Geneva 304 Early Learning Program Parent Handbook

Jen Seaton
Early Childhood Coordinator
Geneva 304 Early Learning Program
located within
Fabyan Elementary School
0S350 Grengs Lane
(630) 444-8700 (office)
(630) 444-8701 (attendance line)
(630) 444-8609 (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 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

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.

Contents

GENERAL INFORMATION 1

Admission 1

Boundaries 1

Daily Schedule 1

Fees/Tuition 1

Refunding of Tuition/School Fees 1

Fee Refund Procedure: 1

Fees Refunded 1

Fee Refunds (continued) 2

Lost and Found 2

Safety, Emergencies, and School Closings 2

Emergency School Closings 2

Late Start Schedule 3

Student Supplemental Insurance 3

Transfers/Address Changes 3

Notification of Asbestos-Containing Materials 4

Use of Pesticides and Herbicides 4

304Connects 4

PARTII – EDUCATIONAL PROGRAM 4

Academic Program 4

Parent-Teacher Conferences 4

Progress Reports 4

Special Education 5

Independent Evaluation/Diagnostic Rating Scales 12

TECHNOLOGY - Acceptable Use (Reference Policy 6:235) 12

Acceptable Use (Reference Policy 6:235) 12

Terms and Conditions 12

One-to-One Devices 13

Student Assessment 16

PART III–ACTIVITIES AND EVENTS 17

Field Trips 17

PART IV – SCHOOL SERVICES 17
Health Services 17
Homebound Students 22
PART V – POLICIES AND PROCEDURES 22
Attendance 22
Pets at School 22
Directory Information/Photographs of Students 22
Food Guidelines 22
Student Records 23
Visitors 24
PART VI – SCHOOL RULES AND STUDENT CODE OF CONDUCT 24
Student Conduct and Discipline 24
Due Process – 7:140 & 7:190 26
Articles Not Permitted at School 26
Seizure of Property 26
Dress and Hygiene 26
PART VII- EMPLOYEE CODE OF CONDUCT 27
PART VIII – GENEVA 304 ADMINISTRATION 27

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 Cosentino (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 1st – May 1st)

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 30th	100%	100%	100%	100%	100%
Oct 1 – Jan 31st	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 – 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, 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)

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.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. For further information, please contact the building principal.

Medicaid Reimbursement

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.

Prioritization for Urgency of Need for Services (PUNS)

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For information regarding PUNS, please visit: Illinois Department of Human Services - PUNS - Division of Developmental Disabilities

You may also contact the following District employees for assistance:

Shannon DelRe (sdelre@geneva304.org): Geneva High School
Jamie Cosentino jcosentino@geneva304.org): Elementary and Middle Schools
Melissa Groot (mgroot@geneva304.org): Early Childhood, Elementary, and Middle Schools
Laura Anderson (landerson@geneva304.org): MidValley Special Education Cooperative (MVSEC), Private Placement

Independent Evaluation/Diagnostic Rating Scales

A parent/guardian may request that staff complete diagnostic rating scales for outside providers by adhering to the following procedures:

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 it 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.

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 - 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 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 is required to be completed by the parent/guardian and submitted to the school nurse upon first enrollment and at the start of each new school year as a 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 as needed, and if their child has significant medical concerns.

Mandated School Health Requirements

Physical Examination with Immunization Summary Requirement

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. The form requires both completion and signatures from the parent/guardian and the examining practitioner (MD, DO, APRN, or PA-C working under an MD/DO).

-Tuberculin Skin Test- part of the school physical 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 - part of the school physical 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.

The physical examination and immunization summary are due before October 15th of the school year. Noncompliance will result in exclusion from school. Additionally, the Geneva High School requests that families bring their physical and immunizations to in-person registration.

Students who transfer after October 15th of the school year: 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 summary, in compliance with Illinois standards dated no more than one year prior to the date of enrollment. All forms must be submitted within 30 days of the transfer student's first day of attendance.

Immunization Requirements

Minimum Immunization Requirements for Children Enrolling or Entering a Child Care Facility or School in Illinois can be found at https://dph.illinois.gov/topics-services/prevention-wellness/immunization/minimum-immunization-requirements.html

The mandated immunizations are due prior to October 15th of the school year. In state transfer students are required to comply with the immunization requirements of the grade they are entering. Out of state transfer students must be in compliance with Illinois standards. All forms must be submitted within 30 days of transfer.

Noncompliance will result in exclusion from school. Parents/guardians should contact the school nurse office with any questions related to immunizations.

Eye Examination Requirement

An eye examination (history, visual acuity, subjective refraction, internal/external examination and glaucoma evaluation) is required for all children enrolling in Kindergarten or enrolling for the first time in an Illinois school. Students shall present proof of having been examined by a licensed optometrist or medical doctor who performs eye examinations. (Note: school-based vision screenings do not meet this requirement).

The eye examination is due prior to October 15th of the school year. Out of state transfer students will need to have an eye examination completed in compliance with Illinois standards which is dated no more than one year prior to the date of enrollment. All forms must be submitted within 30 days of transfer.

Dental Examination Requirement

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 the 18 months prior to May 15th of that school year. Transfer students should follow the grade entry requirements.

The dental examination is due prior to May 15th of the school year. Students who do not submit a Dental Examination may have their report cards held.

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.

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 eye exam by an eye doctor and do not satisfy the State requirement for eye examinations.

Religious or Medical exemptions to school health requirements or screenings

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

State of Illinois mandated paperwork for a religious objection is available on the District Health Services website (https://www.geneva304.org/HealthServices.aspx) .

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.

Communicable Diseases/ Symptoms of Illness

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 is 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.

The District utilizes the IDPH communicable disease school nurse guidance charts regarding exclusion for diagnosed illnesses. https://dph.illinois.gov/topics-services/diseases-and-conditions/infectious-diseases/cd-school-nurseguidance.html

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

Parents/ guardians should follow the information below regarding a student returning to school if they have 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 eyes. Exclusion guidelines will be based on diagnosis.
- Cough- Exclusion is recommended if the child is experiencing uncontrolled coughing or wheezing, having difficulty controlling their secretions, having difficulty breathing, becoming red or blue in the face, makes high-pitched whooping sounds after coughing or vomiting after coughing. Exclusion guidelines will be based on 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 on 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. A 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 (MD, DO, APRN, PA-C working with an MD/ DO) 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 it is 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 direction of the building administrator.
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 an *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 have 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, as a result 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, but is not required to, secure and maintain a supply of undesignated asthma medication, epinephrine, and an opioid antagonist (ex. 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.

An undesignated albuterol inhaler means an albuterol inhaler prescribed in the name of the District or one of its schools.

Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the District or one of its schools.

An Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration.

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.

Undesignated medications for asthma, epinephrine, and/or naloxone are accessible during regular school hours, during the typical school year, when an RN is available in the Nurse's Office. These medications are kept in an unlocked, secured location, in the Nurse's Office. Upon implementation of this protocol, the protections from liability and hold harmless provisions applicable under State law apply.

This protocol does not guarantee the availability of undesignated medications and undesignated medications are not intended to replace individual student medications.

The provision for undesignated medications will be VOID when the District is unable to secure a prescription for, or the supply of, the medication(s).

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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 the 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 products* include 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 item must have a prescription label, be in the original container and have dosing instructions.
- The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of 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 and related discipline and behavior policies for further details.

Injury

When a student is too 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, note the diagnosis, and the current symptoms of illness being exhibited each day.

Medical Excuses from Physical Education and/or Recess

Students may be excused from class participation in 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. 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 (except at GHS). If a student has an illness or injury that would be aided using a backpack during the school day, a pass may 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 or elevator key if issued (keys needed at elementary and middle schools)

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 on a 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. If a student has an order to self-carry an emergency medication, and there is no back up in the nurse office, the parent/guardian is responsible to ensure that the student has emergency medication with them at the event. 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 for ensuring that the student has emergency medication with them 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: Early Childhood and Elementary

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. Some environmental allergens that may lead to anaphylaxis include latex, insect stings, and animal dander. The most common food allergens are peanut, tree nut, milk, egg, soy, sesame, wheat, fish, and shellfish. Efforts are made at each level and in all school environments to reduce or minimize the presence of high-risk allergens.

- Powdered-Latex products including latex balloons, craft supplies, gloves, and other medical products should not be used throughout the school setting including, not limited to, within the curriculum or at school-sponsored events. Powdered latex products release latex into the air and can circulate through building HVAC systems. If balloons are utilized, the suggested alternatives would be mylar or non-latex balloons.
- Animals in schools:
  - Service Animals: State and federal laws allow students with disabilities to be accompanied by a service animal trained to perform specific tasks. These animals may attend all school functions, both in and outside the classroom. The school will inform students and parents if a service animal is assigned to a student in their school and will collaborate with families affected by allergies to develop an appropriate plan if needed.
  - Student Exposure to Animals (ex. science day, therapy dogs, assembly): Because allergies, asthma, immune concerns, and other health conditions may make animal contact unsuitable for some students, the school will provide notice to families if there are animals in a school building. The school will work closely with families with medical concerns to develop an appropriate plan if needed.
- Food in Classroom:
  - Classroom snacks: 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. Food will not be shared between students. Classroom snacks should not contain peanuts or tree nuts. Additional restrictions may be necessary due to medical diagnoses within the classroom.
  - Field Trips: Arrangements for meals on field trips will be communicated in advance by the teacher coordinating the trip. If food will be available or served on a field trip, parents will be notified in advance. Food will not be shared between students. Additional restrictions may be necessary due to medical diagnoses within the student group attending the trip.

- Parents of students with life threatening allergies or medical conditions requiring emergency medications are encouraged to attend field trip outings if they are available. If a parent is unable to attend, students will be placed in a group led by a certified staff of District 304 employee (Outdoor Ed is the exception to this).
- Classroom activities and parties: General guidelines for life-threatening allergies direct that no food be served as part of a seasonal party or classroom activity. Emphasis should be placed on games or crafts. Should tangible food be part of the event, staff will coordinate and consult with the building administrator. The Certified School Nurse may be consulted as needed. Parents will be informed in advance of any activities that involve food.
- Birthdays: 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. If parents would like 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.
- Student incentive/rewards: Food items should not be used for incentive or reward. Parents will be notified in advance of any food being provided to students per administrative approval. Allowances may be necessary for students with formalized educational plans.

- Lunchroom:
  - School food services provide ingredient lists and nutritional information to parents/guardians and students. Typically, this is available online, however parents/guardians may reach out to food service managers with any questions.
  - School food service lunches will be free from peanut and tree nut products.
  - Food will not be shared between students.
  - Lunchroom tables and benches will be cleaned routinely after each sitting with district approved cleaning agents. Depending on student needs, a designated allergy safe area will be determined by the administration and Certified School Nurse.
- School Bus: food should not be eaten on the school bus except for individuals who have medical conditions that necessitate eating throughout the school setting (ex. individuals with diabetes, hypoglycemia).
- After school activities: School-sponsored activities including PTO events where parents are not in attendance are to follow district protocols regarding allergy safety. Incorporating food in these activities should be avoided. If food is offered, the staff sponsoring the activity will coordinate and consult with the building administrator. The Certified School Nurse may be consulted as needed. The coordinating staff member will provide advance notice to all parents to ensure that the extracurricular activity poses no risk to any students. Additional restrictions may be necessary due to medical diagnoses.

Staff Training: Staff participate in regular training covering allergy recognition, emergency response, and the administration of emergency medications (e.g. Epinephrine).

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.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

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 school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.
If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[1] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. The destruction schedule for your or your student's school records as required by rule of the Illinois State Board of Education, Section 375.40(c) is as follows:

Graduate, Transfer, or Withdraw 2025-2026 School Year:
Temporary records will be destroyed no earlier than July 1, 2032
Permanent records will be destroyed no earlier than July 1, 2086

Graduate, Transfer, or Withdraw 2026-2027 School Year:
Temporary records will be destroyed no earlier than July 1, 2033
Permanent records will be destroyed no earlier than July 1, 2087

Graduate, Transfer, or Withdraw 2027-2028 School Year:

Temporary records will be destroyed no earlier than July 1, 2034
Permanent records will be destroyed no earlier than July 1, 2088

Graduate, Transfer, or Withdraw 2028-2029 School Year:
Temporary records will be destroyed no earlier than July 1, 2035
Permanent records will be destroyed no earlier than July 1, 2089

6. **The right to prohibit the release of directory information.**

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 submitted materials, and materials will be kept confidential.

Throughout the school year, the District may release directory information regarding students, limited to: Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice. In the event that a child is photographed and releases his or her own name to a non-school photographer, the district will not be responsible for the subsequent publication of the student's name.

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

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.

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

Superintendent of Schools: Dr. Andrew Barrett	**(6**30) 463-3000
Assistant Superintendent for Business Services: Mr. Todd Latham	(630) 463-3030
Assistant Director of Business Servicees: Mr. Adrian Ramirez	(630) 463-3030
Director of Facility Operations: Mr. Brian Pedersen	(630) 463-3020
Assistant Superintendent for Learning and Teaching: Ms. Shonette Sims	(630) 463-3040
Director of Learning and Teaching: Dr. George Petmezas	(630) 463 3046
Assistant Superintendent for Human Resources: Dr. Adam Law	(630) 463-3050
Chief Information Officer: Mr**.** Michael Wilkes	(630) 463-3070
Executive Director of Student Services: Ms**.** Anne Scalia	(630) 463-3060
Director of Student Services: Ms**.** Jamie Cosentino	(630) 463-3060
Director of Student Services: Ms. Melissa Groot	(630)463-3060
Early Childhood Divisional Coordinator: Ms. Jen Seaton	(630) 444-8500
Director of Transportation: Mr. Matt Johnson	(630) 463-3004
Communications Coordinator: Ms. Sandy Manisco	(630) 463-3000

Board of Education

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