



2016 - 2017
Parent and Student Handbook

Community Consolidated School District 21
999 West Dundee Road
Wheeling, IL 60090
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www.ccsd21.org

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The Community Consolidated School District 21 Parent Handbook includes a summary of Board policies governing the District as well as administrative procedures. Complete Board policies are available on the website at: www.ccsd21.org

District 21 Professional Learning Community

The district is dedicated to the principles of its Professional Learning Community (PLC) in order to fulfill the district's mission, vision and goals.

Mission:

Preparing All Students for Success

Vision:

The purpose of District 21 schools is to provide a learning environment for all students to become life-long learners and productive citizens.

Goals:

All students will make one or more years' growth each year in reading and math.

Areas of Focus:

- Inclusionary Practices: All students learn in an environment with their peers that engages and challenges them.
- Authentic Learning: All students learn the curriculum by collaborating with their peers to solve real problems with real products that serve real audiences.

Additional information about School District 21's Professional Learning Community can be found on the website at: <http://www.ccsd21.org/professional-learning-community/>

School District 21 reserves the right to amend the Parent Handbook at any time during the year as needed without notice to parents.

The policies of the Board of Education are available in full on the School District 21 website at: <http://www.ccsd21.org>



Dear students and parents,

School District 21 schools are learning communities in which all students, families, and staff members are valued. As in all communities, we need to establish guidelines and policies to protect everyone's rights. The guidelines and policies in this handbook are designed to protect these basic rights.

Since all students are expected to be familiar with the School District 21 Handbook, we ask that parents read the handbook with their child at home. Teachers will also discuss this handbook with students in class.

If you should have any questions about the Handbook, please ask your daughter or son's teacher.

When parents and students sign the form below, it shows that you have read and understand the Handbook. Students should turn this form in to their teacher by the end of the first week of school.

We hope that your child has a great school year, and we look forward to working with you toward meeting your child's goals.

Thank you,
School District 21

**Community Consolidated School District 21
Student Handbook Form**

Student name: _____
Please print

Homeroom teacher: _____
Please print

We have read and reviewed the School District 21 Handbook at home.

Student Signature

Date

Parent Signature

Date

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Additional Pages/Forms:

- Pest Management Letter & Form

ASBESTOS HAZARD EMERGENCY RESPONSE

District 21 complies with the AHERA (federal law), which requires school districts to inspect schools for asbestos-containing building materials and file management plans with a designated state agency. The inspection and management plans are completed by a federally accredited professional within the timeline established by the AHERA law. Our school inspections have not identified any asbestos-containing building materials that needed immediate attention.

Individuals may review the inspection reports and management plans on weekdays between 8:00 AM and 3:00 PM at the Administration Center, 999 West Dundee Road, Wheeling, Illinois 60090. To make an appointment to review the materials or to obtain more information about AHERA, please contact the Director of Operations at 847-520-2805.

AUTOMATED NOTIFICATION SYSTEM

School District 21 utilizes SchoolMessenger, a phone/email notification system. **If at any time you change telephone numbers, email addresses, or emergency contact information, please visit or call your child's school office with the updated information.** Maintaining updated contact information will help everyone in the event of an emergency and will ensure that SchoolMessenger can connect with you when the system is utilized.

BOARD OF EDUCATION

Board of Education meetings typically take place on the third Thursday of each month and are held on the second floor of the Administration Center at 7:30 PM. Throughout the year, the Board Finance, Communication, and Policy Committees meet. Dates for all meetings can be found on the website at www.ccsd21.org.

If an individual with a disability requires assistance in order to attend a Board meeting, please call 847-537-8270 or contact the School District 21 office electronically at district21@ccsd21.org to make necessary arrangements.

BUS TRANSPORTATION

As directed by the Illinois School Code, free transportation will be provided for those students, including kindergartners, who live 1.5 miles or more as designated by the shortest walking distance to and from school. Transportation may also be provided for those children who live less than 1.5 miles from school where the walking route to school is certified as hazardous by the Illinois Department of Transportation.

The driver is in full charge of the students and bus. Students must obey the driver and observe the rules and regulations for riding on the bus. The right of all students to ride on the bus depends upon their behavior and their obeying the rules and regulations.

CONTACTING THE SCHOOL OR DISTRICT

If parents feel there is an issue with a child or an opinion that needs to be expressed, please contact the principal to discuss the situation and reach resolution. If, after discussing an issue with the principal, you feel the situation remains unresolved, then contact the Superintendent's Office either by mail, email, or voicemail or complete the Complaint Procedure document available in the school's office. Return information (phone number or address) is required in order to receive a response. Staff members will not respond or take action on anonymous letters.

CURRICULUM

School District 21 has developed a core curriculum based on the new Illinois State Learning Standards (NILS). Further information about the district's curriculum can be found on the district website: <http://www.ccsd21.org/curriculum-learning/>

Human Growth and Development/Sex Education

A written notice will be provided to parents/guardians of students prior to instruction related to puberty, reproduction, sexual abuse and/or harassment. Parents/guardians will be provided the opportunity to not have their child participate in this unit of study.

Instructional Material

A student's parent/guardian may inspect, upon his/her request, any instructional material used as part of the child's educational curriculum.

Programs For Children Learning English

Following state and federal guidelines, School District 21 provides language assistance programs for students who are acquiring English proficiency. These programs provide the students with grade-level content instruction and English as a Second Language instruction.

1) Bilingual Programs

Transitional Bilingual Education Programs are available for qualifying students whose home language is Spanish, Polish or Russian.

According to the State of Illinois School Code, when an attendance center has an enrollment of 20 or more limited English proficient students of the same language classification, the school district must establish a Transitional Bilingual Education Program for each classification represented by such students.

These programs are designed to assist students who come from backgrounds in languages other than English and who need specialized instruction to continue progress in school.

A Transitional Bilingual Education Program includes the following components:

- Instruction in subjects in the student's home language and in English;
- Instruction in the language arts in the student's home language and in English as a Second Language;
- Instruction in the history and culture of the country, territory, or geographic area, which is the native land of the students or of their parents, and in the history and culture of the United States.

2) ESL Programs

School District 21 offers a Transitional Program of Instruction (TPI) for students of low incidence languages. Students in the full-time program receive instruction in self-contained ESL homerooms. TPI students receive content area instruction using a sheltered English approach, and English language development through ESL, whole language, Language Experience Approach, literature-based reading instruction and writing process techniques.

DAMAGE TO PROPERTY/VANDALISM

Payment and compensation for damage to school property or to the property of school personnel, attributed to the actions of a district student, shall be made by the student within a reasonable period after demand by a school official. Arrangements for deferred payments may be granted by the Superintendent or her/his designee. Further, the parents/guardians of the student may be held responsible under the terms of the *Parental Responsibility Law* of the State of Illinois.

DEMONSTRATIONS ON SCHOOL GROUNDS

To ensure the orderly process of education and business affairs connected with the schools and the safety of persons and property, the Board directs that the Superintendent or her/his designee to develop procedures to be followed in case of any type of disruptive demonstration on school property or within school buildings.

This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning School District 21. However, since the Board is required by law to provide proper school facilities and to maintain an appropriate program of instruction, it is further required to bar any disruption of the schools or interference with their normal operation.

DISABILITY ACCOMMODATIONS

Individuals with disabilities who plan to attend School Board Meetings and who require certain accommodations in order to allow them to observe and/or participate in the meeting are requested to call 847-537-8270 or contact the School District 21 office electronically at district21@ccsd21.org to make necessary arrangements. When attending school functions, these individuals can contact the building principal so that appropriate accommodations can be made.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)/TITLE I PROGRAMS

A. Title I Schoolwide Programs

District 21 operates **seven Title I Schoolwide Programs** at: Walt Whitman Elementary School, Mark Twain Elementary School, Eugene Field Elementary School, Joyce Kilmer Elementary School, Robert Frost Elementary School, Oliver Wendell Holmes Middle School, and Nathaniel Hawthorne Early Childhood Center. Specific information regarding each school's plan is available on the school's website and from the principal.

B. Title I Parent Involvement

A critical component of all Title I programs is to strengthen the home-school partnership. Parents are involved in the Title I programs in a variety of ways. Copies of each school's Title I School-Parent Compact and Title I Parent Involvement Policy are available in the school office and on each school's website.

C. Parents Right-to-Know

In accordance with the Elementary and Secondary Education Act, the district informs parents of students in Title I programs of their right to request information regarding the professional qualifications of staff who is instructing their children. For additional information, please refer to your school's principal, the Human Resources office, and/or the School District 21 website:
<https://www.http://ccsd21.org/curriculum-learning/title-i-information/>

EXTRA-CURRICULAR ACTIVITIES

A variety of extra-curricular activities are offered to support students' growth and learning in a variety of ways. Activities are created on an annual basis at each school in order to cater to a range of interests. Included among these activities are: student government, sports, service clubs, drama, student journalism, and more. The purpose of the after school sports program in elementary school is to provide intermediate students an opportunity to further participate in the activities of the physical education program.

Intramurals are also offered at middle school level for boys and girls. Times may vary at each school. In addition, middle school interscholastic sports programs are offered to all middle school students. A physical examination is required for all sixth, seventh and eighth

grade students participating in interscholastic sports. These examinations must be current within the past year the sport is scheduled. The examination must be on file prior to participation. All activities are administered in compliance with Title IX Federal guidelines.

Permission slips to participate in after school activities will be sent home through the school staff and must be signed and returned prior to the activity. Families should make arrangements in advance of the activity as to how the student will safely return home from school.

FOOD SERVICE

Breakfast & Lunch Program

A hot breakfast and lunch program is available at each elementary and middle school. Monthly menus are sent home with the students and are posted on the School District 21 website for reference.

Payments for breakfast and lunch are recorded using an electronic debit system. An account is created for each student. Parents may send checks or cash to the school office to be posted to their child's account.

Free/Reduced Lunch Program

Our district participates in a Federal program to provide free/reduced lunches for children from families who meet eligibility requirements. An income household size guide scale, generated and adjusted annually by the Federal Government, is published by the State and is used to determine eligibility for free or reduced price lunches for students. If your income level is above the eligibility cut off, but have serious family problems due to illness, large medical expenses, or other emergencies, please contact your school's office to determine if other means of assistance are available for your situation.

If your child is found eligible under this program, he/she will receive the same consideration as all other children and no one will know who is paying for the lunches. No child will be discriminated against because of race, gender, national origin, or any other factor or combination of factors.

In certain cases, foster children are also eligible for these benefits. If you have foster children living with you and wish to apply for meals for them, please notify us or indicate it on the application.

After receipt and review of your application, the Business Office will advise you within ten (10) days of receipt of the application whether or not your child is eligible for free or reduced meals.

You may apply at any time during the school year if your situation changes.

HOLIDAY ACTIVITIES & PROGRAMS

In accordance with the Constitution of the United States and the Constitution of the State of Illinois, all school-sponsored activities must reflect a clearly secular purpose and be non-sectarian.

All sponsored activities, which may be interpreted as a sectarian exercise, must be presented with an appropriate explanation of the purpose for which the material is presented. Any school-sponsored activity which deals with a sectarian subject matter intended for secular study or exercise may not be presented if it has a primary effect of aiding a religion or promoting a religious activity or will cause the school to be involved in an excessive entanglement with religion.

Prior to engaging in any school-sponsored activity which may be interpreted by reasonable people as being considered as a sectarian activity, such program or activity must be approved by the Superintendent.

INSURANCE

The school district provides at no cost an accident insurance program for students. The policy and its implementation are solely the responsibility of the company; the school district has no involvement other than to provide claim forms when incidents arise. The school day accident policy covers a child during the school day and school-sponsored activities. Accidents covered by this policy should be promptly reported to the insurance company. If you have questions about the accident insurance program, please contact the School District 21 Business Office at 847-537-8270.

McKINNEY-VENTO HOMELESS SERVICES

The McKinney-Vento Program assists families who have lost housing and find themselves: living in a shelter or motel; sharing housing with others because of lost housing or economic hardship; living in a campground, car, abandoned building or other temporary shelter; without a permanent address. Families in this situation have the right to:

- Enroll in school immediately without school or medical records
- Receive assistance from the district liaison with immunizations and/or medical records
- Choose to attend the child's previous school based on the previous address or the school closest to where the family is currently residing
- Receive transportation to and from school
- Dispute enrollment or transportation issues
- Participate in your child's education

District 21 McKinney-Vento Liaison: Naomi Rubin at 847-419-3083

North Cook McKinney-Vento Homeless Youth Advocate: Tom Bookler at 630-386-0883

NON-CUSTODIAL PARENTS' RIGHTS

Non-custodial parents have a right to see student records and reports and pick up a child from school unless a court order to the contrary is in the student's file at the school office. Examples of acceptable documentation may include a divorce decree, a notarized copy of the decree, or a court order by a judge with the court seal. A letter from an attorney is not an acceptable form of documentation of a court order.

PEST MANAGEMENT

The State of Illinois requires school districts to make notifications prior to the application of specific types of pest control agents if parents desire to be notified. Applications of pest control products are made only when necessary to address a problem. Detailed information is provided in the letter and in the accompanying form at the end of this handbook. Parents requiring written notification, prior to the application of any pest control materials, must complete the form and submit it to the school principal.

REGISTRATION OF STUDENTS

At the conclusion of each school year, students in grades Pre-K through 7 are automatically registered for the next school year in School District 21. Families will receive a statement of fees annually. School information and class assignments are sent to each family in early August.

Parents of students who will enter kindergarten in the fall are encouraged to register beginning in February, as this assists the school in making appropriate plans and distributing information. To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term.

A certified copy of the child's birth certificate or passport should be provided at registration. The individual enrolling the student must establish residency in School District 21. The residence of the person who has legal custody of a student is deemed to be the residence of the student. Documentation of residency is required at the time of registration.

RETENTION OF STUDENTS

Retention of Students

School District 21 is dedicated to the progress and growth of each student and committed to the academic, social, and emotional well-being of every child. Although most students will make adequate annual growth and move seamlessly into the next grade, there are times, however rare, when retention is in the best educational interest of the child. These exceptions will be made with prior notification to the parent/guardian. Nonetheless, the final decision will rest with school officials. Factors when considering retaining a student in the same grade level for a second year include:

- Progress on program plans developed by school staff members
- Academic progress made during the year
- Teacher observations and evaluation
- Student attendance patterns
- Social, physical or emotional issues

Notification to parents

When a child is being considered for retention in the same grade level for a second year, conferences will be held with the teacher, parent and principal during the first trimester of the school year. If retention continues to be considered, a program plan will be developed to address deficit skills and a schedule of review conferences will be established. During these review conferences, the teacher, principal and parent will discuss student progress on the Program Plan. No later than June 1, a conference will take place to make a final determination. If at that time it is determined that the child will be retained in the same grade, the program plan will be updated to identify specific program changes for the following year.

SCHOOL ADMISSIONS AND STUDENT TRANSFERS TO AND FROM NON-DISTRICT SCHOOLS

The Illinois Constitution guarantees every person access to a free public education through grade 12. Children are enrolled in the district following state and federal guidelines as well as district policies. These policies are summarized below and are available on the district website.

A. Kindergarten/New Enrollment

Children are eligible for initial admission to the public school system based on state guidelines:

- a.** Kindergarten entrance: A child must be 5 years old on or before September 1 of that school term.
- b.** First-grade entrance: A child must be 6 years of age on or before September 1 of that school term.

- c. Early Childhood entrance: A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.
- d. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public state-recognized preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by a teacher who was appropriately certified/licensed by the State, the non-public school is accredited by the state agency governing education, and will be 6 years old on or before December 31.

B. Admissions Procedure

Children who attended School District 21 in the previous school year are automatically enrolled for the coming school year. Students new to School District 21 must register before attending school. Dates and locations for registration are designated by the Superintendent. For initial enrollment to the district, parents must present the following documents:

- a. Certified copy of the student's birth certificate or passport;
- b. Proof of residence within the district boundaries (as outlined in Board Policy 7:60);
- c. Proof of disease immunization and medical examination, as required by state law and Board Policy 7:100.

C. Homeless Children

Any homeless child shall be immediately admitted to school following Board Policy 6:140, even if records normally required for enrollment are not available. Parents seeking support should contact the District 21 McKinney-Vento Liaison, Naomi Rubin, at 847-419-3083. Refer also to the McKinney-Vento Homeless section of this handbook.

D. Student Transfers To and From Non-District Schools

A student may transfer into or out of the district according to State law and procedures developed by the Superintendent.

E. Transfers Within the District

In rare and extenuating circumstances, parents or guardians may write a letter to the Superintendent to request a transfer to a district school other than the one the student was assigned. Parents making the request must submit the letter between May 1 and August 1, and do so with the understanding that the parent assumes responsibility for transportation to and from the requested school. Decisions regarding a parent request will be made and communicated to parents the week prior to the start of school. If granted, a transfer is only valid for one year. Parents/guardians must submit a request in subsequent years if they continue to request a transfer.

**SEX EQUITY, SEX DISCRIMINATION, AND SEXUAL HARASSMENT/
INTIMIDATION AND TITLE IX NON-DISCRIMINATION**

A. Statement of Policy

School District 21 does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation or bias by any district employee, by other students, or by the effect of any school policy or practice.

"Sex Bias" means the attribution of behaviors, abilities, interests, values and/or roles to a person or group of persons on the basis of sex.

"Sexual Harassment" includes student-to-student conduct and student-to-staff conduct as well as staff-to-student conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) sexual advances to students by staff, welcome or unwelcome, (3) requests for sexual favors, and/or (4) other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development;
2. Submission to or rejection of such conduct is used as the basis for employment or education decisions affecting such individual; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature
2. Graphic or suggestive comments about an individual's dress or body;
3. Displaying sexually explicit objects, photographs or drawings;
4. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
5. Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's grades, educational opportunities, employment status, or similar personal concerns.

"Sexual Intimidation" means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

B. Grievance Procedure

In the event the complaint cannot be resolved informally, the student has a right to a hearing. The student may appeal the hearing decision to the Board of Education, then to the designated regional or state authority and finally, to the State Superintendent of Education.

All complaints regarding the school district's compliance with Title IX of the Education Amendments of 1972 or the Illinois Sex Equity Rules shall be received and investigated without reprisal by the Board of Education or the Board's employees or agents. No reprisal shall be taken against any person for participating or refusing to participate in the grievance process, provided that if a refusal to participate constitutes insubordination such refusal may be subject to normal disciplinary procedures.

The filing of a complaint under the grievance procedures described herein shall not limit, extend, replace or delay the right of any person to file a similar complaint or charge with any appropriate local, state, or federal agency or court.

C. Disciplinary Action

Disciplinary action may be taken with respect to any district employee who is found to have committed or participated in an act or acts of sexual harassment or intimidation

against a student. Disciplinary action, up to and including expulsion, may be taken with respect to any student of the district who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student or staff member.

D. Confidentiality

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

E. Title IX Non-Discrimination

The district operates all programs in a non-discriminatory manner in compliance with the state and federal guidelines including Title IX. The Title IX Grievance Procedure follows: "Any allegation of a violation of any part of the regulations of Title IX from the Department of Health, Education and Welfare should be brought by the complainant to the attention of the Title IX Coordinator for School District 21. The complainant and the School District 21 Title IX Coordinator will set a meeting by mutual agreement at an acceptable time and place, but not to exceed 21 days from the time of initial contact, for discussion of the alleged violation. If the complaint is not satisfactorily resolved at this point, within 30 days both parties (complainant and Title IX Coordinator) shall appear before the superintendent at a time and date mutually agreed upon for further consideration of the complaint. If the allegation is not satisfactorily resolved at this point, the complainant may request audience with the Board of Education. If the complaint is still not resolved, the complainant may take action as provided for in the Title IX Regulations."

SMOKING, ALCOHOL USE, DRUG USE

Possession, use, sale, or purchase of tobacco or nicotine products, including without limitation, electronic cigarettes, on district property is prohibited. Additionally, the Board of Education policy prohibits the unlawful manufacture, distribution, dispensation, possession, or use of drugs and alcohol on property of the district or as part of any of its activities. For the purposes of the policy, drugs are defined as any drug, which is not legally obtainable and/or any drug which is legally obtainable, such as a prescription drug, but which is not legally obtained, is not being used for prescription purposes, and/or is intentionally not being taken according to prescribed dosages. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited on school grounds or as part of any of its activities.

SOLICITATIONS

By Students:

No student or group of students shall solicit funds from other students, district staff members or members of the community without the approval of the administration.

Of Students:

There shall be no general collection of funds or donations from children in a school or in the school system without the approval of the superintendent or designee and there shall be no collection of funds or donations in a single classroom or department without the approval of the school principal.

Sale of tickets and the distribution of flyers shall not be carried on without the approval of the superintendent or designee.

No student name list shall be released to any individual or agency for non-school purposes.

STUDENT DISCIPLINE

A. Right to a High-Quality Education

All students have a right to a free and appropriate education. As such, school disciplinary measures should not be used to exclude students from school or otherwise deprive them of such an education, unless it is necessary to preserve the safety of students and staff.

B. General Principles

1. Goals for Student Discipline: The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and school success, and to support a school environment where students and staff are responsible and respectful. Successful school discipline is guided by the following principles:

- School safety and academic success are formed and strengthened when all school staff and personnel build positive relationships with students and are actively engaged in their lives and learning.
- Clear communication of expectations combined with intentional focus on the development of social emotional learning in grades PK-8 is essential to the learning environment.
- Effective and engaging instruction and classroom management are the foundation of effective discipline.
- School staff should promote high standards of behavior by teaching, modeling, and monitoring positive behavior, and fairly and consistently providing guidance and redirection for misbehavior.
- School discipline that is paired with meaningful instruction and guidance offers students an opportunity to learn from their mistakes and contribute to the school community and is more likely to result in re-engaging the student in learning.
- School discipline is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs.
- Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students are removed from their classrooms due to misbehavior.

2. When and Where Conduct Rules Apply: A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours or at any time;
- Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event; or
- 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.

3. Student Conduct: As students are gaining social-emotional skills and learning the norms of the school system, from time to time they may have moments in which they

do not fully meet the expectations of the school. Typically these discipline situations represent minor deviations from the norms, which require redirection and re-teaching of skills and are managed within the classroom environment. However, occasionally the student's behavior or actions fall into the category of major discipline situations and will require the involvement of school administration in order to determine the appropriate response that will help the student to address behaviors, strengthen social emotional skills, repair the harm, and restore relationships within the school community.

Major discipline situations include, but are not limited to:

- Aggressive Behavior
 - Verbal Aggression
 - Fighting
 - Physical Aggression
 - Intimidation
- Gang-related Behavior
- Bullying
- Frequent, Patterned Defiance and/or Disruption
- Theft or Damage to Property
- Possession, Use, Distribution, or Sale of Prohibited Substances, Items or Weapons
 - Substances and Paraphernalia
 - Alcohol
 - Drugs
 - Inhalants
 - Tobacco, nicotine and related products, including e-cigarettes
 - Look-alike or counterfeit drugs
 - Items, including but not limited to:
 - Electronic Devices
 - Unmanned Aircraft System or Drone
 - Weapons
- Sexual Activity and Harassment
- Teen Dating Violence
- Threats and Threatening Behavior

4. Responses to major discipline situation: Responses to major discipline situations will include a teaching/intervention component, as well as the potential for additional consequences as warranted by the specific case. Responses to discipline issues will be handled on a case-by-case basis. Discipline will not follow a prescribed discipline sequence. These consequence may include but are not limited to the following discipline measures:

- Notifying parent(s)/guardian(s)
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension.
- Before or after-school study provided the student's parent/guardian has been notified.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

- Suspension of bus riding privileges; in accordance with Board policy 7:220, *Bus Conduct*.
- Out-of-school suspension from school and all school activities in accordance with Board policy 7:200 *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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.

Prior to an out-of-school suspension or expulsion, interventions and alternatives to suspension and expulsion will be analyzed as far as their appropriateness to the given circumstances considering the factors listed below.

C. Relevant Factors in Making Discipline Decisions

When determining appropriate responses students’ misbehavior, administrators and staff must consider the following factors:

1. Age, health, and disability or special education status of the student
2. Appropriateness of student’s academic placement
3. Student’s prior conduct and record of behavior
4. Student’s disposition throughout the resolution process
5. Student’s willingness to repair the harm
6. Seriousness of the offense and the degree of harm caused
7. Impact of the incident on the overall school community

D. Disciplinary Sanctions

Legal Authority

The Board of Education may directly or through its designees suspend or expel any student for conduct occurring at school, on school property, on a school bus, using school technologies, at a school-supervised or school-related activity, or for conduct that significantly disrupts learning at school for the following:

1. Gross disobedience or misconduct
2. Violation of any published regulation for student conduct approved by the Board of Education
3. Conduct which is disobedient and/or which substantially disrupts, impedes, or interferes with the operation of any public school or the operation of any public school bus
4. Conduct which endangers the safety of others (or which substantially impinges upon or invades the rights of others)

For students with an identified or suspected disability, the Board of Education and its designees will institute practices to determine if the behavior, conduct or infraction in question is related to the student's disability or suspected disability when considering and defining appropriate disciplinary actions. If the parent/guardian of a student with an identified or suspected disability disagrees with any decision regarding disciplinary action, he/she has the right to request an expedited due process hearing. Additional information can be found beginning on page 7 of the Illinois State Board of Education Explanation of Procedural Safeguards at http://www.isbe.net/spec-ed/pdfs/nc_proc_sfgrds_34-57j.pdf or by contacting the Director of Student Services at 847-520-2717.

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

School Bus Suspension

The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
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 Superintendent or designee 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. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or

property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.

3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - A threat to school safety, or
 - A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - That the student's continuing presence in school would either:
 - Pose a threat to the safety of other students, staff, or members of the school community, or
 - Substantially disrupt, impede, or interfere with the operation of the school.
 - For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

Informal Hearing Procedures

Students will conference with the principal, assistant principal or dean before a decision to suspend. The hearing process may be postponed if a student's presence poses a danger to people or property or an ongoing threat of disruption to the education process.

The principal, assistant principal, or dean must attempt to inform the student personally of the charge(s). The student is given an explanation of the evidence. The principal, assistant principal, or dean has authority to decide if the explanation will identify witnesses. The student is given a reasonable opportunity to state her/his position before a decision is made to suspend.

Administrator Decision of Facts

After weighing the evidence, the principal, assistant principal, or dean determines if the charge is supported by the evidence and if so, the appropriate disciplinary action that will be taken in accordance with district policies, guidelines, and professional judgment.

Notification of Suspension

Administration will call all numbers provided by the parent, to notify the parent/guardian/emergency person of the suspension. No student is to be sent home from school prior to the close of the school day before a parent/guardian/emergency person contact is made. It is the responsibility of the parent/ guardian to update the school with changes to her/his contact information, including telephone numbers and email addresses.

A Notice of Suspension is presented to the student and hand-delivered or mailed to the parent/guardian, which shall include:

1. The date and specific reasons for the suspension;
2. The appeal procedures;
3. The length of the suspension.

During a period of suspension a student may not participate in any school related activity and the student is not to be present on any school-owned property without prior authorization from the school principal.

Appeal Procedure/Hearings

Parents/guardians have the right to appeal any out-of-school suspension.

1. Appeal of out-of-school suspensions:
 - a. A parent/guardian of a student shall have the right to request a review of an out-of-school suspension. The appeal is made by contacting the principal, assistant principal, or dean, who is responsible for having initiated the suspension to schedule an initial hearing.
 - b. Appeal of bus suspensions of less than ten (10) days will be handled in the same fashion as out-of-school suspensions. Appeal of bus suspensions for more than ten (10) days will be conducted in the same fashion as an expulsion hearing.
 - c. In the event that the initial hearing with the responsible principal, assistant principal, or dean does not result in a resolution of the appeal, a hearing will be conducted with the school principal if that has not already been done.
 - d. If the hearing with the school principal also does not result in a resolution, the parent/guardian may request in writing within 24 hours of that hearing with the principal, a new hearing before a Hearing Officer. Upon receipt of the

- e. properly executed form, School District 21 will schedule a hearing before the Hearing Officer, who will be appointed by the superintendent.
- f. During the appeal process of an out-of-school suspension the student may remain in school unless, in the opinion of the superintendent or designee, the safety of students and/or staff require otherwise.
- g. Failure to attend a hearing on an out-of-school suspension without good cause may result in a waiver of appeal and immediate commencement of suspension.

Student Expulsion

Expulsion is the most severe disciplinary consequence a school system may impose. Expulsion will can be considered when the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school. When behavioral and disciplinary interventions have been exhausted or no other appropriate and available interventions exist for the student, the School Board may expel a student for a definite period of time not to exceed two calendar years. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student shall be expelled. Upon expulsion, the District may refer the student to appropriate and available support services.

E. Bullying

The goal of student discipline is to teach students to behave in ways that contribute to academic achievement and success for the entire school community. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate and, therefore, are prohibited behaviors. The District is dedicated to preventing students from engaging in these disruptive behaviors and to providing all students equal access to a safe, non-hostile learning environment.

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 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.

Bullying on the basis of actual or perceived characteristics is prohibited.

Behaviors that take place in the following situations are prohibited:

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

non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher or any other staff member receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Such conduct includes, but is not limited to, direct behaviors (e.g., teasing, taunting, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks and/or violence) and indirect behaviors (e.g., spreading rumors, causing social or psychological isolation). Bullying shall be construed as gross disobedience or misconduct, which may subject a student to suspension or expulsion.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. A parent or guardian is also encouraged to report concerns of bullying to district staff on her/his child's behalf. Furthermore, anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. All staff members are obligated to forward reports of bullying to their immediate administrators and/or the District Complaint Manager. School District 21 will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

F. Gangs and Gang Activities

The Board of Education has determined that the presence of gangs and gang activities can cause a substantial disruption of, or material interference with, school and school activities. A "gang" is defined in this policy as any group of two or more persons whose purpose includes the commission of illegal acts. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities as follows:

1. No student on or about school property or at any school activity shall:
 - a. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things, which are evidence of membership or affiliation in any gang;
 - b. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or
 - c. Use any speech or commit any act or omission to further the interests of any gang or gang activity, including, but not limited to:
 - i. soliciting others for membership in any gangs;
 - ii. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - iii. committing any other illegal act or other violation of school district policies;
 - iv. inciting other students to act with physical violence upon any other person.

G. Electronic Devices/Cell Phones

Students are prohibited from using a cellular telephone or other personal mobile electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the school principal, all personal electronic devices must be kept off and out of sight during the regular school day unless:

1. the supervising teacher grants permission;
2. use of the device is provided in a student's IEP; or
3. it is needed in an emergency that threatens the safety of students, staff, or other individuals.

H. Inappropriate Materials/Possession

Problems arise when children bring articles to school that are dangerous or interfere with the school environment. Please help your child understand that items such as guns, toy guns, explosives, caps, bean shooters, knives, matches, league-type baseballs, must not be brought to school. If they are brought to school, they will be confiscated and students will be subject to disciplinary consequences.

I. Searches

School officials may search places and areas such as lockers, desks, parking lots, and other school property and equipment owned, leased, or maintained by the district for student use. Such searches may be conducted without notice to or the consent of the student and without a search warrant. School authorities may request the assistance of law enforcement officials when such searches are aimed at ferreting out illegal drugs, weapons, or other illegal or dangerous substances or materials. Searches of students or students' personal effects shall be based on school authorities' reasonable suspicion that the student has violated a federal or state law, School District 21 Board of Education policy, and/or school rule, and that the search will produce evidence of the violation; the method of conducting such searches shall be reasonably related to the objectives of the search.

J. Threats

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
2. 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 student or staff member; or (b) endanger the health or safety of students, staff, or school property.

Threats, threatening language or posturing, no matter how seemingly innocent, will be taken very seriously by all school staff members. Therefore, all students should avoid such behaviors. Students are encouraged to report any threats, or perceived threats, to their teachers and/or school officials immediately. All threats will be thoroughly investigated. Students who use threatening language of any kind will be dealt with in a

serious manner. Consequences may include out-of-school suspensions and/or counseling session.

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STUDENT RECORDS

Student records are defined as any writing or other information recorded in any way, including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche, concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored.

Private notes or working notes are defined as data collected for the sole use of the collector, which is destroyed by the collector at the conclusion of its use. Private notes or working notes become a part of student records if and when they are shared or made available to another person.

All student records shall be factual and non-judgmental in nature and maintained in compliance with the state and federal guidelines.

Question of Content of Records and Copies of Records

Parents or students shall be afforded an opportunity for a hearing to challenge the contents of the records to insure the information is not inaccurate, misleading, or inappropriate and to provide the correction, deletion, or explanation of such information. When parents request such changes, in writing, a Records Hearing may be arranged. A letter requesting a Records Hearing should be addressed to the school principal at your child's school. If a Records Hearing is not requested, but a parent desires to have her/his dispute with records noted, parents may add a written statement, which becomes a permanent part of the educational record of the district. The district custodian of records shall determine, after consultation with appropriate professional staff, any deletion or alteration of challenged content.

If parents request a copy of the record they will receive one copy per year at no cost. Additional copies will be provided at the cost of ten cents per page. No parent or student will be denied a copy of school/student records due to the inability to bear the cost of such material.

A. *Student Permanent Record*

1. Shall consist of:
 - a. Basic identifying information, including students and parents names and address, birth date, and place and gender;
 - b. Academic transcript, including grades, grade level achieved;
 - c. Attendance record;
 - d. Accident reports and health record;
 - e. Record of release of permanent record information; and,
2. May also consist of:
 - a. Honors and awards received; and
 - b. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
3. No other information shall be placed in the student permanent record.

B. *Student Temporary Record*

All information not required in the student permanent record may include:

1. Family background information;
2. Intelligence test scores;
3. Aptitude test scores;

4. Reports of psychological evaluations including information on intelligence, personality, and academic information obtained through test administration, observation or interviews;
5. Elementary achievement level test results;
6. Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;
7. Honors and awards received;
8. Teacher anecdotal records;
9. Disciplinary information;
10. Special education files including the report of the multi-disciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals;
11. Verified reports/information from non-educational persons, agencies or organizations;
12. Other verified information of clear relevance to the education of the students;
13. Record of release of temporary record information;
14. Information regarding serious infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
15. Information *provided under Section 8.6 of the Abused and Neglected Child Reporting Act*;
16. Any biometric information that is collected;
17. The completed home language survey form.

C. **The Family Educational Rights and Privacy Act** (FERPA) affords parents certain rights with respect to their child's education records. These rights transfer to the student when he/she reaches the age of 18 or attends school beyond the high school level. The rights are:

1. The right to inspect and review the student's education records maintained by the school or district;
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance the district's educational objectives. Surveys requesting personal information may be inspected by parents/guardians upon request. School officials or staff shall not market or sell personal information concerning students.

D. **Emergency Release of Information**

Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release.

E. **Release of Information**

The schools shall grant access to, or release information from, school student records without parental consent or notification unless you have advised the district to the

contrary in accordance with district procedures:

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1. To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
2. To any person for the purpose of research, statistical reporting, or planning, provided that:
 - a. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
 - b. No student or parent can be identified from the information released, and
 - c. The research design and purpose are approved by the Superintendent.
 - d. Pursuant to a court order.

F. **Information that may be designated as district directory information shall be limited to:**

1. Identifying information: name, address, gender, grade level, birth date and place, and parent's name and addresses;
2. Academic awards;
3. Information in relation to school-sponsored activities, organizations and athletics;
4. Period of attendance in school.

G. **PTO/PTA Directory Information**

Directory information includes student's name, address, telephone number, parents'/guardians' names, and school. Directory information is shared with parents who are organizing various school events. Parents have the right to prohibit the release of directory information.

H. **Transfer of Records**

When a student leaves School District 21, the student's file will be forwarded to the official records custodian of the new district of residence upon receipt of official release of records documents from the new district. When a student moves to another school within School District 21, records will automatically be transferred. Upon 8th grade promotion, all permanent and temporary records are automatically sent to the respective high school district. If you wish to object to the forwarding of these records, please notify the Director of Business in writing.

If a student is transferring to another public school located in Illinois or any other state and at the time of the transfer is currently serving a term of suspension or expulsion for any reason, then the transferring school shall include with the transferred records:

1. the Good Standing form which includes the date and duration of the period of any current suspension or expulsion; and
2. whether the suspension or expulsion is for knowingly possessing, in a school building or on school grounds, a weapon as defined in the Gun Free Schools Act, for knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or for battering a staff member of the school.

STUDENT SERVICES

A. **Health Services**

1. **Health Office Guidelines:**

Each school is equipped with a health office and Automated External Defibrillator (AED). Certified School Nurses are assigned to specific schools throughout the

entire district. The role of the Certified school nurse is to collaborate with RNs and other health professionals in our schools to ensure that procedures are followed.

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Health Office staff is on duty continually throughout the day in each school. In addition, the Certified School Nurse is on call at all times. Care will be provided to ill or injured children until parents can be contacted and assume that responsibility.

Students are never to leave school without being signed out in the school office by a parent, legal guardian, or similarly designated adult.

Children with fevers over 100.0°F, undiagnosed rashes, sore irritated eyes, vomiting, diarrhea or severe abdominal cramps should not be in school. Students should be free of fever, vomiting and/or diarrhea **for 24 hours without the use of medication before returning to school.** See guidelines under *Section 14. Communicable Diseases* for more information.

2. **Emergency Calls:**

Every effort will be made to contact parents in case of emergency. It is important that telephone numbers be kept up-to-date and accurate in school records. Arrangements for alternate adult emergency contacts should be made with appropriate names and phone numbers listed on school records. If, in the judgment of school officials, an injury requires immediate attention, paramedics will be called first and parents notified as soon as possible.

3. **Student Medication:**

The purpose of administering medications in school is to help each child maintain an optimal state of health that may enhance her/his educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited on school grounds or as part of any of its activities.

- a. Only those medications that are necessary to maintain the child in school and must be given during school hours shall be administered.
- b. Medication can only be administered by a Registered Nurse. In the absence of the Registered Nurse, self-administration under supervision by the principal's designee may be necessary. Students may also carry their own inhaler, diabetic supplies, and/or Epi Pen with proper authorization.
- c. All medication, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status.

- 1) A written order for prescription and non-prescription medications must be obtained from the child's licensed prescriber. The order includes:

- | | |
|-------------------------------------|--|
| ● Child's Name | ● Name of Medication - Dosage, route of |
| ● Licensed Prescriber and Signature | administration, frequency & time of |
| ● Date of Prescription | administration |
| ● Date of Order | ● Reason for Medication |
| ● Length of Time | ● Other Medications the Child is Receiving |

- 2) Medication must be brought into school by an adult in the original package. Prescription medications shall display:

- | | |
|--------------------------|-------------------------------------|
| ● Child's Name | ● Administration Route and/or Other |
| ● Prescription Number | Directions |
| ● Date of Refill | ● Licensed Prescriber's Name |
| ● Medication Name/Dosage | ● Pharmacy Name, Address, and Phone |

3) Over the Counter Medications (OTC):

OTC (non-prescription) medications shall be brought in by an adult with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

- d. In addition to the licensed prescriber's order, a signed permission shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. It is the parent(s)/guardian's responsibility to ensure that the licensed prescriber order, written request and medication are brought to the school.
- e. The principal, Certified School Nurse and/or Registered Nurse shall retain the right to accept or reject such requests.
- f. Parent(s)/guardian may come to the school to administer medication(s) and MUST inform the Health Office of the type of medication administered.
- g. Non-Emergency Medication shall be kept in a locked space for safe storage or in the refrigerator if so marked. Emergency Medication shall be kept in a designated area and labeled location/s per student needs.
- h. A record will be kept detailing the medication given, to whom, when, and who administered it. In addition, the date of the initiation of medication, why not given, and the discontinuance of it will be recorded. In addition, a Registered Nurse will document the effects or side effects of the medication as indicated.
- i. The parent's request, the physician's order, and the recording information will be logged into the district's student information system.
- j. All permission for medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.
- k. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the nurse will dispose of and document that the medications were discarded. Medication will be discarded in the presence of a witness.

4. Student Health Examinations:

The requirements regarding student health examination and appropriate immunizations for students shall comply with the standards adopted by the Illinois Department of Public Health and the Illinois School Code.

Proof of having had a required health examination and appropriate immunizations shall be submitted:

- Prior to the date of enrollment;
- Prior to entering our Early Childhood Program;
- Upon entering kindergarten and/or first entrance into an Illinois school with proof of having the examination within the previous year;
- Upon entering 6th grade;
- Upon transferring into School District 21, irrespective of the grade, unless health records can be obtained from the former school. The transferred health records must be in compliance with Illinois requirements.

These examinations should be completed by a physician and recorded on the state mandated Child Health Examination form, which the school provides. In addition, a physical examination is required annually for all sixth, seventh and eighth grade students participating in team sports. These examinations must be current within the

past year in which the sport is scheduled. The examination must be on file prior to participation.

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It may be determined by the district's administration that a student requires additional health examinations. The examinations may include dental and vision examinations.

The school staff shall inform parents of their obligation in these areas and shall furnish the necessary forms and keep records of compliance. Parents will be expected to notify the school of any allergies to food or drugs or other physical needs their child may have.

In accordance with the Illinois School Code, students objecting to health examinations on religious grounds shall not be required to submit themselves thereto if they present to School District 21 a statement of objection signed by a parent/guardian of the student.

The Superintendent, or designee, is authorized to prohibit a student from attending school until requirements for such physical examinations have been met, or a statement objecting to such physical examination has been submitted.

5. Student Immunizations:

The requirements regarding immunization for students in the district shall comply with the standards adopted by the Illinois Department of Public Health and the Illinois School Code. Every student shall, upon initial enrollment in school, present proof of having received immunization for preventable communicable diseases. Proof of immunization from disease shall be submitted prior to the date of enrollment.

The school staff shall inform parents of their obligation in these areas and shall furnish the necessary forms and keep records of compliance. If the student's physical condition is such that any one or more of the immunizing agents should not be administered, the examining physician shall provide written documentation.

Students who have been unable to comply with this policy will be excluded from school until documentation of compliance has been provided.

In accordance with the Illinois School Code, students whose parents or legal guardians object on religious grounds need not receive the immunizations if they present to the appropriate school officials a signed statement of objection which details the grounds for such an objection. Any medical objection to an immunization must be made by a physician indicating the medical reason for the exemption. Children exempt for religious or medical reasons are considered to be unprotected but in compliance with the immunization provisions of the law.

6. Allergies:

In January 2011, the Illinois State Board of Education enacted Public Act 96-0349, which requires school boards in Illinois to adopt policies promoting both the prevention and management of life-threatening allergic reactions. A copy of Community Consolidated School District 21's manual, Procedures for Managing Life-Threatening Food Allergies in School, is available on the School District 21 website (http://www.ccsd21.org/wp-content/uploads/2016/02/ParentsFoodAllergyGuidelines_ENG.pdf) or at your child's school.

Classroom snacks are limited to fruits, vegetables and hard cheese. If necessary, these snacks may be further limited in accordance with specific food allergies in a classroom. School District 21 does not allow food birthday treats to be sent in to school. If you would like to celebrate your child's birthday with her/his classmates, stickers, pencils, or other non-food items are recommended. You may also choose to donate a game or book to your child's classroom. Finally, any food provided during

the curricular day, for individual classroom and/or the whole school, must be pre-approved by the principal and nurse.

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7. Excuse for Physical Education/Recess:

Students may be excused from participation in physical education activities/recess by presenting a signed physician's statement that recommends the child be excused. A signed request from a parent will be honored only one or two days while the recommendation of a physician is being obtained.

8. Dental Examinations:

The requirements regarding dental examinations for students shall comply with the standards adopted by the Illinois Department of Public Health. All children entering kindergarten, second and sixth grades are required to submit a completed dental exam form to the school by May 15th of that school year. School District 21 will provide parents with a Department of Public Health form to be completed by the child's dentist.

9. Vision Examinations:

All children enrolled in kindergarten and any student enrolling for the first time in an Illinois school must show proof of having an eye examination by a licensed eye doctor (optometrist or ophthalmologist) before October 15th of the school year. This eye exam shall at a minimum include history, visual acuity, subjective refraction to the best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that the doctor determines are necessary.

10. Lead Assessment:

Lead Assessment is required by law for children age 6 years or below prior to admission to preschool, pre-kindergarten or kindergarten.

11. Screening Tests:

Vision - Students, other than those wearing glasses, are instrument screened in pre-kindergarten, second and eighth grades. Special education students, teacher referrals and all students new to the district will also be screened. Those students wearing glasses are screened by a visual inspection of their glasses and a determination of when the child last saw her/his eye doctor. All second graders are additionally screened for color perception. Parents will be notified by letter if a student fails her/his second screening needing a further vision examination.

Vision screening is not a substitute for a complete vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child and your child is in the mandated age or grade-group, he/she will be screened.

Hearing - Individual pure tone audiometric screenings are completed for students in pre-kindergarten, kindergarten, and grades 1, 2, and 3. In addition, special education students, teacher referrals and all students new to School District 21 will also be screened. During the remainder of the school year, any student who has a suspected hearing problem will be retested when the child, teacher, parent or doctor notifies the Certified School Nurse or Health Office. All students with a known hearing loss will be monitored with an audiogram yearly. Parents are notified by letter if a student needs further evaluation by a physician.

Head Lice - School District 21 follows the guidelines set by the Illinois Department of Public Health (IDPH), Centers for Disease Control and Prevention (CDC), and the American Academy of Pediatrics (AAP) with regard to head lice screening. Head lice screening is done as the need arises. Students with head lice will be excluded until after pediculicide treatment. Parents will be provided with treatment information as per IDPH/CDC/AAP/District guidelines. Further intervention may be necessary at the discretion of the nurse and/or principal.

12. Health Records:

Each student's health information is recorded in the School District 21's student information system.

13. Health Emergency Forms:

A health information form with current health information and emergency contact information and phone numbers must be completed by parents on a yearly basis and updated as changes occur. Parents are expected to notify the school of any health issues their child may have or any changes in their child's health status during the school year.

14. Communicable Diseases:

Some communicable diseases are not preventable as yet, but the school has established exclusion and readmission policies in accordance with county and state regulations in the interest of those concerned.

If your child is diagnosed as having one of these diseases, please notify the school. Communicable diseases may include but are not limited to the following:

- a. **Chicken Pox** – Chicken Pox is a rash associated with fever that occurs early and appears as successive crops of red, raised dots, turning into fluid-filled blisters, drying and forming scabs or crusts. Chicken Pox are heaviest on trunk of body. The incubation period for Chicken Pox is 14-21 days and a child will be excluded from school at least seven (7) days after eruption has appeared. The child may return if free of all symptoms even though scabs have not fallen off. Exposed children may attend school.
- b. **Pertussis** - Pertussis, or Whooping Cough, is a highly contagious bacterial infection. Pertussis is spread through coughing and sneezing. Symptoms usually appear 5 – 10 days after exposure, but can take as long as 21 days. Pertussis is treated with antibiotics. Children will be excluded from school based upon IDPH guidelines.
- c. **Conjunctivitis (Pink Eye)** - Pink eye is an acute bacterial infection of the lining of the eye. Symptoms include redness, burning, itching or discharge of the infected eye. The child should be seen by a physician for diagnosis and treatment. Children should not attend school until they have received the prescribed treatment for a minimum of 24 hours and are no longer considered infectious.
- d. **Scarlet Fever and Streptococcal Sore Throat** – Symptoms include the sudden onset of high fever, vomiting, sore throat, bright red, pinpoint rash appearing on neck and chest and a telltale “strawberry” tongue. The incubation period is 2-7 days. Streptococcal sore throat is scarlet fever without

the rash. A child will be excluded from school at least one (1) day if symptom

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free and on antibiotics for a 24-hour period and continuing for a duration of 10 days. Nose, throat, glands, and ears must be clear of rash prior to returning to school.

e. **Skin Rashes** - Many rashes and sores resemble more serious contagious diseases. The teacher or nurse is not able to diagnose such conditions that could be allergic reactions or a quick-spreading case of impetigo. In such cases, the child will be excluded from school until he/she has a written statement from the physician that he/she does not have a contagious disease or the rash has subsided.

f. **Tuberculosis** - Skin tests are recommended for children when they have their routine physical examinations and most ideally given every one to two years.

B. Absences on Religious Holidays (105ILSC 5/26-2b)

Any child who is unable, because of the observance of a religious holiday, to attend classes on a particular day shall be excused from any assessment or any study or work assignments on that day. A child who is absent from school because of the observance of a religious holiday will be provided an equivalent opportunity to make up any assessment, study or work requirements, which he/she has missed because of her/his absence.

STUDENT SERVICES - SPECIAL EDUCATION and INTEGRATED SERVICES

A. Free Appropriate Public Education (FAPE)

The Individuals with Disabilities Education Improvement Act (IDEIA) is the nation's special education law. IDEIA requires states and public schools to provide a Free and Appropriate Public Education (FAPE) to all students in the least restrictive environment. IDEIA recognizes that, to the extent possible, children with disabilities are entitled to the same educational experience as their non-disabled peers and that the expenses associated with providing for the special needs of children with disabilities are a public responsibility.

The general goal is to allow children with disabilities to be educated with their peers in the general education classroom to the maximum extent appropriate. IDEIA recognizes that there is an array of placements that meet the general requirements of providing FAPE in the least restrictive environment, which may change from child to child, school to school, and district to district. In developing the Individualized Education Plan (IEP), parents and the local educational agency are empowered to reach appropriate decisions about what constitutes the least restrictive environment for the individual child, including placements that may be more or less restrictive in order to maximize the child's benefit from special education and related services.

The IEP is the key document developed by the parent and his or her child's teachers and related services personnel that lays out how the child receives a free appropriate public education in the least restrictive environment. Among other components, the IEP summarizes the child's academic achievement and functional performance, describes how the child will be included in the general education curriculum, establishes annual goals for the child and describes how those goals will be measured, states what special education and related services are needed by the child, describes how the child will be appropriately assessed and determines which accommodations may be appropriate for the

child's instruction and assessments. Additional information can be obtained through the resources noted below or from your child's school.

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School District 21 is also a member of the Northwest Suburban Special Education Organization (NSSEO). NSSEO is a cooperative educational system working with local school districts in providing services to students with significant physical, cognitive, and/or emotional disabilities. As a special education cooperative, NSSEO functions as an agent of the member districts and is governed by the provisions of the Illinois School Code, as well as the Articles of the Joint Agreement adopted by NSSEO member districts.

B. Special Education Records Procedures

Student Records are maintained at the Gill Administration Center. Additional information is also provided under the title of STUDENT RECORDS.

C. Annual Notification Regarding Student's Rights and Records

Each year parents of children with disabilities are to be notified of their rights guaranteed under law. Annually, the school district also notifies parents of information concerning student records. The information below is provided to you for that purpose. It is based on the Illinois School Code PL 93-380, Family Rights and Privacy Act, amended by Section 2 of PL 93-568 and the 23 Illinois Administrative Code and the Illinois School Student Record Act of 1975.

D. Individuals Having Records Custody and Access to the Records

Any employee or agent of School District 21 who has a legitimate educational interest in addition to a parent/guardian or a representative of a parent/guardian may access educational records. Access shall be given within a reasonable time (15 calendar days), after the request. If records are to be reviewed at the school site, an appropriately trained professional will be present to provide assistance as necessary to enable the student or parent(s) to understand the material in the records. The school district may charge a per-copy fee if copies are requested.

E. Question of Content of Records and Copies of Records

Please refer to the section STUDENT RECORDS for information regarding content and copies of records.

F. Review and Destruction of Records

The custodian of records or the designee shall be responsible for reviewing school records at least once every three years. Temporary records will be destroyed five years after promotion, transfer, or termination from School District 21 Support Education Services. Please contact the Director of Student Services at 847-537-8270 if you would like your child's special education records prior to destruction.

G. Public Act 093-0282 School Code Section 14-8.02

If a child is deaf, hard of hearing, blind, or visually impaired, he/she might be eligible to receive services from the Illinois School for the Deaf or the Illinois School for the Visually Impaired. School District 21 shall notify the parent/guardian, in writing, of the existence of these schools and the services they provide. Notification shall include without limitation information on school services, school admissions criteria, and school contact information.

H. Behavior Intervention

When behavioral interventions are used with children receiving special education services, they should be used in consideration of the student's physical freedom and

social interaction. They should be administered in a manner that respects human dignity and personal privacy and that ensures a student's right to placement in the least restrictive educational environment.

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I. Parent Resources:

The following websites from the Illinois State Board of Education provide parents with information about special education and their rights related to special education services.

- http://www.isbe.state.il.us/spec-ed/html/parent_rights.htm
- <http://www.isbe.state.il.us/spec-ed/html/parents.htm>

TECHNOLOGY AND INTERNET USE FOR STUDENTS

School District 21 is committed to preparing students to be successful leaders in a rapidly changing and technologically-oriented world. Technologies available to students range from computers to software to online services to other devices, such as cameras, as well as the Internet and World Wide Web. The Internet is a vast global network linking computer devices, services, and information around the world. The Internet offers diverse and unique resources to School District 21 students that support their learning.

School District 21's goal in providing technological hardware, software, and the Internet is to promote sharing, innovation, and communication that enhances learning our curriculum. By being connected to the Internet, students have access to electronic mail and other Internet-based forms of communication, to information via the World Wide Web and Internet-connected applications; to various research sources and databases. School District 21 firmly believes that the valuable information and interaction available on the Internet will enable students to achieve the educational goals of the school district. The hardware and software resources provided to students, as well as the Internet and network, are of School District 21's curriculum and instruction model and are not a public form for general use.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sites accessible via the Internet may contain material that is illegal, defamatory, obscene, inaccurate or controversial. School District 21 has taken precautions to restrict access to controversial materials through both administrative procedures and Internet filtering devices. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. School District 21 firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district.

Internet users are responsible for their actions in accessing available resources. Since it is impracticable for the District to monitor the District's computer network for improper or illegal activity at all times, students and their parents shall be solely responsible for any improper or illegal activity and/or transaction resulting from the student's use of the District's computer network. The District does not condone, authorize or approve of use of the District's computer network for any activity which is not related to the school curriculum, delivery of services, or co-curricular activities sponsored by the District.

District 21 hardware and software technology and Internet access may be used to improve learning and teaching consistent with the educational mission of District 21. Students are only allowed access to information and data on the Internet which is consistent

with the school's curriculum and educational mission. District 21 expects legal, ethical and efficient use of the Internet.

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All District 21 technology and services are subject to perusal for virus scanning and/or determination of inappropriate use.

All users of online services are expected to follow the policies and procedures set forth by the Board of Education and School District 21 administrators.

The purpose of providing hardware and software technology and online services in District 21 schools is to support research and curriculum in and among academic institutions by providing access to unique and diverse resources and the opportunity for collaborative work.

As a student,

- I understand that the use of online services must be in support of education and research consistent with the purposes and educational objectives of School District 21. School District 21 technology and the Internet may be used for activities related to the school curriculum and co-curricular activities sponsored by the District and for research and work consistent with the District's educational objectives.
- I understand that School District 21 has the right to review, question, and/or remove any School District 21 work product that is placed onto websites representing School District 21 on the Internet as well as on District 21 networks. Examples of materials constituting District 21 work product include, but are not limited to: student classwork, Parent/Student Handbooks, school newspapers, and school yearbooks.
- I understand that confidential personal information about myself, my classmates, school staff members, and other people should not be shared on the Internet or loaded onto the network where unauthorized access to such information may be obtained.
- As a condition of being allowed access to the Internet and the District's online services, including e-mail and document creation, storing, and sharing solutions, using District computers or District means of access, I consent to monitoring and inspection by school administration and staff. This monitoring includes the use of District computers and all electronic mail communications made or attempted to be made or received by me and all materials accessed or downloaded by me.
- I shall not use electronic communications to create, communicate or repeat any message or information which is illegal, indecent, obscene, defamatory, likely to constitute harassment of any other individual, including students and staff members, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.
- If I receive a threatening or unwelcome communication, I understand that I am obligated to bring it to the attention of a teacher, the principal, or another adult in the classroom or lab.
- I understand that I cannot send any material in violation of any U.S. or state regulation. This includes, but is not limited to: copyright material, threatening or obscene material, unauthorized access to or unauthorized use of databases, or material protected by trade secret.

- I understand that I cannot use School District 21 technology or its network to advertise a specific product or to conduct political lobbying.
- Hate mail, harassment, discriminatory remarks, and other behaviors that violate my school's rules are prohibited on School District 21 technology and its network.

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- I will not use any School District 21 technology or its network to access or process inappropriate material or files that are dangerous to the integrity of hardware, software, the School District 21 network, or other users on the Internet.
- I will not use the network in ways that impact other users from doing their work on the network.
- I will not destroy, modify, or abuse hardware or software or use the network to infiltrate other computers in any malicious way.
- I will respect the privacy rights of others and shall not attempt to access any electronic mail communications that are not sent to them or intended to be received by them or to others' electronic files. I will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
- I understand that server and online accounts are to be used only by the authorized owner of the account and for the authorized purpose.
- I understand that the illegal installation of copyrighted software for use on district computers is prohibited and that software can only be loaded on to District 21 computers by authorized adults.
- I understand that the use of another organization's network or computing resources must comply with the rules appropriate for that network.

From time to time, School District 21 will make determinations on whether specific uses of technology, the network, and the Internet by students are consistent with the Acceptable Use Policy.

School District 21 reserves the right to log the use of technology hardware and software, Internet use, and to monitor file server space utilization by users.

School District 21 reserves the right to remove a user account on the network to prevent further unauthorized activity.

Internet Safety Education Program

In accordance with the Illinois Internet Safety Education Act (P.A. 95-0909), students will learn about the General Guidelines listed above in Section E as well as other Internet best practices on an annual basis through classroom instruction.

Confidential Security Code/Password

Users may be given a confidential security code, a password. Users have full responsibility for the use of their network access. Account numbers or passwords should never be shared with anyone.

Consequences of Improper or Prohibited Use of District Computers or District Means of Access to the Internet

An attempt to violate the provisions of this policy may result in revocation of the users Internet access privileges and/or network services regardless of the success or failure of the attempt. Improper or prohibited use of District computers or District Internet access will result in discipline up to and including expulsion. Criminal conduct may be referred to law enforcement authorities.

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VISITORS/VOLUNTEER

A. Classroom Visits

Parents wishing to visit a classroom should contact the teacher ahead of time to arrange for a time and a date. This will avoid interrupting a test or other educational activity. Visitors must sign in and obtain a pass in the school office before visiting the classroom. Visitors are expected to participate in all drill procedures should they occur while the visitor is in the school.

B. Volunteers

Many School District 21 programs have been enhanced by the excellent assistance of volunteers. We are fortunate the community has individuals with a wealth of talents and a desire to help our schools. While welcoming volunteers to our schools, the district maintains procedures to ensure the safety of our students. Volunteers are supervised by licensed staff members and the principal. The principal and Human Resources will conduct the appropriate screening and background checks of volunteers based on the level and duration of their volunteer work in the schools. If you would like more information about the volunteer program or if you are interested in volunteering, please contact the school principal or School District 21 Human Resources.

C. Sex Offender Notification

As required by the Sex Offender Community Notification Law, school districts are required to notify students/guardians that information about sex offenders is available to the public on the Statewide Sex Offender Database via the Department's home page at <http://www.isp.state.il.us/sor/>

WEATHER CONDITIONS

In the event of extreme weather conditions or any other reason that would require school to be closed, School District 21 will officially post that information on the School District 21 website, through SchoolMessenger, the district's automated notification system, and through major news media outlets, such as WGN, WBBM, WMAQ, WLS, WFLD, WGBO and WSNS. You may also check online at www.EmergencyClosings.com under the listing of **COMMUNITY CONSOLIDATED SCHOOL DISTRICT 21.**

NOTE: Parents have the right to keep their child(ren) home if they so choose as a result of inclement weather. Students will, however, be marked as absent.

The principal or designee will determine if students are to stay indoors for recess. Parents should listen to daily weather forecasts and send children to school dressed for possible weather emergencies. Students will be dismissed on time unless extremely hazardous weather conditions exist.



Community Consolidated School District 21

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847.537.8270
www.ccsd21.org

Dr. Kate Hyland, Superintendent

Board of Education

Bill Harrison, *President* • Pamela Becker Dean, *Vice President* • Staci Allan, *Secretary*
Jeff Battinus • Arlen S. Gould • Debbi McAtee • Phil Pritzker

August 2016

Dear Parent or Guardian,

In the spring of 1999, the Illinois Legislature passed SP0527 and SB0529, amendments to the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests, mice, ants, etc., are controlled in schools.

All Illinois schools are required to develop a pest process called Integrated Pest Management (IPM), effective August 1, 2000. Schools are required to notify staff, students and parents prior to certain types of pest control applications. The Supervisor of Custodial Services is the Designated Person to oversee the pest management operations and record keeping.

Integrated Pest Management places emphasis on inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. If it becomes necessary to use any pest control products, other than traps or baits, notice will be posted and emailed/mailed two business days prior to the application. The only exception to the two-day notice would be if there was an immediate threat to health or property.

Families requesting notification of the use of pest control materials must complete the following form. The completed form is to be returned to the school principal and will be maintained in the student's health record file. The CCSD21 Custodial Manager will be given a copy and communicate the usage information.

Thank you,

Glen Micheline
Director of Operations

INTEGRATED PEST MANAGEMENT NOTIFICATION REQUEST

Student's Name: _____

School: _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____

Street address: _____

Email address: _____ Phone number: _____