

# **Elementary Parent Handbook**

2018-2019

## **Fabyan Elementary School**

0S350 Grengs Lane  
(630) 444-8600 (office)  
(630) 444-8601 (attendance line)  
(630) 444-8609 (fax)

## **Harrison Street Elementary School**

201 N. Harrison Street  
(630) 463-3300 (office)  
(630) 463-3301 (attendance line)  
(630) 463-3309 (fax)

## **Heartland Elementary School**

3300 Heartland Drive  
(630) 463-3200 (office)  
(630) 463-3201 (attendance line)  
(630) 463-3209 (fax)

## **Mill Creek Elementary School**

0N900 Brundige Drive  
(630) 463-3400 (office)  
(630) 463-3401 (attendance line)  
(630) 463-3409 (fax)

## **Western Avenue Elementary School**

1500 Western Avenue  
(630) 463-3500 (office)  
(630) 463-3501 (attendance line)  
(630) 463-3509 (fax)

## **Williamsburg Elementary School**

1812 Williamsburg Avenue  
(630) 463-3100 (office)  
(630) 463-3101 (attendance line)  
(630) 463-3109 (fax)



## Statement of Purpose

The purpose of Geneva Community Unit School District 304 is to educate students within an environment that encourages the desire to learn and enhances the teaching of skills necessary to meet the unique academic, personal, physical, and social needs of each individual. The school program will reflect the values and ambitions of the community, and every student will be challenged to develop intellectual and learning skills to his/her fullest potential, preparing him/her to become a contributing member of society.

## District Vision



## K-5 Philosophy

**We believe** that the moral, democratic, social, and intellectual growth of every student is essential in our school system. A specific plan of continuity and consistency in programs is necessary for this development. A structured program of essential skills must be provided for everyone.

**We believe** that all children have individual talents and skills and that the educational process must provide for these differences.

**We believe** it is important to foster the creative and intellectual development of each student by nurturing the desire for learning and by providing appropriate educational experiences.

**We believe** the responsibility for education in our school system should be shared by students, educators, parents, and the community. A communication partnership among these parties is desirable and essential to a productive learning atmosphere. Therefore, it is important to foster positive interactions among administrators, staff, students, and parents.

**We believe** students should develop positive self-concepts, be responsible for their own actions, and be respectful of others. We must all prepare these young people for their roles in the world. We have an obligation to promote an involvement in and understanding of our nation's democratic process, as well as an understanding of all world cultures.

**We expect** that this philosophy will be flexible and open to change in order to meet the future needs of the Geneva Public Schools.

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# **PART I – GENERAL INFORMATION**

## **Admission**

Kindergarten students will be admitted who are five years of age on or before September 1. First Grade students will be admitted who are six years of age by September 1. The following must be presented for enrollment in Geneva 304 schools:

- your child’s original birth certificate or a certified copy
- two documents confirming residency in Geneva (a property tax bill; recent utility bill showing address; or a document from closing or a rental lease, free of contingencies)
- a photo I.D. of the parent/guardian (driver’s license, Visa, passport) for identification purposes only
- a student transfer form is required from the previous school if the student is transferring from an Illinois public school

All records of transfer students will be secured by the school. Additional forms and paperwork will be required at the building level, including proof of a current health examination and required immunizations.

If you are experiencing lack of housing upon registration, please contact Jamie Benavides (630 )463-3060

## **Boundaries**

Students are required to attend the school assigned to the area in which they live unless a special transfer has been formally requested by the parent and approved by the superintendent.

## **Daily Schedule**

|            |                      |
|------------|----------------------|
| Grades K-5 | 7:50 a.m. Arrival    |
|            | 8:00 a.m. Tardy Bell |
|            | 2:15 p.m. Dismissal  |

Children should not arrive on school grounds before adult supervision begins at 7:50 a.m. During inclement weather, students may enter the building at 7:50 a.m. and report to their supervised area. Children should go directly home after school. They can return to the playground after they have checked in with home or their childcare provider. All children will be dismissed according to the afternoon bus schedule unless other arrangements have been made with the parents.

## **Fees**

Grades K-5 - \$95.00

Technology fees are tiered: Kdg-1<sup>st</sup> grade-\$20; 2<sup>nd</sup> grade-\$30.00; 3<sup>rd</sup>-5<sup>th</sup> grades-\$40.00

Students are expected to take good care of resources assigned to them. Fines will be charged for lost or damaged resources. Additional mandatory fees vary by grade level and attendance center.

A list of additional personal supplies – such as paper, pencils, and crayons – needed by each student will be given to parents at the time of final registration. Supply lists will also be published on the individual schools’ websites.

## **Lost and Found**

Each year the “Lost and Found” box becomes filled with articles of clothing, many of which are never claimed. Please label items such as mittens, boots, hats, and gym shoes. Unclaimed items left at the end of the school year are donated to charity.

## **Title I Schools**

Harrison Street School, Williamsburg Elementary School, Western Avenue Elementary and Geneva Middle School South receive Title I services and funding due to meeting requirements related to enrollment and economic need.

## **Safety, Emergencies, and School Closings**

Safety is a very important part of a child’s education. All State-mandated safety drills will be conducted on a regular basis. Drills include the following:

- Severe Weather
- Earthquake
- Fire
- Law Enforcement
- Bus Evacuation

### **Emergency School Closings**

School will be held on all scheduled days unless announced otherwise. School District administrators make every effort to make the decision to cancel school prior to 6 a.m.

If school is cancelled, parent notification will be attempted in a variety of ways. The school district utilizes an automated phone calling system that will be used to notify parents should school be cancelled. In addition, the information will be posted on Geneva School District's website – [www.geneva304.org](http://www.geneva304.org) – and an email message will be sent to families subscribed to any of the District's email distribution lists. School closings are also reported to the Emergency Closing Center, which broadcasts the information on the following Chicago stations: WGN-AM (720), WBBM-AM (780), and CBS-TV (2), NBC-TV (5), ABC-TV (7), WGN-TV (9), FOX-TV, and CLTV cable.

### **Late Start Schedule**

The District has created a two-hour late start schedule, during which parents and students can expect buses to arrive at the scheduled pick-up points two hours after their regularly-scheduled time. In the event a late start schedule is utilized, class periods will be shortened and dismissal times will not change. Students are encouraged to bring their lunches from home to help facilitate the shorter lunch periods.

Every effort will be made to make a decision regarding school closures or a late start by 6 a.m. In the event that a late start is utilized, please be aware that there is still a possibility that school will be cancelled. Every effort will be made to make this decision by 7 a.m. Late starts will be announced using the District's automated phone calling system, website – [www.geneva304.org](http://www.geneva304.org), district social media, and all email distribution lists.

The late start schedules are as follows:

#### **Elementary Schools**

Drop off will be at 9:45 a.m. with a 10 a.m. school start. Dismissal will remain at 2:15 p.m.

#### **Middle Schools**

School will start at 10:35 a.m. Classes will be reduced to 30 minutes, with 25 minutes for lunch. Dismissal will remain at 3:24 p.m. A detailed schedule, broken down by grade and period, is available on your middle school's website.

#### **High School**

School will start at 9:40 a.m. Periods 1, 2, 3, 9, and 10 will be reduced to 32 minutes each. Lunch periods 4 through 8 will be reduced to 20 minutes each, making a combined period 40 minutes. Dismissal will remain at 2:45 p.m. A detailed schedule, broken down by period, is available on the high school's website.

#### **Preschool and Kids Zone**

A.M. programs will not be offered; P.M. programs will be in session.

### **Student Supplemental Insurance**

Geneva School District is a member of the Collective Liability Insurance Cooperative (CLIC), which is an insurance cooperative of 165 school districts in the northern Illinois area. CLIC was formed to save school districts money in the insurance marketplace. As a member of this insurance cooperative, student accident insurance is provided to all District 304 students. The plan provides medical coverage for all accidents occurring during school-sponsored and supervised activities, including all sports. This supplemental plan pays the reasonable and customary charges **not paid by other insurance** for any covered accidental bodily injury. In the event there is no other family medical insurance, this plan would provide the primary insurance for the covered accident. There is no deductible and the lifetime maximum benefit is \$5,000,000. In the event of an accident, claim forms can be obtained from the school office. It is the responsibility of the parent to request the form and complete the process.

### **Transfers/Address Changes**

If you are moving out of the Geneva School District, please notify your school secretary of the date of your departure and your new address. It is important that your child's records are sent to the next school. Your new school will formally request records when you enroll.

If your address is changing within the Geneva Community School District, it will be necessary for you to make an appointment with the enrollment secretary at the District Office to re-establish residency. It is important to have current information in case emergencies arise and parents need to be contacted. Please call your school secretary for a change in phone number or emergency contact.

By law, students can finish the school year in the school where they attended the first day of school even if the family should move out of the school's attendance boundaries.

### **Notification of Asbestos-Containing Materials**

Through the 1970's, asbestos was used in many building materials until its use was discontinued from many applications. Governmental guidelines were established in the 1980's that require public building owners to periodically inspect and, if necessary, remove asbestos that could pose a potential risk. Properly maintained, asbestos-containing building materials do not pose a health threat. When asbestos must be removed in any District 304 building, it is done by professionals licensed by the Illinois Department of Public Health and disposed of in accordance with federal regulations. District 304 complies with the governmental guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the District's records is maintained in the office of the Director of Facility Operations. Should you have any questions or wish to review these records, please contact the Director of Facility Operations at (630) 463-3020.

### **Use of Pesticides and Herbicides**

Geneva School District participates in the Integrated Pest Control Management Program for each school facility. This program uses a variety of non-chemical pest control methods as well as limited use of pesticide, when needed, to reduce pest infestations and to minimize children's exposure to pesticides. Also, the School District does use herbicides to treat the lawn for crabgrass and dandelions. If you need to be notified by District 304 prior to the use of a pesticide, herbicide, insecticide, or rodenticide, please call the office of the Director of Facility Operations at (630) 463-3020. The Director of Facility Operations working with the Technology department will maintain a registry of parents and employees who want prior notification. In addition, the District will post notice of pesticide and herbicide application(s) four business days prior to the action on the "Home" and "Facility" web pages located on Geneva 304's website. ([www.geneva304.org](http://www.geneva304.org))

### **304Connects**

Parents and/or guardians of Geneva School District students are automatically subscribed to the School District's email distribution list — 304Connects— using the email address on file in Home Access Center. Throughout the year, School District officials send email notices to families subscribed to 304Connects. Such notices include Board of Education meeting agendas and summaries, public forum invitations, and emergency closing information. Each school also has an email list through which notices of activities and other school information is sent.

## **PART II – EDUCATIONAL PROGRAM**

### **Academic Program**

The curriculum at Geneva's elementary schools is correlated with the Illinois Learning Standards (ILS) and the Common Core State Standards, (CCSS), and includes language arts, mathematics, social studies, science, health, music, art, and physical education. Fifth Grade students are given the opportunity to take part in band or orchestra. For more information, please contact your child's teacher or principal or visit Geneva School District's web site – [www.geneva304.org](http://www.geneva304.org).

The District's constant effort is toward maximum success for each child. We provide specially-trained personnel and a variety of facilities to meet the needs of all students.

### **Homework**

As students progress through the grades and grow more independent in their work habits, a reasonable amount of homework is assigned. Children are encouraged to further explore new problems on their own initiative and to continue projects and activities begun at school.

## **Library Media Center**

The Library Media Center located in each attendance center is meant to be an inviting place that provides students with reference materials and reading materials to extend their learning. Our goal is to provide books for every reading and interest level. Children are welcome to visit whenever their classroom teacher allows.

## **Parent-Teacher Conferences**

Our goal for Parent-Teacher Conferences is to use this formal opportunity (November and February) to discuss student growth and development academically, as well as socially and emotionally with parents. The Parent-Teacher Conference Wizard (PTC Wizard) is an online tool to schedule appointments for the November conferences. Information will be provided to parents about the use of this tool at the beginning of the school year.

It is also important for teachers and parents to communicate consistently throughout the school year whenever there is a concern or need to share information regarding a student's progress and/or well-being. We ask that parents contact the teacher directly at any time throughout the year to schedule an appointment to meet in person.

## **Progress Reports**

Progress reports will be provided to parents three times during the school year for all students. Parents may access these reports via Home Access Center <http://www.geneva304.org/homeaccesscenter.aspx>. Please communicate with your school office if you are unable to access the progress report electronically.

These reports are intended to describe the growth and progress of a student based on daily performance and teacher observations. In a context of concern for each student's total development, this progress report is designed to help you see your child's growth as an individual. It is not an assessment of relative standing in a class or grade.

Elementary school is a time and place to gain vital skills and habits that will help students be successful throughout their lifetime. Rather than grades, students will be evaluated on skills that are specific to their grade level.

## **Multi Tiered System of Supports (MTSS)**

District 304 Guiding Principles of MTSS:

- We believe in providing our students with rigorous curriculum and instruction made accessible through the use of accommodations and/or interventions to maximize student success.
- We believe that MTSS is the practice of collaboratively providing high-quality instruction and interventions matched to student need.
- We believe that MTSS is a continuous process used to make decisions about effective instruction and interventions.

**To learn about specific programs designed to meet the varying needs of students, please visit our website at [www.geneva304.org](http://www.geneva304.org).**

### **Problem Solving Teams**

Specific concerns regarding a student's academic, social, and emotional progress and performance can be addressed at regularly scheduled parent-teacher conferences or by contacting your child's teacher and/or principal directly. In addition, each building has established a Problem Solving Team, which meets regularly to discuss staff and/or parent concerns. This team consists of support staff and classroom teachers familiar with students' academic and social/emotional performance. A formal problem solving approach is used to develop an intervention plan, which is put into place and monitored. Ongoing communication occurs between school staff and parents throughout this process.

Additional information regarding this process can be obtained by contacting your child's classroom teacher.

### **Acceleration/Enrichment Program (A/E)**

District 304's Elementary Acceleration/Enrichment Program offers enrichment and extension opportunities for identified elementary students. Multiple criteria are used to determine placement of students in the A/E Program. The A/E Reading program begins in third grade and carries through elementary school while the A/E Math program begins in fourth grade. Third

grade students who qualify for A/E replacement meet with their building's A/E teacher for a portion of their daily instruction in reading while fourth and fifth grade students will meet with the A/E teacher for their instruction in reading and/or math. The curriculum used in the A/E replacement program parallels the curriculum used in grades three, four, and five but accelerates and extends as the children show instructional competency.

If you have any questions pertaining to the A/E program, you should communicate with your child's teacher and/or principal.

### **Special Education**

In accordance with state and federal legislation regarding the education for students with disabilities, Geneva School District offers a wide range of programs and services to eligible students age three to twenty-two. Special education programs and services are available to students meeting qualifying conditions within the following categories:

- Developmental Delay
- Deaf-Blindness
- Deafness
- Intellectual Impairment
- Other Health Impairment
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including blindness)
- Autism
- Emotional Disability
- Multiple Disabilities
- Specific Learning Disability
- Hearing Impairment
- Orthopedic Impairment

Students are identified eligible for services under the regulations set forth by the Individuals with Disabilities Education Act (IDEA). If a student is determined to be eligible, services will be delivered by learning behavior specialists or speech pathologists. Student may qualify for services provided by other related service providers as deemed necessary including speech and language therapists, occupational and physical therapists, school psychologists, school social workers, teachers of the visually impaired, and hearing itinerants.

Students with disabilities receive special education assistance within the learning environment determined most appropriate: within their home schools and the regular classroom environment; within special education classrooms; or within non-district facilities when alternatives to the public school setting are needed. In accordance with the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Geneva School District has also developed policies and procedures designed to assure an appropriate education to eligible students.

Additional information regarding these programs and services can be obtained by contacting your building principal.

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. If your child receives special education services and is also Medicaid eligible, Geneva CUSD 304 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. If you object to the release of information to Medicaid for health services documented in your child's IEP, now or at any time in the future, please state your objection in writing and forward it to the Director of Student Services, 227 N. Fourth Street, Geneva, IL, 60134. Regardless of your decision, the District must continue to provide, at no cost to you, the services listed in your child's IEP. This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT: decrease lifetime coverage or any other public insurance benefit, result in the family paying for services that would otherwise be covered by Medicaid, increase your premiums or lead to discontinuation of benefits or insurance, or result in the loss of eligibility for home and community-based waivers. Your continued consent allows the District to recover a portion of the costs associated with providing health services listed in your child's IEP.

### **Independent Evaluation/Diagnostic Rating Scales**

PARENT REQUEST FOR COMPLETION OF DIAGNOSTIC RATING SCALES FOR A PRIVATE EVALUATION:

Procedure:

1. Parent contacts the school requesting a rating scale to be completed.
2. Parent is referred to the building psychologist.

3. Parent completes the Release of Records Form and the “Request to Complete Diagnostic Forms for Evaluation” and gives to school psychologist.
4. Building psychologist distributes rating scales and assists staff with directions when necessary.
5. Forms are returned to building psychologist. Once all forms are complete, building psychologist will send the forms to the professional completing the evaluation via U.S. mail (if copyright protected), fax or scan/email.

Note: Protocols will not be copied or kept at the school in violation of copyright protections. Parents can request a copy of the protocol from their physician.

### **Technology**

Instructional technology is expanding and evolving in Geneva CUSD 304. Teachers continually find new innovative ways of engaging students with their learning that fosters critical thinking and problem solving in 21st century challenges. Throughout the course of their instruction, students will have access to a wide variety of collaborative Web 2.0 tools, including web-based programs, websites, and apps. Many of the online Web 2.0 tools emphasize ways to collaborate, create, and think critically. All of the tools supported by the district are educational and are used to expand students’ learning experiences. Students will be expected to behave appropriately and follow all Code of Conduct rules, including the Geneva CUSD 304 Acceptable Use Policy. Appropriate discipline consequences apply if the behavior warrants. All sites and apps will be used under the supervision of the classroom teacher. Students are not to visit websites or use apps on their own unless directed to as a part of instructional activities.

It is the District’s intent to educate and teach safety and responsibility in utilizing many of these new tools while delivering the instructional content. Teachers will consistently provide guidance to the students to ensure they are using the Web 2.0 tools safely. Teachers will also be responsible for making sure the Web 2.0 tools correlate with the District’s curriculum, are age appropriate, and comply with the Terms of Service of the site/app used.

### ***General Access and Use***

#### **TECHNOLOGY - Acceptable Use (Reference Policy 7540.03\***

Students have the opportunity to use networked and Internet resources that are regularly maintained and updated. Our networked equipment provides access to centralized programs, applications, and directory storage space for users. In order to maintain an efficient technology environment for all users, we must prohibit activities that are detrimental to the network, are not in compliance with our Acceptable Use Policy (7540.03\*), and are not beneficial to the educational program.

The following activities by any user are prohibited:

- Logging into the network with a username/password other than your own
- Degrading or attempting to disrupt the network in any form
- Attempting to gain unauthorized access to any network resource
- Attempting to turn off security on a computer
- Making changes to a computer’s setting
- Damaging or attempting to damage any kind of technology hardware or software
- Spreading computer viruses
- Installing executable files or plug-ins from the Internet or removable media
- Downloading/installing video files from the Internet or removable media for personal use
- Downloading/installing music/sound files including mp3files or any other type of music from the Internet or removable media for personal use.

The school community has a responsibility to each of its members to provide a safe and productive educational environment. Therefore, appropriate behavior is expected when using the network; the following uses of technology are in direct violation of the District's Acceptable Use Policy (7540.03\*):

- Using obscenities or inflammatory language
- Accessing, downloading or creating pornography
- Vandalizing another user's data
- Harassing another person
- Accessing the account of another user
- Using the network for financial gain
- Violating another user's rights or privacy
- Violating copyright laws
- Using the network for entertainment purposes (playing games, instant messaging, shopping, etc.)
- Using the network for illegal activities

Access to the school network is provided as a means for students to complete their educational responsibilities and enhance learning; it is not provided for personal entertainment or communication. Inappropriate behavior or the mishandling of technology equipment or materials will result in the loss of technology privileges.

**Access to Student Social Networking Passwords & Websites Reference Policy 5540.02\***

Students and parents are advised that school officials may not request or require a student to provide a password or other related account information for a student's account or profile on a social networking website in order to gain access to the account or profile. Students and parents are also advised, however, that school officials may conduct an investigation, if there is specific information about activity on the student's account on a social networking website that violates the Student Discipline policies (5600 series\*). In the course of such an investigation, a student may be required to share the content that is reported so that the school may make a factual determination.

Additional consequences may be administered if the actions fall under the School Code of Conduct.

***One-to-One Devices***

**Student/Parent Portable Device Guidelines (Reference Policy 7540.03\*)**

**1. DIGITAL CITIZENSHIP**

- a. School issued devices should be used for educational purposes and students are to adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures at all times.
- b. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:
  - i. Respect Yourself
  - ii. Protect Yourself
  - iii. Respect Others
  - iv. Protect Others
  - v. Respect Intellectual Property
  - vi. Protect Intellectual Property

**2. LEGAL AND ETHICAL USE**

- a. All aspects of the Acceptable Use Policy and Student Handbook remain in effect.
- b. File Sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e. music, video, images).
- c. Technology Department staff are responsible for downloading and/or installing software.
- d. Students may NOT allow others to use his/her portable computing device.
- e. Students may NOT share user account information with other students.

**3. EQUIPMENT**

- a. Ownership - Geneva CUSD #304 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Agreement.
- b. Equipment Provided – Device configuration must be maintained and not altered.
- c. Responsibility for Electronic Data – it is the sole responsibility of the student to back up any data stored on the device.

d. Pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

#### 4. GENERAL PROCEDURES AND PRECAUTIONS

- a. Student is responsible for use and care of the device. Treat equipment with great care (keep it clean, avoid excessive heat/cold, keep food/drinks/pets away, etc.). Avoid using device in situations where damage is likely.
- b. Bring your fully-charged, ready-to-use device to school every day.
- c. Device must be secured at all times by the student: in his / her possession or stored in his / her locker.
- d. Device care guidelines:
  - i. Do not use extreme pressure.
  - ii. Heavy objects should never be placed on top of the device.
  - iii. Ensure that there is nothing on the keyboard before closing lid.
  - iv. Clean screen with a soft, dry microfiber or antistatic cloth.
- e. Device must remain free of any writing, drawing, stickers and labels.

#### 5. RESPONSIBILITY FOR MAINTENANCE, DAMAGE, REPAIR, REPLACEMENT, AND LOSS

- a. Heed general maintenance alerts and advice from school technology personnel.
- b. Promptly report any malfunction, loss, damage, or theft to Geneva CUSD #304 Technology Department.
  - i. In the event of a theft, a copy of a police report related to the incident must be provided to the Technology Department at the time the incident is first reported.
- c. The student/parent will be responsible for payment of all applicable repair/replacement fees.
- d. In the event that the device or associated accessories are lost or intentionally damaged, the student/parent will be responsible for paying the full device replacement cost. A temporary loaner device will not be issued to the student. A new device will be assigned when payment has been received.
- e. Accidental damage incidents – all accidental damage to a school-issued device must be reported promptly to the Technology Department. Students will be asked to provide a statement which describes the events which led to the damage. In any 365-day period:
  - i. **First occurrence:** A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
  - ii. **Second occurrence:** Parents will be notified by the student’s Dean or Building Administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
  - iii. **More than 2 occurrences:** Damage will be assumed to be the result of neglect or intentional action unless proven otherwise. Parent will be notified by the student’s Dean or Building Administrator of the incident. Technology staff will determine the repair/replacement cost and the student/parent will be assessed the repair fee. A temporary loaner device will not be issued until payment has been received for the repair/replacement.
- f. Identification/Asset Tags
  - i. Each device will be labeled with a District identification/asset tag. These tags may not be removed, modified, or tampered with in any way.
  - ii. Students can be charged up to full device replacement cost for tampering with District identification/asset tag or turning device in without tag.

#### *Student Use of Personal Electronic Devices*

#### **Cell Phones and Other Electronic Devices (Reference Policy 5136\*):**

#### **Board Policy Language (for reference):**

The Board acknowledges the increasing prevalence of Personal Electronic Devices (PEDs) in our society and recognizes the value that these technology tools can bring to the learning environment. To that end the Board fully supports the use of PEDs that enhance and support the learning process and approves of uses of PEDs for instructional purposes. Students may possess

PEDs, (e.g., cellular phones, SmartPhones, TabletPCs, iPods, iPads, E-Readers, etc.) on school district property and at school-related functions. Although students may possess these devices, use is restricted and must adhere to the following conditions:

- A. The use of PEDs is supported during school hours for instructional purposes, in case of an emergency, or at any time deemed appropriate by the administration in a building. Use of PEDs is also permitted before and after school hours at all buildings, and, under normal circumstances, permitted while riding to and from school on a school bus or other vehicle provided by the School Board.
- B. Consult student handbook for specific guidelines.

PEDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists, except in case of an emergency. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PED is absolutely prohibited.

Students are prohibited from using Wireless Communication Devices (WCDs) to capture, record or transmit the words (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person in the school or while attending a school-related activity. No expectation of confidentiality will exist in the use of WCDs on school premises/property.

Students are prohibited from using WCDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5600, Student Discipline. In particular students are prohibited from using their WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using WCDs to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using their WCDs to receive such information.

Students are personally and solely responsible for the care and security of their PEDs. The School Board assumes no responsibility for theft, loss, damage, or vandalism to PEDs brought onto its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Possession of personal wireless communication devices by a student is a privilege, which may be forfeited by anyone who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

A person who discovers a student using a PED in violation of this policy is required to report the violation to a building administrator.

### **Student Assessment**

Students are assessed in Geneva District 304 using a variety of tools. The information from these assessments is used to drive instruction as well as an indicator for support in a given area.

Data from all state assessments are kept in a cumulative record of your child's entire school career. The assessment schedule for this school year is included at the end of this handbook.

## **PART III – ACTIVITIES AND EVENTS**

### **Field Trips**

Field trips are an important part of the school program. They are carefully planned for various units of study. Permission slips are sent home prior to all trips. If necessary, a fee will be collected from parents to pay for admission.

## **Outside Recess**

If possible, students will participate in an outside recess in order to give them an exercise break. Please try to help your child dress appropriately, especially in the winter. Students will remain inside for recess if wind chills are 0 degrees or below. The school principal will use discretion in cases of other circumstances concerning safety on the playground and recess.

## **PTO**

Your Parent-Teacher Organization (PTO) is a valuable source of support. Members sponsor special events and fundraisers and provide volunteers for many of the activities your students enjoy. Every parent is encouraged to become involved. The PTO Directory contains a list of the school faculty, the school calendar, PTO programs, and officers. These are available at the school office.

## **PART IV – SCHOOL SERVICES**

### **Food Service**

Hot lunches and milk are available to students in the school cafeteria and may be purchased one of two ways. Parents can pre-pay for lunches with an electronic check or with a credit card on the school District's online payment program or by sending a check with the child's name on it to the school. Every student has his/her own individual debit account to purchase meals. Students may bring a sack lunch if they prefer. Applications for the Illinois Free Lunch Program are available at the school or District office. PushCoin, <https://www.pushcoin.com>, is the district funding source providing parents and guardians a quick, convenient process to pay for hot lunch service. PushCoin delivers convenient reports on lunch purchases and low balance notices. The system accepts e-check, credit and debit card forms of payment to fund your child's account. \*Processing fees for credit/debit card apply

### **Hot Lunch Substitutions**

All meals served must meet patterns established by the U.S. Department of Agriculture. If a child's doctor has identified special dietary needs or a medical diagnosis that would prevent the child from eating a regular school meal, the school will make substitutions at no extra charge. If your child requires substitutions, please contact your school office for more information.

### **Health Services**

#### ***Physical Examination with Immunization Summary***

A complete physical examination is required for entrance to *Pre-K, Kindergarten or First Grade (first entry), Sixth and Ninth grades*. This physical must be completed within one year prior to the first day of school attendance. The exam must cover all required elements as listed on the two-page "Certificate of Child Health Examination" form. All fields must be completed by the physician including Body Mass Index (BMI) and Diabetic Screening. The form requires completion and signature from parent (guardian) and physician.

In accordance with state law, medical or religious exemptions to any health requirement are to be submitted on the same schedule as the requirement.

In state transfer students are required to comply with the physical examination and immunization requirements of the grade they are entering. \*Out of state transfer students will need to have a physical exam completed in compliance with Illinois standards and dated no more than one year prior to the date of enrollment.

Health requirement forms are available through the school health office, the school's main office or the District website, [www.geneva304.org](http://www.geneva304.org).

#### ***Tuberculin Skin Test***

A tuberculosis skin test screening shall be included as part of each health examination *IF* the child resides in an area designated by IDPH as having a high incidence of tuberculosis, is exposed to a high risk individual or is in a high risk group, or has recently immigrated from or traveled to a high risk area.

### ***Lead Screening Requirement***

The requirement that children must be assessed for lead poisoning applies to children six months through six years of age. Proof of blood testing or screening must be submitted to the school for all children *entering day care, preschool or Kindergarten*. The doctor or nurse shall use the “Childhood Lead Risk Assessment Questionnaire” provided by IDPH.

### ***Dental Examination Requirement***

Before May 15<sup>th</sup> of each school year, all children in *Kindergarten, Second, and Sixth grades* shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within the 18 months prior to May 15<sup>th</sup> of that school year.

### ***Vision Examination Requirement***

An eye examination (history, visual acuity, subjective refraction, internal/external examination and glaucoma evaluation) is required to be done on all children enrolling *in Kindergarten, or enrolling for the first time in an Illinois school*.

### ***School Health Screenings***

Vision and Hearing Screenings will be conducted on those students specified under the guidelines set forth by the Illinois Department of Public Health. A Vision and Hearing Technician Certified through the State of Illinois will perform these screenings; vision and hearing screenings should not be considered a substitute for regular examinations by a physician. In addition, vision screenings are not a substitute for a complete vision exam by an eye doctor and do not satisfy the state requirement for vision examinations.

### ***Annual Student Health Summary***

An annual student health summary is required to be completed by the parent/guardian and submitted to the school nurse at the start of each new school year. If your child has any life-threatening condition or chronic health concern please document this on the annual student health summary and make personal contact with the nurse at the start of each new school year.

### ***Emergencies***

In case of an emergency, school personnel will handle the situation as quickly and efficiently as possible. Attempts to contact parents will be made. If necessary, the school will call upon appropriate emergency services to transport the student to the hospital emergency room.

### ***Illness/Injury***

A Health Office staffed by a Registered Professional Nurse is located in each school building. The nurse is on duty throughout the hours of student attendance. **A student must have a pass to visit the Health Office** except in emergency situations. Students who feel ill in class need to report to their teacher who will send the student to the nurse. If the Health Office is closed, the student is to report to the deans’/principal’s office. When a student is too ill or injured to remain in school, the parent/guardian or designee named on the emergency card is notified and plans are made for transportation to her/his home. A student will not be sent home unless a person listed on his/her emergency card is notified. **The Health Office must make all calls home due to illness. Students who leave school because of illness or injury must sign out in the administrative office; failure to do so may result in disciplinary action.**

If parents will be out-of-town, please provide the Administrative office and the Health Office with the name and phone numbers of the adult who will be caring for your student in your absence. It would also be prudent to sign a statement of permission to provide medical care to your student’s temporary guardian.

When a student is too ill or injured to attend school, parents should notify the administrative office each day of student absence. Please state the reason for absence, and if illness related, the diagnosis or symptoms of illness. Follow the recommended procedures given below for a student’s re-admission to school if he/she has been absent due to:

1. **Chicken pox** - Student must remain out of school for at least six days after the appearance of the first eruption. All eruptions must be dry before the student may return to school.
2. **Conjunctivitis or Pink Eye** – Student may return to school after 24 hours of treatment with a prescription eye medication. Proof of having purchased the recommended medication or physician statement of treatment must be brought to school. The student may not return until the eyes are free of drainage, extreme redness, and itching.
3. **Fever**- A temperature of 100 degrees or higher is considered to be a fever. If your student has been ill with fever, he/she may return to school after being fever free for 24 hours WITHOUT the use of over the counter fever reducing medicine.

4. **Head Lice** - Student may return to school after shampoo treatment. Proof of having purchased the recommended treatment and follow-up treatment must be submitted to the health office. All lice and the majority of nits must be removed prior to the student returning to the classroom.
5. **Hepatitis** - Student may return to school only with a doctor's permit.
6. **Impetigo** - Student may return to school after twenty-four hours of treatment. Student must show proof of having purchased the recommended medication. All sores must be covered with a band-aid or gauze bandage during the school day.
7. **Measles (Rubeola)** - Student will remain out of school for 7 days after the appearance of the rash, and return with doctor's permission.
8. **Mononucleosis** - Student may return to school only with a doctor's permit.
9. **Mumps** - Student will remain out of school for 9 days after the onset of the swelling, and return with doctor's permission.
10. **Rash**- Undiagnosed rashes need doctor's clearance to return to school.
11. **Ringworm** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment. The affected area must remain covered until the infection has resolved.
12. **Scabies** - Student may return to school after treatment has begun and must show proof of having purchased the recommended treatment.
13. **Strep Throat/Scarlet Fever** - Student may return to school after 24 hours of antibiotic treatment, provided treatment is continued as prescribed. If strep throat is suspected and a throat culture is done but no treatment is prescribed, the student may not return to school until the results of the culture are known. In the event of a positive culture, the student may return after 24 hours of antibiotic treatment *and 24 hours free of fever.*
14. **Viral Illness** – *Students ill with fever, vomiting or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine.*

**If a student is diagnosed with one of these ailments, please notify the Health Office as soon as possible. The school district reserves the right to request a doctor's permit for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.**

#### **MEDICATION**

**Students are not allowed to have prescription or over-the-counter medications in their possession (with the exception of emergency medications listed below.) This applies to prescription and over-the-counter medications. All medications at school must go through the nurse office.**

Public Act 87-790 (effective January 1, 1992), states that, "It shall be the policy of the State of Illinois that the administration of medication to students during regular school hours and during school related events should be discouraged unless absolutely necessary for the critical health and well being of the student." Parents/Guardians have primary responsibility for administering medication to their children. Only those medications absolutely required for the critical health and well-being of the student will be administered during school hours or during school related activities. In order to insure the safe and proper administration of medication to students, the following procedures have been established in accordance with the guidelines from the State Superintendent of Education for the State of Illinois and policies of the Board of Education. The intent of these procedures is to protect the student, to provide a clear and consistent approach to the administration of medication and to ensure the physician, parents, school, and student understand their responsibilities.

#### **Self Administration of Asthma Medication and/or Epinephrine Auto-Injector**

Under Public Act 096-1460, students are permitted to self-administer asthma medication and/or an epinephrine auto-injector provided that:

#### **FOR ASTHMA MEDICATIONS**

- (1) The parents or guardians of the student provide to the school written authorization for the self-administration of medication, AND
- (2) The parents or guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered

## FOR EPINEPHRINE AUTO-INJECTOR MEDICATION

- (1) The parents or guardians of the student provide to the school written authorization from the student's health care provider
- (2) The parents or guardians of the student provide to the school a written statement from the student's health care provider containing the following information:
  - (A) the name and purpose of the medication or epinephrine auto-injector;
  - (B) the prescribed dosage; and
  - (C) the time or times at which or the special circumstances under which the medication or epinephrine auto-injector is to be administered.

### **Right to Carry and/or Self-Administration of Diabetic Medications**

Under Public Act 096-1485, the Care of Students with Diabetes Act, provided that a student is authorized by health care provider and parent, a student shall be permitted to possess on his or her person at all times the supplies and equipment necessary to monitor and treat diabetes.

### **Procedure for the Administration of ALL Prescription and Over-the-Counter Medications at School**

1. The parent/guardian and Illinois health care provider will complete the School Medication Authorization Form before the administration of any non-prescription or prescription medication at school.
2. The School Medication Authorization Form must be completed annually (annually meaning with the beginning of each new school year) or whenever there is a change in medication and /or dosage.
3. All medications will be provided to the nurse in an original container or vial, as provided by the pharmacist, with the prescription/dosage affixed. Upon request, the pharmacist will supply you with two properly labeled containers, one for home use and one for use at school. Non-prescription (over-the-counter) medications must be provided in the original container labeled with the student's name.
4. No student may possess or consume any prescription or non-prescription medication during school hours or school-related activities until a completed and signed School Medication Authorization Form is on file.
5. The parent/guardian is responsible for bringing medication to the school and for taking unused medication from the school when no longer required.
  - a. Medication will only be received by and/or returned to the parent/guardian by the nurse or building administrator.
6. Upon drop off, medication is required to be counted by the nurse and/or building administrator in the presence of the parent/guardian. The parent/guardian will be asked to sign off on the amount being supplied to the school.
7. Medication will be administered by the school nurse or under the direction of the building administrator (unless self administration authorization is received as per Public Act 096-1460 or Public Act 096-1485).
8. NO herbal, vitamin, or mineral supplements shall be possessed or administered during school hours.

### **Emergency Epinephrine**

All Geneva schools have an RN on duty during the hours of student attendance. This supports the District commitment to promoting safety and health within our school community. The Registered Professional Nurses (RN) in our Geneva schools are equipped with stock Epinephrine for their use in the event of an anaphylactic emergency on campus.

As of August 15, 2011, the Emergency Epinephrine Act, P.A. 97- 0361 (the Act) became law in Illinois, permitting schools to stock a supply of Epinephrine auto-injectors giving Registered Professional Nurses (RN) the power through their professional determination to administer the epinephrine to any student whom the nurse believes is having an anaphylactic reaction. The Illinois Legislature passed this Act in an effort to save the lives of children who, while at school, suffer from anaphylaxis – a severe allergic reaction that can result in death.

This stock Epinephrine is an additional level of support to our students who may be at unknown risk for this life threatening condition. The implementation of having stock Epinephrine is in addition to the ongoing efforts the nursing team makes to have individual plans and parent supplied medications available for those students whose risk level is already known.

### **Stock Naloxone**

Abuse of prescription, illegal and recreation drugs may lead to lethal overdose. Opioid overdoses kill thousands of Americans every year. The District is authorized under Illinois School Code and the District's Board of Education to have an Opioid

antagonist, Naloxone, prescribed in the name of each school. While emergency services are in route, this law allows for administration of Naloxone to a person who is believed to be having an Opioid overdose.

### **Medical Excuses from Physical Education and/or Recess**

Students may be excused from class participation physical education and/or recess for up to three consecutive days by submitting a parent note. **A request for an excusal from physical education participation of four or more days due to a health reason requires a note from a licensed provider.** Students excused from PE due to a health condition must contact their PE teacher to discuss makeup requirements. The school district reserves the right to request updated medical notes from the provider to document continued need for PE and/or Recess excusal. Contact the school your child attends for further building specific instructions.

### **Elevator Use & Special Privilege Passes**

When a student cannot walk stairs because of illness or injury, **elevator service** is available. Student **backpacks** are to remain in their lockers during the school day. If a student has an illness or injury that would be aided by the use of a backpack during the school day, a pass will be issued with a note from parent and physician. These and other special privileges will be issued at the discretion of the school. A monetary amount may be charged as a replacement fee for failure to return a special privilege pass.

### **Infectious Disease Reporting**

Mandated reporters such as health care providers, hospitals, schools and laboratories, must report suspected or confirmed cases of infectious diseases to the local health department as directed by the Illinois Department of Public Health. All reports are confidential and include: disease, patient demographic information, physician name and method of diagnosis if available. Please refer to the Illinois Department of Public Health for a list of Illinois Reportable Diseases.

### **Homebound Students**

Students who are unable to attend school for an extended period of time because of illness or disability may be eligible to receive homebound tutoring. For information contact your child's principal.

### **Bus Transportation**

Transportation schedules and routes for the upcoming school year are developed during the summer months by the School District Transportation Department. Route schedules will be posted on the District website. One consistent pick-up and drop-off location, either at the daycare provider or the home residence will be honored, i.e. students may have a pick up at one location and a drop off at a different location (daycare or home) as long as pick-up and drop-off are consistent on a daily basis. Please keep in mind that **free busing is determined by the student's home address and is not determined by the location of the daycare provider.** Students residing 1.5 miles or more from school, or who live in a designated hazard area, are not charged for busing services.

**For students who live within the 1.5 mile transportation boundary** the current pay-rider fee is \$350.00 for students in grades K-5. If parents pay the fee prior to July 1<sup>st</sup>, the District will offer a \$50.00 discount for students who live within the 1.5 mile limit.

### **Bus Transportation Notification of a Student Health Concern**

If your child has a critical health issue, please contact the transportation department to provide them with information prior to the start of school.

All drivers are licensed by the State of Illinois as school bus drivers and carefully adhere to state standards of safety. Any questions regarding bus transportation services can be directed to the District 304 Transportation Department at (630) 463-3004.

## **PART V – POLICIES AND PROCEDURES**

### **Attendance**

Regular school attendance promotes academic success. It is the policy of the Board of Education both to enforce the compulsory education requirements of the State of Illinois and to encourage regularity of attendance to ensure the maximum educational

benefit for students. Students are expected to be in school daily except in case of illness or family emergency. Please call the school office before 8:00 a.m. when your child is to be absent.

If students are not in their classroom when the tardy bell rings, they must report to the office to get a pass. If they arrive on school grounds after 8:00 a.m., parents must escort them to the office to sign them in. They will be listed as tardy. If for any reason your child needs to be dismissed from school at a time other than the regular dismissal time, please send a note to the classroom teacher. If you are picking your child up during school hours, please report to the office and sign out your child. The State of Illinois has requirements for daily attendance.

|                        |  |
|------------------------|--|
| Kindergarten & Grade 1 | Full Attendance Day: 4 clock hours (less than 240 minutes is counted as a half-day)<br>Half Attendance Day: 2.5 clock hours (less than 120 minutes is counted as absent) |
| Grades 2 – 5           | Full Attendance Day: 5 clock hours (less than 300 minutes is counted as a half-day)<br>Half Attendance Day: 2.5 clock hours (less than 150 minutes is counted as absent) |

(NOTE: Lunch and recess times may NOT be included in the minimum time requirements for students)

### **Attendance Regulations**

If a student is to be absent from school for any reason other than his/her illness, or serious illness and/or death in the immediate family, the following procedures will be followed at the elementary schools:

- The parent/guardian of the student must inform the principal in writing of their intent to remove the student from school.
- At the request of the parent/guardian, teachers may provide or suggest supplemental reading, writing, or worksheets in advance. However, students will be given the actual class work and materials covered during the absence upon the student's return. Students will be provided time equivalent to the time of absence to complete the work for credit.
- The request for supplemental materials in advance must be made at least seven days prior to the absence.
- Failure to comply with the above responsibilities will result in the loss of student credit for work completed after the due date.
- A chronic or habitual truant is defined as any student who has unexcused absences for five percent (5%) or more of the previous 180 regular attendance days. This was a new Board of Education policy beginning the 2015-2016 school year.

### **Bicycles**

It is requested that only those students who live a considerable distance from school ride bicycles to school. It is recommended that all bikes be locked. Children in kindergarten may not ride their bicycles to school. Students in grades 1-5 may do so with parent permission. These regulations have been made to avoid bicycle accidents and alleviate congestion around the school. Students are encouraged to wear appropriate safety equipment, including bicycle helmets, whenever they ride bikes to school.

### **Pets at School**

Due to student allergies and fears, pets are not allowed on school property during school hours or at drop-off and pick-up.

### **Directory Information/Photographs of Students**

Geneva School District has designated certain student record information as "directory information." In compliance with state law, directory information may be released to the general public without prior written consent unless you as parent/guardian request that any or all such information on your child not be released.

The primary purpose of directory information is to allow the School District to include this type of information in school publications, including yearbooks, playbills, school newspapers, sports programs, honor rolls, graduation programs, District publications, newsletters, district-sponsored social media, and web sites.

#### **The following information has been designated as "directory information:"**

*Name; address; telephone number; gender, date and place of birth; photograph/video; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; grade level, date of graduation; awards received; honor rolls; and scholarships.*

Our policy prohibits the dissemination of student information to business organizations or financial institutions that issue credit or debit cards.

The State of Illinois requires that student teachers submit video clips of their teaching and samples of student work for assessment by professional evaluators. In fulfilling this requirement, your child may be filmed. The materials gathered are

submitted securely to electronic platforms maintained by Pearson, where only scorers may securely access them. No student's name will appear on any materials that are submitted, and materials will be kept confidential at all times.

For more information about directory information and its uses, see **Board of Education Policy 8330: Student Records**. If you do not want the School District to disclose directory information concerning your child, in its entirety or in part, please indicate in a letter to your school's principal.

### **Food Guidelines**

In order to promote healthy choices and support a culture of wellness in our schools, along with our concern for children with food allergies, diabetes, and other dietary restrictions, Geneva elementary schools do not allow birthday treats in the form of food items. Additionally, food may not be used as a reward or incentive for student achievement.

While we enjoy celebrating student birthdays, we are no longer able to share any food items. If parents feel that they still want to send a non-edible "treat," birthday items can include things like fun pencils or erasers, a gift for the classroom, stickers, etc. Parents should check with their child's teacher to see if classroom-specific procedures are already in place for birthday celebrations prior to sending in non-edible treats.

Food will continue to be allowed at the PR[DR]O sponsored Halloween and Winter Holiday classroom parties. As in the past, the food at these two parties will be coordinated with parents in order to ensure the safety of students with food allergies or other health concerns. Additionally, parent-provided healthy daily snacks will still be allowed, and food may be used in some curricular activities. The teacher will check with the school nurse to ensure that the curricular activity poses no risk to any students.

### **Physical Education Footwear**

Students are required to wear appropriate athletic shoes for PE. Appropriate footwear helps to ensure safety for students during the physical activity that takes place during PE. Students may not be permitted to participate in some activities if they do not have appropriate footwear. It is highly recommended that students keep a pair of athletic shoes at school. All PE shoes should have the student's last name printed visibly on the outside.

### **Student Records**

The Board of Education has established **Policy 8330\*: Student Records** to ensure the privacy of student educational records as required by federal and state law. A student record is the written history of the performance and activities of each child enrolled in school. This individual record will contain all of the state and federal mandated information and any other information necessary to evaluate a student's progress.

Student records are divided in two parts: the permanent record, which is kept for at least 60 years, and the temporary record, which is retained for five years after the student's class graduates from high school.

Parents/Guardians of students under the age of 18 have the right to inspect student education records (both permanent and temporary). Copies may be obtained for a nominal fee.

All school records will be maintained under the student's legal name. A name may be changed on school records only by a court order presented to the school.

For more information regarding student records, see **Board of Education Policy 8330\*: Student Records**.

#### **Permanent records include the following information:**

- Original District Enrollment Form (which includes the Home Language Survey)
- Original Birth Certificate Copy
- Health Record
- Progress Records/Transcripts (printed at end of year to include 3 trimesters of progress and attendance)
- Records Request (from school student is transferring to when leaving Geneva CUSD 304)
- State Testing Information
  - PARCC (High School Only)
  - College & Career Readiness (High School Only)

**Temporary records include the following information:**

- Official District letters pertaining to student (middle school placement)
- Standardized Testing Results
  - MAP (which contain scores accumulated over multiple years)
  - CogAT, ACCESS, etc.
- Records from previous schools
- Accident Reports
- Disciplinary Records (related to incidents involving drugs, weapons or assaults)
- Confidential Records (anything marked or treated as abuse or neglect of the student)
- Individualized Education Plans
- 504 Plans

**Food Service Identification**

Student physiological characteristics, e.g. touch ID thumb-scans, shall be collected for timely identification and fraud protection in our food service program. This information shall be stored and transmitted in a manner that protects it from disclosure, and all information will be destroyed within 30 days after: 1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of said information from the student's parent or guardian.

**Release of Information to Non-Custodial Parent**

Upon the written request of either parent of a student whose parents are divorced, copies of the following, which are furnished by the School District to the custodial parent, will be mailed to the non-custodial parent:

- Reports or records which reflect the student's academic progress
- Reports of the student's emotional and physical health
- Notices of school-initiated parent-teacher conference
- Notices of major school-sponsored events, such as open houses, which involve student-parent interaction
- Copies of the school calendar

The request needs to be made annually and will be denied in cases where a court order states records may not be sent.

**Visitors**

Geneva School District encourages visits by School Board members, parents/guardians, citizens, and taxpayers to all School District buildings. Upon arrival, all visitors must report to the school building's main office.

When entering any Geneva school, all visitors are required to present a valid driver's license or other state-issued identification. The identification presented will be held in the main office and will be returned when the visitor leaves the building. The building secretary will enter the identification into the Raptor V-Soft Visitor Management System, which will cross-reference the visitor's information with a database of sex offenders throughout the United States maintained by Raptor Technologies and any court orders provided to the District to protect students.

Individuals cleared by the V-Soft System will be issued a visitor badge and lanyard that must be visibly worn while in the school and returned to the school office upon leaving. If a potential threat is identified, The V-Soft system will instantly alert designated officials, such as administrators and law enforcement. In these cases, visitors will be denied access to the building.

Student visitors are not permitted to attend classes or school parties unless approved by principal. Because classroom visitations can be disruptive to the students it is necessary that they be scheduled ahead of time and approved by the school principal.

**PART VI – SCHOOL RULES AND STUDENT CODE OF CONDUCT****Student Conduct and Discipline**

The complete description of School Board policy regarding student conduct and discipline can be found in **Board of Education Policy 5500\*: Student Conduct** and **Policy 5600\*: Student Discipline**, which are available at each building and online at [www.geneva304.org](http://www.geneva304.org).

Students shall conduct themselves in a responsible and appropriate manner; shall act with due respect for the authority given by the Board to all District employees; shall act with due respect for the education purpose underlying all school activities; shall act with respect for the widely shared use of school property; and shall act with due regard for the rights and welfare of other students. All employees of the district share responsibility for supervising the behavior of students and for seeing that students meet the standards of conduct which have been or may hereafter be established by the Board and District administration.

Students are expected to be accountable for their own behavior going to and from school; in classrooms, hallways, and lunchrooms; on the playground and school buses; and at school-sponsored activities. Students are expected to fulfill their classroom obligations, respect the rights of others, respect the worth of others, and respect both school property and the property of others. The administration reserves the right to determine all disciplinary action. A student may be suspended from school or bus service for gross misconduct. In order that students know what behavior is expected of them, the following guidelines are offered. Parents are encouraged to review these with their child(ren):

**To and From School:**

For reasons of safety, it is expected that all students:

- Go directly to and from school
- Cross all streets carefully, at crosswalks, with patrols when present
- Maintain reasonable rules of conduct
- Walk on sidewalks only; do not “cut through” private property

**At School:**

Specific school rules for management of behavior will be distributed by the school.

**On the Bus:** Please note that here is video/audio monitoring on every Geneva school bus.

The same rules of conduct set forth in the Guidelines for School Bus Riders apply to school field trips while riding a Geneva bus or a charter bus. The manner in which the students conduct themselves while riding the bus is of extreme importance:

- Wait at the designated school bus stops until the bus comes to a complete stop.
- Respect private property where bus stops are located.
- Do not lower bus windows below the safety line as marked on each window pillar.
- Keep hands and head inside the bus at all times.
- Do not throw anything out of the bus windows.
- Assist in keeping the bus clean; do not eat or drink on the bus and be careful not to mark or tear bus seats.
- Remember that loud noises on the bus divert the driver’s attention and could be the cause of an accident.
- Remain seated at all times, avoid blocking the bus aisle, and sit facing the front of the bus.
- Do not touch any of the bus controls or equipment unless directed to do so.
- Do not exit from the back door unless during an emergency or drill. In the case of an emergency, follow the procedures as practiced in the evacuation drills.
- Sit only up to three students per seat and allow other students to fill seats that are not at capacity.
- Remember that bus drivers may assign permanent seats if they choose.

**Bullying – From Board Policy 5517.01\***

“Bullying,” includes cyber-bullying and is defined as: any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, as defined herein, may take various forms, including but not limited to harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photooptical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a web page or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than

one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Section.

“Restorative measures” means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that (1) are adapted to the particular needs of the school and community, (2) contribute to maintaining school safety, (3) protect the integrity of a positive and productive learning climate, (4) teach students the personal and interpersonal skills they will need to be successful in school and society, (5) serve to build and restore relationships among students, families, schools, and communities, and (6) reduce the likelihood of future disruption by balancing accountability with an understanding of students’ behavioral health needs in order to keep students in school.

Should a student be suspended, efforts will be made to appropriately and effectively reengage the student upon their return, such as a re-entry meeting with parents and student, assignment of a staff mentor, establishment of a check-in process, counseling services, and/or regular communication with parents/guardians.

### **Prohibited Conduct**

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the school district.

No student shall be subjected to bullying:

- A. During any school-sponsored education program or activity;
- B. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- C. Through the transmission of information from the school computer, a school computer network, or other similar electronic school equipment; or
- D. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

### **Review of Policy, Procedures and Effectiveness**

This Policy and its procedures shall be reviewed and evaluated (by the District Discipline Committee) not less often than every two years to assess the effectiveness and outcomes of the policy.

### **Articles Not Permitted at School**

The following items are NOT permitted at school:

- Skateboards, scooters, roller skates, rollerblades, and roller shoes
- Personal sports equipment
- Unapproved personal electronic devices
- Alcohol, tobacco, controlled substances, related paraphernalia, or lighters
- Any item which might be dangerous to one’s self or others, such as knives, fireworks, guns, or any other item which may be considered a weapon
- Any item which would distract from learning or disrupt the classroom or the school
- Aerosol containers
- Any prescription or non-prescription medication, including herbal remedies

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

## **Dress and Hygiene**

To maintain an atmosphere conducive to learning, students are expected to dress appropriately both in school and at all school activities. For purposes of hygiene, shoes or footwear must be worn at all times during the school day. The wearing of hats, bandannas, or other headgear, is prohibited, unless cited as a religious need and approved by principal after discussions with parent. Caps and hats may be worn to school but not in the school building. Also prohibited are articles of clothing that advertise alcohol, tobacco, illegal drugs or which denigrate the worth of other individuals or groups. Clothing should cover students from shoulder to mid-thigh. Personal grooming and apparel should neither interfere with safety or health nor distract from the learning process. The principal will use discretion in enforcing these guidelines.

## PART VII - 2018-2019 Assessment Schedule

|   | Fall   | Winter   | Spring   |
|---|--|--|--|
| K | <b>KIDS: August 22<sup>nd</sup> – October 22<sup>nd</sup></b><br><b>AIMSweb Plus LNF, LWSF:</b><br><b>September 4<sup>th</sup> – 21<sup>st</sup></b> | <b>F&amp;P: January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>AIMSweb Plus LNF, PSF, LWSF:</b><br><b>January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>ACCESS for ELLs: January 16<sup>th</sup>-</b><br><b>February 19<sup>th</sup></b>          | <b>F&amp;P: April 30<sup>th</sup> – May 17<sup>th</sup></b><br><b>AIMSweb LNF/PSF/WRF/LWSF:</b><br><b>April 30<sup>th</sup> – May 17<sup>th</sup></b>  |
| 1 | <b>MAP: August 22<sup>nd</sup> – September 14<sup>th</sup></b><br><b>F&amp;P: August 27<sup>th</sup> – September 21<sup>st</sup></b>                 | <b>F&amp;P: January 7<sup>th</sup> – January 25<sup>th</sup></b><br><b>ACCESS for ELLs: January 16<sup>th</sup>-February</b><br><b>19<sup>th</sup></b>   | <b>MAP: April 30<sup>th</sup> – May 17<sup>th</sup></b>  |
| 2 | <b>MAP: August 22<sup>nd</sup> – September 14<sup>th</sup></b><br><b>F&amp;P: August 27<sup>th</sup> – September 21<sup>st</sup></b>                 | <b>F&amp;P: January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>CogAT (Reading): February 4<sup>th</sup> – 15<sup>th</sup></b><br><b>ACCESS for ELLs: January 16<sup>th</sup>-February</b><br><b>19<sup>th</sup></b>                                | <b>MAP: April 30<sup>th</sup> – May 17<sup>th</sup></b>  |
| 3 | <b>MAP: August 22<sup>nd</sup> – September 14<sup>th</sup></b><br><b>F&amp;P: August 27<sup>th</sup> – September 21<sup>st</sup></b>                 | <b>F&amp;P: January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>CogAT (Quantitative): February 4<sup>th</sup> – 15<sup>th</sup></b><br><b>ACCESS for ELLs : January 16<sup>th</sup>-</b><br><b>February 19<sup>th</sup></b>                         | <b>*State Assessment Spring TBD</b><br><b>MAP: April 30<sup>th</sup> – May 17<sup>th</sup></b>   |
| 4 | <b>MAP: August 22<sup>nd</sup> – September 14<sup>th</sup></b><br><b>F&amp;P: August 27<sup>th</sup> – September 21<sup>st</sup></b>                 | <b>F&amp;P: January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>ACCESS for ELLs : January 16<sup>th</sup>-</b><br><b>February 19<sup>th</sup></b>   | <b>*State Assessment Spring TBD</b><br><b>MAP: April 30<sup>th</sup> – May 17<sup>th</sup></b>   |
| 5 | <b>MAP: August 22<sup>nd</sup> – September 14<sup>th</sup></b><br><b>F&amp;P: August 27<sup>th</sup> – September 21<sup>st</sup></b>                 | <b>F&amp;P: January 7<sup>th</sup> – 25<sup>th</sup></b><br><b>CogAT (Reading &amp; Quantitative):</b><br><b>February 4<sup>th</sup> – 15<sup>th</sup></b><br><b>ACCESS for ELLs : January 16<sup>th</sup>-</b><br><b>February 19<sup>th</sup></b> | <b>*State Assessment Spring TBD</b><br><b>ISA: April 8<sup>th</sup> – 26<sup>th</sup></b><br><b>IFA: April 8<sup>th</sup> – 26<sup>th</sup></b><br><b>MAP: April 30<sup>th</sup> – May 17<sup>th</sup></b> |

**Assessment Windows**

|                          |   |
|--------------------------|---|
| August 22-October 22     | KIDS Grade K  |
| Fall, Winter & Spring    | AIMSweb Plus Grade K                                |
| August 22-September 14   | MAP for Grades 1-5                                  |
| August 27-September 21   | Fountas & Pinnell Grades 1-5                        |
| January 7 – May 31       | Physical Fitness Assessment Grades 3-5              |
| January 7 - 25           | Fountas & Pinnell Grades K-5                        |
| January 16 – February 19 | ACCESS for ELLs Grades K-5                          |
| February 4 - 15          | Cognitive Abilities Tests (CogAT), Grades 2, 3, & 5 |
| March 4 - April 26       | Illinois Assessment of Readiness Grades 3-8         |
| March 1 - April 30       | Illinois Science Assessment Grade 5                 |
| April 30 - May 17        | Fountas & Pinnell Grade K                           |
| April 30 - May 17        | MAP for Grades 1-5                                  |

Additional information on testing schedules for middle and high school levels are available online.

<http://www.geneva304.org/StandardizedAssessments.aspx>

## PART VIII – GENEVA 304 ADMINISTRATION

**Dr. Kent Mutchler**  
**Superintendent of Schools**  
227 N. Fourth Street (630) 463-3000

**Assistant Superintendent for Business Services** Dr. Dean Romano  
(630) 463-3030

**Assistant Superintendent for Learning and Teaching** Dr. Andrew Barrett  
(630) 463-3040

**Assistant Superintendent for Human Resources** Dr. Adam Law  
(630) 463-3050 [DR2]

**Director of Learning and Teaching**  
Shonette Sims (630) 463-3040

**Director of Facility Operations**  
Scott Ney (630) 463-3020

**Director of Transportation**  
Mary Dunmead (630) 463-3004

**Coordinator of Business Services**  
Todd Latham (630) 463-3030

**Student Services Early Childhood Divisional Coordinator**  
Mary Anne Bjork (630) 444-8500

**Student Services Coordinator of Special Programs**  
Melissa Groot (630) 463-3064

**Director of Student Services**  
Anne Giarrante (630) 463-3060

**Assistant Director of Student Services**  
Jamie Benavides (630) 463-3060

**Director of Technology**  
Michael Wilkes (630) 463-3070

**Communications Coordinator**  
Laura Sprague (630) 463-3000

### **Elementary School Principals**

**Lauri Haugen**  
*Fabyan Elementary School*  
0S350 Grengs Lane  
(630) 444-8600

**Kimberly Hornberg**  
*Heartland Elementary School*  
3300 Heartland Drive  
(630) 463-3200

**Ronald Zeman**  
*Western Avenue Elementary School*  
1500 Western Avenue  
(630) 463-3500

**Brenna Westerhoff**  
*Harrison Street Elementary School*  
201 N. Harrison Street  
(630) 463-3300

**George Petmezas**  
*Mill Creek Elementary School*  
0N900 Brundige Drive  
(630) 463-3400

**Dr. Julie Dye**  
*Williamsburg Elementary School*  
1812 Williamsburg Avenue  
(630) 463-3100

### **Board of Education**

Mark Grosso, President  
Leslie Juby  
Michael McCormick  
Taylor Egan

Kelly Nowak, Vice President  
David Lamb  
Mary Stith

## PART IX – 2018-2019 SCHOOL YEAR CALENDAR

|   |                       |
|---|-----------------------|
| Teacher Work Day (No School for Students)           | August 20             |
| Teacher Institute (No School for Students)          | August 21             |
| First Day of Student Attendance (Grades K-12)       | August 22             |
| Teacher Institute (No School for Students)          | August 31             |
| Labor Day (Holiday – No School)                     | September 3           |
| Teacher Institute (Half Day for Students)           | October 5             |
| Columbus Day (Holiday – No School)                  | October 8             |
| School Improvement Day (Half Day for Students)      | November 9            |
| End of First Trimester/Grading Period               | November 14           |
| Parent Conferences (No School for Students)         | November 19, 20       |
| Thanksgiving Break (Holiday – No School)            | November 21, 22, 23   |
| Winter Break (No School)                            | December 24–January 4 |
| Students Return from Winter Break                   | January 7             |
| School Improvement Day (Half Day for Students)      | January 18            |
| Martin Luther King’s Birthday (Holiday – No School) | January 21            |
| Presidents’ Day (Holiday – No School)               | February 18           |
| End of Second Trimester/Grading Period              | February 28           |
| Parent Conferences (Half Day for Students)          | February 28           |
| Teacher Institute (No School for Students)          | March 1               |
| Spring Break (No School)                            | March 25–29           |
| Students Return from Spring Break                   | April 1               |
| Non Attendance Day                                  | April 19              |
| Teacher Institute (Half Day for Students)           | May 17                |
| Memorial Day (Holiday – No School)                  | May 27                |
| Last Day of School                                  | May 31                |
| Last Day of School if Five Emergency Days Are Used  | June 7                |

\*Geneva CUSD 304 is currently using EOLA Board Policies but is in the process of transitioning during the 2018-2019 school year to Illinois Association of School Board PRESS (Policy Reference Education Subscription Service).