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Geneva CUSD 304

Elementary School Student Handbook

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Chapter 1 - Introductory Information & General Notices

School Operations & Information

1.00 School Operations During a Pandemic or Other Health Emergency

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Please refer to the following Board policies for more information:
Board Policy 4:180 Pandemic Preparedness; Management; and Recovery

1.10 Enrollment

Please refer to the following Board policies for more information:
Board Policy 7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students
Board Policy 7:50 School Admissions and Student Transfer from Non-District Schools
Board Policy 7:60 Residence

1.11 Synergy: ParentVue (Student Information System)

CUSD 304 parents and guardians use Synergy: ParentVue to access their student's schedule, attendance, contact information, and transportation information in a password-protected environment.

Click here for more information and to log in to your Synergy: ParentVUE account.

1.12 Parent Communication

Open communication between home and school is essential for the effective education of our students. We encourage parents to contact school personnel whenever a question or concern arises. The Geneva CUSD 304 calendar provides for parent-teacher conferences during the school year. Additional conferences may be scheduled as needed.

Report cards can be accessed in Synergy: ParentVue. Parents with limited computer access may request printed copies be sent home by contacting their school office. If parents wish for more specific information during the year, a conference with the teacher should be arranged.

Staff can be contacted via email or phone. Geneva CUSD 304 encourages a school-home partnership to support students.

1.13 Safety

Please refer to the following Board policy for more information:
Board Policy 4:170 Safety

1.14 Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct

himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.
Board Policy 8:30 Visitors to and Conduct on School Property

1.15 Equal Educational Opportunities and Sex Equity

Please refer to the following Board policy for more information:
Board Policy 7:10 Equal Educational Opportunities
Board Policy 2:260 Uniform Grievance Procedure

1.16 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.

1.17 School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.
Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.
Please refer to the following Board policies for more information:
Board Policy 6:250 Community Resource Persons and Volunteers

1.18 Invitations and Gifts

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

1.19 Treats and Snacks

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.

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.

1.20 Emergency School Closings

In cases of bad weather and other local emergencies, please listen to any local radio station or television station to be

advised of school closings or early dismissals. School closings for any reason will be announced before school begins in the a.m. If bad weather or other emergencies occur during the day, please listen to local media stations for possible early dismissal information.
For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.
If the District dismisses early for an emergency, all after-school functions are automatically canceled.

1.21 Video and Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school buses, and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

1.22 Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.
Board Policy 8:70 Accommodating Individuals with Disabilities

1.23 Students with Food Allergies

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Please refer to the following board policies for more information:
Board Policy 7:285 Anaphylaxis Prevention, Response, and Management Program

Care of Students with Diabetes
If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.
Please refer to the following Board policy for more information:
Board Policy 6:120 Education of Children with Disabilities
Board Policy 7:270 Administering Medicines to Students

1.24 Suicide and Depression Awareness and Prevention

Please refer to the following Board Policy for more information:
Board Policy 7:290 Suicide and Depression Awareness and Prevention

1.25 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance. Each building's PTO has a website and can be found online.
Please refer to the following Board policy for more information:
Board Policy 8:90 Parent Organizations and Booster Clubs

1.26 Student Appearance

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.
Please refer to the following Board policy for more information:
Board Policy 7:160 Student Appearance

1.27 Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Please refer to the following Board policy for more information:
Board Policy 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

1.28 Faith's Law Notifications

Employee Conduct Standards
Please refer to the following Board policy for more information:
Board Policy 5:120 Employee Ethics; Code of Professional Conduct, and Conflict of Interest

1.29 Prevention of Anaphylaxis

District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.
Geneva CUSD #304 is committed to creating as safe a school environment as possible. Some people entering our bui ldings 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:
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.

Bus:
Food should not be eaten on the school bus except for individuals who have medical conditions that necessitates 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).

1.30 Free and Reduced-Price Food Services; Meal Charge Notifications
The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of Student Fees. This notification is also provided to households of students transferring to the District during the school year. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal.
Please refer to the following Board Policy for more information:
Board Policy 4:130 Free and Reduced-Price Food Services

Chapter 2 - Attendance, Promotion & Graduation

2.10 Attendance
Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.
Board Policy 7:70 Attendance and Truancy

2.20 Student Absences
For students who are required to attend school, there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. For students who are parents, expectant

parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If the school has not been informed of a student's absence, the guardian will be contacted.
Board Policy 7:70 Attendance and Truancy

2.30 Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.
Board Policy 7:80, Release Time for Religious Instruction/Observation

2.40 Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.
Board Policy 7:70 Attendance and Truancy

2.50 Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.
Board Policy 7:70 Attendance and Truancy

2.60 Grading and Promotion

School report cards are issued to students on a trimester basis. For questions regarding grades, please contact the classroom teacher.

Board Policy 6:280 Grading and Promotion

2.70 Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, student's ability, and student's grade level.

Board Policy 6:290 Homework

2.80-K8 Exemption From PE Requirement [K8] (Regular Education)

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.

Board Policy 7:260 Exemption from Physical Education

2.90 Accelerated Placement

District 304's Elementary Acceleration/Enrichment Program offers enrichment and extension opportunities for identified elementary students. Multiple criteria are used to determine placement of students in the A/E Program. The A/E Reading and Math program begins in fourth grade and carries through elementary school. Fourth and fifth grade students will meet with the A/E teacher for their instruction in reading and/or math. The curriculum used in the A/E replacement program parallels the curriculum used in grades four and five but accelerates and extends as the children show instructional competency.

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

Board Policy 6:135 Accelerated Placement Program

2.100 Home and Hospital Instruction

Students must be enrolled in a Geneva CUSD 304 school to receive home or hospital instruction. Home or hospital instruction is not intended to supplant school services and is by design temporary. The student's inability to attend school for medical reasons must be certified by a licensed medical Physician, Advanced Practice Nurse, or Physician Assistant. The licensed medical provider determines whether a student will, due to a medical condition, be out of school for a minimum of two consecutive weeks (10 school days) or on an ongoing intermittent basis.

Board Policy 6:150 Home and Hospital Instruction

Chapter 3 - Student Fees & Meal Costs

3.10 Fees, Fines, Charges; Waivers of Student Fees

Fines, Fees, and Charges; Waiver of Student Fees. The school establishes fees and charges to fund certain school activities. Students whose parent or guardians are unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.
Applications for fee waivers may be obtained from the school office or the District's website and may be submitted by a parent or guardian of a student who has been assessed a fee.

Please refer to the following Board policy for more information:
Board Policy 4:140 Waiver of Student Fees

3.20 Vandalism

The school district will seek restitution from students and their parents/guardians for vandalism or other students acts that cause damage to school property.
Please refer to the following Board policy for more information:
Board Policy 7:170 Vandalism

3.30 School Lunch Program

Students may bring a sack lunch from home or purchase a daily lunch. Lunch is within the school schedule during full days. Lunch is not served or in the schedule on half days or School Improvement Days.
Free or reduced-price meals are available for qualifying students. For an application, contact the building principal or refer to the District's website.

Please refer to the following Board policies for more information:
Board Policy 4:130 Free and Reduced-Price Food Services
Board Policy 6:50 School Wellness

Chapter 4 - Transportation

4.10 Bus Transportation

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

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

Bus Transportation Notification of a Student Health Concern

If your child has a critical health issue, please contact the transportation department to provide information before school starts.

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

Please refer to the following Board policies and the District's website for more information:
Board Policy 4:110 Transportation

4.20 Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

Please refer to the following Board policies for more information:
Board Policy 7:220 Bus Conduct

Chapter 5 - Health & Safety

5.10 Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:
Entering kindergarten or the first grade;
Entering the sixth and ninth grades; and
Enrolling in an Illinois school for the first time, regardless of the student's grade.
Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.
Failure to comply with the above requirements by October 15 of the current school year[1] will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination
All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination
All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Exemptions
A student will be exempted from the above requirements for:
Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
Health examination or immunization requirements on medical grounds if a physician provides written verification;
Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
Please refer to the following Board policies and website for more information:
Board Policy 7:100 Health and Dental Examinations, Immunizations, and Exclusion of Students

Health Forms may be found at: Geneva 304 Health Services

5.20 Student Medication

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

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.

The *SMA Form* must be completed annually (each new school year) or whenever there is a change in medication and/or dosage.

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.

The parent/guardian should discuss with the building nurse the supply of stock non-prescription (over the counter) medications.

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.

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.

Medication will only be received by and/or returned to the parent/guardian by a nurse or building administrator.

Upon drop off, parent/guardian, nurse and/or building administrator will count and sign off for all controlled substances.

Medication will be administered by the registered nurse or under the direction of the building administrator.

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).

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:
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.

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.

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/

The student's designated caregiver and provider must complete, sign, and submit a School Medication Authorization Form.

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:
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.

The student may self-administer under the direct supervision of a Registered Nurse or administrator after the appropriate paperwork and process have been identified.

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/

The student's designated caregiver and provider must complete, sign, and submit a School Medication Authorization

Form.

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.

Emergency Aid to Students:

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Please refer to the following Board policy for more information:
Board Policy 7:270 Administering Medicines to Students

5.30 Guidance & Counseling (K-8)

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

Under Illinois law. any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.
Please refer to the following Board policy for more information:
Board Policy 6:270 School Counseling Program

5.40 Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be

other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.
Please refer to the following Board policy for more information:
Board Policy 4:170 Safety

5.50 Communicable Disease

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.

Head Lice:
The school will observe the following procedures regarding head lice.

Parents are required to notify the school nurse if they suspect their child has head lice.

Infested students will be sent home following notification of the parent or guardian.

The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Please refer to the following Board policy for more information:
Board Policy 7:250 Student Support Services
Board Policy 7:280 Communicable and Chronic Infectious Disease

5.60 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services:

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. When a complaint is filed, the Nondiscrimination Coordinator and/or Complaint Manager or designee shall process and review it according to administrative procedure 7:255-AP2, Complaint Resolution Procedure for Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence.

Please refer to the following Board policy for more information:
Board Policy 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Chapter 6 - Discipline and Conduct

6.10 General Building Conduct

Student Conduct and Discipline
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.
Please refer to the following Board policy for more information:
Board Policy 7:190 Student Behavior

6.20 School Dress Code & Student Appearance

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, bandannas, and other headgear may not be worn in the building during the school day.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

Please refer to the following Board policy for more information:
Board Policy 7:160 Student Appearance

6.30 Student Behavior

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others.
2. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
3. Engaging in academic dishonesty, including cheating.
4. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
5. Offensive touching and indecent exposure (including mooning).
6. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
7. Entering school property or a school facility without proper authorization.
8. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For a complete reference of prohibited student conduct, please refer to Board Policy 7:190, Student Behavior

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

Disciplinary Measures
School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Re-Engagement of Returning Students
The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Please refer to the following Board policy for more information:
Board Policy 7:190 Student Behavior

6.40 Prevention of and Response to Bullying, Intimidation, and Harassment

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

learning environment are important district and school goals.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes: (1) the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

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

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

Please refer to the following Board policies for more information:
Board Policy 7:20 Harassment of Students Prohibited
Board Policy 7:180 Prevention of and Response to Bullying, Intimidation and Harassment
Board Policy 7:190 Student Behavior
Board Policy 2:260 Uniform Grievance Procedure

Anyone who has a legitimate concern may contact a building principal by phone or email or use the District tip line by calling 630-463-3990 or submitting a tip online.

6.50 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Please refer to the following Board policy for more information:
Board Policy 2:270 Discrimination and Harassment on the Basis of Race, Color and National Origin Prohibited

6.60 Harassment & Teen Dating Violence Prohibited

Please refer to the following Board policies for more information:
Board Policy 7:20 Harassment of Students Prohibited
Board Policy 7:185 Teen Dating Violence Prohibited

6.70 Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

Please refer to the following Board policy for more information:
Board Policy 6:240 Field Trips and Recreational Class Trips

6.80 Access to Student Social Networking Passwords & Websites

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.
CUSD 303 expressly encourages victims of harassment, including but not limited to sexual and/or disability-based harassment, to report such claims. Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Any incident of harassment must be reported as quickly as possible to conduct an immediate investigation.

Please refer to the following Board policies for more information:
Board Policy 7:140 Search and Seizure

6.90 Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right.

Please refer to the following Board policies for more information:
Board Policy 7:190 Student Behavior

Chapter 7 - Internet, Technology & Publications

7.10 Acceptable Use of the District's Electronic Networks

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 network is 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:

a. 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.
b. Unauthorized downloading of software.
c. Downloading of copyrighted material for other than personal use.
d. Using the networks for private financial or commercial gain.
e. Wastefully using resources, such as file space.
f. Hacking or gaining unauthorized access to files, resources, or entities.
g. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of personal information about anyone, including photographs.
h. Using another user's account or password.
i. Posting material authored or created by another without his/her consent.
j. Posting anonymous messages.
k. Using the networks for commercial or private advertising.
l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
m. 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:

a. Be polite. Do not become abusive in messages to others.
b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
d. 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.
e. Do not use the networks in any way that would disrupt the use by other users.
f. 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 user's responsibility (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 the Internet Safety & Security page: https://www.geneva304.org/InternetSafetySecurity.aspx. To ensure the safe use of technology by all stakeholders, it is important that parents, students, and District personnel work together. If you see something, say something.

One-to-One Devices

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

1. RESPONSIBLE USE OF DISTRICT-ISSUED EQUIPMENT

a. School issued devices should be used for educational purposes. Students must adhere to the Student Handbook, the Acceptable Use Policy, and all corresponding procedures.
b. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens.
c. 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

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

3. EQUIPMENT

a. Ownership - Geneva CUSD #304 retains the sole right of possession of the device and grants permission to use the device according to the guidelines set forth in this Agreement.
b. Equipment Provided – Device configuration must be maintained and not altered.
c. Responsibility for Electronic Data – it is the sole responsibility of the student to back up any data stored on the device.
d. Pick up and return the equipment at the established due dates and times. There may be short periods of time when devices need to be collected for maintenance or other purposes.

4. GENERAL PROCEDURES AND PRECAUTIONS

a. Students are 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.
b. Bring your fully charged, ready-to-use device to school every day.
c. The device must be secured by the student in his/her possession or stored in their locker.
d. Device care guidelines:
    i. Do not use extreme pressure.
    ii. Heavy objects should never be placed on top of the device.
    iii. Ensure that there is nothing on the keyboard before closing 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

a. Follow maintenance alerts and guidance provided by school technology personnel.
b. Promptly report any malfunction, loss, damage, or theft to the District's technology department.
c. 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 replacing the device.
d. The student/parent will be responsible for payment of all applicable repair/replacement fees.
e. If the device, or associated accessories, are lost or intentionally damaged, the student/parent will be responsible for paying the full replacement cost. For intentional damage incidents, the building administrator will develop a plan for the reissuing of a student device.
f. All accidental damage to a school-issued device must be reported promptly to the technology department. A temporary loaner device will be issued to the student, if available, while the device is being repaired or replaced. Technology staff will determine the repair/replacement cost, and the student/parent will be assessed for the repair fee.
g. Students will be asked to provide a statement which describes the events which led to the damage. In any 365-day period:
    i. First occurrence: A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
    ii. Second occurrence: Parents will be notified by the student's Dean or building administrator of the incident and informed that future damage incidents may result in repair fees up to the full replacement cost of the device. A temporary loaner device will be issued, when possible, to the student while the damaged device is repaired.
    iii. More than 2 occurrences: Damage will be assumed to be the result of neglect or intentional action unless proven otherwise. 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 for the repair fee.
h. Identification/Asset Tags
i. Each device will be labeled with a District identification/asset tag. These tags may not be removed, modified, or tampered in any way.
j. 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

Student cell phones should be off and in student's lockers throughout the school day unless specifically used for an educational purpose as instructed by the teacher, or as allowed by school administrators.

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 the value that these technology tools can bring to the learning environment. To that end, the Board fully supports the use of PEDs that enhance and support the learning process and approves their use for instructional purposes. Students may possess PEDs, (e.g., cellular phones, Smartphones, Tablets, 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 confidentiality expectation will exist in PEDs on school premises/property. Students are prohibited from using PEDs in any way that might 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 Assessment

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

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

Please refer to the following Board policies for more information:
Board Policy 6:235 Access to Electronic Networks
Board Policy 6:220 Student Use of Personal Electronic Devices

7.20 Guidelines for Student Distribution of Non-School Sponsored Publications

Please refer to the following Board policies for more information:
Board Policy 7:310 Restrictions on Publications; K-8 Schools
Board Policy 7:315 Restrictions on Publications; High Schools

7.40 Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

(See Policy 7:345)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending on the educational technology used, our District may need to collect several types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals, or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work

- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

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. During an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination.

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

Please refer to the following Board policies for more information:
Board Policy 7:345 90 Use of Educational Technologies; Student Data Privacy and Security
Board Policy 7:140 Search and Seizure

Chapter 8 - Search and Seizure

8.10 Search and Seizure

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, students, and their personal effects. "School authorities" include school liaison police officers.

School Property and Equipment, as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or

the student's consent. Students have no reasonable expectation of privacy in these places or areas or their personal effects left there.

The building administration may request the assistance of law enforcement officials to inspect and search lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted with specially trained dogs.

Student Searches
School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, cars located on school grounds, etc.) when there is a reasonable ground for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or Geneva CUSD 304 policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and gender and the nature of the infraction.

School officials may 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 the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.
School officials may not request or require a student or their 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.

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, school authorities may seize and impound the evidence, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity
Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, school counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Please refer to the following Board policy and notice for more information:
Board Policy 7:140 Search and Seizure
Board Policy 7:150 Agency and Law Enforcement Requests

Chapter 9 - Extracurricular and Athletic Activities

9.10 Extracurricular and Athletic Activities Code of Conduct

This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

Absence from School on Day of Extracurricular or Athletic Activity

A student who is absent from school after noon is ineligible for any extracurricular or athletic activity on that day unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

Please refer to the following Board policies for more information:
Board Policy 6:190 Extracurricular and Co-Curricular Activities

9.20 Student Athlete Concussions and Head Injuries

Concussions or suspected head injuries should be reported to school staff immediately. Students (athletes and non-athletes) are required to follow the District's Concussion Protocol and Procedures. These can be found on the District's website.

Please refer to the following Board policy for more information:
Board Policy 7:305 Student Athlete Concussions and Head Injuries

Chapter 10 - Education of Individuals with Disabilities

10.10 Education of Individuals 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.

Geneva CUSD 304 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 the ages of three 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. The school intends 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 or at your student’s school.

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.

Please refer to the following Board policies for more information:
Board Policy 6:120 Education of Children with Disabilities

10.20 Discipline of Students with Disabilities

Please refer to the following Board policy for more information:
Board Policy 7:230 Misconduct by Students with Disabilities

10.30 Related Service Logs

Please refer to the following Board policy for more information:
Board Policy 7:340 Student Records

10.40 PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

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 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 in 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. or information regarding PUNS, please visit: Illinois Department of Human Services - PUNS - Division of Developmental Disabilities or refer to the following documents:

Understanding PUNS (pdf)

Understanding PUNS - Spanish (pdf)

You may also contact the following District employes 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

10.50 Medicaid

Geneva CUSD 304 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP), 504 plan, or health plan. 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 now or at any time in the future, please email your child's principal. Regardless of your decision, the District must continue to provide, at no cost to you, the services listed in your plan. 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 school plan.

Chapter 11 - Student Records & Privacy

11.20 Student Privacy Protections

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Please refer to the following Board policies for more information:

Board Policy 7:15 Student and Family Privacy Rights

Board Policy 7:345 Use of Educational Technologies, Student Data Privacy and Security

11.20 Student Records

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.

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 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

Graduate, Transfer, or Withdraw 2028-2029 School Year:
Temporary records will be destroyed no earlier than July 1, 2036
Permanent records will be destroyed no earlier than July 1, 2090

Please refer to the following Board policies for more information:
Board Policy 7:340 Student Records

Chapter 12 - Parental Right Notifications

12.10 Teacher Qualifications

Please refer to the following Board policy for more information:
Board Policy 5:190 Teacher Qualifications

12.20 Standardized Testing

Please refer to the following Board policy and the District's website for more information:
Board Policy 6:340 Student Testing and Assessment Program

12.30 Homeless Students' Right to Education

Each student of a homeless individual and each homeless student has equal access to the same free, appropriate public education as provided to other children and youths, including public preschool education. The McKinney-Vento Homeless Assistance Act and Illinois Education for Homeless Children Act defines a homeless child as when a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his/her/their temporary living arrangements; the parent or guardian of the homeless child has the option of either:

A) Continuing the student's education in the school of origin for as long as the student remains homeless or, if the student becomes permanently housed, until the end of the academic year during which the housing is acquired; or

B) Enrolling the student in any school where non-homeless students who live in the attendance area in which the student or youth is actually living are eligible to attend.

For more information, contact the District's Homeless Liaison.
Please refer to the following Board policy and the District's website for more information:
Board Policy 6:140 Education of Homeless Children

12.40 English Learners

Please refer to the following Board policy or the District's website for more information:
Board Policy 6:160 English Learners

12.50 School Visitation Rights

Please refer to the following Board policy for more information:
Board Policy 8:95 Parental Involvement

12.60 Pesticide Application Notice

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact your building principal. Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.
Please refer to the following Board policy for more information:
Board Policy 4:160 Environmental Quality of Buildings and Grounds

12.70 Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.
Please refer to the following Board policy for more information:
Board Policy 5:90 Abused and Neglected Child Reporting

12.80 Sex Offender and Violent Notification Law

Please refer to the following Board policy for more information:
Board Policy 4:175 Convicted Child Sex Offender; Screening; Notifications