



**ELEMENTARY STUDENT
HANDBOOK**

2020 - 2021

**COMMUNITY UNIT SCHOOL DISTRICT 201
WESTMONT, ILLINOIS**

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The Board of Education meets on the second and fourth Tuesdays of every month at 7:00 p.m. at the Westmont Village Hall located at 31 West Quincy Street, Westmont, Illinois, unless otherwise posted. All meetings are open to the public.

Revised August 2020

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WELCOME TO OUR SCHOOLS

Manning and Miller Elementary Schools offer excellent instruction in the basics of literacy, science, social science, and mathematics while enhancing the programs with fine arts, computer literacy, and an array of other special studies. Student progress is monitored closely by means of teacher observation, unit assessments, and standardized tests. Parents make significant contributions through their many volunteer hours working with students and teachers. Along with quality instruction, discipline, and efficient monitoring of student progress, communication between home and school is a major goal of the staff and the Board of Education. It is our hope that this handbook brings you concise, useful information. If you have questions, concerns, or an idea to share, please contact your child's teacher or your school principal.

SCHOOL DAY

Arrival

Students are asked to arrive at school no earlier than 8:00 a.m. for the start of the school day because supervision cannot be provided until that time. Students are to remain outside when arriving at school unless directed to enter the building. During inclement weather, students are encouraged to enter the building where they remain lined up until met by their teachers.

Normal/Typical Bell Schedule

8:20 a.m. - 2:45 p.m.

8:00 a.m.	Patrol/crossing guard/supervision duty begins
8:15 a.m.	First bell rings
8:20 a.m.	Tardy bell: All K-5 classes begin. Late students must report to the school office for a tardy slip.
40 min	A forty-minute lunch/recess period is scheduled during the lunch hour.
2:45 p.m.	Dismissal for all students

Bell Schedule for PLC Wednesdays

1:45 p.m. Dismissal for all students

Bell Schedule for SIP Day Wednesdays

11:30 a.m. Dismissal for all students.

Bell Schedule for Parent Teacher Conference Thursdays

1:30 p.m. Dismissal for all students

ATTENDANCE & TARDINESS

TO REPORT ABSENCES OR LATE ARRIVALS:

Manning Elementary School call the attendance line at **(630) 468-8041**.

Miller Elementary School call the attendance line at **(630)468-8391**.

When calling in an absence, please be prepared to give the following information.

- Phone number at which the (parent/guardian) can be reached
- Student's Full name
- Student's grade and teacher
- Date of absence (month/date)

- Reason for absence
- Period student will miss (full day, half day.)
- Your relationship to the student (mother/father/guardian)

When calling in an absence, a reason must be given. We are required to track illness trends in all schools as part of surveillance for local public health. When a child is hospitalized or is absent for four (4) consecutive days or more, a physician's note will be necessary to return to school. In addition, in the case of chronic or frequent absences, a physician's note may be required for each day or days of absence reported due to illness. This physician's note must document each day the child was absent and the diagnoses for each absent day.

If your child has an accident that results in a concussion, requires stitches or orthopedic casting, and is unable to participate in physical education or recess, a physician's note is required. It is expected that if the student cannot participate in physical education, they also cannot participate in recess or after school sports.

Parent requests for homework from the school office for students who will be absent will be ready, if possible, for pick-up in the school office at 3:00 p.m. the following day.

Attendance

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

School Achievement and Attendance

Daily attendance is one of the most important factors affecting school achievement. Research indicates that student attendance is highly correlated with success in academic courses and standardized

assessments. Time missed from the classroom, where students and teachers interact can never truly be made up, even by doing “late or make-up” work.

CUSD 201 has developed the following attendance policies and procedures to emphasize the necessity for students to be in attendance at school where they can maximize their learning opportunities. Ensuring regular school attendance requires a cooperative effort by all stakeholders: parents, students, teachers, non-certified staff, administrators, local officials and the community at large.

*For more information of best practices related to attendance, visit www.attendanceworks.org.

Student Absences

There are two types of absences: excused and unexcused. In the event of any absence, the student’s parent/guardian is required to call the absence line before 8 AM. If a call has not been made to the school by 10AM, on the day of a student’s absence, a school official will call the home to inquire why the student is not at school.

Your child should stay home for these reasons:

1. Fever of 100 degrees or more. Keep the child home for 24 hours after the temperature returns to normal (below 99 degrees) without medication.
2. Vomiting or Diarrhea. Keep the child home until 24 hours after the last episode.
3. Rash. See your physician and obtain a note stating when it is safe for your child to return to school.

Excused absences include:

- Student illness up to 7 times with parent/guardian contact; 4 or more consecutive days will require a physician’s excuse
- Medical or dental appointment (documentation may be required)
- Judicial/Court
- Quarantined as imposed by health official
- Homebound (documentation required)
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of student
- Other situations beyond the control of the student as approved by the Superintendent or Principal

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

Unexcused absences include:

- Oversleeping
- Refusing to attend school
- Shopping
- Missing the bus
- Car problems, traffic or train delays
- Completing work for a class
- Extended Vacation
- Any instance of truancy
- Non-district sport activities, events, clubs, and recreational activities

A phone call from a parent or guardian will not excuse a student in these circumstances.

IF YOU ARE LATE TO SCHOOL

Students arriving late to school must secure a tardy-pass from the Main Office to enter class. Multiple unexcused tardies may result in a parent/student intervention plan and conference with our attendance team. If your child is tardy, a parent/guardian must accompany the child and sign the child in at the main office.

EXCUSED TARDINESS

Doctor visit with proper documentation, judicial hearing, outside preapproved therapeutic visit or bereavement.

UNEXCUSED TARDINESS

Timely arrival to school is crucial to the success of individual students and the cultivating of a positive learning environment. Students arriving late to class are expected to join the lesson in progress. Teachers are not obligated to review activities and/or provide make-up opportunities missed due to unexcused tardiness. Unexcused absence reasons apply to tardiness.

KEY TRUANCY AND ATTENDANCE TERMS

Truant-A student who is subject to mandatory school attendance (Illinois School Code: 105 ILSC 05) and who is absent without valid cause from attendance for a school day or portion of a school day is considered

truant. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Chronic truant-A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days will be considered a chronic truant. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1,500.00.

Chronic absentee-A student who is subject to obligatory school attendance and who is absent frequently with and without valid cause for a several days and has missed 5 percent of school days.

Regular attendee-A student who is subject to compulsory school attendance and maintains attendance of above 95%.

Release Time for Religious Instruction/Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Regular attendance of students is necessary if they are to take full advantage of the school's educational opportunities. Even though assignments for periods of absence may be made up, in reality, some learning experiences can never be recreated. For this reason, vacations during school time are strongly discouraged and make up work will not be provided for unexcused absences.

Staying after School

Classes are regularly dismissed at 2:45 p.m. In the case of students who have been asked by the teacher to stay after school, the parents/guardians will be notified by note in advance.

After School Arrangements

If there is a change in your child's routine for the end of the day, the classroom teacher and the school office must be notified at least one hour before the end of the school day. If your child is going home with another child, please send a note signed by the parent or guardian confirming this arrangement. Please note a child can't ride the school bus if they are not a registered bus rider.

Delayed Start Information

In the event of inclement weather during the winter, Community Unit School District 201 may call for a delayed start time for school. Please read the information below.

If a delayed start is called due to poor weather conditions, it would be in effect for all CUSD 201 schools.

- One hour delayed start – school begins at 9:15 a.m.
- Two-hour delayed start – school begins at 10:15 a.m.
- School will be dismissed at the usual time, 2:45 p.m. and car line and bus schedules will run as usual.
- Delayed start bus routes will run as usual only one hour or two hours later, depending on the announced delay. Bus route schedules can be accessed on the school's website.
- Lunch periods will remain as scheduled, but may be delayed slightly if needed.
- Morning kindergarten classes will be in session on delayed start days.

Early Dismissal

At no time is a student to leave the school grounds during school hours. A parent/guardian who finds it necessary to make an appointment with a doctor or dentist during school hours must notify the school office in writing in advance of the appointment. On such an occasion, the parent/guardian must come to the school office to sign out the student. The student is not to wait at the front door. He/she must wait in the school office.

Emergency Closing

In the event of a school closing for emergency reasons, the District Office will activate our automated calling system and report closings to the Emergency Closing Center website www.emergencyclosing.com, which reports to local TV and radio stations.

Parent Link Notification

It is important that all telephone numbers (home, cell, and work) and email addresses are current in the event it is necessary to send a message via Parent Link. Please notify the school office immediately if any changes are necessary.

Student Transfers

(In accordance with Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools)

The school office should be informed at least three days in advance if a family is moving out of the School District. This will allow time for the necessary paperwork to be completed.

Military Service Obligation Exception

(In accordance with Board Policy 7.60, School Admissions and Student Transfers To and From Non-District Schools)

The board of education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from legal custodian, maintain his/her residency as determined prior to the military obligation.

HEALTH

Medical/Dental/Vision Examinations

All physical examination forms are available on the CUSD 201 website, www.cusd201.org, in the Resources Section/Health Information, as well as each school's website.

Physical Examination and Immunizations

Good physical and mental health is critical to academic success. Your student's safety is our first priority. A complete Physical Exam is required for all students entering school for the first time (any age), all students entering Illinois schools for the first time (any age), Kindergarten, Sixth grade and Ninth grade. A complete physical must be signed and dated by a parent or guardian, and the physician. A complete physical includes the following:

1. Immunizations, signed and dated by health care provider
2. Parent's report of Health History, signed and dated by parent/guardian
3. Physician's exam, signed and dated by health care provider

Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than October 15th. Any students who have not submitted a complete physical exam by October 15th will be excluded from school. New students who have not submitted a complete physical exam within 30 days of entry will be excluded.

Immunizations may be obtained for a minimal cost at the DuPage County Health Department, Southeast Satellite Office located at 422 North Cass Avenue, Westmont (630-682-7400).

Parents or guardians who request a religious exemption to immunizations or examinations must submit a Illinois Certificate of Religious

Exemption to Required Immunizations and/or Examinations Form (Public Act 099-0249) if their child is entering Kindergarten, Sixth, or Ninth grade. A separate form must be used for each child. Contact your school nurse for assistance.

This form may not be used for exemptions from immunizations and/or examination for personal or philosophical reasons. Illinois law does not allow for such exemptions.

Dental Examination

Good dental health is directly related to good physical health. Both are critical to academic success. Dental examination forms are required for all students entering Kindergarten, Second and Sixth grades. Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than May 15th. Any families who are unable to obtain an examination due to hardship must submit a waiver form to the school. Contact your school nurse for assistance.

Vision Examination

Proper vision is critical to academic success. A child who cannot see cannot learn. Vision examinations are required for all students entering Kindergarten and all students entering Illinois schools for the first time. Exams done within the 12 months prior to the school start date in August are acceptable. Forms should be submitted before the first day of school but no later than October 15th.

Students entering Illinois schools for the first time must submit their forms within thirty days of school entry. Any families who are unable to obtain an examination due to hardship should contact the school nurse for assistance.

Sports Physical

To be eligible for participation in interscholastic athletics at Westmont Junior High School and Westmont High School, each child must have a current satisfactory physical examination on file in the Athletic Department Office. This is to be completed each school year. For sixth grade students and freshmen students, the physical examination form already required for their grade levels will suffice. It is not necessary to submit an additional exam. All other years of participation require the IHSA (Illinois High School Association) sports physical examination. These physical examination forms may be obtained from the school office or on the CUSD 201 and school websites.

Accident or Illness

In the case of a minor accident or illness, your child will be given first aid by the school nurse or a staff member. When a more serious accident or illness occurs, the following procedure will be followed:

1. Contact the parent/guardian of the student.
2. If the parent/guardian cannot be reached, the emergency contact listed on the student's emergency form will be called. **Please be certain that the school has two emergency numbers for your child that can be reached during school hours.**
3. In the event a student becomes ill or injured at school, the school nurse or secretary will call the parent/guardian to pick up their child. The parent/guardian will be expected to provide transportation home for their child within one hour.
4. If the injury requires emergency medical attention, an ambulance will be called and the student will be taken to a nearby hospital, as designated by the parent/guardian on the emergency form.
5. A student, upon returning to school, should be able to participate in the entire school program, including gym and recess unless excused by a doctor's note.
6. Please keep the office informed of any changes in phone numbers, yours or the emergency numbers to be called if you cannot be reached.
7. The Board of Education purchases insurance coverage for all students in the District that will cover them during all school-sponsored events. As an enrolled student at CUSD 201, your child will automatically be covered by this accident insurance at no cost to parents/guardians. This insurance covers students injured during the regular school day and at any school-sponsored and supervised activity.

Additional insurance covering the student for the entire 24-hour period and dental coverage is available for parents/guardians to purchase.

Information is available at www.k12specialmarkets.com (click on "Coverage Details" at top of page) regarding this additional coverage.

If you incur a claim, please contact the school office and they will provide the necessary forms that you then will complete and send to Gerber Life, along with your medical bills, as indicated on their form.

Medication

(In accordance with Board Policy 7:270, Administering Medicines to Students)

Administering Medicines to Students

Medications are defined as either prescription or non-prescription (over-the-counter). The administration of medication to students during

school hours is discouraged unless absolutely necessary for the student's health and well-being. When a student's physician and parent/guardian determine it is absolutely necessary for the student to take medication during school hours, the parent/guardian must follow district procedures related to providing and dispensing medication.

1. A School Medication Authorization Form must be completed, signed and dated by the parent/guardian and the health care provider before medication can be administered.
2. All medications, whether prescription or over-the-counter, must be brought to the school by a parent/guardian or authorized adult and given directly to school office staff or the school nurse.
3. All prescription medication must be in a pharmacy provided container with a proper label that includes the name of the child, name of the physician, name of the medication, and exact dosage instructions.
4. All over-the-counter medication must be in the original, unopened container with the student's name clearly written.
5. No student shall possess or consume any prescription or over-the-counter medication in their desk or locker, or on their person, other than as provided for in this policy.
6. No school district employee shall administer to any student, or supervise a student's self-administration of, any prescription or over-the-counter medication, until a completed and signed School Medication Authorization Form is provided by the parent/guardian.

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

Use of Inhalers for Asthma and EpiPens

If your child has Asthma, an Asthma Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Asthma Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

1. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Asthma Plan.
2. Inform the school in a timely manner of any change that needs to be made to the Asthma Action Plan.
3. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

In keeping with state law, specific medication for the treatment of asthma (a rescue inhaler) may be brought to school by a student and possessed by the student for use as directed.

These medications require:

1. A School Medication Authorization Form signed by a parent, And
2. Either: A School Medication Form signed by the health care provider, OR A Pharmacy label on the inhaler Including student's name, physician's name, and instructions for use.

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 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 a medication, or the storage of any medication by school personnel.

Any student exhibiting an Asthma Attack without medication or proper documentation will be cared for by local EMS. For further information, please contact the school nurse.

If your child has a Severe Allergy, an Allergy Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted to the school prior to the student's first day of attendance and annually thereafter. The Allergy Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

1. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Allergy Action Plan.
2. Inform the school in a timely manner of any change that needs to be made to the Allergy Action Plan.
3. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

In keeping with state law, specific medication for the treatment of Severe Allergy (epinephrine injector) may be brought to school by a student and possessed by the student for use as directed.

These medications require a School Medication Authorization Form completed and signed by the health care provider and a parent.

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 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 a medication, or the storage of any medication by school personnel.

Any student exhibiting an allergic reaction without medication or proper documentation will be cared for by local EMS. For further information, please contact the school nurse.

Care of Students with Diabetes

If your child has Diabetes, a Diabetes Care Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Diabetes Care Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- Inform the school in a timely manner of any change that needs to be made to the Diabetes Care Plan.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

For further information, please contact the school nurse.

Care of Students with Seizures

If your child has Seizures, a Seizure Emergency Action Plan must be submitted to the school nurse. This plan must be signed and dated by the health care provider and the parent. This plan shall be submitted prior to the student's first day of attendance and annually thereafter. The Seizure Emergency Action Plan shall remain on file in the student's health record.

Parents/guardians are responsible for and must:

- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Seizure Emergency Action Plan.
- Inform the school in a timely manner of any change that needs to be made to the Seizure Emergency Action Plan.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

For further information, please contact the school nurse.

Contagious Diseases/Contagious Conditions

In an effort to assure the health of all students, your child should stay home for these reasons:

1. Fever of 100.0 degrees or more. Keep the child home for 24 hours after the temperature returns to normal (below 99 degrees) without medication.
2. Vomiting or Diarrhea. Keep the child home until 24 hours after the last episode.
3. Rash. See your physician and obtain a note stating when it is safe for your child to return to school.
4. Any of these symptoms indicate your child is ill and could be contagious. When calling in your student's absence, indicate if he/she has influenza or an influenza-like illness (fever, cough, and/or sore throat in the absence of another known cause), or, another reason for being absent.

Head Lice

If a student is identified as having head lice after live lice or nits (eggs) are found in the hair, the child's parent/guardian will be notified.

Information on identification, treatment, and prevention is available from the school health office.

LUNCH/RECESS

Lunch Programs

Lunchroom facilities are provided for students who bring a lunch from home or who buy a hot lunch. Students may go home for lunch if they can do so within the forty-minute lunch period. Parents or adult guardians must sign out their child if they are to leave the building for any reason, including lunch at home or anywhere else. All students must be signed in by their parent or adult guardian upon return to the building. Free/reduced lunch forms are distributed at registration. These forms are always available throughout the year, through the principal's office.

Parents/guardians who feel their child may qualify for a free or reduced lunch should request the proper forms.

The hot lunch program is set up on a pay in advance basis. Money can be deposited into your child's lunch account (cash or check) daily; money is turned in to the child's teacher. Credit card payments can be made within Skyward Family Access. Milk is included in the price of the hot lunch or may be purchased separately by those who carry lunches. A monthly menu is posted on your school's website on the lunch menu tab. Good manners, including cleaning up after eating, and good conduct are expected of everyone who uses the lunchroom facilities.

We ask that when packing a lunch for your child, you send a well-balanced meal in keeping with the recommendations of the School Wellness Policy.

Please make the school aware of any food allergies or special dietary needs your child may have. Seating accommodations and/or food options may be provided in accordance with your child's dietary needs. Students may substitute food options according to their dietary needs or food allergies.

Recess

We believe that some outside activity is healthy for children; therefore, no student will be allowed to remain indoors during recess when weather conditions permit outside recess unless:

A note from the parent/guardian stating the reason for the request has been received by the school office. For your child's safety, if he/she has been excused from physical activity in PE, he/she will also be excused from physical activity during recess. If your child will miss PE or outdoor recess for longer than three (3) days, a doctor's note is required stating the medical reason for this temporary or intermittent special need. However, weather and injury/sickness permitting, your child will be encouraged to go outside during recess. Students will go outside for recess when the wind chill temperature is **0 degrees or above**. Please have your child dressed appropriately, including such items as boots, gloves, and snow pants. If the air temperature/wind chill is **below 45 degrees**, please be sure that your child has a winter jacket to go outside.

Playground

Equipment is available for students during outdoor recess. To enhance student enjoyment at recess, they may bring their own playground items to school, although they must accept responsibility for these possessions themselves.

To maintain consistent behavior on the playground at all times, students are asked to be responsible, safe and respectful at all times.

Not following these expectations may result in a consequence.

Hazardous Items

Hazardous and/or nuisance items such as, but not limited to, toy weapons, skateboards, scooter boards, roller blades/skates, radios, and electronic games may not be brought to school because of certain dangers or the annoyance that many of these items present, as well as the owner's expense of replacement if lost or stolen. Also, the use and possession of a laser pointer is prohibited unless there is prior approval of its use by the school for educational purposes, and it is used under the direct supervision of a staff member.

PROGRAMS AND REPORTING

Homework

Homework that is properly designed, carefully planned, and is an extension of classroom learning meets a real need and has a definite place in the educational program. Parents/guardians are encouraged to provide a quiet place and designated time for doing homework. Completion of work that was begun in class, and could reasonably have been completed there, is to be completed at home. It is not to be construed as homework. A variety of factors influence how long it will take a child to complete homework. If your child becomes frustrated with their homework or takes a long period of time, please communicate with the teacher immediately.

Research into the effectiveness of homework in improving academic achievement is inconclusive. While some studies indicate that such improvement does result, an equal number shows no demonstrable relationship between homework and improved academic achievement. The role of homework as a link between home and school is a vital one. Homework assignments can serve as a means of providing a bond of common effort among parent, child, and teacher. Homework should supplement, compliment, and reinforce classroom instruction and may be assigned in all grade levels. The teaching staff strives to ensure that assignments are 1) necessary and useful, 2) appropriate to the ability and maturity level of students, 3) well explained and motivated, and 4) clearly understood by both child and parent.

Parent Conferences

Four days each school year (one evening and one morning each semester) are set aside for parent conferences. Approximately two to three weeks prior to the conference date, parents will be notified to schedule conferences with the staff members of their choice through the Skyward system. Parents who do not have internet access are encouraged to contact the main office to arrange these appointments. Parents are encouraged to make every effort to set up appointments with staff members on the district-scheduled parent conference days.

Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

GENERAL BEHAVIOR/DISCIPLINE

(In accordance with Board Policy 7:190, Student Discipline)

The behavior of students attending CUSD 201 schools shall reflect standards of good citizenship expected of members of a democratic society. Self-discipline, which implies responsibility for one's actions, is one of the ultimate goals of education. Discipline is a private matter and for this reason disciplinary actions will only be shared with the parent/guardian and appropriate school personnel.

Students are expected to be courteous and respectful to peers and adults at all times. They are expected to demonstrate respect for all school property and for the personal property of others. Restitution will be made for all damages.

All students are expected to exercise care and safety at all times to and from school, inside the building, and on the playground.

For those students with an identified disability that impedes their compliance with the school rules of conduct, behavioral interventions are used as designed by the team responsible for the Individualized Educational Plan (IEP).

All rules prescribed by the classroom teacher and staff are to be followed. Students exhibiting inappropriate behavior may be removed from the classroom.

Classroom and common minor offenses, building major offenses, and prohibited behaviors are listed below with consequences.

Classroom Rules

Some variation exists among classrooms because different procedures are appropriate for different kinds of activities. At the beginning of each year, each teacher establishes, communicates to students, and posts classroom rules and consequences. For each rule, the consequences are cumulative ranging from a warning to loss of privileges, i.e., recess, parties, and field trips. Parents/guardians may feel free to request a copy from their student's teacher(s).

Common Area Rules (Halls, Washrooms, Playground)

- Respect others' personal space
- Listen to and follow directions of teachers and/or assigned adults in the building
- Talk quietly
- Do not throw snowballs, wood chips, gravel, etc.
- Walk in school - halls, steps
- Line up on time
- Play safely
- Do not chew gum or eat candy

- Walk bikes on school grounds
- Stay out of parking lot
- Use playground equipment correctly

For each rule, the consequences range from a warning to loss of privileges up to and including suspension.

Building - Major Offenses

- Abusive/obscene language or gestures (swearing)
- Insubordination
- Intimidation and threats
- Fighting, physical abuse
- Vandalism
- Stealing, cheating
- Throwing snowballs, wood chips, gravel, etc.

Building - Major Offenses and Gross Misconduct and Possible Consequences

1. Possession of controlled substances/endangerment of school personnel/students
Minimum penalty - Internal suspension
Maximum penalty - Expulsion
2. Vandalism/Damages
Minimum penalty - School service and/or clean, repair, replace
Maximum penalty - Expulsion and restitution
3. Intimidation/threat, force/fighting, assault/theft/insubordination
Minimum penalty - Loss of privileges
Maximum penalty - Expulsion
4. Verbal abuse, profanity, leaving grounds without permission
Minimum penalty - Loss of privileges
Maximum penalty - Out of school suspension
5. Truancy
Minimum penalty - Make up work and loss of privileges
Maximum penalty - Internal suspension and make up work and time
6. Scholastic dishonesty
Minimum penalty - Loss of grade
Maximum penalty - Failing grade and loss of privileges
7. Unacceptable appearance, dress
Minimum penalty - Clothes change
Maximum penalty - Internal suspension

Bullying, Intimidation, and (Sexual) Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on

school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate, or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment, or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator, or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and District's

discipline policy. Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Gangs

The Board of Education hereby finds that the presence of gangs and gang activities causes a substantial disruption of or material interference with classes and other school activities of this School District.

While on CUSD 201 property or at any school-sponsored event wherever held, no student shall participate in any gang or in any gang-related activity, including, but not limited to, the following:

1. Requesting any student/staff to pay for protection.
2. Intimidating or threatening any student/staff.
3. Inciting other students to act with physical violence upon any other student/staff.
4. Committing or inciting other students to commit any other illegal act.
5. Soliciting students for membership.
6. Wearing, using, distributing, displaying, or selling any gang identification on CUSD 201 property or at CUSD 201 sponsored activities.
 - a. Members' uniform, jewelry, emblems, badges, or colors
 - b. Members' symbols, slogans, or initials
 - c. Members' code names
 - d. Members' use of non-verbal gestures, handshakes, etc.

Violations of this policy will be considered gross misconduct and may lead to suspension or expulsion from school.

Weapons

The Board of Education may expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis. A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the Board of Education on a case-by-case basis. For the purpose of this section, the term "weapon" means: (1) possession, use, control, or transfer of any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24.1* of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to

knives, brass knuckles, or billy clubs, or (3) *look alikes* of any weapon as defined in this Section.

School Code Section 5/10-22.6

A person commits the offense of unlawful use of a weapon when he knowingly: (1) sells, manufactures, purchases, possesses, or carries any bludgeon, blackjack, sling-shot, sand-club, sand-bag, metal knuckles, throwing star, or any knife, commonly referred to as a switchblade knife, which has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, or a ballistic knife, which is a device that propels a knifelike blade as a projectile by means of a coil spring, elastic material, or compressed gas. (720 Illinois School Code 5/24.1)

Drug, Alcohol, and Tobacco

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco, or tobacco product or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

School Property Searches

School authorities may conduct searches of school property to maintain order and security. This may include lockers, desks, parking lots, other school property owned and controlled by the school, and personal effects left in these places without a search warrant and without the notice and consent of the student. If any search produces evidence that a student is violating the law, the school may turn over such evidence to law enforcement authorities. [Illinois School Code 5/10-22.6(e)]

Student Dress

Clothing having slogans, pictures, or emblems promoting or advertising drugs, alcohol, or tobacco or having profane or obscene slogans, pictures, or emblems will not be allowed. While dress and appearance are considered a matter of individual decision and taste, we ask that the student's health and safety and the day's activities be further considerations. Appropriate shoes must be worn during the school day for safety. A closed gym shoe or sport shoe provides support, traction, and protection from injury in the crowded school environment. Open-toed shoes, flip-flops, sandals, or clogs can lead to foot injuries in the classroom, stairways, and playground areas. Please dress your child according to the weather and day's activities. Students' dress and appearance should be neat and clean. Undergarments should not be showing, and bare midriiffs, spaghetti straps, or halter-tops are not allowed. Respect for the learning environment should be evident in a student's dress and deportment.

All students' clothing and equipment should be marked to avoid loss. Students who wear eyeglasses should have their names on the frame and also on the eyeglass case.

Each student should have a pair of appropriate gym shoes or appropriate rubber-soled shoes to participate in physical education classes and/or recess.

Students wearing heavy winter boots to school should bring an extra pair of shoes. For inclement weather and/or wet grounds, students should bring boots for outdoor recess.

Bus Rules and Regulations

1. Students are expected to follow the bus driver's instructions. The bus driver reports to the bus company, which provides reports to the school principal regarding student behavior.
2. Upon entering the bus, take seats as far back in the bus as possible. No reserving of seats for others is permitted.
3. Only registered bus riders may go home with a bus-riding friend if the following procedures are followed:
 - a. Both bus riders must have a note from a parent or guardian granting permission and must take the note to the school office where the secretary will initial it and record the visit.
 - b. The bus riders then show the note to the bus driver. This note is also required of bus riders who exit at a stop other than their own.
 - c. Both the sending and receiving parents/guardians must send signed notes.
4. Students must remain in their seats. No changing of seats is permitted.

5. Eating and drinking are not permitted on the bus. Buses must be kept clean.
6. Windows are to be opened only to the safety mark. Keep arms, hands, and head inside the bus. No objects are to be thrown from the bus.
7. No student may interfere with another student on the bus. No hitting, fighting, or other misconduct among students is permitted.
8. Talking is to be in conversational tones only.
9. Upon leaving the bus, stay in your seat until the bus has stopped. Leave in an orderly manner.
10. Any unsafe conduct in or around a moving bus will result in suspension from the bus.
11. Portable speakers are not allowed on the school bus.

Penalties may include:

A minimum of - notifying parents/guardians.

A maximum of - up to a one-week suspension of bus privileges.

Multiple violations may result in the prolonged suspension of bus privileges.

Parents/guardians will be notified of each violation. Parents/guardians are responsible for their child's attendance at school and, if bus privileges are suspended, the obligation of attendance remains with the student's parents/guardians.

Monitoring Behavior

Good conduct on the bus is an important safety factor. CUSD 201 approves the bus company's use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation of our students.

Bicycles

Only students in third, fourth, and fifth grades who understand and abide by bicycle safety rules may ride bikes to school. Children should wear bicycle helmets. Bicycles are used only for transportation to and from school and are not taken from the rack during recess time. Bike racks are provided and it is imperative that all bikes be chained and locked. While bicycles are permitted, skateboards, roller blades/skates, scooters, and shoe skates are not permitted. The following specific rules must be observed:

A bicycle rider must:

1. Keep the bike in good safety condition.
2. Walk the bike to the bike rack when on school grounds.
3. Park bike at school at his/her own risk.

4. Must cross streets with the crossing guards at intersections where guards are posted.

A bicycle rider must not:

1. Ride double at any time.
2. Ride bike on school grounds.
3. Use any bike other than his/her own.

When a rule is violated, the bicycle owner will not be allowed to bring a bike to school for a period of one week.

Acceptable Use of Technology

(In accordance with Board Policy 6:236, Acceptable Use Policy)

In order for a student to use e-mail or the Internet, the student and parent/guardian must sign the "Acceptable Use of Technology Consent Form." This form specifies proper and improper uses of e-mail and the Internet. Violations of the policy may result in loss of access as well as other disciplinary or legal action. Use of all computer technology should always be done with a specific educational purpose in mind.

Copyright Web Publishing Rules

Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Suspensions and Expulsions

Senate Bill 100-Public Act 99 - Suspension Policy and Due Process Procedures

In disciplinary cases where a student is removed from a classroom for a day or longer (i.e. in school detention and/or out-of-school suspension),

the district affords a due process procedure. Due Process ensures that the student shall be informed of the charges and has the right to respond.

In accordance with Illinois School Code 105 ILCS 5/10-20.14, including recent (September 16, 2016) amendments of Sections 10-20.14, 10-22.6, 27A-5, and 34-19, CUSD 201 will follow these procedures in student suspension situations:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel.

After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. Any request for appeal of a disciplinary suspension of less than ten (10) days shall not delay the implementation of the suspension. However, if the suspension is overruled or modified upon review, disciplinary records will be revised or removed in the student record, as necessary, to reflect the result of any review.

GENERAL INFORMATION

Admissions and Student Residency

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

1. A certified copy of his or her birth certificate. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, 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, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The following is the criteria for establishing residency status of a student in Community Unit School District 201 (Board Policy 7:60, Residence):

1. Custody by a natural or adoptive parent with whom the student resides;
2. Custody granted by a court order to a person with whom the student resides for reasons other than to have access to the educational programs of the District;
3. Custody exercised under a statutory short-term guardianship, as long as within 60 days of the student's enrollment a court order is entered that establishes a permanent guardianship for reasons other than to have access to the educational programs of the District;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois Public Aid Code for the student who resides with the relative for purposes other than to have access to the educational programs of that District; and
5. Custody exercised by an adult who demonstrates that he/she has assumed legal responsibility for the student and who provides the student with a regular night-time abode for purposes other than to

have access to the educational programs of that District. An affidavit of guardianship is required for this type of custody.

If a student is not a legal resident of the District, the District is required to charge tuition should a non-resident student be permitted to continue attending school, and any person who knowingly enrolls or attempts to enroll a student in a District where the student is a non-resident shall be guilty of a class C misdemeanor. (IL School Code 5/10-20.12b)

Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedure; govern the enrollment of homeless children.

Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, equipment, and/or athletic participation or club activity fees.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver or a reduction of fees, if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free/reduced meals program. The student must provide appropriate documentation.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within thirty (30) days, the Business Office will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the CUSD 201 Business Office at 630-468-8000.

Visitors

All visitors, including parents/guardians and siblings, are required to enter through the main entrance of the building and proceed immediately to the school office. Visitors must identify themselves and inform office personnel of their reason for being at school.

Visitors must bring in their driver's license to log into the security system, to check into the school. Approved visitors must take a security system tag to identify themselves as a guest, and must wear it in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the school office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

If you would like to visit a classroom, we ask you to pre-plan your visit with the teacher at least 24 hours prior to your actual visit. Because the first two weeks and last two weeks of school are transition times, please plan your visit sometime during the remainder of the school year.

Students who forget homework may not have access to the school building after the school office closes at 4:00 p.m. The custodial staff will not unlock doors for visitors after they have been secured.

Critical Incident Drills

Critical Incident Drills will be conducted regularly during the school year. During fire drills, students will leave their rooms and exit the building through assigned doors and go to their designated area. During disaster drills, students will go to their designated area within the building and will follow teacher instructions, which will be determined

by the type of disaster. Students will conduct themselves in a quiet, orderly fashion during the drills.

Provision Regarding Surveys

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the discretion of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents/guardians prior to the administration of third party surveys or questionnaires and parents/guardians will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of the request.

The District shall obtain written parent/guardian consent prior to administering any survey (District, student or third party) that reveals the following information regarding:

- Political affiliations or beliefs of the student or his/her parent/guardian;
- Mental or psychological problems of a student or his/her family;
- Behavior or attitudes about sex;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations or beliefs of the student or his/her parents/guardians;
- Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program); or
- Identity of any student who, upon consent of the parent/guardian, completes any survey or evaluation regarding the above items.

Property of Your School

Students are expected to demonstrate respect for all school property. Books will be inspected periodically. All damages must be paid for according to the school fee schedule. Students are to respect public property as well as personal property of others at all times.

Telephone and Cell Phone Usage

If a student needs to call home, he/she may do so with permission from the teacher. Cell phone use in school is a distraction to the learning environment. Students are discouraged from bringing cell phones to school. Use and/or display of cell phones during the school day is not

permitted. Cell phones must be turned off during the school day from the first arrival bell until the dismissal bell. Cell phones may only be used by students outside the school building. Students must ask a staff member permission to use a cell phone once inside the building at any time. Repeated use of cell phones on campus may result in disciplinary action. Text messaging during the school day is prohibited. Use and/or display of cell phones will result in confiscation and parent/guardian notification. Refusal to surrender a cell phone to a staff member will be considered insubordination and will result in appropriate discipline. The school is not responsible for cell phones if misplaced on campus. Cell phones used in a manner that might compromise a person's right to privacy (including but not limited to taking and/or sharing unauthorized pictures, videos, correspondence) will be disciplined for gross disrespect.

School Safety Patrol

Students should take advantage of the protection offered by the Safety Patrol by traveling to and from school during the times the patrols are on duty. The Village of Westmont provides adult crossing guards for the intersections of Cass Avenue and Norfolk Street, Cass Avenue and Quincy Street, Cass Avenue and Richmond Street, the BNSF tracks at Cass Avenue, and Chicago Avenue and Warwick Avenue. School patrol students are stationed only on the side streets. There are no crossing guards for Ogden Avenue because a bus is provided. In inclement weather, no student safety patrol will be outside.

Lost and Found

Students' personal property should be adequately marked. A "Lost and Found" box is provided for misplaced articles. Students and parents/guardians are encouraged to check the box frequently. At the end of every year, all clothing left in the Lost and Found will be donated to local charity.

Personal Property

Students are requested not to leave any money or personal items in their desks. Large sums of money or other valuables should not be brought to school.

Parties

School parties will be limited to two per year - Halloween, and Valentine's Day. They will be conducted by the room parents. The school requests that no food or beverages be brought to school during the year. To cover party costs, a fee may be collected by the PTO each year. Parties will begin at one hour before the end of a school day on the calendar date specified. Concern for liability does not permit us to dispense homemade and/or home prepared foods.

Student Birthday Treats

In order to build healthy school nutrition awareness, birthday treats, such as candy and baked goods, will not be permitted to be brought to school by individual students.

Students will not be allowed to distribute invitations to other students during the school day. This includes birthday invitations. Manning and Miller PTO's sponsor a school directory and that can be used to communicate and send information outside the school day.

Please help support healthy school nutrition and wellness.

Dogs

Due to the unpredictable nature of even the best-trained dogs, please do not bring dogs onto school property.

ACTIVITIES

Band

All fifth grade students are eligible to participate in the Elementary Band Program. Lessons are provided once a week. Arrangements are made with a reputable music dealer to provide a display of instruments so interested students and their parents can inspect and/or buy instruments. Students can rent instruments on a trial basis. Students are free to obtain band instruments from any source they choose. Specific details are provided at a general meeting in September of each year.

Parents are responsible for arranging pick-up of students after all activities, except fifth grade band. All fifth grade band students will have access to bus service when they depart Westmont Junior High School. Dismissal times vary based upon club and activity planned. Please contact the school office for more information.

Clubs

Clubs are formed according to student interest and availability of adult advisors. Examples of clubs include:

- | | |
|--------------------------|-----------------------------|
| Basketball | Student Council |
| Book Club | We Can Club |
| Computer Club | Drama Club |
| Garden/EnvironmentalClub | Students Mentoring Students |
| Rachael's Challenge Club | Say No to Drugs Club |
| Safety Patrol | Art Club |
| Choir | Chess |
| Bricks4kidz | Language Stars |

Field Trips

School/PTO sponsored field trips may be taken during the school year. Such trips are planned by classroom teachers to fit the scope and sequence of learning and approved curriculum.

A student permission form allowing the student to go on the trip must be signed by the child's parent/guardian giving the student such permission before the trip is taken. A phone call will not suffice for a written note. However, a parent may fax or email a written permission to the school prior to departure. Students without permission slips will be provided appropriate alternate educational activities at school on the day of the field trip.

PARENT-TEACHER ORGANIZATION

The mission of the Parent-Teacher Organization is to enhance student programs. The PTO is an active parent group in CUSD 201, with each school having its own PTO unit. Regular PTO attendance, active membership, and participation are beneficial to both the parents/guardians, the students, and the school staff.

The Parent-Teacher Organizations in CUSD 201 elementary schools are instrumental in sponsoring a variety of programs for our students. Assembly programs, field trips, high school scholarships, and book fairs are just a few of the programs that are organized or assisted by the PTO organizations. In addition, yearly contributions are often made for educational equipment.

PTO meetings are open to all parents. All school parents are welcome to attend.

VOLUNTEERING IN SCHOOL

There are many opportunities for parents to volunteer in our schools. In addition to PTO programs and activities, parents are encouraged to volunteer their services helping students in the classroom and assisting teachers with special projects.

We recognize the demands on parents' time when they volunteer in school and how difficult it is sometimes to balance this time with the need to care for younger siblings during the school day. If the volunteer activity does not include working directly with students, parents are allowed to bring younger children with them to school. Parents who wish to work with students in an academic activity are asked to not bring younger children and siblings with them when they are volunteering, as it can reduce the effectiveness of the learning activity they are involved in.

Effective 2015-16 school year, the School District made it mandatory that all individuals involved with students have a valid ID and be scanned into a background check database. This is done for the safety of our students and to provide parents peace of mind when they send their children off to school. If individuals pass the background check, volunteering can occur. If individuals fail the background check, they will be asked to leave only after the police department fails to clear the individual.

SPECIAL EDUCATION

Services for Children with Special Needs

CUSD 201 provides a broad range of services to students with special needs between the ages of three and twenty-two years of age. CUSD 201 is a member of two special education cooperatives - School Association for Special Education in DuPage County (SASED) and DuPage/West Cook Regional Special Education Association (D/WC) and complies with the Illinois State Board of Education rules and regulations that govern special education.

Education of Children with Disabilities

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The school provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the Office of Student Services.

Referrals and more specific information may be found by contacting any building principal or the Office of Student Services.

Identification Procedures

CUSD 201 conducts Child Find Activities of pre-school screening, kindergarten screening, speech and language screening, and case study evaluation.

Referrals and more specific information may be found by contacting any building principal or the Office of Student Services.

Case Study Evaluation

CUSD 201 provides case study evaluations following referral and parent consent. A parent request for an evaluation is made through the school principal or through the director of student services. After consideration of the request, and in accordance with established procedures, the appropriate members of the student services team will convene to discuss the reasons and relevant factors for the request. A written response to a request for evaluation is completed and maintained in the student's temporary record. If eligibility for services is determined, the appropriate services for a special education student are documented in an Individualized Educational Plan (IEP). Parent consent is required for placement in special education and for delivery of appropriate services. Records of all evaluations, IEPs and multi-disciplinary conferences are kept in students' temporary files. Temporary records must be maintained at least five years after a student has transferred, graduated, or has otherwise permanently withdrawn. The parents/guardians of a student with special needs have a right to examine all information contained in a student's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense. Additional information regarding special education policies and procedures may be found at the Office of Student Services at 630-468-8015.

Delivery of Services

Once identified, the needs of a student with special needs are addressed through the development of an Individualized Education Program (IEP) and, with parent/guardian consent, placement that provides services in the least restrictive educational environment.

Instructional services are provided by certified special education teachers or speech therapists determined by the identified special characteristic(s) exhibited by the student. Related services are provided as determined by the presence of an exceptional characteristic such as vision impairment, hearing impairment, other health impairment, cognitive impairment, physical impairment, learning disability, speech impairment, or behavior/emotional disorder and the adverse effect of such an exceptional characteristic on the student's learning.

Records of all evaluations, IEP's, and multi-disciplinary conferences kept in student temporary files, may be accessed by parents/guardians, and are purged of reports more than five years outdated.

The parents/guardians of a student with special needs have a right to examine all information contained in a student's school records, receive an explanation of the contents, and obtain copies of the contents at their own expense.

SPECIAL PROGRAMS

First Start

The First Start Program is an early childhood program for three and four year olds with educational needs identified through District pre-school screenings. The program emphasizes language development, social skills, and motor development.

Early Childhood Special Education

This program provides special education services, which may include speech therapy, occupational or physical therapy, and behavioral/social strategies. Students in Early Childhood Special Education have an Individualized Education Program (IEP) appropriate to their identified needs.

Title I Plan

The District's Title I plan is available from the District Office.

English Language Learners

All CUSD 201 schools have a program for students who demonstrate limited proficiency in the English language. Certified teachers assist classroom teachers in teaching English language learners the receptive and expressive language skills of reading, writing, speaking, and listening as well as in the content areas of science and social studies.

The goal of the ELL Program is to help students become independently successful in the use of the English language, while maintaining the cultural heritage and language that is theirs by birth.

STUDENT RECORDS

Student records include any written or recorded information maintained by the District by which a student may be identified. Information maintained by staff members for personal use is not considered a part of Student Records.

Records of CUSD 201 students are kept in two files - Permanent Records and Temporary Records - according to specifications set by the "Family Educational Rights and Privacy Act of 1974" and the "Illinois School Student Records Act of 1975." The permanent record will be kept for sixty (60) years after graduation or permanent withdrawal. The Student Temporary Record consists of all information that is of clear relevance to the education of the student, but is not required to be in the Student Permanent Record.

Parents have the right to inspect, challenge, and copy (35 cents per page) their child's permanent and temporary records. Non-custodial parents

have the same rights as custodial parents unless specifically denied by a court order.

Our students' records are located at each school and will be made available to eligible persons within fifteen (15) school days from the time a request is received. All requests should be directed to the principal in writing.

**SITUATIONS REQUIRING ISOLATED TIME OUT, TIME OUT
AND PHYSICAL RESTRAINT**

Isolated time out, time out, and physical restraint shall be used only when the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm. Isolated time out, time out, or physical restraint shall not be used as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

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