances.

3rd Occurrence and Subsequent Occurrence: Up to ten days suspension and possible recommendation for expulsion.

DANGEROUS WEAPONS

Possession or use of explosives, firearms, or other dangerous weapons or instruments (or "look-alikes") shall be prohibited on school buses, in school buildings or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges and/or suspension or expulsion. The District shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

Any student who is determined to have brought a firearm to school or school property shall be expelled for a period of at least one (1) year. The Board, upon the recommendation of the Superintendent, may reduce that period on a case by case basis where the reduction is warranted by the best interests of the student and the school community.

GANG POLICY

It is the school's responsibility to maintain a safe and disruption-free school environment. The School Code of Illinois (Ill. Rev. Stat., ch 122, par. 31-1 through 31-4) provides that "any public school fraternity, sorority or secret society is inimical to public good.

The Board of Education is aware that gangs and gang related activities can cause substantial disruption of or material interferences with school and school related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commissions of illegal acts.

Therefore, the possession, display, or use of signs, symbols, colors, or slogans of gangs or public school fraternities, sororities, or secret societies is prohibited on school premises or at school sponsored events. Any group/symbol/action that is deemed inappropriate, offensive &/or disruptive to the educational process by the school administration will not be tolerated. This includes, but is not limited to, signs, slogans, attire, etc.

The penalties for violation of this policy are as follows:

1st Occurrence: Parents will be notified. A warning and a request to refrain from the use of inappropriate language or gesture will be given. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems; from such items, as, but not limited to, wearing apparel and notebooks. A student who wears a particular color combination/or clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, will be warned and advised that future displays will not be tolerated and that disciplinary action will follow.

2nd Occurrences: Parents will be notified, and suspension out of school for up to 10 days.

Subsequent Occurrences: Suspension and possible recommendation for expulsion to follow.

SEARCH AND SEIZURES

School authorities are authorized to conduct searches of students and their personal effects as well as the property of the District. This will be conducted by two staff members.

A. Students and their personal effects:

School authorities (certified employees, district school security personnel, and school administrators) may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that search will produce evidence that the student has violated or is violating either the law or the rules of the school. In addition, the reasonable grounds must be accompanied by particularized suspicion with respect to the individual to be searched. The search itself must be conducted in a manner which is reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

the search. The written report shall be submitted to the Principal, where appropriate, and forwarded to the Superintendent. The parents/guardians of a student shall be notified of the search as soon as possible.

B. School Property: School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspection of school property (e.g., searches of all students lockers, desks, etc.) as a means of protecting the health, safety, without notice to or consent of the student and without a search warrant.

In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that the student has violated either the law or the District's rules.

C. Seizures of Property: If a search conducted in accordance with this policy produces evidence that the student has violated or is violating either the law or the District's rules, such evidence may be seized and impounded by the school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

PBIS- Positive Behavioral Interventions and Supports

Positive Behavioral Interventions and Supports (PBIS) is a systems approach to preventing and responding to school and classroom discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive behavior in all students. By reducing behavioral problems, PBIS creates and maintains safe learning environments where teachers can teach and students can learn.

PBIS Addresses:

- High rates of problem behavior that interfere with learning
- Ineffective and inefficient disciplinary practices
- Lack of supports for staff to address problem behavior
- Lack of general and specialized behavior interventions
- Negative school climates
- Reliance on crisis/reactive management

Core Elements of PBIS

- School-wide discipline practices and procedures
- Active leadership and ongoing participation of Principal
- Cultivation of staff commitment for consistent implementation
- Team-based planning and problem-solving
- Use of building-based discipline and academic data to make decisions
- An instructional approach to behavior and classroom management
- Classroom management and behaviorally-based interventions
- Functional assessment-based behavior support planning
- Comprehensive plans for individual students with intensive needs
- Active participation of families, students and teacher
- Integration with mental health and other community supports

CLASSROOM EXPECTATIONS

At the beginning of each school year, the classroom teacher will inform students and parents of the rules which set forth minimum behavior expectations in the classroom.

PLAYGROUND EXPECTATIONS

The student should:

1. Follow instructions given by the adult supervisors.
2. Show respect for everyone.
3. Play without bothering or hurting others (fighting, hitting, kicking, tackling, etc.)
4. Use playground equipment properly.
5. Play only in areas where allowed.
6. Do not throw or kick snow, ice, sand, stones or other dangerous objects.
7. Only leave the school grounds with the adult supervisor's permission.
8. Not play tackle football or other rough games.
9. Ask the adult supervisor for a permission pass before entering the building.

LUNCHROOM EXPECTATIONS

The student should:

1. Show respect for everyone and follow instructions given by the adult supervisor.
2. Talk quietly.
3. Be responsible for keeping the lunchroom clean including cleaning off his/her space.
4. Keep all food in the lunchroom.
5. Use proper manners.
6. Eat his/her own lunch.
7. Walk carefully.

TRANSITION TIME EXPECTATIONS

Transition time is defined as before and after school, between classes, to and from the gym, playground, cafeteria, music, art and other related classes. The student should:

1. Show respect for everyone and follow instructions given by the adult supervisor.
2. Walk quietly at all times inside the building.
4. Go directly to the next activity.
5. Walk his/her bicycle on school grounds.
6. Use the bathroom and drinking fountain appropriately.

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

I. POLICY

The Board of Education determines that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The unlawful possession, use or distribution of illicit drugs and alcohol, including anabolic steroids, by students on school premises or as part of any of its activities is hereby prohibited. Moreover, no student shall be under the influence of any substance specified herein on school premises or as a part of any of its activities.

II. DISSEMINATION OF INFORMATION

Age-appropriate, developmentally based drug and alcohol education and prevention programs (which address the legal, social, and health consequences of drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol) for students in all grades of the schools operated or served by the District shall be made available to students and parents. Information concerning any available drug and alcohol counseling and rehabilitation and re-entry programs shall be made available to students and parents. Students and parents shall be notified at least each school year of the contents of this policy, and shall be given a copy of this policy at the commencement of each school year.

III. PENALTIES FOR VIOLATION

Compliance with this policy is mandatory and is condition of continued enrollment. Any student who violates this policy shall be subject to discipline up to and including expulsion and referral for prosecution. Alternatively, if deemed appropriate by the Board of Education, any student who violates this policy may be required to participate in and complete, to the satisfaction of the Board, an appropriate rehabilitation program.

IV. REVIEW

The Board of Education, its Superintendent or his/her designee shall conduct a biennial review of this policy to:

- a) determine its effectiveness and implement changes to this policy and program if necessary, and
- b) ensure that the sanctions required by this policy are consistently enforced.

V. SMOKING AND USING TOBACCO ON SCHOOL PROPERTY

It is the intent and obligation of the School Board to restrict smoking and use on the District's property. Tobacco shall mean cigarette, cigar, pipe, or tobacco in any other form including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked.

Groups requesting the use of District facilities shall be advised of this policy and shall be required to adhere to it

RESPONSIBILITY FOR DAMAGE

damage done.

INVESTIGATION AND INTERVIEWING OF STUDENTS

It shall be the practice of the DeKalb School District to maintain a cooperative effort between law enforcement agencies and the Illinois Department of Children and Family Services (DCFS) or their designee in order to interview students and investigate reports of suspected child abuse or neglect and other related matters.

STUDENT SURVEYS

Prior written consent of the parent/guardian, or prior consent of the student if the student is an adult or emancipated minor, shall be required before a student is asked to submit to a written survey that reveals personal or family affiliations, problems, behavior, or other information concerning:

1. Political affiliations;
2. Mental or psychological problems potentially embarrassing to the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileges or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parent(s)/guardian(s) shall be informed whenever their child(ren) will be participating in a survey and shall be informed of their right to inspect such material and to refuse to allow their child(ren) to participate. All surveys will be reviewed for age appropriateness and approved by the supervising administrator prior to their use. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children. Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

No student shall be required, as part of any federal applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;
2. Mental or psychological problems potentially embarrassing to the student or his family;
3. Sexual behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of Lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of parent or legal guardian.

The Superintendent shall take such action as the Superintendent determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Superintendent determines that:

1. there has been a failure to comply with such section; and
2. compliance with such section cannot be secured by voluntary means.

Office and Review Board - The Superintendent shall establish or designate an office and review board within the School District to investigate, process, review, and adjudicate violations of the rights established under this section.

HOMEWORK

Teachers determine the amount and type of homework which is appropriate for students. The primary purpose of homework is to reinforce concepts learned in school. Homework shall be reasonable in length and appropriate for the educational setting.

DEKALB EDUCATION FOUNDATION

The FOUNDATION is a conscious effort to provide some of the special experiences for students and staff while building a stronger bond between the schools, community and business interests.

school's students.

If you are interested in being an EDUCATION FOUNDATION donor, contact the school principal.

DISTRICT TECHNOLOGY ACCEPTABLE USE POLICY

I. PURPOSE

This policy, also referred to as the "Acceptable Use for Electronic Network Related Technologies and Access Policy" ("AUP") sets forth the standards and protocol governing The District's use of Electronic Network Related Technologies and Access system. This policy also sets forth the rules under which authorized users may continue their access to and use of these resources. This policy promotes the ethical, legal, and school-related use of the District Network and ensures the District's compliance with the Children's Internet Protection Act. Personal electronic devices will be governed under this policy when such devices are attached to the District network.

Authorized use of information resources must be consistent with the educational purposes for which these resources have been provided. Use of the District Network is a privilege, it is not a right that is provided to help authorized users complete and deliver educational obligations. The District Network provides authorized users with the means for communicating effectively with schools, teachers, administrators, the public, other government entities, and educational experts. These resources should be used in a manner that both enhances students' educational experiences and complies with this policy and the regulations established from time to time by the District Board of Education ("Board"). The District students, through their use of the District Network, will gain skills and expertise that will prepare them for an increasingly technology-oriented society.

Parents who do not wish to allow their child(ren) to have the District Network access must indicate so in writing and schedule an appointment to meet with the Assistant Superintendent of Curriculum and Instruction.

II. DEFINITIONS

- A. **The District Electronic Network Related Technologies and Access ("The District Network")** is the system of computers, peripherals, terminals, servers, databases, routers, hubs, switches and distance learning equipment connected to the District Network. These components may function in conjunction with established hardwire or wireless LAN running over outside lines, including, but not limited to T -1, BRI, PRI, VPN, Dialup, Fiber, Distance Learning Equipment, owned or leased by the District.
- B. **Cyber stalking** is knowingly harassing another person or persons through the use of electronic communication.
- C. **Damage** means any impairment to the integrity or availability of data, a program, a system, or information.
- D. **Distance Learning Equipment** is a means for providing meetings, educational or professional courseware and workshops utilizing video and/or audio conferencing equipment, and/or media management systems to distribute video to individual classrooms and offices in schools.
- E. **Electronic Mail (e-mail)** consists of all electronically transmitted information including any combinations of text, graphics, audio, pictorial, or other information created on or received by a computer application system and includes the transmission data, message text, and all attachments.
- F. **Electronic Social Networking** includes the use of any electronic form of communication including but not limited to chat rooms, email, forums, article forwarding, instant messaging, text messaging, blogs, message boards, document forwarding from home, libraries, or other outside sources and other uses of electronic communication for non-educational purposes.
- G. **Hacking** is any illegal or unlawful entry into an electronic system to gain secret unauthorized information.
- H. **Harass** means to engage in a knowing and willful course of conduct directed at a specific person or persons that alarms, torments, or terrorizes that person or persons.
- I. **Loss** means any reasonable cost to any victim, including the cost of responding to an offense, conducting a damage assessment, and restoring the data, program, system, or information to its condition prior to the offense, and any revenue lost, cost incurred, or other consequential damages incurred because of interruption of service.
- J. **Internet** means a collection of worldwide networks and organizations that contain millions of pages of information.

- L. **Password** is a secret word or series of letters, numbers and/or other characters that must be used to gain access to a network, a service or the Internet, and/or to modify certain software (such as parental controls).
- M. **Authorized User** is anyone who has signed the current network acceptable use policy and has had it accepted by the District school district superintendent or his/her designee. A **Student Authorized User** refers to a student in the District.
- N. **Unauthorized access** entails approaching, trespassing within, communicating with, storing data in, retrieving data from, or otherwise intercepting and/or changing computer resources without authorization.
- O. **Website** is a page and/or a collection of “pages” or files on a network that are linked together.

III. GENERAL PROVISIONS

- A. **AUTHORIZED USERS:** All authorized users shall adhere to the provisions of this policy as a condition for continued use of the District Network. It is a general policy of the District to promote the use of technology in a manner that is responsible, legal and appropriate.
- B. **DISCLAIMER:** Pursuant to the Children's Internet Protection Act, the District uses filtering software to screen Internet sites for offensive material. Users are cautioned that many internet sites contain offensive, sexually explicit, and inappropriate material, including, but not limited to the following categories: Adult Content; Nudity; Sex; Gambling; Violence; Weapons; Hacking; Personals /Dating; Lingerie/Swimsuit; Racism/Hate; Vulgar; and Illegal/Questionable. In general it is difficult to avoid at least some contact with this material while using the Internet. Even innocuous search requests may lead to sites with highly offensive content. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the Board, its members, employees, officers, servants, assigns, administrators and volunteers shall not be liable. To minimize these risks, use of the District Network is governed by this policy. Notwithstanding that some specific examples are provided, these provisions and procedures to not attempt to state all required or proscribed behaviors by authorized users.

IV. TERMS AND CONDITIONS FOR STUDENT USE OF THE DISTRICT NETWORK

A. **ACCEPTABLE USES:** The District authorized users may use the various resources provided by the District Network to pursue educationally-related activities. Teachers and other staff should help guide students in their use of the District Network so that students will learn how network resources can provide valuable educational information. In addition to using the District Network strictly for educational pursuits, authorized users will be expected to follow generally accepted **Rules of Network Etiquette**. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Keep personal information, including the logins, passwords, addresses, and telephone numbers of students or colleagues confidential.
4. Use these resources so as not to disrupt service to other authorized users.
5. Do not upload post, e-mail, transmit, or otherwise make available any content that is unlawful, dangerous or may cause a security risk.
6. Respect limited network resources by removing unused files and keeping files organized

B. **UNACCEPTABLE USES:** Improper use of the District Network is prohibited. The failure of any student or staff member to follow the terms and conditions of this policy will result in the loss of privileges, disciplinary action and/or appropriate legal action. Actions that constitute unacceptable uses of the District Network and are not specifically addressed elsewhere in this policy or in the student handbook include, but are not limited to:

1. Use of the District Network for, or in support of, any illegal and/or unlawful purposes.
2. Use of the District Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a

3. Use of the District Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual.
4. Non-educational uses of the District Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. Student use of network tools for personal rather than educational purposes.
6. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
7. Plagiarizing any information gained on or through use of the District Network or any other network access provider.
8. Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
9. Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
10. Use of the District Network for financial gain or for the transaction of any business or commercial activities.
11. Use of the District Network in a way that such use results in damage to the network.
12. Any form of unauthorized access, as stated above or otherwise.
13. Student Authorized Users may be given the opportunity to use the District provided e-mail accounts. If a Student Authorized User is given an e-mail account, the student must use the e-mail account appropriately. (See Section VI, "Use of Electronic Mail".)
14. Using the network while access privileges are suspended or revoked.

C.SECURITY: All student authorized users are to report immediately any violations of this policy to their teacher or school principal. Teacher or school principal will report such violations to the Technology Director or designee of the District Public Schools in order to ensure network security. In order to maintain the security of the District System, authorized users are prohibited from engaging in the following actions:

- ~~1.~~ Use of any unauthorized personal equipment attached, connected, and/or installed to district network.
2. Intentionally disrupting the use of the District Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
3. Disclosing the contents or existence of the District computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
4. Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
5. Network security is a high priority. If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. 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 or having a history of problems with other computer systems may be denied access to the network.

1. Educational Purposes: Authorized users may create web pages as a part of a class activity. Material presented on a class website must meet the educational objectives of the class activity. The District has the right to exercise control over the content and/or style of the WebPages. Only those students whose parent(s) or guardian(s) have completed the Consent Form and Photo Release may post their work or picture on student or school websites. Students whose work is presented on the District website may be identified by first name only; likeness (as captured by photograph, video or other media) or voices presented on the District website shall not be identified name for confidentiality and safety purposes.

2. Website Development: Teachers designing classroom related web pages should go to the website editor for the directions and procedures they need to follow in developing their websites.

3. Electronic Social Networking: While home-based web sites, message boards, blogs, forums, and other uses of home-based computers may be regarded as a benefit to a student's computer literacy, the student needs to be aware of the following:

Using a non district computer such that the use results in material and/or substantial disruption to the school will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be found, the school will implement appropriate consequences as defined in the acceptable use policy and the student discipline code. As district network use is a privilege, not a right, such violations may result in suspension of your use of district network or other technology for a period of time based upon the seriousness of the offense's impact or a threat's ability to have caused material and/or substantial disruption were it carried out, disciplinary action, and/or legal action.

VI. USE OF ELECTRONIC MAIL

The District's electronic mail system and its constituent software, hardware, and data files are owned and controlled by the District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities and as an educational tool. The School District may provide electronic mail accounts to students as an educational tool.

1. 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.

2. 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 message that would be inappropriate in a letter or memorandum.

3. 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 upon the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. 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 machine is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

5. Use of the School District's electronic mail system constitutes consent to these regulations.

VII. MONITORING

The DISTRICT Network is routinely monitored to maintain the efficiency of the system. Authorized users should be aware that use of the DISTRICT Network, including their use of e-mail, is subject to reasonable and appropriate monitoring by THE DISTRICT staff that abides by the requirements of all applicable state and federal laws. Any activities related to or in support of violations of this policy and/or the District Student Handbook may be reported and will subject the user to sanctions specified either in the DISTRICT Student Handbook or in this policy. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the user.

VIII. ASSUMPTION OF RISK

THE DISTRICT will make a good faith effort to keep the DISTRICT Network system and its available information accurate. However, authorized users acknowledge that there is no warranty of any kind, either express or implied, regarding the accuracy, quality, or validity of any of the data or information available. For example, and without limitation, the District does not warrant that the District Network will be error free or free of computer viruses. In making use of these resources, authorized users agree to release the Board, the District and its employees from all claims of any kind, including claims for direct or indirect, incidental, or consequential damages of any nature, arising from any use or inability to use the network, and from any claim for negligence in connection with the operation of the DISTRICT Network. Authorized users further

the DISTRICT Network from outside networks. Use of the District Network is at the risk of the authorized user.

IX. INDEMNIFICATION

The authorized user indemnifies and holds the Board and District harmless from any claims, including attorney's fees, resulting from the user's activities while utilizing the District Network that cause direct or indirect damage to the user, the District, or third parties.

X. SANCTIONS

Failure to abide by this policy may subject the authorized user to corrective action. Student authorized user consequences may range from suspension of some or all of access privileges up to and including expulsion and prosecutions according to the District Student Handbook and/or local, state and federal law. A violator must understand that if his or her privileges to use the District Network are revoked that he or she has the right to appeal the revocation within thirty (30) days, in writing, to the principal of the school. The school principal's decision shall be FINAL.

A violator must understand that if he or she is removed from the District Network, there shall be no obligation to provide a subsequent opportunity to access the District Network. Additionally, the violator, or violator's parent(s) or guardian(s), may be responsible for any losses incurred.

The following are general guidelines as to the sanctions that may be imposed for specific infractions. However, the administration retains the right to increase any sanction as appropriate should the circumstances require a more severe sanction than that which is identified.

- 1 - Minor – Detentions and possible Suspension of Network Privileges
- 2 - Major – Suspension and possible Suspension of Network Privileges
- 3 - Severe – Expulsion

1. (2-3) Use of the DISTRICT Network for, or in support of, any illegal and/or unlawful purposes.
2. (1) Use of the DISTRICT Network for, or in support of, any obscene or pornographic purposes including, but not limited to, the retrieving or viewing of any sexually explicit material. If a student authorized user inadvertently accesses such information, he or she should immediately disclose the inadvertent access to a teacher or to the school principal. Other authorized users should report incidences to the technology department. This will protect the user against allegations of intentionally violating this policy.
3. (2) Use of the DISTRICT Network for soliciting or distributing information with the intent to incite violence, cause personal harm or bodily injury, or to harass or "stalk" (cyber stalking) another individual.
4. (1) Non-educational uses of the DISTRICT Network including, but not limited to games, wagering, gambling, junk mail, chain letters, jokes, private business activities, raffles, fundraisers, religious activities or political lobbying.
5. (1) Student use of network for personal rather than educational purposes.
6. (1) Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
7. (1) Plagiarizing any information gained on or through use of the DISTRICT Network or any other network access provider.
8. (1) Use of copyrighted materials, including commercial software, without permission of the copyright holder, and in violation of state, federal or international copyright laws.
9. (2-3) Violation of any provision of the Illinois School Student Records Act (105 ILCS 10/1et seq.), which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
10. (1-2-3) Use of the DISTRICT Network for financial gain or for the transaction of any business or commercial activities.
11. (1-2-3) Use of the DISTRICT Network in a way that such use results in damage to the network.
12. (1) Inappropriate use of district provided e-mail account.

14. (1-2-3) Intentionally disrupting the use of the DISTRICT Network for other users, including, but not limited to, disruptive use of any processes or programs, sharing logins and passwords or utilizing tools for ascertaining passwords, spreading computer viruses, engaging in "hacking" of any kind, use of proxy or filter avoidance software or devices, and/or engaging in computer tampering of any kind.
15. (1-2-3) Disclosing the contents or existence of THE DISTRICT computer files, confidential documents, e-mail correspondence, or other information to anyone other than authorized recipients. Authorized users must not share logins or password(s) and unauthorized information regarding other users' passwords or security systems.
16. (1-2) Downloading and/or installing and/or using unauthorized software, games, programs, files, electronic media, and/or stand-alone applications.
17. (1-2-3) If you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account. Attempts to log on to the network as anyone other than yourself will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
18. (1-2-3) Using a non district computer such that the use results in material and/or substantial disruption to the school

LEGAL REF.: 105 ILCS 10/1 et. seq. (Illinois Student Records Act); Pub. L. No. 106-554 (Children's Internet Protection Act)

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student. Rather, it is intended to describe the school, its current practices, procedures, rules and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right.

