



**Geneva 304 Early Learning Program Parent Handbook**

**2024-2025**



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### 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 student. 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

## Achieve Excellence and Empower Students to Succeed

Educate and prepare students with the **KNOWLEDGE, SKILLS,** and **PERSONAL QUALITIES** to be productive citizens.



### Geneva 304 Early Learning Program

#### Philosophy

Geneva 304 Early Learning Program is an inclusive preschool community providing developmentally appropriate learning through a research-based, play-based curriculum open to district residents with children ages 3-5.

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# GENERAL INFORMATION

## Admission

Children are eligible for enrollment as of their 3rd birthday and provided they are not yet kindergarten eligible. 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, a document from closing or a rental lease: free of contingencies and recent utility bill showing address, or proof of utilities showing address )
- 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 live within the boundaries of Geneva Community Unit School District 304 to attend.

## Daily Schedule

AM Session (3-year-old)	PM Session (4-year-old)
8:55 am Arrival	12:25 pm Arrival
9:00 am Class Begins	12:30 pm Class Begins
11:30 am Dismissal	3:00 pm Dismissal

## Fees/Tuition

Registration Fee (non-tuition students): \$47.50  
Tuition: \$260/monthly (September 1<sup>st</sup> – May 1<sup>st</sup>)

A list of additional personal supplies – such as paper, pencils, and crayons – needed by each student will be sent in the Welcome to Preschool email sent in the first part of August. Supply lists will also be published on the individual schools’ websites.

## Refunding of Tuition/School Fees

If your child is a tuition-based student, you may be eligible for a tuition refund if your child is absent for ten consecutive days or more. To be considered for a tuition refund, the absence must be due to a school exclusion related to a communicable disease. Requests for a tuition refund should be sent to Jen Seaton (jseaton@geneva304.org) within one month of your child’s absence. Approved tuition refunds will be reimbursed at the per diem rate for the school year.

No school fees will be refunded unless specifically requested by parents or guardians with the following exceptions:

- AP testing fees for tests not taken
- Sports fees for non-participation
- Parking passes that are resold
- No refunds will be issued for accounts with a balance of less than \$5.

## Fee Refund Procedure:

For students who leave the District during the school year fees\*† shall be refunded according to the following schedule (those dropping out or being expelled no refund will occur):

## Fees Refunded

Date Enrollment Ends	Registration	Activity	Technology	Course (High School & Middle Schools)	Graduation (High School only)
Thru September 30 <sup>th</sup>	100%	100%	100%	100%	100%
Oct 1 – Jan 31 <sup>st</sup>	50%	50%	No refund	Semester 1 only – no refund Full Year – no refund	100%**

				Semester 2 only – 100%	
Feb 1 – end of year	No refund	No refund	No refund	No refund	No refund

## Fee Refunds (continued)

\*All schools reserve the right to handle refunds on a case-by-case basis.

\*\*From Dec 1 – Feb 1, no refund for Graduation Fees if the student is an early graduate or will be receiving a Geneva High School diploma.

†Including transportation student paid-rider fee.

For accounts with a credit balance at the conclusion of a school year, the balance will be credited to next year’s beginning balance. For any unpaid student balance, Push Coin automatically applies fee payments to the oldest debt first. Any prior year unpaid fees must be paid off before applying to the current year fees.

The PushCoin system processes District payments including student fee payments, food service, school store, field trips and webstore purchases. Refunds for payment or purchases will be made to your student's PushCoin Wallet. Balances in a student's wallet can be used to pay for food service, school store, field trip(s) and webstore purchases. Money in a student wallet can be transferred to “fees” pay for any incurred fees, the parent just needs to transfer the money to the proper account (or request assistance from the school’s front office).

Contributions to a student's PushCoin wallet should be made in amounts that can be reasonably expended by the student each school year. No automatic refunds will occur.

Refunds from a student wallet will only be processed when there is a qualifying event: graduation or transfer out of the District. Parent/Guardian of students transferring out of the District must complete a refund request to receive a refund. Graduating seniors, any remaining balance will be transferred to a sibling’s account and notice of the credit sent to the parent/guardian of record via email. After receiving the credit notice, the parent/guardian may opt for a full refund if the balance exceeds \$5. If a senior’s account has a credit balance in excess \$5 and no younger sibling is enrolled, a full refund shall be issued to the parent/guardian of record. No automatic refunds will occur. All refunds will be made by check to the requestor. No refunds will be issued for accounts with a balance of less than \$5.

## 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 each semester are donated to charity.

## Safety, Emergencies, and School Closings

Safety is an especially important part of a child’s education. All State-mandated safety drills will be conducted regularly.

Drills include the following:

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

## 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 decide regarding school closures or a late start by 6 a.m. If 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:

### *Preschool*

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

### *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 of 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.

### *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 log into home access center HAC and upload the necessary documentation. 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 to the 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 in 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

## PARTII – EDUCATIONAL PROGRAM

### Academic Program

The curriculum at Geneva 304 Early Learning Program is correlated with the Illinois Early Learning & Development Standards, and includes language arts, mathematics, social studies, science, health, and physical education.

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.

### Parent-Teacher Conferences

Our goal for Parent-Teacher Conferences is to use this formal opportunity (October 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 October 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.

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.



Early childhood 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 assessed on growth, readiness, and age/developmental appropriateness.

## 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 aged 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 Impairmen

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 program coordinator.

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.

### General Access and Use

## TECHNOLOGY - Acceptable Use (Reference Policy 6:235)

### Acceptable Use (Reference Policy 6:235)

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

### Terms and Conditions

**Acceptable Use** - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent

with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the District's electronic networks are a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

- Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- Unauthorized downloading of software.
- Downloading of copyrighted material for other than personal use.
- Using the networks for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
- Using another user's account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the networks for commercial or private advertising.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Using the networks while access privileges are suspended or revoked.

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

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

Under normal conditions, Internet access from District computers is filtered to block entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. It is the responsibility of the user (e.g., student, employee, guest) to abide by this policy. For additional information regarding the safeguards in place for students while using District Technology, please visit our [Internet Safety & Security](https://www.geneva304.org/InternetSafetySecurity.aspx) page: <https://www.geneva304.org/InternetSafetySecurity.aspx>.

### **Educational Use of Third-Party Web-Based Programs and Services**

The District strives to provide its students with the most effective web-based tools and applications for learning. To that end, the District may utilize web-based programs and services operated by third parties. For students to use these programs, certain personally identifiable information, such as the student's name and email address, must be provided to the third-party operator.

The Children's Online Privacy Protection Act ("COPPA") requires that these web operators obtain verifiable parental consent before collecting personal information from children under age 13. However, COPPA permits school districts to consent to the collection of personal information on behalf of their students.

## **Social Networking Website Access**

### **Notification Regarding Student Accounts or Profiles on Social Networking Websites (Reference Policy 7:140)**

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

- School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Additional consequences may be administered if the action falls under the School Code of Conduct.

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

### **Student/Parent Portable Device Guidelines (Reference Policy 6:235)**

#### **1. RESPONSIBLE USE OF DISTRICT-ISSUED EQUIPMENT**

- School issued devices should be used for educational purposes. Students must adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures at all times.
- While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.
- Students must perform software updates and upgrades, return devices for inspection, or otherwise make devices available as required by Technology Department staff or school administrators.

#### **2. LEGAL AND ETHICAL USE**

- All aspects of the Acceptable Use Policy and Student Handbook remain in effect.
- File Sharing programs and protocols may not be used to facilitate the illegal sharing of copyrighted materials (i.e., music, video, images).

Technology Department staff distribute school-related software to devices. Software may be delivered in multiple ways:

- i. Silent/background installations which require no user intervention.
- ii. Self-service installation by users of approved software as made available.
- iii. Manual installation by Technology Department staff.

Students may NOT allow others to use his/her portable computing device.

Students may NOT share user account information with other students.

#### **3. EQUIPMENT**

- 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.
- Equipment Provided – Device configuration must be maintained and not altered.
- Responsibility for Electronic Data – it is the sole responsibility of the student to back up any data stored on the device.
- 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**

- The student is responsible for the 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 devices in situations where damage is likely.
- Bring your fully charged, ready-to-use device to school every day.
- Device must be secured by the student: in his/her possession or stored in their locker.
- 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 the lid.
- iv. When cleaning the screen, use a soft, dry microfiber or antistatic cloth.
- v. Device must remain free of any unapproved writing, drawing, stickers, and labels.

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

- Heed general maintenance alerts and advice from school technology personnel.
- Promptly report any malfunction, loss, damage, or theft to Geneva CUSD #304 Technology Department.
- 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. Failure to do so may result in additional charges for the device replacement.
- The student/parent will be responsible for payment of all applicable repair/replacement fees.  
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.
- 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:

**First occurrence:** A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.

**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.

**More than 2 occurrences: Damage** will be assumed to be the result of neglect or intentional action unless proven otherwise. Parents 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.

- a. 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 (Reference Policy 6:220):**

The Board acknowledges the increasing prevalence of Personal Electronic Devices (PEDs) in our society and recognizes that 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 PEDs 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 PEDs on school premises/property. Students are prohibited from using PEDs 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 7:190, Student Behavior. Students are prohibited from using their PEDs 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 PEDs 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 PEDs 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 on to its property, or the unauthorized use of such devices.

Parents/Guardians are advised that the best way to contact 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 must report the violation to a building administrator.

#### **Student Participation in Virtual Meetings Notice**

Students and staff may participate in virtual meetings taking place as part of our learning environment through platforms like Microsoft Teams. We have adapted to support this practice while prioritizing privacy and behavior expectations. We ask that all Geneva 304 families take a moment to review this notification regarding student participation in virtual meetings for the 2021-22 school year.

As part of supporting student learning, school staff may provide various virtual learning opportunities to students. These virtual opportunities will be provided through third-party virtual platforms such as Microsoft Teams and may include individual, small-group or whole group instruction, education or related service sessions via videoconferencing, livestreaming and/or recorded instruction or education sessions.

#### **Student Privacy and Confidentiality Issues Related to Livestreaming or Recorded Lessons**

District staff may utilize livestream in-person and remote classes and provide student access to recordings of in-person or remote instruction or education sessions. These livestream sessions and recording of livestream sessions will include students' questions, responses to teacher questions, and contributions to classroom discussions. These recordings are not student records under federal or state law and will not be maintained by the District on behalf of any students. The videos will only be available for a set period of time established by school staff. Students participating in livestream lessons or watching recorded lessons should be in a quiet, school-work-designated space and/or using headphones to promote privacy and confidentiality. Student devices should be non-public facing. Students and parents must maintain information learned about other students who may be participating in a discussion or educational activity in a confidential manner in the same manner a student is expected while attending in-person instruction. To promote privacy related to each individual student's offsite learning environment, students participating in livestream or virtual learning instruction and education sessions will be provided access to a District 304 virtual background and instructions as to its use.

#### **Student Behavior Expectations while Participating in Virtual Instruction**

Students participating in virtual instruction or education sessions are subject to the District's behavior code and consequences for violations of the behavior code. School staff will establish class norms and expectations related to appropriate behaviors and expectations for students participating in virtual instruction or education sessions. These expectations will apply to whole-group, small-group and individual instruction or virtual sessions. School staff will periodically access small-group virtual instruction or education sessions to monitor behavior and instructional expectations and provide guidance or directions to the students but may not be present for an entire small-group session. Students are encouraged to report violations of the District behavior code or expectations

and rules observed during virtual instruction or education sessions to a staff member.

#### Parent/Guardian and Student Recording or Publishing of Virtual Instruction or Education Sessions is Prohibited

Parent, guardian, or student recording, posting, publicizing, or distributing any live or pre-recorded instruction or education sessions on any social media platforms or otherwise is strictly prohibited. If the District learns that an instruction or education session has been recorded, posted, publicized, or distributed, the District will take steps to recover and/or remove the improperly recorded, posted, or publicized instruction or education material and pursue all civil and criminal actions available against any parent, guardian or student who violates this expectation.

### **Privacy Issues Related to Provision of Virtual Instruction Via Third-Party Platforms**

Please be aware that the use of third-party virtual platforms creates potential privacy risks, such as risks related to encryption reliability, unauthorized access, data breaches and/or student access to non-school sponsored content. In addition, the virtual platform may use, maintain and/or disclose information gathered in connection with virtual instruction or education sessions for its own purposes, including purposes related to product development and/or marketing. While these privacy risks do exist, our staff will take reasonable measures to ensure the security of information exchanged while instructing students through these virtual platforms.

### **Student Assessment**

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

## **PART IV – SCHOOL SERVICES**

### **Health Services**

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

An annual student health summary must be completed by the parent/guardian and submitted to the school nurse at the start of each new school year as part of the annual, electronic student verification and registration process. Parents should document their child's chronic health conditions, life-threatening conditions, medications, and therapeutic regimens on the annual student health summary. Parents are also advised to make personal contact with the nurse at the start of each new school year.

#### ***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 before 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. The form requires both completion and signatures from the parent/guardian and the examining practitioner.

The physical examination and immunization summary are due before October 15th of the school year. Noncompliance will result in exclusion from school. Also, to pick up their Fall schedule, High School students are asked to submit these documents or have

proof of an appointment scheduled prior to October 15th.

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 a physical exam/ immunization completed in compliance with Illinois standards and dated no more than one year before the enrollment date. All forms must be submitted within 30 days.

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

Specific immunization schedules and additional health requirement forms are available through the school's nurse office or the District website, <https://www.geneva304.org/HealthServices.aspx>

### ***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 examining clinician or nurse shall use the "Childhood Lead Risk Assessment Questionnaire" provided by IDPH.

### ***Additional Health Examinations***

As per the Illinois Child Health Examination Code additional health examinations and further evaluations of students may be required when deemed necessary by local school authorities.

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

Before May 15th of each school year, all children in Kindergarten, Second, Sixth, and Ninth grades shall present to the school proof of having been examined by a licensed dentist. The examination must have taken place within 18 months before May 15th of that school year. Students who do not submit a Dental Examination may have their report cards held.

### ***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 an examining clinician. 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.

### ***Emergencies***

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

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

When a student is too ill or injured to attend school, parents/guardians should notify the school administrative office each day of



the student's absence. Parents/guardians should state the reason for absence, and if illness related, note the diagnosis and the current symptoms of the illness being exhibited each day. The Kane County Health Department may specify symptoms which need to be reported to the school for disease surveillance.

Note: At the time of this printing, no additional guidelines for the management of COVID 19 in the school setting are required. The Health Department may recommend further exclusion criteria in certain cases.

The District utilizes the IDPH/ KCHD communicable disease charts regarding exclusion for diagnosed illnesses.

[https://dph.illinois.gov/content/dam/soi/en/web/idph/publications/idph/topics-and-services/diseases-and-conditions/infectious-diseases/Comm-Chart-school\\_05.03.2023.pdf](https://dph.illinois.gov/content/dam/soi/en/web/idph/publications/idph/topics-and-services/diseases-and-conditions/infectious-diseases/Comm-Chart-school_05.03.2023.pdf)

Additionally, the Kane County Health Department may specify symptoms which need to be reported to the school for disease surveillance at times of high disease prevalence.

Parents/ guardians should follow the recommended procedures given below for a student's re-admission to school if the student has been absent due to:

- Conjunctivitis – Exclude if conjunctivitis is accompanied by symptoms of systemic illness or if the child is unable to keep hands away from eye. Exclusion guidelines will be based upon diagnosis..
- Cough- Exclusion is recommended if the child is experiencing uncontrolled coughing or wheezing, having difficulty controlling their secretions, having difficulty breathing, becomes red or blue in the face, makes high-pitched whooping sounds after coughing or vomits after coughing. Exclusion guidelines will be based upon diagnosis.
- Diarrhea/ Vomiting- Exclusion until diarrhea and/or vomiting have ceased for at least 24 hours without anti-diarrheal medication. Prior to returning to school the child should have resumed a typical diet and fluid intake. Further exclusion guidelines will be based upon diagnosis.
- Fever- A temperature of 100.4 degrees or higher is considered to be a fever. If the student has been ill with a fever, they may return to school after being fever free for 24 hours WITHOUT the use of fever reducing medicines unless diagnosed with a communicable disease (refer to IDPH communicable disease charts for further exclusion criteria).
- Mouth Sores- Undiagnosed mouth sores should be assessed by an appropriate health care provider. Exclusion guidelines will be based upon diagnosis.
- Rash- Undiagnosed rashes need appropriate health care provider's clearance to return to school. Rash may be a sign of many infectious diseases; it is important to try to identify the cause of any rash-related illness. Athletic policies may have additional guidelines.

For illnesses and infections, the district may consult with the Kane County Health Department and/or the treating doctor. 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 it necessary for the health of the student and school.

### ***Infectious Disease Reporting***

Mandated reporters such as health care providers, hospitals, schools and laboratories, must report suspected or confirmed cases of certain infectious diseases to the local health department as directed by the Illinois Department of Public Health. All reports are confidential and include the following: 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.

### ***Medications***

#### **Prescription and Non-prescription Medications**

As per BOE Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian may request that the school dispense the medication to the child and follow the District's procedures on dispensing.

No school district employee shall administer to any student, nor supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

### Procedure for Standard Medication Administration

1. The parent/guardian and health care provider will complete the *School Medication Authorization Form (SMA Form)* before the administration of any prescription or non-prescription medication at school.
2. The *SMA Form* must be completed annually (each new school year) or whenever there is a change in medication and /or dosage.
3. All medications should be provided to the school in an original container or vial, as provided by the pharmacist, with the prescription label affixed. Upon request, a pharmacist will supply two properly labeled containers, one for home and one for use at school.
4. The parent/guardian should discuss with the building nurse the supply of stock non-prescription (over the counter) medications.
5. Except for emergency medication and otherwise approved medications, students may not possess or have on their person any prescription or non-prescription medication during school hours or school-related activities.
6. The parent/guardian is responsible for bringing medication **to the school** and for taking unused medication **from the school** when no longer required.
7. Medication will only be received by and/or returned to the parent/guardian by a nurse or building administrator.
8. Upon drop off, parent/guardian, nurse and/or building administrator will count and sign off for all controlled substances.
9. Medication will be administered by the registered nurse or under the building administrator's direction.
10. NO herbal, vitamin, or mineral supplements shall be possessed or administered during school hours.

### Procedure for Emergency Medication Administration and Self-Administration

A student may possess and self-administer an epinephrine injector, asthma medication, or diabetic medications and supplies during school hours and/or school-related activities. The student's parent/guardian should complete and sign a *SMA Form* along with having proof of the prescription label (inhaler or epinephrine) and an Emergency Action Plan.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian and licensed provider has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan (e.g., diabetes), (3) an Allergy Emergency Action Plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. The District shall incur no liability, except for willful and wanton conduct, because of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### School District Supply of Undesignated Medications

The District may secure and maintain a supply of *undesignated asthma medication, epinephrine, and naloxone*, when available, in the name of the District and provide or administer them as necessary according to State law. Registered Nurses or trained personnel may administer an undesignated medication to a person when they, in good faith, believe a person is having a related health crisis.

Additionally, the District may maintain an undesignated glucagon supply in its name. When a student's individually prescribed glucagon is not available or has expired, a Registered Nurse or delegated care aide may administer undesignated glucagon when authorized to do so by a student's diabetic orders.

The provision for undesignated medications will be VOID when the district cannot secure a prescription for, or the medication supply. Undesignated medications are not intended to replace individual student medications.

### Medical Cannabis Infused Products

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student under one of the following procedures:

#### ***By A Designated Caregiver***

1. A designated caregiver is a parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian as designated by the parent/guardian.

2. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if both the student and the designated caregiver possess valid registry identification cards issued by IDPH.
3. Copies of the registry identification cards must be provided to the District. The registration identification cards will be checked at the State's verification site. <https://medicalcannabispatients.illinois.gov/>
4. The student's designated caregiver and provider must complete, sign, and submit a *School Medication Authorization Form*.
5. After administering the product to the student, the designated caregiver immediately will remove the product from school premises or the school bus.

***By School Personnel or School Supervised Self-Administration***

1. A trained Registered Nurse or administrator will be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property, or while being transported on a school bus.
2. The student may self-administer under the direct supervision of a Registered Nurse or administrator after the appropriate paperwork and process have been identified.
3. Copies of the registry identification cards must be provided to the District. The registration identification cards will be checked at the State's verification site. <https://medicalcannabispatients.illinois.gov/>
4. The student's designated caregiver and provider must complete, sign, and submit a *School Medication Authorization Form*.
5. The product will be counted and checked in by a Registered Nurse and administrator (or two Registered Nurses) and stored in a designated locked area in limited quantity (2-week supply).

***Key Points***

- *Medical cannabis infused product* includes oils, ointments, foods, patches, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited, as is rectal, ocular, or injectable administration.
- CBD oils are unregulated and are not a substitute for medical cannabis and therefore are not allowed in the District.
- The products must be purchased by the designated caregiver from a licensed dispensing organization in a verifiable container.
- The product may not be administered in a way that, in the District or school's opinion, would disrupt the educational environment or expose the product to other students.
- A school employee shall not be required to administer the product.
- Discipline of a student for being administered a product by a designated caregiver, or by a Registered Nurse or administrator, or who self-administers a product under the direct supervision of a Registered Nurse or administrator pursuant to this policy is prohibited.
- The District may not deny a student attendance at a school solely because they require administration of the product during school hours.
- The administration of medical cannabis infused products by school employees will be VOID and the District reserves the right not to implement if the District or school is in danger of losing federal funding.
- Please refer to the BOE Policy 7:270 and related discipline and behavior policies for further details.

***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.

In general, student backpacks are to remain in their lockers during the school day. If a student has an illness or injury aided by a backpack during the school day, a pass may be issued with a note from a 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 or elevator key when issued.

***Field Trips or Off-Campus Events***

Parents/guardians should be aware that a registered nurse or emergency first responder will not typically be in attendance on the bus traveling to and from or at a field trip destination site. If a child has an order to self-carry an emergency medication, the parent/guardian is responsible to remind the student to take the medication with him/her to the event/on the field trip.

Pre-school, elementary, and middle school: Emergency, provider-ordered medications which the parent has provided to the building nurse's office will be sent on field trips. Parents/guardians are encouraged to speak to the building level nurse if additional planning is needed regarding their students' health conditions/medications.

High school: If a student has an order to self-carry an emergency medication, the parent/guardian is responsible to ensure that the student has emergency medication with him/her at the event. At high school, students' emergency medications will not be sent from the nurses' office unless previous arrangements have been made. Parents/guardians are advised to speak to the nurse if planning is needed regarding an upcoming field trip or off campus event.

#### ***Allergen awareness- supporting health and safety***

Geneva CUSD #304 is committed to creating as safe a school environment as possible. Some people entering our buildings may be at risk of developing a life-threatening allergic reaction (anaphylaxis). Potential allergens in the environment and foods are of greatest concern in the school setting. The most common food allergens are peanut, tree nut, milk, egg, soy, wheat, fish, and shellfish. Some environmental allergens that may lead to anaphylaxis include insect stings, animal dander, and latex. Efforts are made at each level and in all school environments to reduce or minimize the presence of high-risk allergens.

#### ***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 because of illness or disability may be eligible to receive homebound tutoring. For information contact your child's principal.

## **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 attendance line before 9:00 a.m. or 12:30 p.m. when your child is to be absent.

Students arriving after 9:00 a.m. or 12:30 p.m. must be escorted by a parent to the school office to sign in. 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.

### **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 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; local student identifier (Student ID); email address; address; telephone number; 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.*

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 always kept confidential.

For more information about directory information and its uses, see **Board of Education Policy 7:340 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 it in a letter to your school’s principal. Upon receipt, school personnel will make reasonable efforts to comply with the request.

## Food Guidelines

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.

Parent/guardian-provided healthy daily snacks are allowed if the teacher has a designated snack time or if a child has a medical condition that necessitates eating in the classroom. Snacks should be consumed only by their child and not shared with other children. Peanut and tree nut snacks should be avoided. Additional restrictions may be necessary due to medical diagnoses within the classroom.

There may be a need in some instances to have food in the curriculum. For food used in curricular activities, the teacher will provide ingredient lists and advance notice to all parents to ensure that the curricular activity poses no risk to any students. Additional restrictions may be necessary due to medical diagnoses within the classroom.

## Student Records

The Board of Education has established **Policy 7:340 \*: 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 state and federal mandated information and any other information needed to evaluate a student’s progress.

Student records are divided into 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 18 have the right to inspect student education records (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 7:340 \*: Student Records**.

**Permanent records include the following information:**

1. Basic identifying information, including student’s name and address, birth date and place, gender, and the names and addresses of the student’s parents.

2. Evidence required pursuant to the Missing Children's Records Act.
3. Academic transcript.
4. Attendance record.
5. Health record.
6. A record of release of permanent record information; and
7. Scores received on all State assessment tests administered at high school level.
8. Scores received on college entrance exams.
9. AP Computer Science course designated as math.
10. Student's achievement of the State Seal of Biliteracy and State Commendation Toward Biliteracy; and
11. Student's achievement of the Global Scholar Certification.

**Temporary records may include the following information:**

1. A record of release of temporary record information.
2. Scores received on the State assessment tests administered in elementary grade levels.
3. Completed home language survey form.
4. Information regarding serious disciplinary infractions that resulted in expulsion, suspension, or imposition of punishment or sanction.
5. Information provided under the Abused and Neglected Child Reporting Act.
6. Any biometric information.
7. Health-related information.
8. Accident Reports.
9. Family background information.
10. Intelligence test scores.
11. Aptitude test scores.
12. Reports on psychological evaluations.
13. Elementary and secondary achievement level test results.
14. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations (may alternatively be included in permanent record).
15. Honors and awards received (may alternatively be included in permanent record).
16. Teacher anecdotal records.
17. Other disciplinary information.
18. Special education and Section 504 Plan records.
19. Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.
20. E-mail and correspondence records which contain student's personally identifiable information.
21. Residency and enrollment documents.
22. Class schedules.
23. Summer school/ESY records.
24. Transportation records.
25. Signed Student/Parent Handbook or other Policy Acknowledgement forms;
26. Authorizations, waivers, and/or request forms (i.e., for field trips, free and reduced lunch, medication administration, etc.).
27. Investigation determination letters.
28. Truancy documents.
29. Order of Protection; and
30. Report cards and progress reports.

**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

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 the principal. Because classroom visitations can be disruptive to the students, they must 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 Section 7**, 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.

#### **Bullying – From Board Policy 7:180**

"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:

- Placing the student or students in reasonable fear of harm to the student's person or property

- Causing a detrimental effect on the student’s physical or mental health
- Substantially interfering with the student’s academic performance, or
  - 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 using 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 photo optical 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 reengage the student appropriately and effectively 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 based on 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 actual or perceived characteristics, or any other distinguishing characteristic is prohibited in the school district.

No student shall be subjected to bullying:

- During any school-sponsored education program or activity.
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
- Through the transmission of information from the school computer, a school computer network, or other similar electronic school equipment; or
- 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.

### **Due Process – 7:140 & 7:190**

The district provides appropriate notification and "due process" as required in all issues involving suspensions and expulsions.



## 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 oneself 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 hygiene purposes, shoes or footwear must be worn during the school day. The wearing of hats, bandannas, or other headgear is prohibited, unless cited as a religious need and approved by the principal after discussions with parents.

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- EMPLOYEE CODE OF CONDUCT

[Faith's Law](#) requires that any staff, student, or parent handbook provided by the school district includes the Employee Code of Professional Conduct, which is [Board Policy](#) 5:120 "Employee Ethics; Code of Professional Conduct; and Conflict of Interest."

## PART VIII – GENEVA 304 ADMINISTRATION

<b>Superintendent of Schools:</b> Dr. Andrew Barrett	(630) 463-3000
<b>Assistant Superintendent for Business Services:</b> Mr. Todd Latham	(630) 463-3030
<b>Assistant Superintendent for Learning and Teaching:</b> Ms. Shonette Sims	(630) 463-3040
<b>Assistant Superintendent for Human Resources:</b> Dr. Adam Law	(630) 463-3050
<b>Director of Learning and Teaching:</b> Dr. George Petmezas	(630) 463 3046
<b>Director of Student Services:</b> Ms. Anne Scalia	(630) 463-3060
<b>Director of Facility Operations:</b> Mr. Scott Ney	(630) 463-3020
<b>Assistant Director of Student Services:</b> Ms. Jamie Benavides	(630) 463-3060
<b>Director of Transportation:</b> Ms. Mary Dunmead	(630) 463-3004
<b>Director of Technology:</b> Mr. Michael Wilkes	(630) 463-3070
<b>Coordinator of Business Services:</b> Ms. Josephine Morrisroe	(630) 463-3030
<b>Communications Coordinator:</b> Ms. Sandy Manisco	(630) 463-3000
<b>Student Services Early Childhood Divisional Coordinator:</b> Ms. Jen Seaton	(630) 444-8500
<b>Student Services Coordinator of Special Programs:</b> Ms. Melissa Groot	(630)463-3064

**Board of Education**

Mike McCormick, Board President

Stephanie Bellino

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Paul Radlinksy

Jacqueline "Jackie" Forbes