



KILDEER COUNTRYSIDE SCHOOL DISTRICT 96

Dear Parents,

This *Parent/Student Handbook* has been prepared to answer your questions and to acquaint you with the policies and procedures of District 96 schools. We ask that you read this *Handbook* and discuss its contents with your child.

I ask your help in reinforcing with your child the message that everyone at home and at school expects respectful, appropriate, and considerate behavior from him or her at all times—not only in school, but while waiting at the bus stop, while riding the bus, and during school-sponsored field trips. Your sharing the responsibility for communicating this important message will go a long way toward maintaining a safe and orderly environment in our schools.

We also ask that you remind your child that guns, whether real or toy look-alike, are not permitted in school. Advise your child that bringing any kind of weapon to school can result in his or her expulsion for up to one year. In addition, make it clear to your child that there is no place in school for any kind of drugs, drug paraphernalia, or look-alike drugs. Students need to understand that violations of the student conduct code can bring serious consequences.

As we begin a new school year together, keep in mind that your involvement as a parent will enhance your child's educational experiences. I encourage you to make it a point to meet your child's teacher and building principal. Visit his or her school during the year to see District programs in operation and to become better acquainted with our dedicated and talented staff who work with your child.

By working together and sharing responsibility for communicating behavioral expectations, we can ensure that District 96 schools continue to be great places to learn. Thank you for your support.

Sincerely,

A handwritten signature in black ink, appearing to read 'Julie A. Schmidt'.

Julie A. Schmidt
Superintendent of Schools

continue to next page

Kildeer Countryside Community Consolidated School District 96

Willard Administration Center

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Meetings of the Board of Education

The Kildeer Countryside CCSD 96 Board of Education meets twice monthly. The meetings are held on Tuesdays and begin at 7 p.m. The weeks of the month in which meetings are held and the locations may vary. Please call the public information coordinator at the District Office at 847.459.4260, ext. 8022, to confirm the date and location for a school board meeting. Meeting agendas will be posted on the District Website on the Friday prior to the Tuesday Board of Education meeting. **www.kcsd96.org**

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District Mission Statement and Educational Philosophy

1.0 District Mission, Vision, and Values Statements

Mission

Ensure that every child achieves his or her maximum potential.

Vision

Become the premier elementary school district in the nation.

Values

Model for others what we expect from others

Every school, every child, every day

Best practice, not first practice

Learning has no boundaries

Celebrate success

1.1 Educational Philosophy

The curriculum and instructional programs in School District 96 are designed to support the mission statement. Furthermore, we believe that the curriculum should prepare students to think independently, achieve optimal levels of intellectual, emotional, social, and physical development, and become productive contributors to society. These beliefs serve as the foundation and give direction to the District's curriculum and instructional programs.

We believe the foundation of all learning is the development of an individual's reading, writing, speaking, and computational skills. A solid foundation in these skills is essential to an individual's ability to be a critical consumer of information in a technological society.

We believe that a well-rounded education involves more than the acquisition of basic skills, thus the curriculum also provides students with an understanding of the fine and applied arts, the natural and physical sciences, and the governmental and cultural foundations of our nation and the world. A fundamental understanding of the American way of life and the rights and responsibilities of citizenship shall also be a part of a student's school experience.

We believe that a student's school experience should develop an excitement for learning and the realization that learning is a continuous, lifelong process. Students will be encouraged to develop the work habits and study skills that enable them to function in an independent and self-disciplined manner. The District's curriculum will also strive to develop the skills of cooperation and collaboration necessary for success in our society.

We believe the District should encourage ongoing and continuous communication with the community and the meaningful involvement of parents so that the educational goals of our schools are consistent with the expectations of the community.

We believe that the professional judgment of the staff and administration should be considered as the District seeks to continually improve the curriculum and instructional program. The staff will be encouraged to participate in the decision-making process and to share in the completion of goals leading to improved teaching and learning.

Finally, we believe that the Board of Education is responsible for balancing the expectations of the community with appropriate professional judgment of the staff. The Board must set policy, implement goals, and monitor results within the framework of its educational philosophy and available financial resources.

1.2 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Any student who believes he or she has been subject to discrimination and not afforded equal opportunities may file a complaint with his/her building principal or assistant principal or file a grievance under the Board of Education's Uniform Grievance Procedure described in Board Policy 2:260.

General Information

The following section contains general information about District 96 schools. While the *Handbook* is designed to be comprehensive, it cannot answer every question parents may have about our schools. Parents should call the building principals with any questions.

2.0 Official School Hours

Kindergarten Full Day	9:00 a.m. to 2:45 p.m.
Kindergarten Half Day	9:00 – 11:50 a.m.
Blended Preschool/Early Childhood	
AM (Mon. – Thurs.)	8:15 – 11:15 a.m.
PM (Mon. – Thurs.)	Noon – 3:00 p.m.
Structured Early Childhood (Mon. – Fri.)	8:15 a.m. – 1:45 p.m.
Grades 1-5:	8:25 a.m. to 3:00 p.m.
Grades 6-8:	7:45 a.m. to 2:30 p.m. &
Optional Activity Period from	2:30 to 3:15 p.m.

2.1 General Guidelines for Student Supervision

Supervision is provided fifteen (15) minutes before the official start of the school day. Unless special arrangements were made, middle school students should not arrive at school before 7:30 a.m. at Twin Groves or Woodlawn. Elementary students should not arrive before 8:10 a.m. at Country Meadows, Ivy Hall, Kildeer, or Prairie. Willow Grove students whose school day begins at 8:15 a.m. should not arrive before 8:00 a.m. Willow Grove students whose school day begins at 9:00 a.m. should not arrive before 8:45 a.m. Willow Grove students whose school day begins at noon should not arrive before 11:45 a.m.

If children need to arrive at school before the time when supervision is available, parents are encouraged to enroll their child in one of the before-school care programs that are available for students in grades kindergarten through fifth grade. Those not enrolled in one of the before-school care programs who arrive earlier than fifteen minutes before the official start of school will be expected to remain outside until the doors are opened.

2.2 Middle School Activity Period

An Activity Period will be offered from 2:30 to 3:15 p.m. at the middle school level. A variety of interest-based clubs, as well as study halls and rehearsals for the band, orchestra, and chorus, will be held during this time. Interscholastic sports and pompons will begin after the conclusion of the Activity Period at 3:15 p.m. Limited bus service from the middle schools to neighborhood stops will be available after the Activity Period. No bus service is available after interscholastic sports. Parents will be responsible for transporting their child home from those activities.

2.3 Registration and Eligibility for School

Children whose fifth birthday occurs on or before September 1 may enter the District's kindergarten program. Children who are 6 years old on or before September 1 may enter first grade. The child's birth certificate and proof of residency must be presented at the time of registration.

2.4 Field Trips

Educational field trips will be planned by the school staff. Written consent of the parent is necessary before a child can participate. A form (paper or electronic) will be made available for the parent to sign and return. Fees will be collected to cover the cost of admissions, renting buses, and other related expenses.

2.5 Class Parties

Class parties can be valuable learning and social experiences for students. We encourage teachers and students to look on them as such.

2.5-a Details of Class Parties. Class parties will be 30–40 minutes in length. All elementary students may have one party on the last schoolday before winter vacation. Willow Grove and elementary students may also have parties for Halloween and Valentine's Day. Costumes may be worn at the Halloween Party. Masks are not permitted in school, on school grounds, or on the bus.

2.5-b Distribution of Party Invitations. Children who do not receive invitations may naturally feel hurt. Out of courtesy to others, please do not send out-of-school party invitations for distribution at school unless inviting the whole class or all of the same sex of students, based on students' identified gender.

2.5-c Birthday Treats. To celebrate birthdays at the elementary level, we highly encourage non-disruptive, safe, non-edible treats: pencils, stickers, book-marks, or a book donated to the class library. Please check your item of choice with the classroom teacher for school appropriateness. If edible treats must be sent, they must be delivered to the school office first to be checked for inclusion on the Approved Snack List. Edible treats not included on the Approved Snack List will not be served.

2.6 Lost and Found

Clothing, snow boots, tennis shoes, and other personal articles should be labeled with the child's full name. Lost articles may be reclaimed by identifying them in the school office. Unclaimed items will be donated to charity periodically throughout the school year.

2.7 Communications Sent Home

From time to time there will be exceptions, but most notes, announcements, and non-school communications will be posted on the District website and newsletter updates will be made on Friday afternoons.

2.8 Approval of Flyers from Outside Organizations

Flyers, announcements, or advertisements from outside organizations may be distributed to students under certain circumstances. No materials advertising or promoting the interests of any commercial or political agency, individual, or corporation shall be distributed. In order to have permission to distribute information to school buildings, the organization must be a governmental agency such as the park district, a social service organization, or a not-for-profit organization. If approved, a bundle of 25 flyers could be delivered to each school building for placement in the public brochure rack. This information is distributed as a service to families, but District 96 does not sanction or attest to the quality of any program offered by an outside organization. The flyer, announcement, or advertisement must clearly state that the program being offered is in no way affiliated or associated with District 96.

2.9 Solicitation of Funds or Donations

There shall be no general collection of funds or donations from children in the school without the approval of the school principal. The sale of any fund-raising items must also be approved by the principal and/or the superintendent of schools.

2.10 Recess

The children have outdoor recess during each school day except in the most inclement weather; therefore, the children's outdoor clothing should be appropriate for the weather that day.

Weather permitting, students go outside for recess every day. In winter the temperature and wind chill and weather conditions will be monitored throughout the morning. The weather Website and playground will be checked and outside supervisors consulted to determine whether conditions are appropriate for children's outdoor recess. When the temperature or wind chill is below zero degrees, students will be kept inside for recess. When the temperature or wind chill is 0–10 degrees, students may go outside for a shortened recess period. If a student has a doctor's note or a medical condition, he or she may stay inside in the building office for recess.

Determination of whether children will have outdoor recess will be made prior to each recess period, based on the weather at that moment and in the judgment of the principal or his or her designee. Any request for prolonged indoor recess **MUST** come from the child's physician.

2.10-a Indoor Recess. Recess is an integral part of the school day for kindergarten through Grade 5, as it is important for academic learning, social

development, and physical activity. At times, students may stay inside for recess due to inclement weather. When temperatures are at or below the 0–10 degree Fahrenheit actual or "feels like" temperature or it's raining, students stay inside. Students are aware of the activities and rules during indoor recess, as directed by teachers and supervisors. Students engage in low-impact activities; for example, they may be allowed to draw on the whiteboard, play board games, work on puzzles, or read. Activities are supervised by lunch/recess supervisors. In the event that a supervisor is absent, students are regrouped to be clearly supervised.

2.11 Telecommunication Device Possession and Use by Students

Guidelines governing use of cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored events.

In general, students are allowed to possess cellular, radio, and/or other telecommunication devices at school, on school property, or at school-sponsored activities, but the use of these devices is restricted to areas designated by the building principal before and after school hours only. During the school day and/or while participating in school-sponsored activities, students will be expected to leave these devices in their lockers or cubbies in the off position. Cellular, radio, and/or other telecommunication devices found in a student's possession during the school day, while participating in school-sponsored activities, or outside the principal's designated areas may be confiscated, and the student may be subject to additional discipline. Parents are required to pick up confiscated items.

The School District also restricts parents' and/or visitors' use of cellular, radio, and/or other telecommunication devices to appropriate areas to be used only in such instances in which either an emergency exists or the use of the device is not disruptive to the ongoing activity. Parents or visitors who violate this policy may be asked to leave the school building.

Students will not be allowed to make phone calls during the school day except as permitted by a faculty member. Students generally are not called to the telephone from classes except for emergencies.

2.12 General Rules for School Safety

Rules of safety are taught and encouraged by staff members. Fire, disaster, and other safety drills are held regularly. As a safety precaution, throwing snowballs, hardballs (legal baseballs), or other hard materials is not permitted on school grounds.

2.12-a Fire, Disaster, and Lockdown Drills. Drills for various emergencies are carried out periodically during the school year. These drills are designed to acquaint children with procedures to cope with emergencies within the building that can possibly arise during school.

2.12-b Bicycles and Bicycle Helmets. For the safety of all, bicycles should be stored in racks until school is dismissed. All students are expected to wear bicycle helmets, and riding bicycles on the playground during school hours is not permitted.

2.13 Dogs on Campus

As a general rule, dogs are not allowed on the school campus or grounds during school hours when children are present. The exception would be any time the assistance of a dog is required by a person's medical condition, physical handicap, or Individualized Education Plan. In all other cases, written permission must be obtained from the building principal before a dog is allowed on school grounds.

2.14 Inappropriate Materials

Occasionally, problems arise when children bring things to school that are dangerous to others and/or that interfere with school procedures in some way. Please help your child understand that items such as guns, explosives, paintball guns, caps, bean shooters, knives, matches, lighters, league-type baseballs, and other similar items must not be brought to school. If they are brought to school, they will be confiscated and appropriate measures will be taken. This list is not exhaustive. Parents and students should use common sense when determining whether an item should be brought to school.

Administrative authority to confiscate an item is not limited to those items listed above. Any item brought by a student to school that is considered to pose a threat to any person, property, or the orderly operation of the school may be confiscated.

2.15 Loss or Damage to Property

Valuable items including—but not limited to—collectibles, electronics, or other personal items should not be brought to school. The school cannot be responsible for the safekeeping or replacement of personal items such as these.

2.15-a Charges for Lost or Damaged Property. Students are given many items on a loan or rental basis. These become the responsibility of the student. The student will be charged for any items that he or she loses, damages, or destroys.

2.15-b Bicycles. The school is not responsible for damaged bicycles or lost equipment. Bicycle locks are strongly recommended and bicycles should be parked in the racks provided.

2.15-c Student Damage of Textbooks. While normal wear is expected, if a textbook is unnecessarily damaged or lost, the pupil must pay a fee for replacement or repair. This also applies to books or other materials taken from the Learning Center. Textbooks used at the middle schools are to be protected with student-provided book covers.

2.16 Payments to School

Unless specifically requested, checks for any school payments should be made payable to *Kildeer Countryside Community Consolidated School District 96* and not to individuals.

2.16-a Instructional Materials Fee. There are a great deal of consumable materials and textbooks used at all grade levels. To help defray the cost of these materials, a fee may be determined annually by the Board of Education and assessed each student.

2.17 Lunch Program

Most children take 15-20 minutes to eat lunch. If your child brings a bag lunch, please pack foods he or she can reasonably eat in that amount of time. Please contact your building principal if your child needs more time to eat or has an allergy to specific foods and requires special arrangements.

At all the elementary schools, a computerized “credit or debit card” system is used for the purchase of hot lunches. At both Twin Groves and Woodlawn Middle Schools, meals and snacks may be purchased using a student ID card or cash. At all schools, other menu items and snack options also are available. Students who bring lunch may make cash purchases of juice and/or milk. Contact the building school administrative assistant for details of the system’s operation for that school.

2.17-a Reduced Price and Free Lunch. Some families may find it difficult to pay the full price for their children’s lunches. This district, in cooperation with the U.S. Department of Agriculture and the Department of School Food Services, has a program to provide free or reduced-price lunches to children whose families cannot afford to pay the full price. Eligibility requirements and application forms are available at the Business Office, 1050 Ivy Hall Lane, Buffalo Grove and online at **www.kcsd96.org** (in the *Family Resources* menu, select *Free and Reduced Lunch*). The secure online application process is through **www.lunchapplication.com**

2.17-b Students Leaving School at Lunch. Parents wishing to take their children out of school for lunch must follow the sign-out procedures established at each school. Any students leaving school grounds for lunch must have a written permission slip on file in the school office.

Student Attendance

The following section contains general information about student attendance. Parents are reminded that under Public Act 84-178, each student's parent or guardian has a duty to notify the school district of any absence on the part of the student. The parent should call the school as soon as the absence is anticipated so the school will know the whereabouts of the student on a given day.

3.0 General Notification of Pupil Absences

Notification of any absences, other than illness, should be made in writing, by e-mail, or by phone to the teacher(s). The student is responsible for completing all missed work and for arranging for makeup exams with the teacher(s). In general, a student will be given one day to make up work for every day missed.

The parent or guardian should also supply at least one telephone number at which the parent and/or guardian can be reached by school employees during school hours. School officials will attempt to call the numbers provided by the parents within two hours following the start of school if notification of a student absence has not been provided. If your phone number has changed or you have not notified the school of an appropriate phone number during the day, please call the school office as soon as possible.

In addition to the lost opportunities for learning, every day students are absent from school costs District 96 money in the form of reduced State Aid payments. If the District's Average Daily Attendance falls, so does its income. Please do not keep your child at home for reasons such as oversleeping, missing the bus, etc. It is better for the child to be late to school, or present for a portion of the day, than not to attend at all.

3.0-a Kindergarten Center Attendance Procedures. If a child is absent, the parent or guardian is asked to call the school during the first hour of regular attendance time to report the absence. This information is helpful in checking attendance and will provide additional security for the children. In the case of a prolonged, legitimate absence, parents will not be expected to call every day of the absence, but they are asked to keep in touch with the building or attendance secretary at their child's school. If the child is absent for five or more consecutive days, upon return to school he or she is expected to bring a note explaining the reason for the absence.

3.0-b Elementary School Attendance Procedures. If a child is absent, the parent or guardian is asked to call the school during the first hour of school (8:25 - 9:25 a.m.) to report the absence. This information is helpful in checking attendance and will provide additional security for the children. In the case of

a prolonged, legitimate absence, parents will not be expected to call every day of the absence, but they are asked to keep in touch with the building or attendance secretary at their child's school. If the child is absent for five or more consecutive days, upon return to school he or she is expected to bring a doctor's note explaining the reason for the absence. If a student is absent more than 17 days, he or she must, by mandate, be reported to the state of Illinois as chronically absent.

3.0-c Middle School Attendance Procedures for Absences. Whenever a child is absent from school for any reason, the parent or guardian should call the building or attendance secretary by 8:45 a.m. each day of the absence; voice mail may be left at any time. A staff member is available at 7:00 a.m. to record such calls. A call will be made to parents at home or at work to verify absences when a call has not been received at school. If the child is absent for five or more consecutive days, upon return to school he or she is expected to bring a doctor's note explaining the reason for the absence.

3.0-d Middle School Attendance Procedures for Tardiness. Students arriving after 7:45 a.m. should sign in at the office and receive a late pass for entry to class. The tardiness shall be considered unexcused unless, within 24 hours, a parent calls the building secretary or sends a signed note with the child to request that the tardy arrival be excused. For tardiness to be excused, however, the reason for it must be deemed both credible and reasonable by the building principal. The decision of the building principal is final.

3.1 Student Participation Following Absence

Any student who is absent from school due to an illness will not be allowed to participate in or attend any school activity the same afternoon, evening, or the following day (Saturday), unless the student arrives at school by the start of the student's regularly scheduled fifth-period class for the middle school students or the beginning of the afternoon classes immediately following lunch for elementary school students. A student who, per doctor's direction, cannot participate in physical education class also may not participate in after-school/extra-curricular sports.

3.2 Student Absence Due to Vacations

While removing students from school for vacation is generally discouraged, the District recognizes that family vacations are important. Whenever possible, early notification is appreciated. Arrangements should be made with the attendance office, principal, and teachers so that the reason for the absence and plans for keeping up with school work are known.

In the event students are taken out of school, specific assignments replicating classroom instruction will not be assigned by the teacher before or during the absence. General academic activities such as keeping a journal

and reading books while on vacation are almost always beneficial activities. If assignments are provided upon return to school, a timetable for making up missed work will be developed with the student after he or she has returned.

Any vacation exceeding ten (10) consecutive school days during a school year shall result in the student being dropped from attendance rolls. Upon return to school, a parent or guardian must re-enroll the student and comply with all registration requirements.

3.3 Sign-Out Procedures During the School Day

No child may leave the school grounds without the permission of the principal, assistant principal, or member of the office staff. Students may not leave the building at any time without being signed out at the appropriate area in the office. Dismissal during the day requires notification from a parent or guardian by telephone, e-mail, or written note. Parent phone calls, e-mails, or written notes for student dismissal during the school day should be received no later than one hour after the start of the school day on the day of dismissal; however, earlier notification is appreciated.

The parent or guardian must come into the office and sign the child out before the child can leave the building.

3.4 Visitation by Parents and Community Members

One of the school District's responsibilities is to maintain a safe and orderly environment free from activities that may be disruptive to the educational process. All visitors to the school buildings and classrooms must conduct themselves in an appropriate manner, and the school District retains the right to take such action as deemed necessary, including, but not limited to, the restriction of visitation by parents and community members to times and places that will enhance the likelihood of maintaining a safe and orderly environment.

Parents and community members are welcome to visit the school, lunchroom, or their children's classroom, but these visits must be prearranged either with the child's classroom teacher or the building principal.

When requesting an opportunity to visit, parents and community members should state clearly the purpose of the visit. In addition to the impact of the visit on the learning environment, principals may consider a variety of other factors, including the impact of the visit on the child, other children, and peer relationships.

From time to time, and when deemed appropriate, parents and community members may also visit classrooms other than those attended by their

own children. Requests by parents or community members to visit classrooms other than those of their own children must be made in writing two (2) weeks in advance and preapproved by the building principal.

The building principal retains the right to decline a request if he or she feels the visitation might be potentially disruptive or not be in the best interest of creating a safe and orderly environment in the school. The decision of the building principal is final.

3.5 Parent Meetings

Parents may request meetings with their child's teacher or building principal. In order to ensure the appropriate information is available and prepared, these meetings should be scheduled in advance.

3.6 School Visitation by Students

At the elementary level, outside student visitors will not be permitted during the school day.

Any middle school student who wishes to bring another student to school as a guest must obtain permission from the principal's office prior to the desired time and date of visitation. In general, permission to visit schools and/or classes will not be given to potential student visitors whose home school is in regular session. Upon arrival, the student guest must sign in at the school office and meet the principal before going anywhere in the building.

At the middle school level, student guests may visit a campus prior to the start of the school day (7:45 a.m.). Student guests may be at school during lunchtime with prior office approval. Student guests may not attend school during class time at the middle school level.

3.7 School Visitation Rights Act

The School Visitation Rights Act, 820 ILCS 147/1, makes it mandatory for private employers, local governments, and school districts to permit unpaid time off from work to attend necessary educational/behavioral conferences at the school where the employee's child attends.

The Act provides parents/guardians up to eight hours during any school year (of which no more than four hours may be taken on a given day) to attend school conferences or classroom activities related to the employee's child, if the conference or activity cannot be scheduled during non-work hours. However, no leave may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, or any leave that may be granted to the employee, except sick leave and disability leave.

Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least seven days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.

Pay for the leave is not required. In some cases, compensatory time may be possible, but if no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A full text of the School Visitation Rights Act is available at the District Office by written or phone request.

3.8 Statutory Restrictions On Sex Offender Proximity and Visits to Schools

The Illinois Criminal Code generally makes it unlawful for a child sex offender to be present in any school building, on real property comprising any school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school-related activity when persons under the age of 18 are present in the building, on the grounds, or in the conveyance, except in very specific cases. In all cases, permission must be granted by the superintendent or his or her designee.

3.9 Proof of Residency

Parent/guardians of all students new to District 96 will need to provide photocopies of two (2) proofs of residency when registering their student. A student's teacher assignment/class schedule will not be provided until the required proof of residency document photocopies are received.

Photocopies of two documents showing proof of residency will be required *for each student new to the District and periodically thereafter*. Families who register with a valid lease one year in length or shorter will be required to resubmit proof of residency the following year. One document photocopy must come from the following list: tax bill, real estate closing document, bill of sale, warranty deed, monthly mortgage statement, or a current and valid lease. (You may block out any confidential financial information.) The second document of residency must be a photocopy of one of the following: a current utility bill, home insurance bill, auto registration, or driver's license (including the certificate of extension on reverse side, if applicable).

3.9-a *Education of Homeless Children and Youth* Homeless students include, but are not limited to, children or youth who are: sharing the housing of other persons due to the loss of housing, economic hardship, or a similar

reason (commonly referred to as being “doubled up), or are otherwise not residing in a fixed, regular and adequate nighttime residence). There is no specific time limit on how long a child or youth can be considered homeless. Whether a child or youth meets the definition of homeless depends on the living situation and the individual circumstances.

District 96 ensures that students enrolled have full and equal opportunity to succeed. Consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship on a case-by-case basis.

The Illinois State Board of Education (ISBE) considers the school enrollment, attendance and success of homeless children throughout Illinois as a high priority. It is the policy of the ISBE that every homeless child and youth be sensitively identified as required by the federal McKinney-Vento Homeless Assistance Act (“McKinney-Vento”), 42 U.S.C. -11431 et seq., that every such child or youth be enrolled in and attend the appropriate school on every school day, and that school admission for such children and youth be immediate and be handled sensitively in a child- and family-centered manner in accordance with McKinney-Vento and the Illinois Education for Homeless Children Act (IEHCA), 105 ILCS 45/1-1 et seq. This policy is promulgated with the intention of minimizing educational disruption for homeless children and youth and promoting stability and continuity in education, as well as providing social supports during a period of housing stability.

Families are encouraged to contact their school principal should they believe they meet the homeless criteria.

Student Behavior and Discipline

The following section contains general information about student behavior and discipline. School District 96 has established rules and guidelines governing student conduct. These rules encourage positive, constructive, and responsible student behavior and foster an environment conducive to learning. General rules and guidelines are made available to students and parents annually.

4.0 General Expectations for Student Conduct

Student conduct in District 96 schools is governed by two general principles; any conduct that is disruptive of the educational process is prohibited and any conduct that infringes upon the rights of others is prohibited. High standards of courtesy, decency, expression, honesty, morality, and wholesome relationships with others shall be maintained.

Consideration for the rights and privileges of others, cooperation with all personnel in the school community, and respect for oneself and others are basic principles guiding the District's expectations for student behavior. Misconduct at school or school-sponsored events will not be tolerated. Students will be expected to conduct themselves in keeping with their level of maturity and the behavioral expectations established by the District. Parents share responsibility for their child's conduct and, when appropriate, will be asked to cooperate with school officials in disciplining their child.

4.1 Due Process and Student Discipline

While no school may deprive a student of rights without due process of law, when a student commits an act of gross disobedience or misconduct, the right to an education may be temporarily forfeited. Due process is afforded to students in order that they may present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove their innocence.

4.1-a Search of Lockers and Personal Belongings. A student's locker is school property that school personnel may open and inspect at any time, for any reason. The District will respect a student's right to privacy regarding the contents of a backpack, jacket pocket, purse, or other "closed" container that he or she may store in the locker. However, the District reserves the right to search these personal belongings if there is reasonable suspicion that a search is warranted.

4.1-b Search of Vehicles on School Property. By electing to avail themselves of the convenience of a school parking lot, visitors are effectively agreeing in advance to any search of their vehicles parked on that lot.

4.1-c Notification Regarding Student Accounts or Profiles on Social Networking Websites. State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

4.2 Corporal Punishment

Board policy prohibits the use of corporal punishment; however, physical restraint may be used to avoid injury to students and staff and damage to property.

4.3 Behavioral and Disciplinary Interventions and Consequences

Behavioral and disciplinary interventions and consequences are expected to be appropriate to the nature, frequency, and severity of the offense. When determining the response for a specific act of misconduct, school personnel will consider the nature of the act; the student's previous history; his or her age and maturation; any mitigating circumstances; the impact of the student's conduct on the safety of the school, other students, and members of the school community; the impact of the student's conduct on the learning of others; the disruption of the school environment or operations; and the effect of his or her actions on the welfare of the school community. Disciplinary responses to student misconduct may include but are not limited to the following:

- Removal from class and referral to the office
- Parent contact by telephone, e-mail, or formal letter
- Mandatory referral to counselor or social worker
- Assignment of additional duties, responsibilities, or tasks
- Restriction to a specified area of the building
- Changes or adjustment of class schedule
- Confiscation of unauthorized or dangerous materials
- Financial restitution for damages
- Restriction, suspension, or denial of privileges and/or services
- Parent-student conference with the appropriate administrator
- Assignment of a detention outside of normal school hours
- Parent notification and in-school suspension
- Parent notification and out-of-school suspension
- Parent notification and recommendation for expulsion
- Notification of local authorities and initiation of legal action

The building principal is authorized to determine the appropriate behavioral or disciplinary intervention or consequence for any act of student misconduct.

4.4 Categories of Gross Misconduct

Gross misconduct or disobedience is defined as any behavior that materially interferes with or substantially disrupts class or school discipline procedures, educational processes, or activities. Students committing serious acts considered to be gross misconduct or disobedience are subject to disciplinary action that may result in suspension or expulsion.

Examples of serious acts of gross misconduct or disobedience are listed in two categories; however, administrative authority to act immediately and in the best interest of the school or students shall not be limited by these lists, should a first offense be considered serious enough to pose a threat to any person or property.

4.4-a Category 1. Category 1 addresses student acts of gross misconduct or disobedience that interfere with the learning opportunities of other students or disrupt or interfere with the school environment or operations. Examples of misconduct included within Category 1 are:

- Loitering in the school building or on campus.
- Truancy all day, from class(es), study hall, or lunch period.
- Tardiness.
- Use of profane or obscene language.
- Gambling.
- Failure to be in assigned areas.
- Unauthorized use of school equipment.
- Posting of signs and other materials without authorization.
- Use of food outside designated eating areas.
- Littering on school property.
- Disregard of parking regulations and rules for the proper use of bicycles and bicycle helmets.
- Aiding or abetting anyone in the violation of a school rule.
- Rudeness, disobedience, or disrespect to a teacher, principal, or other staff member.
- Violation of other rules or regulations governing student conduct within the individual schools in the District.
- Any other behavior that materially interferes with or substantially disrupts class or school discipline, educational processes, or school and school-related activities.

4.4-b Category 2. Category 2 addresses student acts of gross misconduct or disobedience that threaten the safety of students, staff, or the school community; interfere with the learning opportunities of other students; or disrupt or interfere with the school environment or operations. Certain actions are clearly in violation of expected standards of student behavior and are listed specifically as being subject to more significant behavioral and disci-

plinary interventions. These actions may result in the suspension or expulsion of the student from school:

- Fighting or deliberately causing injury to another person
- Physically assaulting a member of the faculty or staff
- Intimidation of, or attempt to intimidate, school personnel or other students
- Intentional damage or defacing of school property
- Intentional damage or defacing of personal property belonging to a teacher, principal, or other staff member
- Possession of dangerous substances, objects, weapons, or facsimiles thereof
- Stealing or theft of any kind
- Causing or participating in the creation of false fire or disaster alarms
- Use, distribution, possession, or being under the influence of alcohol
- Use, distribution, possession of illegal drugs, drug paraphernalia, look-alikes, or being under the influence of same
- Improper use of over-the-counter and/or prescription drugs or medications, inhalants, or other substances
- Use or possession of smoking materials
- Forgery or misuse of any document or note
- Cheating
- Harassment of another student, teacher, principal, or other member of the staff on the basis of sex, national origin, religion, ethnicity, language, race, or color
- Any other behavior that materially interferes with or substantially disrupts class or school discipline, educational processes, or school and school-related activities
- Repeated incidents of misbehavior, including repeated refusal to comply with school rules
- Misuse of District technology or violation of the computer network policy
- Threats of destruction or violence against schools, students, or personnel (Class 4 felony)
- Cyberbullying and sexting

4.5 Detentions for Student Misconduct

In accordance with state law, teachers have the right to temporarily exclude a student from class. The consequence of such an action may be the assignment of a detention. A detention is defined as a requirement that a student will be in supervised attendance before, during, or after school for a specified time as a consequence of a behavior problem or a failure to meet a normal responsibility. Parents will be contacted by phone or written notice prior to any student serving an official detention.

4.6 Suspension and Expulsion for Student Misconduct

Suspension and/or expulsion may be considered for any student committing an act of gross misconduct and/or disobedience. The building principal has the authority to suspend a student. Suspensions may be either in school or out of school (or a combination of these), but out-of-school suspensions shall not exceed ten (10) consecutive school days for a single incident. Only the Board of Education has the authority to expel a student from school.

4.7 Typical Procedures for Disciplinary Referrals

When a student violates expectations for student conduct in the District, a teacher or administrator shall promptly prepare a written report of what took place. Once the disciplinary report has been filed with the principal or the principal's designee, a determination shall be made whether the conduct warrants a consequence including, but not limited to, consideration of a detention, suspension, and/or expulsion. Parents will be contacted via phone, email, or written notice.

A student's failure to complete a class assignment is properly reflected in the student's final grade for the course involved. A student will not be able to make up class assignments or attendance obligations in the case of expulsion and/or truancies that are unexcused absences.

Students who receive five (5) or more disciplinary referrals during the 8th-grade school year may be excluded from participation in graduation activities.

4.8 General Procedures for Disciplinary Appeals

Building administrators are responsible for maintaining an orderly and disciplined environment conducive to learning. In the case in which a parent disagrees with a principal's decision regarding a behavioral or disciplinary intervention, the parent shall contact the teacher and/or principal to schedule a conference to discuss the incident. If, after this conference, the parent remains dissatisfied with the behavioral or disciplinary intervention or consequence, the parent may contact the superintendent to schedule a conference to discuss the incident.

4.9 Specific Procedures for Out-of-School Suspensions

Out-of-school suspensions procedures include the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.

2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. The principal will send parents a written notice of the suspension which includes the following information:

a. Notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;

b. Information about an opportunity to make up work missed during the suspension for equivalent academic credit;

c. Detail of the specific act of gross disobedience or misconduct resulting in the decision to suspend and the specific duration of the suspension, including actual dates of suspension.

d. For a suspension of 5 or more school days, a statement of what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

Upon request of the parents, a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parents may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. The student and his or her parents may offer evidence and otherwise present reasons why the student should not have been suspended. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Before a student may be expelled, the student and his or her parents shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:

a. Include the time, date, and place for the hearing.

b. Briefly describe what will happen during the hearing.

c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.

d. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.

e. Ask that the student or parents or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, provide the attorney's name and contact information.

The hearing shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross dis-

obedience or misconduct as charged. The student and his or her parents may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4.10 Re-Engagement of Returning Students

The District will maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

The student or parent is encouraged to provide evidence that the student has contacted an agency or professional individual regarding the advisability or need for counseling. A partial listing of outside agencies is included in the back of this *Handbook*. More resources can be obtained from the building principal or by talking with the social worker, counselor, or child psychologist assigned to the child's school.

4.11 Guidelines Governing Other Forms of Student Misconduct

Guidelines for other forms of student misconduct are specifically described in the Handbook. Parents should consult with the building principal if they have questions about expectations for student behavior when dealing with bicycles, bicycle helmets, scooters, skateboards, rollerblades, lunchrooms, playgrounds, cheating, harassment, or dress.

4.11-a Bicycles and Bicycle Helmets. For the safety of all, bicycles should be stored in racks until school is dismissed. All students are expected to wear bicycle helmets. Rollerblading or riding bicycles, skateboards, or scooters on the playground during school hours is not permitted.

1. First violation – The parent and/or guardian will be notified that any future occurrence will result in the loss of the privilege of riding a bicycle to school for a specified time, not to exceed five days.
2. Second violation – The student will lose the privilege of riding a bicycle to school for one week, or until evidence of helmet use is provided.
3. Third violation – The student's bicycle will be held on school property until the parents/guardians are able to retrieve the bicycle, and the student will lose the privilege of riding a bicycle to school for two weeks or until evidence of helmet use is provided.
4. Fourth violation – The privilege of riding a bicycle to school will

be denied for the balance of the school year; or, if for less than one school term, for the balance of the school year and the subsequent semester.

4.11-b Lunchrooms and Playgrounds. Lunch time is an enjoyable break from the routines of the school day. For this to be a relaxing and social experience, all students should cooperate and share responsibility for the safe and efficient operation of the lunchroom facilities. When in the lunchroom students should do the following:

1. Enter and leave the lunchroom in an orderly manner.
2. Walk in the lunchroom at all times.
3. Sit at, and be dismissed from, the table to which they are assigned.
4. Remain seated until they are dismissed.
5. Refrain from disruptive acts, including throwing food and horseplay.
6. Speak at a low level; do not shout.
7. Collect and dispose of refuse as directed.
8. Assist with cleaning the lunchroom area as requested by a supervising adult.
9. Leave the lunchroom only when given permission by the adult in charge.
10. Do not take food outside the lunchroom area without permission from staff.
11. Respectfully obey all direction from the lunchroom supervisor.

The playground supervisors may prohibit any activity they decide is dangerous, but, in general, when on the playground or school grounds students should do the following:

1. Remain in designated areas of the playground until dismissed.
2. Never leave the playground or enter adjoining yards.
3. Never fight, whether in earnest or in play.
4. Never throw things that may cause injury (dirt, sand, stones, etc.).
5. Play away from windows, doors, flagpoles, and bicycle racks.
6. Never throw snow or ice anywhere on school grounds.
7. Obey all directions given by the playground supervisors.

4.11-c Honor Code and Definition of Cheating. It is the District's responsibility to deal with cheating when it occurs at school. Cheating occurs when a student attempts to pass, as his or her own, work that is not the student's. Students may violate the spirit of the honor code in ways that are not specifically listed in this *Handbook*. Some examples of cheating include any of the following actions by a student:

1. Takes a test and receives help of any kind from others or from hidden answer sheets, notes, or devices. This includes copying or receiving answers from others, seeing a copy of the test before hand, checking answers with another student, or giving help to another.
2. Lends or borrows homework or class work unless the teacher has indicated that the students may work together.
3. Plagiarizes work, including copying out of books or other sources without crediting. Copied work must be cited as such.
4. Intentionally misgrades either his or her own or another's work.
5. Passes off homework or a project as his or her own when a family member actually did the work. The work should be the student's.
6. Speaks aloud to oneself or directly to someone other than the teacher during a test or quiz.

After considering other factors that may be relevant to the situation, the consequences for any of the above or similar actions shall be as follows: The student will be asked to complete the work in an honest manner so that his or her knowledge may be accurately assessed. Subsequent disciplinary measures will be taken at the administrator's discretion.

4.11-d *Bullying, Intimidation, and Harassment Prohibited.* No person, including a 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 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 these perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing or intimidating conduct, or bullying, whether verbal, physical, sexual, visual, or electronic, that adversely impacts the education of any student, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, which interferes with a student's educational performance or that creates an intimidating, hostile, or offensive educational environment. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students are encouraged to report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to their Building Principal, Assistant Building Principal, or to a Complaint Manager under the Board of Education's Uniform Grievance Procedure described in Board Policy 2:260.

4.11-e Standards for Student Dress. Students who are appropriately and comfortably dressed are able to focus on schoolwork more effectively. The following guidelines will be enforced by building administrators. Cooperation by parents is appreciated.

1. Dress or appearance that provokes or distracts other students or otherwise causes a disruption to the educational process is prohibited.
2. Shoes must be worn at all times.
3. Clothing, jewelry, or accessories may not have writing or pictures that advertise or advocate alcohol, drugs, tobacco, obscenity, violence, or gang activity.
4. Pants must be worn at the waistline.
5. Hats are allowed on designated hat days only.
6. Half shirts, cropped tops, spaghetti straps, and underwear or sleepwear worn as outerwear are not acceptable.
7. Undergarments may not be visible.
8. With the exception of appropriate jewelry, no chains should be worn.

Students who are in violation of the policy and rules of student dress code will be asked to comply with the rules by either changing to other attire that is available at school, or by having parents bring different clothes from home. In the event there is noncompliance to the above regulations, a student may be suspended from school.

4.11-f Student Involvement in Gangs. Student involvement in gangs or gang-related activities, including the display of gang symbols or gang paraphernalia on school grounds or wearing of clothing in ways that indicate gang affiliation or membership while in school, on school grounds, or at school-sponsored events is strictly prohibited. Any student who violates these guidelines shall be subject to possible suspension or expulsion and notification to law enforcement authorities in accordance with the District's student discipline policy.

4.12 Bullying Prevention and Policy

Bullying is defined as a persistent repeated and/or chronic pattern of aggressive physical, verbal, and/or psychological behavior. The District has

adopted a set of administrative procedures to guide our response to bullying. The procedures are flexible and may be modified by the building principal, but are intended to provide consistency throughout the District.

A system for responding to students who bully others takes into account that bullying behavior occurs on a continuum ranging from an isolated incident to chronic and persistent behavior. While inappropriate or hurtful behavior will be stopped and prohibited, the ultimate goal of any plan is a change in the child's behavior.

The *Bullying Policy* is based on a progressive response, with the severity and duration of the bullying behavior determining the level of response required. Levels I and II are applied sequentially; Level III may be applied after Level II, or Level III may be applied independently to any bullying situation that is considered serious when first brought to the attention of staff. For more information or copies of the Bullying Policy, parents/guardians should contact their building principal. The District Bullying Policy also may be viewed on the District Website at **www.kcsd96.org** On the home page of the District website, click *Parent/Student Handbook*, then *Handbook/Bullying Policy*.

Student Health

The following section contains general information about student health and related issues. Specific questions about health-related issues are best directed to the school nurse at your child's building or the District Office (847.459.4260).

5.0 General Health Questions and Procedures

Children with temperatures of 100 degrees or above, sneezing or runny noses, sore or irritated eyes, or severe abdominal cramps should not be in school. A child with a temperature of 100 degrees or more should stay home for 24 hours after his or her temperature returns to normal without the use of fever-reducing medications. Parents should notify the school whenever there is confirmation of a communicable or contagious illness of any sort.

A doctor's note stating that the child may return to school is needed when a child has been absent from school for five or more consecutive days.

5.0-a Emergency Forms. Parents are asked to advise school office personnel immediately of any changes to be made to the Emergency contact information you provided when registering your child in the District. This would include a change of doctor or neighbor to notify. It would also include a change in work address, residence address, or phone number(s). It is important that records are up-to-date to ensure quick communication.

5.0-b Medication Authorization Forms. No school personnel may administer medication to any student, nor shall any student possess or consume medication, except upon receipt of school medication authorization forms from both the parent and the physician. A written order from a doctor must accompany a request by the parent before any medication can be dispensed in school. The order must specify the drug, the dosage, and the time of administration.

5.0-c Medical Excuse from Physical Education. A student will not be excused from physical education without a note from the parent, physician, or school nurse. A parental note is acceptable for a period of one school week; thereafter, a note from a physician is required. Both notes should give the date, reason for excuse, and length of time the student should be excused from physical education classes.

5.0-d Guidelines for Deciding to Send a Child to School. Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When deciding, refer to the guidelines on the District Website at www.kcsd96.org In the *Family Resources* pull-down menu on the home page, click on *Student Health*/"Send to School or Keep Home?"

5.1 Dispensing and Storing of Medicine

For the safety of all, medication must be brought to school by the parent or another responsible adult. The medication must be in its correct prescription container, showing the child's name, the name of the drug, the dosage to be given, and the time of administration.

Medication containers must be stored in the health office and students may consume medicine only in the health office. This includes acetaminophen or any other nonprescription, over-the-counter medication. Orders for medications must be renewed annually at the beginning of each school year. Any medication not picked up by parents at the end of the school year will be destroyed.

5.2 Accidents and Illness at School

The District makes an effort to have a trained school nurse available to students at all times. Nursing services are available to assist in cases of extreme emergency. Our role is one of giving first aid only, not treatment. We ask for your cooperation in not sending students to school who are ill or injured.

Occasionally an accident will happen at school. When an accident occurs, first aid is given and every effort is made to contact the parents at home or at work. If the school cannot contact a parent, we will call the responsible adult designated in the information provided in the online student registration process. For this reason, it is imperative that these names reflect choices of individuals whom you feel will make decisions for your child on your behalf.

If the Principal or other person in charge believes a child is too ill to remain in school, the student will be made as comfortable as possible, the student's parent/guardian contacted, and arrangements made for the student to be taken home. If we cannot contact the child's parent/guardian, the responsible adult designated in the information provided in the online student registration process will be called. In the event that no contacts can be made with the parent(s) or the emergency reference, the school authorities will handle the problem in the manner they believe is best for the welfare of the child.

5.3 Physicals and Other Health Requirements

Physical examinations are required by State Law when children enter school and again when they enter sixth grade. All Kindergarten and sixth-grade children are required to have health examination records completed and returned to their school building by the first Friday in August. The physical examination must have been done within one year of the start of school and must include a diabetes screening, BMI, and health history. Month, day, and year are required on all immunization dose records. Incoming kindergarten and sixth-grade students whose examination records are not on file by the first Friday in August will not be mailed a classroom assignment.

To obtain a physical examination form, call the school building directly or the District Office at 847.459.4260, ext. 7719, or download and print the form from the District Website. (Go to www.kcsd96.org and, in the ABOUT menu, select *Student Services / Student Health / Student Health Forms*).

The only exception to these health requirements will be for students who move into the District after the closing of school in June. However, these new students, regardless of their grade level, must have evidence that an appointment has been made to complete the examinations, or they also may be excluded from school. New residents will have a 30-day grace period within which to comply. No exceptions will be made for students who were in District 96 any time during the previous school year.

State law requires that all children have immunizations to the following diseases. Failure to comply with this state law will result in the student being excluded from school.

Diphtheria, Pertussis, Tetanus (DPT)

Early Childhood students need three doses by age 1 and one additional booster by the 2nd birthday. All first-entering students (Kindergarten or Grade 1) need four doses, with the last dose received on or after the 4th birthday. All other grades (Grades 2–8) need three or more doses, with the last dose received on or after the 4th birthday.

Tdap

All students entering Grades 6–8 are required to have one dose of Tdap.

Polio

Early Childhood students need two doses by age 1 and one additional booster by the 2nd birthday. All first-entering students must have received four doses of the same type of polio vaccine, with the last dose received on or after the 4th birthday.

Measles

Early Childhood students need one dose on or after the 1st birthday. All first-entering students must show proof of two measles immunizations. The first dose must have been received on or after the 1st birthday and the second dose no less than four weeks later.

Rubella

Early Childhood students need one dose on or after the 1st birthday. All first-entering students must show proof of two rubella immunizations. The first dose must have been received on or after the 1st birthday and the second dose no less than four weeks later.

Mumps

Early Childhood students need one dose on or after the 1st birthday. All first-entering students must show proof of two mumps immunizations. The first dose must have been received on or after the 1st birthday and the second dose no less than four weeks later.

Hib

Early Childhood students must have one dose after 15 months if no prior doses received. This vaccination is not required after the 5th birthday.

PCV

Early Childhood students must have one dose after 24 months if no prior doses received. This vaccination is not required after the 5th birthday.

Lead Screening

Lead screening will be required for all students entering kindergarten.

Hepatitis B

The Hepatitis B Vaccine is required for all students in the Early Childhood Program, with the last dose on or after six months. Grades 6–8 need three doses of the Hepatitis B vaccine at the recommended intervals.

Varicella

Early Childhood students need one dose on or after the 1st birthday. All students entering school for the first time (Kindergarten or Grade 1) need two doses of the Varicella vaccine, with the first dose received on or after the 1st birthday and the second dose no less than four weeks later. One dose of the Varicella vaccine received on or after the 1st birthday for Grades 3–5. Two doses of the Varicella vaccine for students entering Grades 2, 6, 7, or 8.

Meningococcal Conjugate Vaccine (MCV)

All students entering Grades 6 or 7 need one dose of Meningococcal vaccine, with the first dose received on or after the 10th birthday.

Diabetes Screening

Diabetes screening is required for all kindergarten and Grade 6 students. Every student with Diabetes should have a *Diabetes Medical Management Plan*, developed by the student's health care team and family, on file in the school Health Office. Contact your school nurse for the necessary forms or find them online (Go to www.kcsd96.org and, in the ABOUT menu, select *Student Services / Student Health / Student Health Forms*).

Dental Exam

By May 15, 2017, proof of a dental exam performed within the previous eighteen months is required for all kindergarten, second-, and sixth-grade students enrolled in the 2016–2017 school year.

The following facilities are available, if you will not be using the services of a family doctor:

1. Lake County Health Department-Physical Exams, 847-377-8000
2. Lake County Health Department-Immunization Clinic, 847-377-8470

To determine eligibility for immunization services, contact the Lake County Health Department Immunization Clinic with questions: 847-377-8470.

Middle school students who plan to participate in interscholastic sports are also required to have a complete physical examination each school year. Before participation is allowed, a record of such examination must be on file with the nurse. Forms for the physical examination are available at the middle school office and on the District Website (Go to www.kcsd96.org and, in the ABOUT menu, select *Student Services / Student Health / Student Health Forms*). Parents are asked to mail or deliver the completed forms to the middle school.

Vision Exam

A vision exam by an optometrist or an ophthalmologist is required for all kindergarten students and any children enrolling for the first time in an Illinois public school. Proof of the exam must be submitted to the child's school no later than October 15 in the year the child is first enrolled. The examination must be completed within one year prior to the child beginning school. If proof is not received, the child's report card may be withheld.

5.3-a Student Athlete Concussion and Head Injuries:

IESA Concussion Protocol. On Aug. 3, 2015, Gov. Rauner signed into law SB 07 (Public Act 99-245). The legislation focuses primarily on concussion management at the middle school/junior high school and high school levels. The legislation amends the School Code and is a requirement for all schools.

Highlights of the Youth Sports Safety Act:

- Each school board in the state of Illinois shall adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws developed by the Illinois High School Association. Please see the IESA Concussion Protocol Link below.
- Information on the school board's concussion and head injury policy must be a part of any agreement, contract, code, or other written instrument that a school district requires a student-athlete and his/her parents or guardian to sign before participating in practice or interscholastic competition. The IESA has provided a *Concussion Information Sheet and Sign-Off Form* that schools may use to notify athletes and their parents/guardian about the dangers of concussions and head injuries. Each school may produce its own form if it wishes, or modify the provided generic version for their school.

- Each school district shall use education materials provided by the Illinois High School Association to educate coaches, student-athletes, and parent/guardians of student-athletes about the nature and risk of concussions and head injuries, including continuing play after a concussion or head injury.

- The formation of Concussion Oversight Teams (COT) at all public, private, or charter schools. The COT's primary function will be to develop return-to-play and return-to-learn protocols for students believed to have experienced a concussion. The protocols should be based on peer-reviewed scientific evidence consistent with guidelines for the Center of Disease Control and Prevention. These teams can contain a range of individuals based on the resources available to the school in their community or neighborhood, but must include one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols.

- No later than Sept. 1, 2016, all interscholastic coaches and licensed officials will need to complete a training program of at least two hours on concussions. Coaches, nurses, and game officials must provide the school or district with proof of successful completion of the training. Training must be completed every two years. Head coaches and assistant coaches must complete the required training. Once available, IESA member schools may access the course through the IESA Member Center.

- Public, private, and charter schools must also develop a school-specific emergency action plan for interscholastic athletic activities to address the serious injuries and acute medical conditions in which the condition of the student may deteriorate rapidly. There are certain provisions the plan must include and it must be reviewed by the COT before being approved by the school. The plan must be distributed to appropriate personnel, posted at the school, and reviewed annually. Links to sample info may be found on the IESA website (www.iesa.org) and on the IHSA website (www.ihsa.org).

On the District 96 website, find *FAQs Regarding the Youth Sports Concussion Safety Act: Concussion Education Requirement*:
www.kcsd96.org/student-services/documents/IESA-FAQConcussionCourse.pdf

5.4 Vision and Hearing Screening

Vision and hearing screenings are not a substitute for a complete eye and vision evaluation by an eye doctor or an ear examination by a physician or an audiological evaluation by an audiologist.

5.4 a *Vision Screening*. The District annually conducts vision screenings for all children in early childhood, kindergarten, grades 2 and 8, and for all newly enrolled students and all those receiving special education services. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that a vision examination has been administered within the previous 12 months.

5.4 b *Hearing Screening.* Annual hearing screening is conducted for all children in early childhood, kindergarten, grades 1, 2, 3, those newly enrolled, and all those receiving special education services. Children are not required to undergo the hearing screening if a signed report form indicating that a hearing examination has been administered within the previous 12 months is submitted to school.

Screening for both hearing and vision is completed annually on all children whom parents/teachers refer.

5.5 Procedures for Dealing with Head Lice

When/if a student or adult reports a head condition/possible concern, the student is sent to the nurse. The nurse will check the student privately. If lice or nits are present, the nurse will contact the parents. If the student has siblings, the nurse will contact to have the siblings checked, as well.

Students will be permitted to return to school after having treatment/being checked at home.

The building administrator will send notification to the classroom families via the District's parent notification system the day a student is identified with having lice.

5.6 Referral to Outside Agencies for Counseling

There are a number of outside agencies available to assist parents and students with services that may be beyond the scope of what can be provided by District social workers, counselors, psychologists, or other staff. In cases in which students or families need more extensive assistance or desire a higher level of confidentiality, District staff will refer families to outside agencies for help. A list of some of the agencies can be found at the back of this *Handbook*.

5.7 Individualized Health Plan Request

Students whose health needs impact their daily functioning at school may require an Individualized Health Plan (IHP). Parents should contact their child's school nurse if they believe their child may be eligible for or in need of an IHP. Students who receive school-based accommodations via an IHP may also be eligible for accommodations under Section 504 of the Rehabilitation Act of 1973. Parents have the right to request a Section 504 evaluation if they believe their child may have a physical or mental impairment that substantially limits a major life activity. Please contact the Educational Services Department if you have questions about the Section 504 evaluation process or would like additional information.

Student Drug and Alcohol Abuse

The following section contains general information about student drug and alcohol abuse and related issues. More information about consequences for a student's use and/or abuse of alcohol and drugs can be found in Section 4 of this handbook.

6.0 Definitions

The Board of Education believes that the abuse of drugs, alcohol, and controlled substances by students is hazardous to their health and welfare. Therefore, the abuse of drugs must be excluded from the school environment. This philosophy is intended to communicate clearly to students and the District 96 community that every possible means of enforcement and education shall be employed to prevent drug abuse by students and to offer help to those who do abuse drugs.

“Drug abuse” shall refer to the use, possession, or ingestion of narcotics, stimulants, hallucinogens, depressants, (e.g., marijuana, alcohol), and other illicit substances, including tobacco in any form, and the improper use of prescription or over-the-counter medications, inhalants, or other substances. Drug abuse also includes the use or possession of drug paraphernalia.

“Possession” is defined as the use of a student's person, clothing, purse, or any other receptacle carried by the student and includes the school locker, desk, or any other school property used to hide illicit drugs or look-alike drugs or drug use paraphernalia.

“School environment” is defined as school property, on a bus traveling to and from school, or while engaged in a school-supervised activity (including being a spectator) before school, after school, evenings, or weekends.

6.1 Enforcement and Supervision

Public law prohibits illegal drug abuse by any person, including young people. The Board requires that all disciplinary and behavior guidelines used in District 96 schools shall have as their objective the absolute prohibition from the schools the use, possession, or distribution of any illegal substance or drug, look-alikes, or drug paraphernalia. For purposes of the policy, students who are under the influence of drugs shall be treated the same as though they had drugs in their possession. The Board reserves the right to search the student's person, clothing, purse, or any other school property used to hide illicit drugs, look-alike drugs, or drug use paraphernalia. Enforcement penalties may include suspension or expulsion from school.

6.2 Consequences for Drug and Alcohol Abuse

Drug abuse poses a grave danger to our students and will not be tolerated in the school environment. Consequences for drug and alcohol abuse will vary depending upon the circumstances of each case, but may include suspension or expulsion from school.

6.3 Cooperation with Law Enforcement Agencies

Students and nonstudents engaging in any illicit activity related to drugs or their use on the school property or while engaged in a school-supervised activity are to be referred to the local law enforcement agency. Students' rights for due process shall be protected during these proceedings, consistent with student behavior policies. School officials will consider filing of appropriate charges.

6.4 Responsibility of Employees

Any school district employee who witnesses an act of drug abuse shall immediately report the incident to the appropriate administrator, providing the name(s) of student(s) involved. At the time a student is suspected of drug use or abuse, his or her parents will be contacted.

6.5 Assistance for Counseling and Treatment

The Board of Education encourages all professional staff members to work with students and parents, either individually or in groups, in recommending professional drug rehabilitation programs for students known to be abusers.

Student Records

7.0 General Procedures for Transferring Student Records

The District complies with the Family Educational Rights and Privacy Act (FERPA) with respect to a student's education records. Parents need to contact the building secretaries for help in transferring records to or from schools.

7.0-a Transfer of Student Records to District 96. Any child transferring to District 96 from another Illinois public school district must show evidence of being in good standing at the time of registration. Children in first through eighth grades should have a transfer or report card indicating the expected grade placement when they register.

7.0-b Transfer of Student Records from District 96. Parents should notify the school office as soon as possible of any child transferring from District 96 to another Illinois public school district. Transfer request forms must be signed to comply with the Family Educational Rights and Privacy Act (a description of the Act is included at the end of this section of the *Handbook*).

Eighth-graders' student-identifying information, parent data, and emergency contact, medical, and disability (if applicable) information will be forwarded in November of the eighth-grade year to Stevenson High School. Parents and/or guardians of eighth graders have the right to inspect, copy, and/or challenge this information and must notify the student's middle school building principal by September 30 of their intent to do so. A list of specific data categories may be found on the District Website at the following address:

[www.kcsd96.org/FamilyResources/8th-Grade Student ID Info](http://www.kcsd96.org/FamilyResources/8th-GradeStudentIDInfo)

Eighth-graders' academic records and special education records, if applicable, will be forwarded at the end of the eighth-grade school year to Stevenson High School. Parents and/or guardians of eighth graders have the right to inspect, copy, and/or challenge this information and must notify the student's middle school building principal by May 15 of their intent to do so.

From time to time, basic directory information for grades K–8 (including home address) must be provided to Stevenson High School. Parents and/or guardians have the right to inspect, copy, and/or challenge this information and must notify the student's building principal by September st of their intent to do so.

7.1 Transfer of Permanent and Temporary Student Records

Whenever a student transfers from one school district to another, the cumulative record of the pupil, or a copy of the record, shall be transmitted to the district to which the student transfers, provided a request for such cumulative records is received from the district to which the transfer is made.

7.2 Transfer and Retention of Student Disciplinary Records

Up-to-date records of all discipline referrals and penalties will be retained by the building principal.

7.3 Definition of Permanent Student Records

Permanent records will be maintained in the District for 60 years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Notification shall be given to the parents of students at the time of transfer, graduation, or withdrawal of the District's requirement to maintain permanent records for 60 years.

Permanent records of graduating 8th-graders will automatically be forwarded to the high school of attendance. The student's permanent record shall consist of the following:

1. Basic identifying information, including student's directory information and the parents' names and addresses, birthdate and place, and gender
2. Academic transcripts and records, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
3. A student's attendance record
4. A student's accident reports and health record
5. Record of release of permanent record information

7.4 Definition of Temporary Student Records

Temporary student records consist of all information not required to be in a student's permanent record. Temporary student records will be destroyed five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

Before any temporary student record is destroyed or information is deleted from the temporary file, a parent shall be given reasonable prior notice in accordance with applicable regulations adopted by the State Board of Education. An opportunity to copy the records and information proposed to be destroyed or deleted will be provided.

Temporary student records may include but are not limited to the items listed as follows:

1. Background information about the student's family
2. Group and individual intelligence test scores
3. Individual aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality, behavior, and any other academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement level test results
6. Records of participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Disciplinary information
10. Special education files including multi-disciplinary staffing reports on which placement decisions were based
11. Any and all records and tape recordings relating to special education placement hearings and appeals
12. Any verified reports or information from non-educational persons, agencies, or organizations
13. Other verified information of clear relevance to the education of the student
14. Record of release of temporary record information

7.5 Release of Permanent or Temporary Student Records

A parent or student may not be forced by any person or agency to release information from the temporary record including employment, credit, or insurance. The District shall grant access to, or release information from, school student records without parental consent or notification under the conditions listed below.

1. To an employee or official of the school or school district or the Illinois State Board of Education, provided such employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest; or
2. To any person for the purpose of research, statistical reporting, or planning, provided that (1) such person has the permission of the Illinois State Superintendent of Education, and (2) no student or parent can be identified from the information released; or
3. Pursuant to a court order, provided that the procedures outlined in the Illinois School Student Records Act are observed.

7.6 Custodian of Permanent and Temporary Student Records

The principals of the last school of attendance, typically the middle school for a child who matriculates through the entire system, shall be designated as the records custodians for the district. Permanent records are transferred with a student to his or her new school prior to eighth grade.

7.7 Release of Directory Information

Directory information may be released to the general public and the press without prior notice or consent, unless a parent specifically requests that any or all such information not be released for his or her child. The parental notification must be made annually, before the start of the school year, to the building principal. Directory information shall be limited to the following:

1. Identifying information including such things as name, address, gender, grade level, birthdate and place, and parents' names and addresses;
2. Information about an individual student's academic awards, degrees, and honors;
3. Information relating to an individual student's school-sponsored activities and participation in school-related organizations and athletics;
4. Information about an individual student's major field of study; and
5. Period of attendance in school.

7.8 Changes in Directory Information

Parents must notify the school office immediately of any changes in the Directory information of a student. Directory information includes address, phone number, work numbers, or any other essential information needed for the maintenance of accurate student records.

7.9 Permission to Videotape/Photograph a Student

During the school year, persons authorized by the District may take photographs for educational, evaluative, or publicity purposes. Videotapes may be shown on cable television or otherwise screened publicly. Photographs may appear in District publications, the yearbook, or community newspapers.

Annually, the District includes in registration materials videotape/photo release options. Each student's parent or guardian who wishes to deny permission to videotape/photograph the student must "opt out" by checking the appropriate box stating the following: "NO, do not publish photos or works of my child

for informational, public relations, or other appropriate reasons. In choosing to exclude my student, I understand that my student's name will not be included in event programs or award listings in local media or on school district websites. The required Opt-Out form (available for download from the online registration form) must be signed by the parent/guardian and mailed or delivered to the student's school principal on or before the first day of attendance each school year. The parent must submit the Opt Out form annually; a form for a previous school year will not carry over.

7.10 Authorization for Parental Inspection of Student Records

The Board of Education collects and maintains appropriate information and records regarding students attending District schools. Parents and/or legal guardians shall be allowed to inspect and review all materials in their child's cumulative folder. This review will take place in the presence of the building principal or his or her designee.

If requested, parents and/or legal guardians shall be granted a hearing to challenge the content of the student records. In addition, appropriate administrative guidelines are established for the collection, maintenance, and dissemination of information contained in the student files. These guidelines are consistent with provisions in the Family Educational Rights and Privacy Act of 1974, Section 122.50 of the Illinois Rules and Regulations, to govern student records.

7.11 Procedures for Parental Inspection of Student Records

The following procedures are to be followed when implementing the Board's policy dealing with parental inspection of student records.

1. Parents and/or guardians wishing to inspect the cumulative records of their children shall call the school for an appointment with the school principal or designee.
2. The appointment for the inspection shall be scheduled for a date no later than 10 school days from the request.
3. Authorized persons or agencies, other than parents and/or guardians, desiring access to student records shall be required to sign a written form stating the legitimate educational interest they have in seeking the information. The completed form shall be kept permanently with the student's file. Parents must be notified in advance before inspection by an outside agency.
4. The principal or his or her designee will be present at all times while the records are being inspected by parents or an outside agency.

5. A period of up to ten (10) school days will be allowed for staff to consolidate information when parents or guardians wish to inspect an individual student's current academic records.
6. Parents and/or guardians will not be permitted to remove any items from the cumulative folder or take any academic records from teachers.
7. Should a copy of any records be requested by a parent or guardian, such copies will be given to parents at a cost of 10 cents per page.
8. A parent or guardian may challenge the contents of the student records. The decision of the principal may be brought to the superintendent for review by the parents and/or guardians. A review of the superintendent's decision may be requested by the Board of Education, whose decision is final.
9. A copy of the Family Rights and Privacy Act of 1974 is available in each principal's office for parents and/or guardians to review.

7.12 Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The following paragraphs summarize those rights but should not be considered a legal interpretation of the limits of FERPA. Under FERPA, a student's parents and/or guardians have the following rights.

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official written requests that identify the record(s) he or she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/ guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that he or she believes is inaccurate or misleading. Individuals should write the District official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested

- by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise him or her when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person, company, or school with whom the District has contracted or intends to contract (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
 4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202-4605

Curriculum and Instructional Programs

The following section contains general information about the District's curricular and instructional programs. Parents can obtain more information about related topics by contacting their building principal or the Assistant Superintendent of Teaching & Learning, at 847.459.4260, ext. 8020.

8.0 Reporting Student Progress to Parents - Report Cards

The school year is divided into three evaluation (grading) periods for students in grades K–8. Typically, progress reports will be sent home one week after the close of the middle school grading period; progress reports will be sent home within 10 days after the close of the elementary grading period.

8.1 Reporting Student Progress to Parents - Parent Conferences

In addition to these regularly scheduled progress reports, the equivalent of three full days are set aside in the school calendar for parent/teacher conferences. One and one-half days are scheduled in the late fall and another one and one-half days are scheduled in the spring. *One* conference appointment is provided per student, per the designated fall and spring conference windows.

Since no one report card can fully answer all of the questions parents may have, an individual conference between the teacher and the parents can be of great value in providing a better picture of the child at school and at home.

If, for any reason, a parent perceives a need to confer with a teacher, the parent need only call the school to make necessary arrangements. The intent of scheduled conference days is to provide an opportunity for parents and teachers to come together to share information in a brief conference—not to replace the opportunity for these same people to come together whenever needed. Should you be unable to schedule a conference during the conference times identified on the school calendar, a parent may request a brief phone conference with the student's teacher and individual team members when appropriate. It is not the expectation of the District that teams recreate the conference experience outside the dates/times identified on the calendar.

8.2 Procedure for Notifying Parents of Academic Concerns

In order for students to perform satisfactorily, the following procedures are established.

1. At first signs of difficulty, the teacher will talk with the student.

2. Academic teachers will confer with the homeroom teacher if no improvement is evident.
3. If work does not improve, the homeroom or academic teacher will contact the parents.
4. In special cases, written communication will be sent home.

8.3 General Guidelines for Homework

Homework may be given for a variety of reasons including as make-up work, to continue work initiated at school, and to work on projects for which there is a lack of time in class. Homework should have clear directions, have a purpose, and require a reasonable amount of time to complete. Teachers will make an effort to coordinate major homework assignments to avoid conflicts in the use of student time. Recommended time for homework is as follows:

Grades 1-2	15-30 minutes
Grades 3-5	30-60 minutes
Grades 6-8	1-2 hours

8.4 Obtaining Homework Information Following Student Absence

If a student is absent for only one day, assignments should be obtained from his or her teacher(s) upon return to school. If the student is absent for a period of two days or longer due to illness, homework requests may be made to the school office. Homework will be available for a parent to pick up within 24 hours. Middle school students are encouraged to obtain information about their daily assignments by checking Schoology.

8.5 Student Use of Assignment Notebooks

Each student in grades 3-5 will be supplied an assignment notebook in which to record daily assignments. Assignment notebooks are distributed during the first week of school. Students are required to record/track assignments.

8.6 Guidelines for Student Access to the Internet

Students may use the Internet as an educational resource for their regular school curriculum under the direction of school staff. The District promotes the use of the Internet as a classroom tool. Activities generated by the program are designed to serve the learning needs of all students through collaboration and access to information.

Because it is possible for all users of the worldwide Internet, including students, to access information that is intended for adults, prior to accessing the Internet for the first time all students in District 96 and their parents are required to sign and have on file at their school an Internet Access Authorization form (available from building principals). This form sets forth

certain Acceptable Internet Use Rules and Guidelines and states that activities that violate those rules and guidelines will result in immediate loss of network privileges and/or other appropriate disciplinary action. The Computer Network System Use Policy appears in Section 10.9 of this Handbook.

8.7 Middle School Graduation Requirements

To graduate from eighth grade, a student must pass four of the following five subjects: reading/language arts; foreign language, LEAP II, or study skills; math; science; and social studies. The student also is required by law to pass units in the United States and Illinois Constitutions.

8.8-a Exclusion from Graduation Activities. Students who receive five (5) or more disciplinary referrals during the 8th-grade school year may be excluded from participation in graduation activities. (See *Disciplinary Referrals*, p. 29/ Section 4.7)

8.8 Overview of Districtwide Curricular Standards

Districtwide curricular standards have been established for all grade levels in all subject areas. Standards for all units of study are contained in subject area guides that are available for public review upon request. Curriculum guides and Districtwide standards are on the District Website at www.kcsd96.org

8.9 Overview of Districtwide Instructional Programs

In addition to a core curriculum that is articulated with Stevenson High School District 125, the District offers specialized programs in several areas.

8.9-a Sexual Abuse Prevention Programs. As required by Section 5/27-13.2 of the Illinois School Code, students will be provided with instruction in recognizing and avoiding sexual abuse. This instruction will be provided minimally in kindergarten and first grade, as part of the health instruction program. No student shall be required to participate. Parents may submit a written request that their child be excluded from this instruction.

8.9-b Drug Awareness Programs. The curriculum shall include the required instructional activities designed to provide information and instruction on drug awareness and avoidance. The curriculum shall be presented in such a manner that students understand the social, medical, moral, and legal implications of drug abuse in personal terms. The following curriculum objectives should be included in the program.

1. To increase an individual's knowledge about drugs
2. To affect an individual's attitude toward personal consumption of drugs
3. To alter an individual's drug use behavior, if necessary

The K-8 health curriculum shall include instruction encouraging the following:

1. Development of a healthy lifestyle
2. Understanding of safe practices
3. Improvement of an individual's decision-making skills
4. Improvement of an individual's self-concept

8.9-c Instrumental and General Music Programs. The District supports the development of musical skills and appreciation. The schools offer general music beginning in kindergarten. Orchestra lessons begin in grade four and band lessons begin in grade five. Students and parents will be informed of the enrollment procedures in their child's school. The band, orchestra, and choral programs present concerts throughout the school year.

8.9-d Physical Education Programs. Kindergarten, elementary, and middle school students must have gym shoes (clearly labeled with child's name) for gym classes. These shoes also are required when students participate in after-school sports. Middle school students are required to wear the school's official physical education uniforms. The uniforms may be purchased at registration or throughout the school year from the PTO. Students must also purchase a lock for their gym lockers.

8.9-e Title III Program. Students not considered proficient in English based on State of Illinois Criteria receive support through either a Transitional Program of Instruction or Bilingual Education Program.

8.9-f Federal Title I Programs. The Title I program is a federally funded program offering services to students at eligible school buildings.

Direct efforts are made to involve parents and other representatives of children in planning, operating, and evaluating the Title I programs. Additional information regarding these programs may be obtained by contacting either the building principal, the Title I teachers at your child's school, or the district office.

8.10 District Special Education Services

District 96 offers a continuum of special education programs and services for eligible children ages 3 through 15 in accordance with the Individuals with Disabilities Education Improvement Act of 2004 (IDEIA, 2004). The District employs special education teachers, instructional aides, itinerants, and related services providers such as speech and language therapists, school social workers, occupational therapists, and physical therapists to support eligible children with disabilities. In addition, District 96 is a member of the Exceptional Learners Collaborative (ELC). The District contracts with ELC for specific

services such as Early Childhood Assessment, Hearing and Vision Itinerant Support, and Audiology. Diagnostic services and case management are also available to families and children under the age of 3 through Child and Family Connections.

8.10-a Behavioral Interventions for Students with Disabilities. As required by Public Act 89-191, District 96 has established policy guidelines on the discipline of students with disabilities. The fundamental principle of this policy is that non-aversive or positive interventions, designed to develop and strengthen desirable behavior, should be used to the extent possible and are preferable to the use of more restrictive interventions. These guidelines will be furnished annually to the parents or guardians of each student receiving special education services in the District.

8.11 Participation in the Patriots Middle School Activity Conference

Students at Twin Groves and Woodlawn Middle Schools will participate in a variety of interscholastic athletic and academic competitions as part of the Patriots Middle School Conference. A copy of the Conference Handbook is available from the principal's office at either of the middle schools or from the superintendent's office.

Membership in the Patriots Conference consists of area middle schools located within the attendance boundaries of Stevenson High School. Conference participants include Aptakisic-Tripp Junior High, Daniel Wright Middle School, Fremont Middle School, Twin Groves Middle School, West Oak Middle School, and Woodlawn Middle School.

Seventh- and eighth-grade students may participate in cross country, volleyball, basketball, wrestling, soccer, track, pompons, and Scholastic Bowl. Sixth-grade students may participate in cross country, wrestling, track, and Scholastic Bowl. The Conference will feature balanced teams in soccer, basketball, and volleyball, and the schools may play a nonconference schedule in addition to the Conference schedule.

8.12 Eligibility for Participation in Extracurricular Activities

While all students are encouraged to participate in extracurricular activities, achievement and work habits in core academics are the students' primary responsibilities. Extracurricular activities are defined as those school-sponsored activities that are not assessed on the report card. Because every effort is made to ensure the student's success in the classroom, eligibility for participation in extracurricular activities will be monitored in the following manner:

1. Eligibility will be determined on a weekly basis for all extracurricular

activities.

2. A student may be declared ineligible if he/she is not consistently demonstrating (score of 3.0) expected work habits in one or more classes, OR
3. A student who is not passing a class may be declared ineligible for the following week, OR
4. A student may be declared ineligible if he or she is issued a disciplinary referral by one or more teachers.
5. A student may be declared ineligible if he/she has accumulated three (3) unexcused tardys or absences per trimester.

The expectation is that, during the period of ineligibility, the student will seek extra help to improve his or her work habits, achievement, and/or behavior in order to reinstate eligibility.

8.13 Behavioral Expectations for Extracurricular Activities

Students are expected to attend practice, rehearsal, games, contests, etc., unless excused because of illness or through permission of the sponsor or coach. Behavior at and surrounding all practices and events is to reflect expectations for students representing District 96. This includes proper behavior at other schools, on buses, or anywhere a student represents the District.

If a student's absence or behavior is detrimental to the group to which he or she belongs, the student may be dropped from the extracurricular activity. In addition, students participating in the extracurricular activities are expected to follow the guidelines and procedures determined by the coach or sponsor. The student and parents will be required to sign a copy of the eligibility requirements and return it to school before participation in the extracurricular activity may begin.

8.14 Required Physicals for Extracurricular Activities

Middle school students who plan to participate in interscholastic sports are required to have a complete physical and health examination on file (completed within 12 months of the end of the season for *that* sport) in the health office before the student may try out or participate. The physical examination form and the interscholastic sports participation form are available at the school office and on the District Website at [www.kcsd96.org/FamilyResources/StudentHealth/Forms for Download](http://www.kcsd96.org/FamilyResources/StudentHealth/FormsforDownload) Parents are asked to mail or deliver the completed forms to the middle school.

8.15 Student Supervision Following Extracurricular Activities

Any child remaining after school for games, clubs, band, orchestra, or any other academic projects with a teacher or for any other purpose should go home immediately after dismissal from the activity. Students should not be walking in the street or cutting through yards. Parents are asked to be on time when picking students up after school.

8.16 District Summer School Program

District 96 offers an extended Summer School program in two formats: Jump-Start Kindergarten and Academic Summer School. Tuition waivers may be available for those families who qualify.

Jump-Start Kindergarten focuses on readiness skills (i.e., listening and following instructions) that ease a child's transition into kindergarten. Activities address literacy, numeracy, and readiness skills. There are two sessions of Jump Start Kindergarten. The first—a three-week session—begins shortly after the previous school year ends. The second—a two-week session—is offered later in the summer. Parents may enroll their children in either or both sessions.

The Academic Summer School program is for students currently in grades Kindergarten–7 who need additional support and practice in reading and writing. Classes meet for a 3-week session from 9:00 a.m. –noon each day. Because the program is intensive, regular attendance is encouraged.

The District sends information regarding summer school classes and registration to parents in the spring. Walk-in and mail-in registration take place during March and April. Enrollment forms are processed on a first-come, first-served basis. Out-of-District students will be considered after in-District registration has been completed.

Other programs may be offered by invitation to select students, including support for students identified as ELL or students in the biliteracy program.

8.17 Extended School Year Program (ESY) for Students with Disabilities

Extended school year programs for students with disabilities shall be developed based upon the student's individual needs as determined by the student's IEP team.

Student Transportation

The following section contains general information about student transportation and related issues. More information about the District transportation system can be obtained on the District Website at www.kcsd96.org or by calling Mr. Randall Warren, Director of Facilities and Transportation, at 847.459.4260, ext. 8001.

9.0 District-Provided Transportation

The State of Illinois requires that school districts provide transportation for students who do not live within the designated 1.5-mile walking areas of Ivy Hall, Prairie, and Twin Groves Schools.

9.1 Fee-Based Transportation

The Board of Education has approved a fee-based transportation system for students living within the 1.5-mile walking areas of Ivy Hall, Prairie, and Twin Groves Schools. The cost of this service will be based on actual transportation costs for the year. More information about the fee-based transportation system can be obtained by contacting the Facilities and Transportation director at the District Office.

9.2 Activity Bus Service

At Twin Groves and Woodlawn Middle Schools, an activity bus is provided following the conclusion of the activity period at 3:15 p.m. for any students who have remained after school for band, orchestra, chorus, study hall, or a club activity. No bus service is provided following sports practices, games, or meets.

9.3 Permission for Students to Walk Home from School

Children are expected to ride their assigned buses. If a child wishes to walk home from school, the child's parent/guardian must send a note indicating the date or giving blanket permission for the child to walk home from school on any school day. Under most circumstances, permission given over the telephone is not acceptable. Children are cautioned against accepting rides from strangers.

9.4 Changes to Assigned Transportation

A change in a child's typical bus routine must be communicated through a written and signed parent note or email given to school office staff before noon on the morning the parent will be picking up the child after school (rather than having the child ride the bus). Otherwise, the child will follow his/her typical transportation routine.

Due to capacity restrictions and for the safety of our students, riding an unassigned bus for birthday parties, scouts, carpools/playdates, etc. , is not considered to be appropriate use of transportation resources. *Emergency changes* to the typical routine must be communicated by phone call to the school (no email notification will be accepted). Permission is reserved for emergencies only or at the discretion of the principal. The request will be considered by the building principal (or, at the middle school, by the assistant principal), who will review the request and communicate the decision.

A student attending Willow Grove or a District 96 elementary school is not allowed to ride a bus other than the one to which he/she has been assigned, or to leave the bus at a bus stop other than his/her assigned bus stop under any circumstances.

Any permanent changes to bus plans require 5 days to process route changes. Temporary changes may not be made to access bus service.

At any time, parents may change plans from bus to parent pick-up by notifying the school by written and signed note or email by noon (no phone calls).

9.4-a. *Removal of a Child from the Bus.* Parents may not remove their child from the bus if the bus is at a location other than at the child's assigned bus stop. In the event of a delay or malfunction, bus drivers are not authorized to release students to parents. Only the building administrator may allow students to be released from a bus route, and then only to the child's parent or guardian. The bus company will send another bus to continue the route.

9.5 Instructions to School Bus Drivers

Parents are not permitted to make requests of or provide route instructions to bus drivers. Drivers are not authorized to make discretionary changes to bus routes.

9.6 Delayed Bus Routes Due to Bad Weather

Buses may run late in bad weather. In severe weather, or in cases of problems beyond the driver's control, there may be substantial variation from the schedule. A child left to stand outside in severe weather conditions may be uncomfortable or even at risk. Parents should make prior arrangements to ensure that their children will be safe and supervised when waiting for a delayed bus in severe weather conditions.

9.7 School Closing and Other Weather Emergencies

The final decision about a child's attendance when weather is severe must remain with his or her parent/guardian. No decision to open or close school can take into account the unique circumstances surrounding every child in the District. The safety and welfare of children can best be protected if parents decide what is best for their children in light of existing information. If weather conditions are such that buses cannot safely operate, the bus company will notify the district superintendent, who in turn will use a quick-alert messaging system to communicate the closing of District 96 schools.

9.8 Early Dismissal Due to Weather Emergencies

Typically, District 96 does not dismiss school early in case of severe weather. If school authorities believe a violent storm is imminent, students and buses may be held until danger has passed. At no time will students be sent home early to try to avoid being at school during a storm. In such circumstances, children are much safer remaining in school.

Students may be dismissed a few minutes early if weather conditions are such that buses can operate safely but will take longer than normal to deliver students to their homes. In these situations, the bus company will notify the district superintendent of the need for additional time to run the bus routes safely. The district superintendent will, in turn, notify building principals of the revised dismissal schedule. If the schedule is revised under these circumstances, the dismissal typically is no more than fifteen minutes earlier than normal.

9.9 Behavioral Expectations Governing School Bus Riders

Students are under the jurisdiction of the school bus driver unless the Board of Education designates some adult to supervise the riders. Proper respect should be afforded to the driver. When a child persists in violating the expectations for conduct on the bus, the bus driver will notify the school principal. Typically, the child will receive a warning and the parents will be notified. If the child continues to behave inappropriately, he or she will be forbidden to ride the bus.

The District reserves the right to deny the use of the bus to any student whose conduct places other riders in jeopardy as provided for in Section 10-22.6 of the State School Code. All riders, parents of riders, and teachers should become thoroughly familiar with the regulations governing school bus riders.

1. Respect the authority of the bus driver.
2. Arrive at the designated school bus stop 5 minutes prior to the scheduled pick-up time. Help keep the bus on schedule.

3. Be careful in approaching the bus stop.
4. Stay off the road at all times while waiting for a bus.
5. Wait until the bus comes to a complete stop before attempting to board it.
6. Do not move toward the bus at the school loading zone until the bus has stopped.
7. Never tamper with the bus or any of its equipment.
8. Keep books, backpacks, coats, arms and legs, and any objects out of the aisles.
9. Help look after the safety and comfort of smaller children.
10. Keep hands and head inside the bus at all times.
11. Do not throw anything out of the bus windows.
12. Do not leave your seat while the bus is in motion.
13. Do not talk or laugh loudly or create unnecessary confusion that might divert the driver's attention and contribute to a serious accident.
14. Be absolutely quiet when the bus approaches a railroad crossing.
15. In an emergency, remain in the bus until instructions are given by the driver.
16. At a discharge point where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway. Remain there until a signal is given by the bus driver to cross in front of the bus.
17. Be alert to a danger signal from the driver.
18. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do so except with proper authorization from a school official.
19. Observe the same rules and regulations on trips under school sponsorship as those observed when riding between home and school.
20. On other trips, respect the wishes of the chaperone appointed by the school.

9.10 Transportation of Students by Parents

District 96 strongly encourages parents to take advantage of the transportation system; more children riding the buses will reduce the number of vehicles in and around the schools, which will make the pick-up and drop-off times at school much safer for children. The District also recognizes that, from time to time, parents will drive their children to school; thus, each school has established a recommended pick-up and drop-off procedure. To maximize safety around the schools and to assist in timely transportation of District students, parents are asked to yield the right-of-way to buses and to follow the procedures described below.

9.10-a *Willow Grove Kindergarten Center.* All Willow Grove parents picking up or dropping off their children are requested to park safely (in the south lot or on the street) and to escort their student to or from the main entrance of the building. Students riding buses will be escorted from and to their buses by classroom teachers and/or aides. Parking in the front circle drive is prohibited by Village Fire Lane Ordinance and violators may be ticketed. Students may be walked to the Willow Grove front entrance vestibule no earlier than 8:45 a.m., when they will be released to their classrooms. Parents should arrive at the Willow Grove front office vestibule no earlier than 2:40 p.m. to pick up their students after school.

9.10-b *Country Meadows Elementary School.* Parents should enter the school site from Gilmer Road and use the far western parking lot designated for Country Meadows School. Parents may wait along the curb at the front of the parking lot when picking up children during the day or at dismissal time. No cars should be left unattended along the curb. Parking along the curb is prohibited by Village Fire Lane Ordinance and violators may be ticketed. At no time should cars enter the bus turnaround located between the school parking lots. Students may be dropped off no earlier than 8:10 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:45 p.m. to pick up their students after school.

9.10-c *Kildeer Countryside Elementary School.* Parents should use the front parking lot, follow the pavement markings/signs directing traffic flow, and remain in their vehicles to drop off and pick up students. The Village Hall access road northwest of the school is to be kept clear; it is reserved for buses and emergency vehicles only. Students may be dropped off no earlier than 8:10 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:45 p.m. to pick up their students after school.

9.10-d *Prairie Elementary School.* Parents are to use the circle driveway in front of the main entrance—entering and exiting on Brandywyn Lane—both to drop off and to pick up their students. Parent pick-up will be supervised by Prairie staff, who will assist students getting to parent vehicles. The parent pick-up line will extend from the Brandywyn circle driveway northeast along the west side of Brandywyn Lane, toward Aptakisic Road. Students may be dropped off no earlier than 8:10 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:45 p.m. to pick up their students after school.

9.10-e *Ivy Hall Elementary School.* Students who take the bus home will board the bus on the east sidewalk. Parents who drop off and/or pick up students should enter a rolling drop-off/pick-up line on the west blacktop near the playground by driving north on Penny Lane. Parents exit the rolling drop-off/pick-up area by turning right and driving north on Penny Lane. All students

being picked up will exit the school building via the southwest doors, where they will be met by faculty. Faculty will assist students and direct cars in the rolling drop-off/pick-up line. At any time when parking in the east parking lot, parents should enter the lot from Ivy Hall Lane and exit to Clohesey Lane only. Students may be dropped off no earlier than 8:10 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:45 p.m. to pick up their students after school.

9.10-f Twin Groves Middle School. Parents should use the circular driveway on the east side of the building to drop off and pick up students. The parking lot area south of the school is reserved for buses. At the start of the day students should enter the building via the south entrance to the building or by the office entrance. Parents may wait at the front of the school when picking up children during the day or at dismissal time. No cars should be left unattended along the circular drive curb in front of the school. Parking along this curb is prohibited by Village Fire Lane Ordinance and violators may be ticketed. At no time during drop-off or pick-up periods should cars enter the parking lot area south of the school. Students may be dropped off no earlier than 7:30 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:15 p.m. to pick up their students after school.

9.10-g Woodlawn Middle School. Parents should enter the school site from Gilmer Road and use the east parking lot designated for Woodlawn Middle School. Parents may wait along the curb at the front of the parking lot when picking up children during the day or at dismissal time. No cars should be left unattended along the curb, however. Parking along the curb is prohibited by Village Fire Lane Ordinance and violators may be ticketed. At no time should cars enter the bus turnaround located between the school parking lots. Students may be dropped off no earlier than 7:30 a.m., unless attending a teacher-supervised club or activity. Parents should arrive no earlier than 2:15 p.m. to pick up their students after school.

9.11 Electronic Recording on School Buses

In order to promote and maintain a safe environment for students and employees when transportation is provided for any school-related activity, electronic visual and audio recordings may be used on school buses to monitor conduct. Notice of electronic recording will be displayed on the exterior of the vehicle's entry door and the front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Passengers who violate this policy will be disciplined in accordance with the Board's discipline policy and must reimburse School District 96 for any necessary repairs or replacement.

Important Notices to the Public

10.0 Notice of Parental Right to Inspect Student Records

Parents and/or legal guardians shall be allowed to inspect and review all materials in their child's cumulative folder. This review will take place in the presence of the building principal or his or her designee. If requested, parents and/or legal guardians shall be granted a hearing to challenge the content of the student records. Notification must be made annually, and when a new student enrolls, of the parents' right for inspection of records.

10.1 Notice of Release of Student Records

Schools shall not release material on a student without written permission from parents and/or legal guardians except to such authorized persons as stated in the Family Educational Rights and Privacy Act (FERPA) of 1974, and the Illinois School Student Records Act.

10.2 Title IX Notice to the Public

In compliance with Title IX of the Education Amendment Act of 1972, certain rules and procedures have been adopted by the Board of Education of Kildeer Countryside Community Consolidated School District 96. These rules and procedures provide for the fair and equal treatment of all persons in such areas as employment, promotions, and job assignments without regard to sex. Students are guaranteed equality of educational opportunity, particularly with respect to course selections, and participation in athletics and extracurricular activities.

10.3 Student Rights Notice to Parents and/or Guardians

All instructional materials, including teachers' manuals, films, tapes, and supplementary materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable program, shall be available for inspection by the parents or guardians of the children. Parental permission will be obtained prior to giving any surveys to students on such topics as substance abuse or other personal behaviors. Students may be surveyed without parental permission to gather data for school improvement.

10.4 Medicaid Notice to Parents

Medicaid reimbursement is a source of Federal funding approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to children who are Medicaid eligible are partially reimbursable, and Kildeer Countryside Community Consolidated School District 96 will claim Medicaid reimbursement for any eligible services provided. These claims will have no impact on a family's abil-

ity to receive Medicaid funding either now or any time in the future. Anyone objecting to this release of information related to Medicaid claims must contact the District Office.

10.5 Radon Testing

In response to the Federal warnings regarding radon gas, all Kildeer Countryside District 96 schools have been tested. Tests were conducted using the Radtrak Radon Gas Detector system for a 90-day period. The results of the monitoring showed that all District facilities are well below the EPA minimum guidelines. Test results are available for inspection at the District Office. Interested citizens may request copies of the reports at a cost of \$.25 per page.

10.6 Asbestos Management Program

In response to the Asbestos Hazard Emergency Response Act (AHERA) of 1987, Kildeer Countryside School District 96 has complied with all inspection provisions of that Act. As required, each building has been inspected for friable and non-friable asbestos-containing materials (ACMs). Where appropriate, these materials are labeled to prevent accidental release of asbestos fiber into the school environment. Appropriate school employees, current and future, receive certified training to prevent damage to and subsequent release of fibers from ACMs. Where required or appropriate, ACMs will be scheduled for removal from the buildings in which they may occur. Reports and the management plans are available for review in each building for inspection by all interested citizens.

10.7 Integrated Pest Management Program

The District follows a state-implemented program addressing application of chemical pesticides and herbicides in school buildings and on school grounds. The program includes administrative controls and nontoxic bait traps and requires notification of chemical applications. The public will be advised of dates of chemical application prior to the application. The notice will be posted on the District Website and communicated in building and District newsletters.

10.8 Parent Notification of the *Parent/Student Handbook* and District Discipline Policy

In completing online registration for their student(s), parents are requested to respond that they have received notification that the District discipline policy, included in the *Parent/Student Handbook*, is online, and that they agree to review it.

10.9 Authorization for Internet Access/ Computer Network System Use Policy

The Board of Education hereby determines that it is in the best interest of the District, its personnel, and its students to promote use of and familiarity with computers and the services available through computers, including the Internet and other on-line systems, to support learning and enhance instruction. The definition of "computers" is not limited to computers, but also includes other electronic devices such as Tablets and Web-enabled phones. Using the Computer Network System will facilitate access to information resources, create innovative learning environments, and provide for worldwide communication. The Computer Network System shall include all computer hardware and software, all information accessed by Internet sites, e-mail, the District's Website, on-line services, and bulletin board systems, and all other related areas, including computers not connected to the network. Use of the Computer Network System shall include accessing the system from any computer terminal or related device or point of entry on District property or from any off-campus computer terminal. School property includes both the school's physical and electronic space.

The Computer Network System and its uses comprise part of the curriculum and do not constitute a public forum. The Board of Education recognizes that while they afford access to legitimate sources of information for academic and educational purposes, the Internet and other on-line services make available certain material that may not be educational and which may be illegal, obscene, or indecent. The use of the Internet shall be consistent with the curriculum adopted by the District.

The Board of Education further recognizes that the Internet and other on-line services are coordinated through a complex association of government agencies and regional and state networks. The smooth operation of the network relies upon the proper conduct of the end user, who must adhere to strict user guidelines which require efficient, ethical, and legal utilization of network resources. If any user violates any of the general or specific guidelines and rules provided by the Administration, the user shall be appropriately disciplined, which may include loss of privileges to access the Computer Network System.

School computer systems are for use by authorized individuals only. Any unauthorized access to these systems is prohibited and is subject to criminal and civil penalties under Federal laws (including, but not limited to, Public Laws 83-703 and 99-474). Individuals using these systems are subject to having all activities on these systems monitored by system or security personnel, as well as authorized personnel. Anyone using these systems expressly consents to such monitoring. Prosecution and/or account termination will occur without warning. Users are advised that e-mail is never really deleted, that the District

may track your use of the equipment/system—including access of the Internet, and that some programs may retain every version of the document. Students are required to disclose their passwords to authorized staff.

In order to maintain order and security, school authorities (including school liaison police officers and other law enforcement officials) are authorized to conduct reasonable searches of school property and equipment owned or controlled by the school. This includes electronic devices. Students have no reasonable expectation of privacy in the use of these devices.

It is possible for all users of the worldwide Internet (including your child) to access information that is intended for adults. It is not feasible to completely limit access so that students have access only to material that a parent might consider appropriate. Computer security cannot be made perfect, and it is likely that a determined student can make use of computer resources for inappropriate purposes.

The following rules must be followed at all times:

(Adapted from FrEdMail Network/CGlobal School/Net Foundation and G.S.P.)

Acceptable Internet Use Rules and Guidelines

Do keep messages clear and informative.

Do keep on one topic.

Do remember that e-mail is not private in nature. Messages relating to or in support of illegal activities will be reported to the authorities.

Do be friendly, but humor and irony do not work well in e-mail. They often are misrepresented.

Do be sure to sign your messages with your e-mail address.

Do not post your phone number, address, or the phone numbers or addresses of others.

Do not criticize others.

Do not be offensive or vulgar (such as using profanity).

Do not use for illegal activities.

Do not access inappropriate information.

Do not violate copyright restrictions. Uploading or downloading software is not allowable without teacher permission.

Notification regarding student accounts or profiles on social networking websites.

State law requires the District to notify students and their parents/guardians that school officials may 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. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

Miscellaneous Announcements

The Foundation for Educational Excellence

The Foundation for Educational Excellence was founded in 1993 to generate resources to enrich educational opportunities in School District 96 community. The Foundation is a non-profit, independent organization of representatives of District 96 and a consortium of community individuals, businesses, industries, and professionals interested in the enhancement of educational opportunities and programs. Anyone interested in becoming involved with the Foundation or serving as a member of the Board of Directors may contact the District Office for more information.

Social Service Agencies

There are a number of outside agencies available to assist parents and students with services that may be beyond the scope of those that can be provided by District social workers, counselors, or other staff. These agencies typically operate on a sliding fee scale and can provide services not only for those issues that may be beyond the scope of the school, but also when a parent would like to obtain services confidentially outside the school environment. The District does not specifically recommend or endorse any particular agency. The agencies listed below are in closest proximity to the District. Prior to contacting an agency, parents may wish to confer with the social worker at their child's school.

Area social agencies include:

Alexian Brothers Northwest Mental Health
1606 Colonial Pkwy.
Palatine, IL 60067
847.952.7460

Jewish Child and Family Services
1156 W. Shure Dr., Suite 180
Arlington Heights, IL 60004
847.392.8970

Barr-Harris Lauri Bauer Children's Grief Center
1020 Milwaukee Ave., Suite 120
Deerfield, IL 60015
847.947.8074
www.tulipsforlauri.org

OMNI Youth Services Administrative Offices
1111 W. Lake Cook Rd.
Buffalo Grove, IL 60080
847.353.1500

Youth and Family Counseling
1585 N. Milwaukee Ave., Suite 14
Libertyville, IL 60048
847.367.5991

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