



**DISTRICT  
OFFICE**

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2021-22 EARLY CHILDHOOD & ELEMENTARY HANDBOOK

## **COMMUNITY UNIT SCHOOL DISTRICT 200**

Most of the information referenced in this student handbook is based on Board of Education policy. A complete policy manual is posted on the District's website **[www.cusd200.org](http://www.cusd200.org)**.

Policy manuals are also available for review in each of the District's schools and at the School Service Center, 130 W. Park Ave., Wheaton, 60189.

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

Annually, parents will be asked in ParentVue to acknowledge they know where to locate the contents of this handbook should they need it. All handbooks are located under the Parents tab of the District website and each school website.

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# General School Information

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## **BICYCLES**

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

## **BIRTHDAY CELEBRATIONS**

Only non-edible items can be used for birthday celebrations.

## **BUILDING OCCUPANCY AFTER SCHOOL**

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

## **CELLULAR PHONES**

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

## **CHILD ABUSE REPORTING**

When a school staff member has reasonable cause to suspect a student has suffered physical or sexual abuse or neglect, he/she is required to report that suspicion to the Illinois Department of Children and Family Services Hot Line, 1-800-25-ABUSE (800-252-2873). The "reporter" of the suspect case is protected by law and his/her anonymity and confidentiality is maintained. School personnel are not obligated by law to inform parents when they report suspected child abuse or neglect.

## **CLASSROOM INTERRUPTIONS**

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

## **EMERGENCY SCHOOL CLOSINGS**

The decision to close school because of snow, extreme cold, or another emergency will be made as close to 6 a.m. as possible. You will receive an automated phone call from the Superintendent or designee announcing the closing. Every effort will be made to send the announcement the evening before the closing, but weather conditions may require a later decision and the call may reach your home around 6 a.m.

Families may also access the District website, [www.cusd200.org](http://www.cusd200.org) and social media channels Facebook ([www.facebook.com/district200](http://www.facebook.com/district200)) and Twitter (@cusd200) for closing information. Local radio and TV stations will also be informed and announcements can be found there. Closing information is also available by phone at 847-238-1234 or online at [www.EmergencyClosings.com](http://www.EmergencyClosings.com). Families can also sign up for personalized email notification at [www.EmergencyClosings.com](http://www.EmergencyClosings.com). Please listen to these announcements carefully as there are several District 200 school systems in the metropolitan area.

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

## **E-LEARNING**

Public Act 101-0012 also allows school districts statewide to utilize e-learning days in lieu of emergency days.

The State Superintendent has determined that days of instruction during a public health emergency must include at least 5 clock hours.

Asynchronous learning is an approach where teachers and students are not online at the same time. The teacher provides learning resources and tasks so students can access the conversation and content anytime.

Synchronous learning is an approach where teachers and students are online at the same time with a set schedule. The teacher provides learning and resources during set class time.

Each EC-5 classroom teacher will create an E-Learning schedule based on the District 200 instructional frameworks below.

Please click on this link for a detailed schedule and times for the CUSD 200 E-Learning Days.

## **ERIN'S LAW**

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

## **FIELD TRIPS**

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

## **FOODS IN SCHOOL**

Foods brought into school during school hours shall comply with allergy policy 7.285. Only non-edible items will be used for rewards and incentives in the classroom unless previously approved by the building administration.

## **FREE AND REDUCED LUNCH PROGRAM**

Free and reduced price lunches are available to students whose family size and income meet State guidelines. Application forms are available in the school office and online at the district webpage.

## **HOLIDAY CELEBRATIONS**

Holiday celebrations are held in each grade under the direction of parents and teachers. Parents may be asked from time to time to contribute time, food or money to support these parties. Options beyond food items are encouraged for holiday celebrations.

## **INSTRUMENTAL MUSIC INSTRUCTION**

Starting in fifth grade, District 200 offers beginning musical instrument instruction in band and orchestra. Students may take lessons on only one instrument during the school day. Current students must pay the \$80 annual music fee on or before September 1 in order to enter the program. Students new to District 200 must pay the fee by September 15.

## **INVITATIONS TO OUT-OF-SCHOOL PARTIES**

Invitations for birthday and other parties may not be distributed at school. Please mail or deliver them directly to each guest's home. This prevents hurting the feelings of the children who are not invited.

## **LEAVING BUILDING/SCHOOL GROUNDS**

Students may not leave the school without permission from the office. Parents must come to the office to sign the student out. Students should sign back in if they are returning the same day.

## **LOST AND FOUND**

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

## **SAFETY DRILLS**

Each school has developed an emergency plan to help ensure the safety of children in the event of a fire or other disasters, such as a tornado or a building intruder. This plan is rehearsed by the staff and children at various times during the year and may include a law enforcement drill and building evacuations. Each school has designated an emergency evacuation site where students will be moved until the school can be safely occupied. Students will not be released from school at the normal dismissal time if a tornado warning (not a watch) is in effect. Students will remain at the school under this condition until such time they may safely be dismissed. The law enforcement drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill.

## **PARENT INVOLVEMENT**

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

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

## **RADIOS, TOYS, GAMES AND SPORTS EQUIPMENT**

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

## **REQUESTS FOR CLASS PLACEMENT**

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

## **SKATES AND SCOOTERS**

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

## **SMOKE-FREE ENVIRONMENT**

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

## **STUDENT WORK AND PHOTO RELEASE**

Student work (i.e. creative writing, visual arts) and pictures of students may occasionally appear in school or district publications, social media or websites. If you do not want District 200 to share your child's work or photo without your written consent, you must login to ParentVUE and edit student permission settings.

If parents grant permission to share student work and photos, no consent or notice is needed before the school uses such material if the student is not identified. Parental permission is required if a student or his / her work is identified by name in a publication or website. While the school limits access to buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student.

## **TEXTBOOK PROGRAM**

Textbooks by the District or through State funds will be collected at the end of a course for re-assignment to other students. As is the case with all textbooks used by District 200 students, if these books are lost or damaged, it is the responsibility of the student to pay for replacement or repair.

## **TITLE I PARENTS' RIGHT-TO-KNOW**

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

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

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your principal.

## **VISITORS**

Parents are welcome and encouraged to visit the school. To make these visits most meaningful, you are asked to plan your visit at a time that is mutually convenient to you and the teacher. When you arrive at school, please go directly to the school office to sign-in, show your ID and receive a visitor's badge. Children who are not regularly enrolled in school are not permitted to visit or join classes during school hours except by the principal's special permission.

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

It is suggested that classroom visits be limited to 35-40 minutes and that pre-school siblings do not accompany visitors. Visitation does not infer a conference. Should a conference be desired, an appointment should be made for a different time. While a visitor is in a classroom, the teacher's first priority is the children in that class.

## **WALKING PETS TO SCHOOL**

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



## Attendance

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

Students are considered a chronic truant if they are absent without valid cause 5 percent or more of the previous 180 regular attendance days. Valid causes for absence include illness, observance of a religious holiday, death in the immediate family, family emergency, and situations beyond the student's control.

Students may be absent from school only for valid cause as defined by state law and the Board of Education. Valid causes include illness, observance of religious holiday, death in the immediate family, family emergency, situations that create a reasonable concern to parents for the safety and health of the student and mandatory absences due to communicable diseases according to Centers for Disease Control and Illinois Department of Public Health guidance.

Parents whose students are excessively absent from school, whether excused or unexcused, may be required to present a statement from a physician verifying reasons for the extended or multiple absences. Failure to provide such verification will result in the absences being designated as unexcused and subject possible truancy referral. If the number of absences is excessive, a referral will be made to the DuPage County Truancy Office (Project VISA). (Policy 7.70)

Vacations and business trips during the school year are discouraged. Even the most conscientious efforts of students and teachers are no substitute for daily attendance. If, however, the family believes that taking their student out of school is necessary, the principal must be notified in writing five days prior to the absence. Procedures for completing missed work will be established at that time. A student who is absent from school may not participate in after-school or evening events, activities, or programs.

### REPORTING ABSENCES

You must notify your student's school if your child is home sick and report any diagnosed communicable diseases. When reporting an absence please indicate the reason for the absence and if it is due to illness, please report symptoms including if your child has a fever (100.4 F or greater), new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance). If you are not sure whether to send your child to school, you may call the school nurse for consultation. If you're still in doubt, call or visit your physician.

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

- All day, half-day kindergarten and preschool students who are absent from class more than 30 minutes are reported absent for the entire day.
- First grade students who are absent for 76 to 195 minutes will be considered absent for ½ day. If they are absent more than 195 minutes, they will be counted absent for the entire day.
- Second through fifth grade students who are absent for 16 to 165 minutes will be considered absent for ½ day. If they are absent more than 165 minutes, they will be counted absent for the entire day.
- Reason for absence, please indicate the reason for the absence and if it is due to illness, please report symptoms including if your child has a fever (**100.4 F or greater**), **new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance)**. If you are not sure whether to send your child to school, you may call the school nurse for consultation. If you're still in doubt, call or visit your physician.



## **TARDINESS**

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

## **STUDENT CHECK-IN / SIGN-OUT**

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

## Dress Code

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In accordance with Board of Education policy, students are expected to dress in an appropriate manner that must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. **The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.** The judgment of disruption is at the discretion of the school administration and gross abuse of the dress code will result in the confiscation of such prohibited items. Specific guidelines and prohibitions are listed as follows:

***Basic Principle: Certain body parts must be covered for all students at all times.***

- **Clothes must be worn in a way such that the private parts are fully covered with opaque fabric. All items in the “must wear” and “may wear” categories must meet this basic principle.**
- **Students MUST wear:**
  - **Shirt or dress (with fabric in the front, back, and on the sides under the arms) AND**
  - **Pants / shorts or the equivalent (i.e. skirt, jeans, sweatpants, leggings, a dress, or equivalent article of clothing), AND**
  - **Shoes**
  - **Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards exist.**
- **Students MUST wear:**
  - **Shirt or dress (with fabric in the front, back, and on the sides under the arms) AND**
  - **Pants / shorts or the equivalent (i.e. skirt, jeans, sweatpants, leggings, a dress, or equivalent article of clothing), AND**
  - **Shoes**
  - **Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards exist.**
- **Students MAY wear:**
  - **Religious headwear**
  - **Fitted pants, including opaque leggings, yoga pants and “skinny jeans”**
  - **Ripped jeans, as long as underwear and buttocks are not exposed**
  - **Tank tops / sleeveless shirts, including spaghetti straps (with fabric in the front, back, and on the sides under the arms)**
  - **Athletic attire**
- **Students CANNOT wear:**
  - **Clothing that excessively reveals the stomach or back (bandeau, sports bra, compression vests)**
  - **Violent language or images.**
  - **Hats, hoods or sunglasses**
  - **Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity).**
  - **Bullet proof vest, body armour, tactical gear, or facsimile.**
  - **Hate speech, profanity, pornography.**
  - **Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)**
  - **Swimsuits (except as required in class or athletic practice).**
  - **Accessories that could be considered dangerous or could be used as a weapon**
  - **Items (such as clothing or tattoos) determined to be symbolic of gang membership, hate speech, or hate messaging.**

## **COLD WEATHER APPAREL**

Even during cold weather, every effort is made to have students spend some recess time outside. It is important that your child is properly dressed in a warm coat, hat, gloves or mittens, and outdoor shoes or boots. Snow pants and boots are necessary for children who want to play in the snow. Please clearly label each of your child's belongings with his or her name. As a general rule, children will not be outdoors when the wind chill factor is zero degrees or below.

## **COSTUMES**

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

## **ENFORCEMENT OF THE DRESS CODE**

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

## Communications With Families

Automated voice messaging from Blackboard allows the District to communicate with all parents quickly and effectively. You can expect to receive information regarding school closings, changes in scheduled activities, emergency situations, and more. These messages may also be sent by email/text if parents provide their email address and a cell number in the cell field during the registration process and in ParentVue.

Email provides interested parents with easy access to District and school newsletters and other information. Please remember to include your correct email address in ParentVUE so that you can receive timely District communications. Families with recorded email addresses will receive the District-wide Focus on Learning and Board of Education Highlights e-newsletters on a regular basis.

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

ParentVUE is a communication tool used to monitor your child's education. You are able to view the latest information about your child's student information file, emergency contacts, student permissions, attendance, and more. Parents are able to view each one of their student's information from one central portal. Your school will provide your ParentVue sign-in credentials.

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

### SCHOOL COMMUNICATIONS

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

Parent/Teacher Conferences are held prior to the end of the first trimester for teachers to share information with parents about their child's progress in school. The conference is the single most important means of reporting to parents and guardians. Additional conferences may be held at the request of the parent or teacher anytime during the year.

PTA Groups are established in each school to provide valuable support and service to students, parents, and staff. Each PTA sets up fund-raising events to support school programs. Parents are encouraged to become active PTA members. Information on how to join the PTA can be found on your school's website.

Curriculum Nights are scheduled each fall for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies, and general expectations are explained by each teacher. This is not a time for individual parent/teacher conferences.

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

School Improvement Plans (SIP) are developed in each school every year. Each plan outlines goals and methods for improving student achievement. SIP's are available for review in each school's office.

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

## **Bus Service & Behavior Expectations**

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Free bus service is provided to all students who live 1.5 miles or more from the school they are assigned to attend. If the walking route of a student who lives less than 1.5 miles from school is considered hazardous, free busing may also be offered. Busing may also be an option for some students on a space available basis. A fee is charged for students who take advantage of this option. District 200 contracts for bus service with Illinois Central.

All questions related to bus service should, however, be directed to the school principal or to the District 200 Business Office at 630-682-2005. Only students eligible for bus service may ride the bus. Students who are assigned to ride the bus must do so unless written parent permission is given to the principal or teacher. Students are not allowed to ride a bus for social reasons.

### **BEHAVIOR AT BUS STOPS**

District 200 expects that students will conduct themselves appropriately while at the bus stop. The school seeks parent support in implementing the following rules to help ensure the safety of all students at the bus stop.

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

### **STUDENT CONDUCT ON THE BUS**

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

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

### **CONSEQUENCES OF MISCONDUCT ON THE BUS OR AT THE BUS STOP**

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

# School Safety

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## **EMERGENCY CONTACT INFORMATION**

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

## **SCHOOL SECURITY**

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

## **SAFETY INSPECTIONS**

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

## **SAFE WALKING ROUTE**

Each school has developed a walking plan for students, which illustrates routes children may take when walking to school. The final responsibility for selecting the specific route a child takes resides with the parent because they know about the changing features of the neighborhood that may affect their child's safety.

## Health Services

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

Please contact the school nurse about any health concern you believe may affect your child at school. This information will be confidentially shared with the appropriate classroom teachers as necessary throughout the school year. This may include asthma, food allergies, bee sting allergies, anxiety, etc. Should students be taking daily medication at home, please notify the health office so any side effects that occur will be recognized more easily and proper steps taken towards treatment.

All required health forms are available at the school office or [www.cusd200.org](http://www.cusd200.org). The school nurse may be able to provide resources for obtaining health requirements.

### PHYSICAL EXAMINATION REQUIREMENTS

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

- The completed physical examination and record of immunization form is expected at the school health office upon enrollment/registration and required by the first day of student attendance.
- Appointment dates for obtaining a physical exam do not meet the school requirement.
- Physical examinations must be done by a licensed physician, advanced practice nurse or examining physician assistant.
- Physical examinations must be dated within twelve months prior to the first day of school.
- Only the State of Illinois Department of Human Services Certificate of Child Health Examination form will be accepted.
- For safety considerations, students may not be allowed to participate in physical education classes until the required physical form is on file in the school office.
- Medical objections to any physical examination or immunization must be submitted in writing by a physician and must contain the required information.
- Religious objections to any physical examination or immunization must be submitted on the Illinois Certificate of Religious Exemption Form and must contain the required information and be signed by a parent/guardian, physician. The form can be found at <http://bit.ly/2GEv84S>.

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

### IMMUNIZATION REQUIREMENTS

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

- Early childhood students are also required to have Haemophilus influenza (HIB) and pneumococcal vaccine.
- Early childhood and sixth grade through twelfth students are also required to have the hepatitis B vaccine.
- Sixth grade thru twelfth grade students are required to have the Tdap vaccine.
- Sixth grade and twelfth grade students are required to have the meningococcal vaccine.



## **DENTAL EXAMINATION REQUIREMENTS**

Students in kindergarten, second, sixth and ninth grades must submit evidence of a dental examination by May 15th of that school year. Dental exams must be completed within 18 months prior to May 15th. If a child in the second, sixth or ninth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (i) the child presents proof of a completed dental examination or (ii) the child presents proof that a dental examination will take place within 60 days after May 15th. The Department of Public Health shall establish, by rule, a waiver for children who show an undue burden or a lack of access to a dentist. Each public, private, and parochial school must give notice of this dental examination requirement to the parents and guardians of students at least 60 days before May 15th of each school year.

## **VISION EXAMINATION REQUIREMENTS**

Students entering Illinois schools for the 1st time (kindergarten or transfer) must submit evidence of a vision exam.

## **MEDICATION AT SCHOOL**

Parents/guardians are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the educational benefit and/or critical health and wellbeing of the student. Acknowledging that occasionally a necessary medication must be administered during the school day, the District shall administer the medication. If a nurse is unavailable to administer the medication, a building administrator or a designee who volunteers to administer the medication will either supervise the self-administration of the medication or administer the medication to the student.

Parents/guardians are encouraged to be present and to administer required medications (e.g., insulin, inhalers, epinephrine, etc.) to their child during school-sponsored field trips and extracurricular activities (e.g., athletic events, musical concerts, performances, etc.) when their child has not yet been approved to independently self-administer their medication. In the event that a parent/guardian will not be present to administer their child's required medication during a school-sponsored field trip or extracurricular activity, the parent/guardian must notify the school prior to the scheduled event so that District 200 may appoint another party to serve the child in this capacity.

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

## **KEEP YOUR CHILD HOME IF...**

- A skin rash from an unidentified cause that has not been evaluated by a physician. Please note that open sores should be covered until healed or evaluated by a physician.
- The oral temperature is **100.4F** or greater. A student with such a fever should remain home for 24 to 72 hours after the temperature returns to normal without the aid of fever-reducing medication (according to CDC Guidelines).
- If experiencing nausea, diarrhea and/or vomiting. Students should remain home until symptom-free for 24 hours without the use of medication.
- If the student complains of severe, persistent pain.
- If the student is showing signs of an upper respiratory infection including a fever (**100.4F** or greater), **new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance).**

You must notify your student's school if your child is home sick and report any diagnosed communicable diseases. When reporting an absence please indicate the reason for the absence and if it is due to illness, please report symptoms including if your child has a fever (**100.4F or greater**), **new onset to moderate or severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, new loss of sense of taste or smell, fatigue from unknown cause, muscle or body aches from unknown cause (or current IDPH guidance)**. If you are not sure whether to send your child to school, you may call the school nurse for consultation. If you're still in doubt, call or visit your physician.

## **RE-ADMISSION AFTER CONTAGIOUS ILLNESS**

Re-admission following an illness from contagious diseases may require a back-to-school note signed by a physician. Please have medical documentation of any school accommodations that are requested. Guidelines established by the Centers of Disease Control and the Illinois Department of Public Health are used to manage communicable diseases and pandemic illnesses (COVID-19) in school.

## **HEAD LICE**

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

## **STUDENT ACCIDENTS AND ILLNESS**

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

- First aid is administered
- If serious, parents are contacted. Please note generally, a school nurse is present to make assessments. Occasionally, the school office staff may need to exercise their best judgment in determining when to contact parents.
- If the parents cannot be reached, the emergency contact provided by the parents will be called. Please be certain that at least two emergency numbers are listed to call in case a parent or guardian cannot be reached. Please keep these numbers up to date. Persons listed on the emergency list will be considered to have your approval for temporary care. Students leaving school during the day for health reasons or other reasons must have a parent or guardian sign them out through the school health office.
- If the parents or emergency contacts cannot be reached, the nearest hospital, paramedics, or local health care provider may be contacted.
- Please help control the spread of illness by reminding students to cover their cough/sneezes, use tissues as needed and to wash their hands frequently.
- Please call the school nurse if your child has or is being treated for childhood or a communicable disease such as strep throat; chicken pox; impetigo; rotavirus; MRSA; hand, foot and mouth disease; fifth's disease; mononucleosis, shingles; influenza or COVID-19.

## **EXCUSE FROM PHYSICAL EDUCATION**

A student may be excused from Physical Education for up to three (3) days if the request is made in writing by a parent. If the student must be excused for more than three (3) days, a note must come from the doctor stating the diagnosis, duration, and extent of the physical limitation. The excuse should be directed to the school nurse who will distribute it to appropriate teachers. Students missing Physical Education due to illness/injury may be withheld from extra-curricular activities recess to maintain safety. Students exempt from Physical Education for medical reasons may be provided a non-physical learning activity during the scheduled P.E. time.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

## Support Services

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### **ACCELERATED PLACEMENT PROGRAM**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

The Superintendent or designee shall annually notify the community, parent(s)/guardian(s), students, and school personnel about the APP, the process for referring a student for possible evaluation for accelerated placement, and the methods used to determine whether a student is eligible for accelerated placement.

**Notification may: (a) include varied communication methods, such as student handbooks and District or school websites; (b) be provided in multiple languages, as appropriate.**

### **ALL-DAY KINDERGARTEN PROGRAM**

District 200 offers a tuition based All-Day Kindergarten Program (ADK) along with the traditional Half-Day Kindergarten Program.

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

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

The tuition cost for the All-Day Kindergarten Program is \$3,600. All students are required to pay the full amount unless the applicant qualifies through the District Fee Waiver Process which could entitle the student to attend at a pro-rated fee. The District 200 Business Office will develop a fee payment plan for families who want to pay the tuition throughout the school year.

### **ART AND VOCAL MUSIC INSTRUCTION**

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

### **ASSISTIVE TECHNOLOGY**

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

### **BEHAVIORAL SUPPORT SERVICES**

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

## **ENGLISH LANGUAGE LEARNERS**

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

## **GIFTED EDUCATION PROGRAM - PACE**

Gifted Math and Gifted Reading are offered in grades three, four, and five. The goals of the program are to meet the unique needs of intellectually gifted students.

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

## **OCCUPATIONAL AND PHYSICAL THERAPISTS**

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

## **PSYCHOLOGY AND SOCIAL WORK PROGRAMS**

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

## **READING SUPPORT TEACHERS**

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

## **RESOURCE PROGRAM**

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

## **TIP LINE**

Anonymous tip line: report concerns of bullying, suicide, self-harm, substance abuse, school violence, etc. by

Texting/calling (331)716-2221 or emailing [speakup@cusd200.org](mailto:speakup@cusd200.org)

DuPage Co. Crisis Intervention Unit - (630) 627-1700

National Suicide Prevention Lifeline - (1-800) 273-TALK (8255) or text "ACT" to 74174

## **SECTION 504 SERVICES**

Students with disabilities who do not qualify for an Individualized Education Program (IEP) may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

If you believe your student meets one of the above categories and requires reasonable accommodations, you may contact the Executive Director of Special Education, Erica Ekstrom, [erica.ekstrom@cusd200.org](mailto:erica.ekstrom@cusd200.org) or 630-682-2007 for more information regarding the identification, assessment, and placement of your student.

## **SECTION 504 COORDINATOR**

### **Ms. Erica Ekstrom**

Executive Director of Special Education  
Section 504 Coordinator  
Community Unit School District 200  
School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2007  
[Erica.Ekstrom@cusd200.org](mailto:Erica.Ekstrom@cusd200.org)

For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education Office of Civil Rights that serves your area, or call 1-800-421-3481.

## **SPEECH AND LANGUAGE PATHOLOGY SERVICES**

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

# Discipline Policies & Procedures

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

## DISCIPLINARY PRINCIPLES

Four principles govern all rules at all CUSD 200 Schools:

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

## APPLICATION OF DISCIPLINARY CODE

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

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

## PROHIBITED MISCONDUCT

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

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine products and including without limitation, electronic cigarettes
- Using, possessing, distributing, purchasing, selling, or offering for sale alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, or soliciting illegal drugs or controlled substances, prescription drugs, over-the-counter medications, look-alike drugs and drug paraphernalia. This includes the use of any product containing THC or other cannabis derivatives, including but not limited to, CBD. 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.
- Possession or use of any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Possession or use of any prescription drug when not prescribed for the student by a licensed physician or when used in a manner not consistent with the prescription or prescribing physician's instructions



- Possession or use of any inhalant, regardless of whether it contains an illegal drug or controlled substance: a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body including without limitation, pure caffeine in tablet or powdered form
- Possession, use, control, or transfer or sale of any weapon. For the purposes of this section, weapon includes, but is not limited to: guns; knives; explosive devices; any other item which is typically used to cause bodily harm; any other item defined by Illinois law to be a weapon; items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm; and look-alike weapons.
- Using a cellular telephone, or another electronic device, including iPods and tablets, unless authorized and approved by the Building Principal, in any manner that disrupts the educational environment, including using the device to cheat, transmit digital images, signal others, send messages or otherwise violate student conduct rules. All electronic devices must be kept turned off and out of sight during the regular school day unless: (a) authorized and approved by the Building Principal, (b) the supervising teacher grants permission, (c) use of the device is provided in a student's IEP, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. For the purposes of this section, the term "bullying" encompasses behaviors including, but not limited to any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.
- Possession or use of a "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: a) expression of gender or sexual orientation or preference, or b) display of affection during the non-instructional time.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property
- Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants
- 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
- Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia
- Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive
- Violation of the district's sexual harassment policy

- Unsportsmanlike conduct
- Possession, use, sale or transfer of fireworks, explosives or unauthorized flammable substances
- Expression, written or oral, which is slanderous, libelous, obscene, profane or which advocates a violation of law or school rule
- Making bomb threats, giving false fire alarms or unauthorized use of a fire extinguisher
- Acts of academic dishonesty
- Violation of the district's Acceptable Technology Use Policy
- Gambling, i.e., to play a game for money or property, to bet on an uncertain outcome
- Possession/use of a laser pointer or shocker
- Possession of a hoverboard, skateboard, or roller blades
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
- The unauthorized disclosure of confidential information of another student or staff member or any invasion of privacy of another, including but not limited to using a cellular telephone, or any other electronic or photographic device to take and/or transmit pictures of another without that person's consent. This prohibition does not include images taken in circumstances where a person has no reasonable expectation of privacy such as a spectator at, or participant in, an athletic contest.
- Conduct that endangers the property, health, or safety of others including school employees
- Repeated refusal or neglect to obey school/District rules, regulations, or directives
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee
- Misconduct perpetuated by electronic means, an explicit threat against a school employee, a student, or any school-related personnel, the threat was made on an internet website that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat was reasonable could be interpreted to threaten the safety and security of the target or the threat because of his or her duties or status as an employee of the school district or as a student of the school.

## DEFINITIONS

The following definitions apply to the above provisions:

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

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

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

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

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

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

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

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

- Firearm (guns, rifle, shotgun or weapon defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921), knives, explosive devices, any other item which is typically used to cause bodily harm and any other item defined by law to be a weapon
- items such as baseball bats, pipes, bottles, locks, sticks, compasses, pencils and pens if used, or attempted to be used, to cause bodily harm
- look-alike weapons.

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

## **DISCIPLINARY MEASURES**

Disciplinary measures may include:

- Notification of parent(s)/guardian(s)
- Personal counseling
- Withholding of privileges
- Seizure of contraband
- Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed
- Suspension of bus riding privileges provided that appropriate procedures are followed
- Expulsion from school and all school-sponsored events provided that the appropriate procedures are followed
- Notification to law enforcement officials whenever the conduct involves illegal activities, illegal or synthetic drugs (controlled substances), look-alikes, alcohol, or weapons
- Removal from the classroom
- In-school suspension and the Building Principal or a designee shall ensure that the student is properly supervised
- Detention provided the student's parent(s)/guardian(s) have been notified
- Restitution for property damage or theft. Other disciplinary action may also be taken in such cases
- Other disciplinary action may be taken
- Restorative justice measures

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

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

## **SUSPENSION PROCEDURES**

- Before suspension, the student will be provided oral or written notice of the charges. The student will then be provided the opportunity to respond to those charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version of the incident.
- Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
- Any suspension shall be reported immediately to the student's parent(s) or guardian(s). A written notice of the suspension shall contain a statement of the reason(s) for the suspension. Out of school suspension letters shall include notice to the parent(s)/guardian(s) of their right to a review of the suspension.
- For out of school suspensions only, upon request of the parent(s)/guardian(s), a hearing shall be conducted by a Board designated hearing officer to review the suspension. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the matter is heard by a Board appointed hearing officer, the hearing officer shall draft a summary of the evidence heard at the hearing and present such summary in a report to the Board. After the presentation of the evidence or receipt of the hearing officer's report, the Board shall determine whether the suspension should be upheld, overturned or whether some other disciplinary action should be imposed.
- Students who are suspended out of school are not permitted on school or district grounds, at any District 200 building or campus, or school bus transportation, at any school-sponsored activity. Any school-sponsored activity refers to any event which is sponsored by either District 200, any school, or in which any school participates whether on school/district property or at another location. This includes fine arts, extracurricular, and end of the year activities, etc.

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

## **EXPULSION PROCEDURES**

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

- Prior to expulsion, the student and the student's parents/guardians shall be provided with written notice of the charges and the time and place of a hearing to be conducted by a Board appointed hearing officer. This notice shall be sent by registered or certified mail.
- During the expulsion hearing, the student and the student's parents/guardians may be represented by counsel, present witnesses, and other evidence, and cross-examine any witnesses presented by the district.
- At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The hearing officer has neither the power to expel a student or permit the student to remain in school. Under the Illinois School Code, only the Board of Education has that authority. The hearing officer shall serve only as a fact finder.
- Following the expulsion hearing, the hearing officer shall prepare a written report summarizing the evidence presented at the expulsion hearing. A copy of this report shall be delivered to the Superintendent, the Board of Education, and the student's parents/guardians.
- The Board of Education shall make its expulsion decision at a date, time and place of which the student's parents/guardians shall be notified. The student and/or the student's parents/guardians may appear before the Board of Education in closed session at that time to further protect the student's interests.
- During the terms of the expulsion, the student will be provided with appropriate and available support services if said services are available. The student may be referred to support services outside District 200.

## **INFRACTIONS AND CONSEQUENCES**

The following is a list of the discipline implemented for certain acts of gross disobedience or misconduct. The following list provides a minimum standard of conduct and consequences when addressing certain behaviors. It does not and cannot enumerate each and every situation or conduct for which discipline may be imposed.

The progression of consequences serves as recommended guidelines. Consequences may be modified by the administrator due to the severity or nature of the incident.

## **CONTROLLED/ILLEGAL/LOOK-ALIKE SUBSTANCES (INCLUDING ALCOHOL), OR DRUG PARAPHERNALIA**

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

1st offense: ISS -10 day OSS, length of suspension may be reduced if an alternative assessment is completed, police referral.



2nd offense: ISS -10 day OSS, police referral.

3rd offense: ISS -10 day OSS and possible recommendation for expulsion, police referral.

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

ISS: 10 day OSS, possible recommendation for expulsion, police referral.

**Drug-Related Drawings/Pictures/Writing/Material**

1st offense: Detention

2nd offense: ISS - 2 day OSS

3rd offense: ISS - 5 day OSS

**Smoking On or Near School Property/Possession of Tobacco/Electronic Cigarette/Vapes, or Betel Nuts**

Detention - ISS, possible police referral

**VIOLENCE/THREATS**

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

1st offense: ISS-10 day OSS, police referral\*

Additional offenses: ISS-10 day OSS, possible recommendation for expulsion, police referral\*

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

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

ISS: 10 day OSS, possible recommendation for expulsion, police referral

**Threat to a Staff Member, to a Staff Member's Property, or to the School Community**

ISS: 10 day OSS, possible recommendation for expulsion, police referral.

**Possession of a Weapon/Look-alike Weapon**

ISS: 10 day OSS, possible recommendation for expulsion, possible police referral.

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

ISS: 10 day OSS, police referral, possible recommendation for expulsion.

**Possession/Use of Fireworks/Ammunition**

Detention: 10 day OSS, police referral, possible recommendation for expulsion.

**Vandalism**

Detention: 10 day OSS, restitution for damages, police referral.

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

Detention: 10 day OSS, possible police referral

**Fighting/Assault/Physical Aggression**

1st offense: Detention -10 day OSS, possible police referra

Additional offenses: ISS - 10 day OSS, police referral, possible recommendation for expulsion.

**Threat to Another Student(s)**

1st offense: Detention -10 day OSS, police referral.

Additional offenses: ISS - 10 day OSS, police referral, possible recommendation for expulsion.



### **Bullying/Intimidation/Harassment/Sexual Harassment/Hazing/Racial Slurs**

1st offense: Detention – OSS, possible police referral, possible recommendation for expulsion.

Additional offenses: ISS - 10 day OSS, possible police referral, possible recommendation for expulsion.

### **PROFANITY/OBSCENITY**

#### **Profanity Directed at Another Student**

1st offense: Saturday detention - ISS.

Additional offenses: ISS

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

Offense: Detention -10 day OSS, possible police referral.

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

1st offense: Warning - detention

Additional offenses: Detention - 2 day ISS

#### **Indecent Exposure/Sexual Activity**

ISS: 10 day OSS, police referral, possible recommendation for expulsion.

### **INSUBORDINATION/DISRESPECT/CHEATING**

#### **Lying to a Staff Member**

Detention -ISS

#### **Insubordination/Disrespect/Cheating**

1st offense: Warning - Detention

Additional offenses: Detention - 3 day ISS/Parent Conference

#### **Inappropriate Use of Computers/Internet**

1st Offense: Warning - Detentions

Additional offenses: Detention - Possible revocation of computer privileges

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

1st offense: Warning - Detention

Additional offenses: Detention - OSS, Possible recommendation for expulsion

### **ELECTRONIC DEVICES**

#### **Inappropriate Use of Cell Phone/ Tablets/Digital Camera/Digital Music Player/Smart Watch**

1st offense: Warning - Confiscation \*

Additional offenses: Confiscation and return to parent, detention

*\* The use of electronic devices that infringe on the privacy and/or rights of students, faculty and staff may result in disciplinary action and possible police referral (Policy 7.190)*

### **DISRUPTION OF EDUCATION/INAPPROPRIATE DRESS**

#### **Disruption of Education**

Detention – ISS

#### **Wearing Inappropriate Dress: Includes but not limited to Dress Code Violations, Hats, Hoods, Headgear, etc.**

1st offense: Warning/confiscation/change of clothing

2nd offense: Detention/confiscation/change of clothing

The student may be required to wear a t-shirt or pants to address the infraction. Items (hats, etc.) may be confiscated by dean until the end of the day.

#### **Inappropriate Physical Contact**

Warning –ISS

## **THEFT**

### **Theft**

1st Offense: ISS - 3 day OSS, restitution, possible police referral

Additional Offenses: ISS - 10 day OSS, restitution, possible police referral

### **Definitions**

ISS - In School Suspension

OSS - Out of School Suspension

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

## **SEARCH AND SEIZURE**

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

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

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

A school official may be required by Board policy or may deem it necessary to release information gained in the search of a student or his/her possessions to law enforcement authorities. In such cases, the school official shall make every attempt to notify parents/guardians in advance of police notification. A search of one's person is generally restricted to unrolling cuffs and sleeves, emptying pockets, purses, and backpacks, and removing coats or jackets, sweaters worn as outer garments, hats, shoes, and socks.

Parents/guardians shall be notified in advance if a more detailed search of a student is required. Random searches of campus and property on the campus may be conducted in conjunction with police officials. This includes the use of canine units to search lockers and vehicles on the premises.

## **PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT**

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

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

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

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

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

## **NON-DISCRIMINATION COORDINATOR**

### **Ms. Kristy Kuntz**

Director of Human Resources  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2021  
Kristy.Kuntz@cusd200.org

## **COMPLAINT MANAGERS**

### **Dr. Charles Kyle**

Assistant Superintendent for Administrative Services  
Complaint Manager  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2015  
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### **Ms. Kristy Kuntz**

Director of Human Resources  
Complaint Manager  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2021  
Kristy.Kuntz@cusd200.org

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

## **RESPONSE PROTOCOL TO ACTS OF HATE AND RACISM**

The Board of Education and District administration of Community Unit School District 200 recognizes that in order to inspire all to achieve their greatest potential, that we must lead and engage in a shared commitment to a culture and climate of equity. We pledge to foster educational equity for all by actively working to remove systemic barriers by ensuring that all policies, practices, and procedures support and affirm the talents of all, regardless of race, gender, sexual orientation, physical abilities, language, socio-economics, religion or cultural background. We recognize that equity work is ongoing, and we pledge to actively engage the entire District 200 community, including students, families, educators, and other stakeholders in our ongoing journey to provide high-quality academic and positive school/social environments for all.

## **Foundational Beliefs**

- A person's race or identity should never be used as an insult or to hurt someone
- Derogatory slurs and hateful language are unacceptable
- The safety and inclusion of all is our top priority
- A person's race or identity will not be a barrier to access and achieving their maximum potential
- We believe that any act of aggression, intended or unintended, is not acceptable

## **What is an act of hate and/or racism?**

- Hurtful acts and crimes that include but are not limited to use of derogatory language (including gestures, generalized language toward a group, and symbols), social media activity, assault, bullying, cyberstalking, harassment, trespassing, disorderly conduct, and damage to property.

## **How does one report an act of hate or racism?**

- Report the incident to an administrator, teacher, coach, or staff member in person or via email
- Utilize the Blackboard Emergency Reporting System on the CUSD 200 Webpage

## **Response and follow up steps to an act of hate or racism may include the following immediate actions:**

- Access the expertise of deans, school social workers, counselors, parents, psychologists, behavior specialists, and emotional wellness personnel
- Provide care, attention and safety to targeted individuals
- Investigate and denounce and take action against any act of racism or hate
- Determine the need for communication with the school community
- Apply restorative practices with fidelity and follow up
- Continue to reinforce a culture & climate of equity in our schools
- Encourage and strengthen trusting relationships

## **HARASSMENT PROHIBITED**

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, 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. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

## **Sexual Harassment Prohibited**

The school and district shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Report or Complaint**

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

### **SPECIAL EDUCATION STUDENT DISCIPLINE**

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

### **TRANSFER STUDENTS**

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

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

# Records

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## **MAINTENANCE OF STUDENT RECORDS**

The District maintains a temporary and permanent record for each student. A permanent record includes:

- Basic identifying information
- Academic transcripts
- Attendance records
- Accident/health reports
- Honors/awards
- Activities/athletics
- State achievement scores
- Information pertaining to the release of the permanent record

A temporary record includes:

- Family background
- Intelligence/aptitude scores
- Psychological reports
- Honors/awards
- Achievement test results
- Participation in extracurricular activities
- Teacher anecdotal records
- Special education files
- Disciplinary information
- Information pertaining to the release of the temporary record
- Other relevant information not required to be in the permanent record

Information in the temporary record will indicate authorship and date. The district will retain the student's permanent record for at least 60 years and the temporary record for at least five years after the student has graduated, transferred or permanently withdrawn.



## **ACCESS TO STUDENT RECORDS**

The parents/guardians of a student under the age of 18 or a designee of such parents/guardians shall be entitled to inspect and copy information in the student's school records in the presence of a staff member. When a student reaches age eighteen (18), graduates from secondary school, marries or enters military service, all rights and privileges accorded to parents/guardians regarding student records become exclusively the rights of the student. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

The District may charge the actual cost of providing a copy of school records. No parent/guardian or student shall be denied a requested copy of school records due to the inability to bear the cost of such copying.

In addition, the information in a student's record may be released without parent consent or notice as follows:

- To an employee or official of the school or State Board with a current demonstrable educational or administrative interest in the students, in furtherance of that interest;
- To any person for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
- To a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the state.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible under the following circumstances:

- In an emergency when information in the student records is necessary to protect the health or safety of the student or others
- Pursuant to a court order, provided that the parent is given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect and copy the school student records and to challenge their contents pursuant to the procedure set forth herein

Information can be released without parent consent provided prior written notice is given to the parent under the following circumstances:

- To the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside of Illinois, in which the student has enrolled or intends to enroll, upon the request of such official or student
- To any person as specifically required by state or federal law
- To juvenile authorities as defined in the Illinois School Student Records Act when:
  - necessary for the discharge of their official duties
  - who request information prior to adjudication of the student
  - who certify in writing that the information will not be disclosed to any other party except as provided by law or court order.

## **CHALLENGES TO STUDENT RECORDS**

Parent(s)/guardian(s) may challenge the accuracy, relevancy or propriety of any entry within a student record. Academic grades and references to student expulsions or out-of-school suspension may not be challenged under these provisions except as to the accuracy of the recording. Parents/guardians may also insert into their child's student record a statement of reasonable length stating their position on any disputed information contained in the student record. The district will include a copy of the statement in any release of the information in dispute. Please contact the Superintendent's Office to obtain a copy of the procedures for initiating a challenge to a student's record.

## **RELEASE OF STUDENT RECORDS & STUDENT DIRECTORY INFORMATION**

Federal law requires that District 200, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, District 200 may disclose appropriately designated "directory information" without your consent, unless you advise the District to the contrary. The primary purpose of directory information is to allow District 200 to include this type of information from your child's education records in certain school publications. For example:

- A playbill showing your student's name in a drama or musical production
- Yearbook
- Class lists
- Honor roll or recognition lists
- Award programs
- Sports or co-curricular activity sheets such as wrestling, football, marching band or student council
- Directory information can also be disclosed to outside organizations without prior written consent, for example, school picture and yearbook companies.

Directory information is identifying information such as: name, address, gender, grade level, birth date and place, awards or honors, school activities, height & weight (members of athletic teams), field of study, period of school attendance, and photographs, degrees, and most recent educational agency attended.

If you do not want District 200 to disclose directory information from your student's educational records without your written consent, you must login to ParentVUE and edit student information settings.

## **TRANSCRIPTS**

Official transcripts are released only when the student or parent has filled out the transcript request form and paid school fees. While official transcripts are not released to a student or a student's parent, an unofficial copy of the transcript can be released directly to the student and/or parent. Official transcripts will only be mailed to the receiving agency.

Once a student has turned 18 years of age, that student is the only person who can sign for transcripts. Parents or siblings may not legally request the transcripts for a person who is 18 years of age or older.

# District Technology

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Each student and his or her parent(s)/guardian(s) must acknowledge the Authorization For Using District Technology in StudentVue and ParentVue annually. Please read this section carefully before acknowledging.

All material published on the District website or within Google G Suite must have educational value and/or support the district's guidelines, goals, and policies. Material appropriate for web publishing included information about the district and its Board Members, agendas, policies, appropriate administrative procedures, department activities or services, schools, teachers or classes, student projects, and student extracurricular organizations. Personal information, not related to education, will not be allowed on the district website.

## STUDENT LEVEL

A student wanting to create a website shall only use Google Sites with their district-issued account. Proper etiquette and network usage rules mentioned in these guidelines apply to all student websites.

## RIGHTS AND RESPONSIBILITIES

All use of technology shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Technology Access may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The acknowledgment in StudentVue and ParentVue is legally binding and indicates you have read the terms and conditions carefully and understands their significance.

## USAGE GUIDELINES

**Acceptable Use** - Access to district technology must be for the purpose of education or research, and be consistent with the educational objectives of the district.

**Privileges** - The use of district technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Executive Director of Technology and Superintendent or designee will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time.

**Copyright Web Publishing Rules** – Copyright law and district policy prohibit the republishing of text or graphics without explicit written permission or proper citation.

- For each re-publication on a website i.e., Google Sites, WeVideo, etc. 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.
- 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.
- The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- Identified student work may only be published if there is written permission from both the parent/guardian and student.

**Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.

### **USE OF ELECTRONIC MAIL (EMAIL)**

- The District's electronic mail system, Gmail with G Suite, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- 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.
- Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email that would be inappropriate in a letter or memorandum.
- Emails transmitted via the school district's network carry with them 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 in the composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all emails transmitted to external recipients.
- 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 digital message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- Use of the school district's email system constitutes consent to these regulations.

### **INTERNET SAFETY**

Internet access is limited to only those "acceptable uses" as detailed in these procedures.

- Internet safety is most assured if users will not engage in "unacceptable uses" as detailed in these procedures and otherwise follow these procedures.
- Staff members shall supervise students while students are using district internet access to ensure that the students abide by the Terms and Conditions for internet access contained in these procedures.
- Each district computer with internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or another authorized person may disable the filtering device for bona fide research or another lawful purpose provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
  - Limiting student access to inappropriate matter as well as restricting access to harmful materials
  - Student safety and security when using electronic communications
  - Limiting unauthorized access, including "hacking" and other unlawful activities
  - Limiting unauthorized disclosure, use, and dissemination of personal identification information.
- The system administrator and Building Principals shall monitor student internet access.

## PROTECTING STUDENT AND STAFF PRIVACY

- Personal information concerning students or staff members, including home addresses and telephone numbers, shall not be published on district webpages.
- Student records shall not be disclosed through the regular District 200 website.
- A student's last name and last name initial shall not be published on district websites (exceptions may be made for special circumstances with prior approval through the Director of Communications).
- In special circumstances (e.g., where accolades are warranted), the sponsoring staff member should contact the Building Principal who may seek permission from the student's parents/guardians.
- Student email addresses, whether a personal or District account, shall not be listed on any district website.

## ACCEPTABLE ACCESS AND USE OF TECHNOLOGY

The following repair costs will be assessed to students if the following chromebook components are damaged and are unable to be repaired and not the result of a manufacturer defect regardless of when they occur:

- Acer chromebook stylus - \$15 (non-district purchased replacements not accepted)
- Lost chargers / power cords - \$30 (non-district purchased replacements not accepted)
- **Cracked screens - \$40**
- **All other repairs - \$15**

If a chromebook itself is lost, damaged beyond repair, or **purposely defaced**, a replacement cost will be charged as follows:

- Dell 3180 & 3100 models - \$220
- Dell 3100 touch screen - \$260
- Acer touchscreen - \$360

## UNACCEPTABLE USE

The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
- Downloading copyrighted material for other than personal use
- Using the network for private financial or commercial gain
- Wastefully using resources, such as file space
- Hacking or gaining unauthorized access to files, resources or entities
- Intentionally invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature
- Using another user's account or password
- Posting material authored or created by another without his/her consent
- Posting anonymous messages
- Using the network for commercial or private advertising
- Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Using the network while access privileges are suspended or revoked
- Using encrypted communication without prior approval from the Superintendent or his designee
- Using the network for the spread of viruses or to disrupt or destroy network operation
- Using the network for the spread of cyber-bullying

**Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs. Any and all such unauthorized charges or fees shall be the responsibility of the user.

**Confidentiality** – Employees shall maintain the confidentiality of student records in their use of district computers. Confidential student information should not be loaded onto the network without prior administrative approval.

**Indemnification** – Users agree to indemnify the district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this authorization.

**Monitoring of Personal Use** - As a condition of using the internet, including email communication, through district computers or internet access, employees consent to monitoring and inspection by school administration of personal use of district computers. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by employees and all materials downloaded by employees.

**No Warranties** - The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the internet.

**Security** - Network security is a high priority. If a security problem on the network is identified, notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Social Network Access** - The district may not require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if the district has reasonable cause to believe that the student's account on the social network website contains evidence that the student has violated a school disciplinary rule or policy.

**Vandalism** - Vandalism will result in cancellation of privileges, restitution, and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.



# Residency & Homeless Information

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## LEGAL RESIDENCE

In order for students to legally attend any District 200 school on a tuition-free basis, he/she must be a legal resident of District 200. District 200 does not currently accept students on a tuition basis. If a question arises concerning a student's residence, school authorities may require proof of legal residence in District 200. Students who do not legally reside within the boundaries of District 200 and who attend any District 200 school under false pretenses will be liable for tuition payments accumulated during their attendance and will be required to transfer to their appropriate home school. Students who move out of District 200's attendance boundaries during the school year will be able to attend school for the remainder of the school year without payment of tuition. Transportation to and from school becomes the sole responsibility of the parent.

## TRANSFERRING OUT

Parent(s)/guardian(s) of a student transferring from the district should pay outstanding fees or fines, and return all school-owned property.

## HOMELESS STUDENTS

Students are considered homeless when they lack a fixed, regular and adequate nighttime place of abode or have a primary nighttime place of abode that is:

- a supervised publicly or privately operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
- an institution that provides a temporary residence for individuals intended to be institutionalized; or
- a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.

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

No student will be denied enrollment because of any failure to present his/her permanent or temporary record from a school previously attended.

## Homeless Education Liaison

Scott Radford, Director of Student Services K-5, [scott.radford@cusd200.org](mailto:scott.radford@cusd200.org); 630-682-2095.



# Uniform Grievance & Complaints

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## UNIFORM GRIEVANCE PROCEDURE

Students or their parent(s)/guardian(s), employees, or community members should notify the district's designated Complaint Managers (the Assistant Superintendent for Administrative Services and the Director of Human Resources) if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the state or federal Constitution, state or federal statute, or Board policy or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act;
- Title IX of the Education Amendments of 1972;
- Section 504 of the Rehabilitation Act of 1973;
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq
- Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children Curriculum, instructional materials, and/or programs
- Curriculum, instructional materials, and/or programs
- Victims' Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/
- Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
- Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

## RIGHT TO PURSUE OTHER REMEDIES NOT IMPAIRED

The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

## DEADLINES

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the district's main office is open.

## **FILING A COMPLAINT**

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

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:20, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, Workplace Harassment Prohibited, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, Uniform Grievance Procedure.

## **INVESTIGATION**

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

## **DECISION AND APPEAL**

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

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

# Notice of Non-Discrimination

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## **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

## **SEX EQUITY**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to educational or extracurricular programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the Non-Discrimination Coordinator.

## **NOTICE OF NON-DISCRIMINATION**

Community Unit School District 200 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following individuals have been designated to handle inquiries regarding the non-discrimination policies:

## **NON-DISCRIMINATION COORDINATOR**

### **Ms. Kristy Kuntz**

Director of Human Resources  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2021  
Kristy.Kuntz@cusd200.org

## **COMPLAINT MANAGERS**

### **Dr. Charles Kyle**

Assistant Superintendent for Administrative Services  
Complaint Manager  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2015  
Charles.Kyle@cusd200.org

### **Ms. Kristy Kuntz**

Director of Human Resources  
Complaint Manager  
Community Unit School District 200 School Service Center  
130 W. Park Avenue, Wheaton, IL 60189  
630-682-2021  
Kristy.Kuntz@cusd200.org

## **INTERVENTION/REMEDIATION**

In addition to the prompt investigation of complaints of bullying, hazing, harassment, or cyberbullying and direct intervention when such prohibited activities are verified, the following learning strategies may be implemented:

- Planned professional development programs addressing targeted problems including what constitutes safe and acceptable internet use.
- Formal or informal information or data collection regarding specific disciplinary or student problems.
- Modeling by school personnel of positive, respectful, and supportive behavior towards students.
- Employing classroom strategies that instruct students on how to work together in a collaborative and supportive atmosphere. and
- Gather input from parents, law enforcement, and other community members regarding positive responses to bullying, hazing, harassment, and cyberbullying.

# Notes

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