

ACTIVITY FEE (EJH only)

Students at Eisenhower Junior High School will be charged a \$30.00 activity fee which will allow them to participate in one extra-curricular club. This does not cover a sport team activity. The Eisenhower Junior High School fee will be paid during school registration. For each additional activity an additional \$30.00 fee will be charged for students in Grades 6-8. There are no fees charged for joining Student Council.

ARRIVAL AT SCHOOL

It is very helpful for the students to be in their classroom assigned areas approximately 10-15 minutes before the actual start of their day. This allows them time to unpack book bags and organize their desks before instruction begins.

EJH

Students should arrive at school beginning at 7:30 am and no earlier. Students should report to the following areas upon arrival:

Sixth Grade - Commons

Seventh Grade - Small Gym

Eighth Grade - Main Gym

Students entering the building after 7:50 a.m. must check in at the office and will be marked tardy.

ATTENDANCE POLICY/ABSENCES

Absences

To comply with state law, you are asked to call the school before 8:00 A.M. if your child is going to be absent. Between 4:00 P.M. and 8:00 A.M., you may leave a message on the absence line by dialing the school number. Please leave the date and time of your call, your child's name, teacher's name (DeLay/Lace), and the reason for the absence. If the office does not receive a call, we will attempt to reach you at home or at work after the school day begins to verify an absence. Remember that the responsibility for reporting absences remains with the parents. When you "call in," it is **not** necessary to send a note when your child returns to school.

DeLay (630) 852-0200

Lace (630) 810-8946

EJH (630) 964-5200

Students are expected to be in school except in cases of emergency or for reasons stated below which, according to the School Code, are the only legal excuses for absence from school:

- Illness - the school may require a note from a doctor.
- Observance of religious holiday
- Death in the immediate family
- Family emergency
- Other circumstance outside of the student's control as identified by the Board of Education in each district
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student

Absences and Extracurricular Activities

- A student who misses a full day of school may not participate in any extracurricular activities on that day.
- Students who report to school before 11:30 may participate in any extracurricular activities on that day.
- Students who leave school, due to illness, during the school day may not participate in after school extra-curricular activities.

Students who have been excused from physical education during the day for physical illness or injury may not practice or compete in an athletic activity after school on that day.

Homework and Make-Up Work

If your child has been absent for more than one school day and you would like to pick up homework, please leave that request with the office in the morning. This allows teachers enough time to prepare assignments for your child, which can then be

picked up at the end of the school day. It is the responsibility of the student to make up schoolwork during periods of non-attendance. It is strongly recommended that parents pick up books and materials from their child's locker during periods of illness. Students who have been absent should ask teachers for assignments they have missed. If a student has an excused absence, he/she will have as many days to make up the work as days missed.

EJH

Students who have been absent should visit the Homework link on the Eisenhower home page to access their homework assignments.

Leaving School Early

If it is necessary for your child to leave school early for an appointment or family emergency, please let the teacher and office know early in the school day through a phone call or written note. Students will be called to the office for dismissal when a parent or designated adult arrives to pick them up and must be signed out by that adult before leaving the building. Under no circumstances will a child be released to anyone except the parent unless permission is given and identification verified ahead of time through the school office.

Tardiness to School

Students are expected to be in school by 7:50 a.m., (EJH), 8:20 a.m., (Lace), and 8:35 a.m (DeLay). Students at DeLay and Lace, who are tardy to school must have a parent accompany them to the office to sign them in and pick up a pass to class. All unexcused tardies to school will be reflected on your attendance record and count towards truancy.

EJH

All unexcused tardies to school will be treated as a class tardy and disciplined in accordance with student behavior reporting. Students who are frequently tardy to school will be required to make-up class time after school at the discretion of the principal. Students are allowed 3 tardies to school each quarter. A detention will be given for each tardy in a quarter after a student receives 3 tardies.

Attendance-Truancy

This District's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. The student who is frequently absent misses social interaction, class instruction, and discussion, even though written work is made up.

This District considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the School Code of Illinois. A "chronic" or "habitual" truant is a student who is absent without valid cause for five percent or more of the previous 180 regular attendance days. If it is determined that the student is a "chronic or habitual" truant, services which must be provided to the chronic truant may include, but are not limited to: parent-teacher conferences, counseling services by psychologists, counseling services by social workers, psychological testing, alternative educational programs, and alternative school placement. Unexcused and excessive excused absences are subject to truancy action and school discipline.

DuPage County Truancy Intervention Flow Chart

Stage	Criteria	Team Actions	Parent/Student Action
1	7 excused absences – The attendance team refers all students with 7 excused absences to the student support team for review.	<ul style="list-style-type: none"> · Team Review · Determine why absent? · Phone call to parent to discuss situation · Resources given to family 	<p>Talk with student</p> <p>Phone call to parent/guardian</p>
2	9 excused absences – The attendance team continues to update the student support team for students who continue to have excused absences for student support team to review.	<ul style="list-style-type: none"> · Team review · Parent/student/school meeting · Behavioral Assessment started (ROE suggestions on website) · Open summary form on ROE website and complete form, ongoing information as you progress thru the steps of truancy. · Require doctor's notes · Release of Information signed · Explain truancy process going forward · Provide any resources needed to family · Update attendance team to any changes in attend. Requirement for student. i.e. doctors notes required or unexcused 	<p>School meeting</p> <p>Behavioral Assessment</p> <p>Doctors notes</p> <p>Parent/guardian and student sign attendance intervention plan</p>
3	3 unexcused absences The attendance team continues to update the student support team for students who continue to have excused /unexcused absences for student support team to review.	<p>After all of the above have been considered and applied:</p> <ul style="list-style-type: none"> · Team review · Send initial letter for truancy · Update summary form on ROE website 	<p>After the above actions have been taken:</p> <p>1st letter on truancy received</p>
4	6 unexcused absences	<ul style="list-style-type: none"> · Team review · Send 2nd letter for truancy · Parent/student/school meeting · Update summary form on ROE website 	<p>2nd letter received</p> <p>School meeting</p>
5	8 unexcused absences	<ul style="list-style-type: none"> · Team review · Send 3rd letter for truancy · Update summary form on ROE website 	<p>3rd letter received</p> <p>Phone call</p> <p>District level intervention/problem solving meeting with student and parent/guardian, and ROE Behavior Intervention Specialist</p>
6	9+ unexcused absences	<ul style="list-style-type: none"> · Refer the truant minor to ROE via website summary form · Update summary form on ROE website with attendance bi-weekly 	<p>ROE Behavior Intervention Specialist takes on active role in the process</p>

The State of Illinois expects a student to miss no more than nine days of school a year, or approximately one day a month. Attendance letters will be sent out to those students who have absences beyond what the state recommends.

Parents will receive a letter when a student has reached 7 absences. If a child misses 9 days of school, they will be required to bring a doctors note for any future absence. Without a doctor's note, any future absence will be considered unexcused. If your child has 9 unexcused absences, any future absences without a doctor's note will be considered unexcused and result in a truancy referral to the DuPage County Regional Office of Education.

AFTER-SCHOOL POLICY (EJH only)

Students remaining in the building after school should be at their designated areas by the 2:35 p.m. bell. Students not remaining after school should be out of the building by 2:35 pm. Students going to after-school activities should go to their lockers before going to their activity.

AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

To comply with the Illinois Automated External Defibrillator Act, an AED is located in the main gymnasium at EJH and Lace and outside the main gymnasium entrance at Mark DeLay.

AUTOMOBILE TRAFFIC & PARKING

EJH

We must provide easy and safe access for the emergency vehicles, and buses at all times. There is NO PARKING in the bus zone before 7:50 a.m. or after 2:00 p.m.

Students may be dropped off by the East Door (Door 17) between 7:30 a.m. and 7:45 a.m. each day. Automobiles should enter the east parking lot off of 75th Street and exit the parking lot back onto 75th street after dropping off their child. .

Students may be picked up in the East Lot by East Door 17 or East Door 15 (Commons Entrance). Students may also be picked up by South Door 1 after the busses leave at 2:32 p.m. All automobiles will have to wait until the busses depart at 2:32 p.m. each day before they exit through the front drive heading towards Park street.

BEGINNING SCHOOL AGE

A certificate of the child's birth will be required as evidence of age. A child entering kindergarten in District #61 may be five years of age on or before September 1st of the year in which he/she seeks admission.

A child entering first grade in District #61 may be six years of age on or before September 1st of the year in which he/she seeks admission.

BICYCLE USE/SKATEBOARDS/ROLLERBLADES/SCOOTERS

Students are permitted to ride bicycles to and from school. The bicycles are to be parked in the bike racks. The school will work in cooperation with parents to emphasize the proper safety procedures related to bicycle riding. The district feels it is important for all bicycle riders to wear helmets that fit appropriately. All students who ride bikes to school must use a bike lock. Students are required to walk their bikes on the property. **Skateboards, rollerblades and roller-shoes are not to be used on school property at any time.**

BIRTHDAY TREATS AND/OR ALL CELEBRATIONS/PARTIES

With our emphasis on healthy eating and the increase in food allergies among students, edible treats are not to be sent to school for birthday observances and/or celebrations/parties. Non-edible treats, such as pencils, coloring books, stickers, erasers, crayons, books, colored chalk, bookmarks, play-doh and gift certificates are acceptable, as is donating a book, game, or sports

equipment to the school or classroom in the child's name. Each child will have his/her birthday announced during the school day with acknowledgement in the child's respective school building. This will allow us to maintain the instructional integrity of our day as much as possible.

Children are very sensitive about being included in group activities. **For this reason, party invitations should not be distributed at school unless all students in the class are invited.** You may use the PTA School Directory to obtain mailing addresses for those children you wish to invite.

EJH

In order to keep a well-balanced healthy lunch program, and to comply with state wellness guidelines, Eisenhower Junior High is limiting the amount of food brought into the cafeteria from outside vendors. **Parents may bring in food for their child only.** At no time should lunch be brought in for an entire table.

BULLYING, INTIMIDATION, AND HARASSMENT (PREVENTION OF AND RESPONSE TO)

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

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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 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.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

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

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

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Name: Robert M. Carlo, Superintendent
Address: 7414 S. Cass Avenue, Darien, IL 60561
Email: bcarlo@darien61.org
Telephone: 630-968-7505

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss

the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
 - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material,

including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

CALENDAR

A school calendar is posted on-line on our District web site: www.darien61.org. On it you will find important dates for activities and events taking place at the schools or in the district. (A calendar is also included at the end of this handbook.)

CARE OF SCHOOL MATERIALS

To ensure that our textbooks and other instructional materials withstand normal use, we ask the cooperation of parents in teaching children to care for books and materials. It is the responsibility of students to care for all books and materials issued to them. Appropriate fines will be assessed in case of deliberate damage to or loss of school books and other school property. End-of-year fines are assessed for misuse of textbooks and materials.

CLASS AND SCHOOL ASSIGNMENT

Two elementary (Grades Pre-K/ECE-2; 3-5) attendance areas and one junior high school (Grades 6-8) attendance area are established in District #61. Each student will be assigned to the school based on their grade assignment.

COMMUNICATION

Parents may call the school offices during regular office hours.

DeLay and Lace: 8:00 A.M. to 4:00 P.M.

EJH: 7:00 A.M. - 4:30 P.M.

Each teacher and staff member has a voice mailbox, which may be reached through the voice mail instructions by pressing '7' and accessing the staff directory. Staff check their voicemail on a daily basis. However, if you are calling with information that a staff member needs to know immediately, such as a change in your child's dismissal routine, please call during regular hours and give that information to office personnel, who will relay it personally to the teacher.

Please do NOT email the teacher or leave a voicemail with information regarding a change in routine or different pick-up procedures. Call the office directly!

Staff may also be contacted via e-mail, which many parents find a quick and convenient method of communication. Staff e-mail addresses are all formatted in the same manner: first initial last name@darien61.org. For instance, Bob Carlo's address is bcarlo@darien61.org. Staff check their e-mail often, but **time sensitive information should always be given to office personnel if it is critical that a staff member know something immediately**. Please allow 24 hours for a response from a staff member. When there are interruptions to our internet service, which does happen occasionally, teachers will not be able to read and respond to messages.

The school web site is another valuable reference for information about activities taking place in the building. The web site may be accessed through the District web site: **www.darien61.org**

CONFERENCES

Parent-Teacher conferences are held twice a year, in November (Pre-K-8th Grade) and in February (Pre-K-8th Grade). The purpose of these conferences is to discuss the child's progress in the educational program and to plan ways in which the teacher(s) and parents can work together to help the child become as successful as possible. Parents may schedule a conference with a teacher at any time during the school year if they have concerns or questions about their child's progress by making an appointment with the teacher.

DISTRICT DIRECTORY

District Administration Office

Darien School District #61 - 7414 Cass Avenue - Darien, Illinois 60561-3068

Phone (630) 968-7505, FAX (630) 968-0872

Dr. Robert M. Carlo, Superintendent of Schools

(e-mail) bcarlo@darien61.org

Dr. Carol A. Schultz, Assistant Superintendent

(e-mail) cschultz@darien61.org

Mr. Dennis Forst, Chief School Business Official

(e-mail) dforst@darien61.org

Eisenhower Junior High School (Grades 6-8)

1410 75th Street - Darien, Illinois 60561-4479

Phone (630) 964-5200, FAX (630) 968-8002

Dr. Jacob Buck, Principal

(e-mail) jbuck@darien61.org

Mrs. Jeanine Arundel, Assistant Principal

(e-mail) jarundel@darien61.org

Lace School (Grades 3-5)

7414 Cass Avenue - Darien, Illinois 60561-3697

Phone (630) 968-2589, FAX (630) 968-5920

Dr. Erin Dwyer, Principal

(e-mail) edwyer@darien61.org

Mark DeLay School (Grades K-2)

6801 Wilmette Avenue - Darien, Illinois 60561-3899

Phone (630) 852-0200, FAX (630) 968-7506

Mrs. Lisa Kompare, Principal

(e-mail) lkompare@darien61.org

Technology

Mr. Keith Roberts, Technology Network Coordinator

(e-mail) kroberts@darien61.org

Mrs. Michele Goshko, Technology Coordinator/Educator

(e-mail) mgoshko@darien61.org

Mrs. Jennifer Pena, Technology Educator

(e-mail) jpena@darien61.org

ELECTRONIC DEVICES

Students should not use cellular phones, other personable devices, or any other electronic communication devices during school hours unless given permission by the classroom teacher. Students should not bring portable music devices, laser pointers, cameras, or hand held video games to school.

Cellular phones and portable music devices are to be turned off and concealed during school hours, unless given permission by a staff member, or in the event of an emergency.

Students are discouraged from using the office phone. Parents should know if their child is staying for an after school activity prior to their arrival to school.

Electronic devices that are not concealed or are being used inappropriately will be turned into the office and will be held in the office until the end of the school day. A second offense will require a parent to retrieve the device from the main office.

Electronic devices that are found to be in-use during the school day without permission will be held in the main office until a parent retrieves the device.

The District is not responsible for lost or missing electronic devices.

EMERGENCY CLOSING OF SCHOOL

Except in cases of emergency, school will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other emergencies, the following radio stations will be notified before 7:00 A.M. to make the announcement:

WGN (720)

WBBM (780)

The announcement will also be listed on our web page (darien61.org) and delivered via a telephone call and e-mail through the *Skylert* calling system. It is important that parents have submitted current contact information to the school office to receive the telephone and e-mail notices.

EMERGENCY DRILLS

Fire, Severe Weather/Tornado, Lockdown and Bus Evacuation Drills are conducted throughout the school year. Instructions are posted in each classroom indicating how to leave the class in case of an emergency. Students should walk quickly and quietly to designated areas.

EXPECTATIONS FOR CLASSROOM PERFORMANCE & BEHAVIOR

Students are expected to be prepared each day for school. They are to bring necessary books, homework, and a cooperative attitude toward learning to each class. Teachers will communicate with parents whose child's performance does not meet classroom expectations in these areas. Students are expected to behave in a respectful and courteous manner toward all people they come in contact with while at school and while going to and from school. Students are expected to obey the laws of the community and the school rules that have been established for the safety and well being of themselves and others. Student behavior should reflect an attitude that is supportive to our educational setting. At EJH, all students and parents will sign a Code of Conduct Form at the beginning of the school year.

GIFTED/ENRICHMENT PROGRAMS

Gifted/enrichment programs are provided for identified gifted students in the elementary and junior high schools. Specific criteria for entrance into the program is available from the principal and/or the enrichment teacher at each school in District #61.

HARASSMENT

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, teasing, bullying, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

HATS/HOODS/JACKETS/BACKPACKS

Students are to remove non-religious head coverings, bandanas, hoods, hats and jackets as they enter the building. On school spirit days, hats are to be worn with the bill facing the front and un-tipped. Students are not allowed to carry book bags from class to class.

HEAD LICE

Darien School District 61's lice policy reflects standard practice as recommended by the Center for Disease Control, American Academy of Pediatrics, the National Association of School Nurses, and the Harvard School of Public Health. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism.

When lice/nits are found on a child at school, that child's parent/guardian will be informed by the school nurse or health aide.

If live lice, NOT nits, are found, it will be at the school nurse's discretion if the child is to be sent home prior to the end of the school day. Once the child is treated for lice, the child may return to school with proof of treatment. Proof of treatment may be in the form of a physician statement, receipt for the product used, or the box top from the product used. The child will then be readmitted to class. The child will typically be back in class the next morning.

Lice transmission facts:

1. Lice are spread by head-to-head or close personal contact. School activities do not include this type of contact. Lice are not transmitted due to poor hygiene.
2. You only get lice from another human. You will not get lice from pets.
3. Lice do not fly or jump. They do not fall off the hair shaft; they are cemented to it. They do crawl.
4. Lice are not considered to be dangerous. They are considered to be a public health nuisance.
5. Household members and close contacts should be checked, but only those who actually have lice should be treated for it.
6. Studies have proven that excluding students from school does not reduce the frequency of the discovery of lice. School is considered to be a very rare source of transmission. More common means of transmission are family members, overnight guests, playmates, shared hairbrushes, pillows, and sheets.

If you believe your child may have lice, or you need further information, please contact your school's health office.

HEALTH/SEX EDUCATION

As required by the School Code of Illinois, no pupil shall be required to take or participate in any class or course in comprehensive sex education (including avoiding abduction, recognizing and avoiding sexual abuse, drugs and alcohol, the use of anabolic steroids, infectious diseases including AIDS, and sexual abstinence before marriage) if his/her parent or guardian submits a written objection.

Illinois has adopted "Erin's Law" which mandates sexual abuse prevention education in elementary and middle schools. In accordance with the law, District 61 will provide a personal safety curriculum for all students. Personal safety and sexual abuse prevention information will also be provided to school personnel, parents and guardians.

HOME/HOSPITAL INSTRUCTION

In cases where a student is unable to attend school because of prolonged illness or injury, the Board of Education can provide homebound instruction for the student. All requests for such instruction should be made to the principal of the school which the student attends and must be accompanied by a physician signed and dated "Medical Certification for Home/Hospital Instruction" form, as to the nature of the student's injury/illness, how the student's education will be affected by the injury/illness and how long the student's medical condition is expected to keep the student out of school.

HOMELESS LIAISON (DISTRICT)

The District designates an administrator to help students who are homeless. Please contact Carol Schultz at District Office, (630) 968-7505.

HOMEWORK POLICY

Homework is intended as an enhancement to the school/classroom learning experience. It is not to be used as a punishment. The assignment of homework is done to:

- Enhance lessons learned in the classroom
- Provide an opportunity to develop independent learning skills
- Reinforce difficult concepts being taught in the classroom
- Develop student pride in accomplishment
- Continue skill development in organizing, prioritizing, and efficient use of time
- Finish classroom lessons that continue proficiency development

The growth of every child's learning skills includes the assistance provided in the home. Successful completion of homework may be enhanced by parents/guardians:

- Reinforcing the value of homework
- Providing the child/children with a suitable study environment
- Scheduling a consistent period of time for homework that makes the schoolwork a top priority
- Serving as mentors and sources of encouragement for assistance with lesson completion

Parents may request homework when their child has been ill. Students should be given the same number of days to make up a missed assignment as they were absent. Students who return from an illness should be given a reasonable amount of time to study for an assessment.

It is the responsibility of students to complete all homework assignments. Teachers may be available before or after school to provide students with homework assistance. Students/parents can make an appointment with their teacher for this assistance.

INTEGRATED PEST MANAGEMENT

According to provisions of Public Act 91-0525 and Public Act 91-0099, the school will notify parents, guardians, and school employees two business days prior to pesticide applications on or in school property. Antimicrobial agents, insecticide baits, and rodenticide baits are excluded from this notification requirement. Currently the district only uses traps provided by Anderson Pest Control. Dennis Forst, Chief School Business Official, is responsible for the oversight of pest management.

INTERNET AND DEVICE ACCESS/USAGE

Internet and device access are available to students and teachers. We are very pleased to bring this access to the district and believe the technology offers vast, diverse, and unique resources to both students and staff. Our goal in providing these services to teachers and students is to promote educational excellence in schools by facilitating collaboration, creativity, critical thinking and communication involving technology.

All use of the District's connection to the Internet and device use must be in support of education and/or research, and be in furtherance of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet and District devices. The District's Authorization for Internet Access contains the appropriate uses, ethics, and protocol for the Internet. [The District's 1:1 Guideline document](#) outlines expectations of 1:1 device usage.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. In general, this requires efficient, ethical, and legal utilization of the network resources and devices. If a District #61 user violates any of these provisions, his or her account may be terminated and future access could possibly be denied. Appropriate disciplinary procedures may also apply.

Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

The **Authorization for Internet Access** permission slip will be given to you and your child in grades Kindergarten, Third, and Sixth grades. [The District 1:1 release form](#) will be given in grades Third and Sixth. These permissions will stay in effect for the child's duration within that building. Please read and discuss these with your child before signing and returning the form to District #61.

District #61 provides its students computer use and Internet access for educational purposes. Unauthorized or inappropriate use of technology will result in the suspension of technology privileges for thirty (30) calendar days. Repeated inappropriate use of technology will result in further disciplinary actions.

LASER PENS, POINTERS, ETC.

According to the Darien Police Department, it is unlawful for persons under the age of 18 to possess a "laser pointer, laser pen, laser sight, or other similar device" which emits a laser or a beam of light commonly referred to as a laser beam, on public or school property.

LIFE TOUCHERS

Life Touchers is the name of a group of citizens and retirees who volunteer their time and talents helping the students in District #61. They volunteer in various areas including reading to children, helping reinforce math or writing skills, and helping in the learning centers and libraries.

If you would like to share in this rewarding experience of volunteering your time to help the children in District #61, please call Stephanie Nash at (630) 852-0200.

LOCKERS AND COAT HOOKS

The school assumes no responsibility for lost or stolen items. Students should not bring valuables or large amounts of money to school.

EJH- Students should remember to always lock their hallway and P.E. lockers. Students should never give their hall/P.E. locker combinations to other students.

LOST AND FOUND ARTICLES

A "Lost and Found" box is located in each school. Items remaining unclaimed after several weeks will be donated to a charitable organization. If your child is missing a hat, gloves, boots, etc., please feel free to check the "Lost and Found" any time you are in the building. It would be extremely helpful if parents marked each item of student clothing (boots, coats or jackets, and lunchboxes especially) with the child's name. Many young students do not always recognize their own possessions, and bags of unclaimed items are donated to charity each year.

MEAL PROGRAM (Lunch and Breakfast)

A federal Type-A breakfast and hot lunch program which include a milk serving is available to students at each school in the District. In addition, milk can be purchased separately on a daily basis without the purchase of a hot lunch.

Information regarding costs, participation, and menus will be distributed to all students through the school office and are also found on the school website. Guidelines and application forms for Free and/or Reduced Priced Meals will be distributed by the District, are available in the Principal's office upon request, and are also available on the school websites under Documents and Forms.

Each child will be issued an ID card at the beginning of the school year, which can be activated by depositing money into the child's account. Students need to have at least \$3.25 in their account that morning in order to use their ID for payment that day. Students should bring money to the lunch office in the morning to have it deposited to their ID account. Students must bring their lunch everyday.

MEDICAL: HEALTH, EYE AND DENTAL EXAMINATIONS; IMMUNIZATIONS; EXCLUSIONS & EXEMPTIONS

Required Health Examinations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced

practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.

2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was screened for lead poisoning.

4. DEVELOPMENTAL SCREENING

EYE AND DENTAL EXAMINATIONS

Illinois State Law requires **eye examinations** (by an eye doctor) for all students, within one year prior to entering *kindergarten*; and for students entering a school in Illinois for the first time. A licensed optometrist or ophthalmologist (eye doctor) must perform the required eye examination.

Proof of the required exam must be submitted no later than October 15 of the current school year.

Students entering *Kindergarten, 2nd grade, and 6th grade* are required to have a **dental examination** by a licensed dentist. Proof of the required dental examination must be submitted no later than May 15 of the current school year.

All Health examination forms are available in the office of the school your child attends or on the district website.

IMMUNIZATIONS

The Illinois Department of Public Health requires all students entering, transferring, or advancing into kindergarten through 8th grades to show proof of receipt of 4 doses of DTP/DTaP, 3 doses of Polio, 2 doses of measles, 2 doses of mumps and 2 doses of rubella vaccine. In addition, students entering, transferring, or advancing into kindergarten or 6th grade are required to show proof of receipt of 2 doses of varicella (chicken pox) vaccine.

Students in 6th grade and above must also show proof of 1 dose of meningococcal (meningitis) vaccine, 1 dose of Tdap vaccine and 3 doses of Hepatitis B vaccine.

Preschool students are required to show proof of at least 1 dose of HiB, 1 dose of pneumococcal vaccine and 3 doses of Hepatitis B vaccine.

EXCLUSIONS

The failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

EXEMPTIONS

In accordance with rules adopted by the Illinois Department of Public Health (IDPH), a student will be exempted from the district's health related requirements for:

1. Religious or medical grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. General philosophical or moral reluctance to immunizations and/or health exams will not provide a sufficient basis for an exemption from the immunizations or exams. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

MEDICATION AND ILLNESS

Over the counter AND prescription medication (prescribed by a physician) will only be administered to a child at school IF a Student Medication Form signed by the prescribing physician and the parent is on file in the health office of the school your child attends. These forms must be renewed each school year. Parents are required to bring ALL medication to the office in its original package with student's name clearly indicated on packaging for administration. All medications must be signed in and out of school by a parent/guardian and a school staff member to ensure adequate tracking of medication. All medications left at schools at the end of the school year will be disposed of by the certified school nurse. Students with asthma or at risk of anaphylaxis may self-carry and/or self-administer their related medications if all requirements met. See separate section on this subject, within this handbook for more information.

There are many reasons a child may come to the School Nurse or Health Aide's office during a school day, not all of them related to health. Students sometimes come down with stomach aches or similar symptoms because they are anxious, homesick, or avoiding a classroom activity. The school nurse or health aide will do her best to determine if a child is really ill or if there is some other reason for the visit. When in doubt, the parent will be contacted. If a student has vomited, is running a fever over 100.0 F, or has some other identified health problem, the parent will be called to pick up the child from school within one (1) hour. **Students who have a temperature over 100 degrees fahrenheit or have vomited, need to be fever and symptom free for at least 24 hours (without medication assistance) before returning to school.**

MESSAGES FOR STUDENTS

If it is necessary to communicate with your child during the school day, a message can be left with the office and will be relayed to the student at a convenient time so as not to disturb instruction. Students are generally not called down to the office for a phone call from a parent unless it is a true emergency.

MONEY COLLECTION

There will be times during school year when your child may need to bring money to school for book orders, special collections, field trips, PTA events, etc. When sending money with your child, please seal the exact dollar amount of the money being requested in an envelope clearly marked with the child's name and the purpose of the money. This greatly reduces confusion in the classroom when teachers may be collecting envelopes for multiple purposes.

NO SMOKING POLICY

According to Board of Education policy and State Law, smoking is prohibited in all District buildings and on school property. This policy applies to students and adults.

NOTIFICATION OF SEX EQUITY IN ACTIVITIES

It is the policy of the Darien Public Schools not to discriminate against anyone on the basis of sex, race, or religion in its educational and extracurricular programs and activities or in its employment policies as required by Illinois PA 79-597 and Title IX of the 1972 Education Amendments. Inquiries regarding compliance or grievance procedures associated with the Illinois Sex Equity Rules and Title IX may be directed to the Office of the Superintendent.

PARCC/ISA

The PARCC Assessment (Partnership for Assessment of Readiness of College and Careers) will be administered to students in 3rd-8th during the school year, and the ISA (Illinois Science Assessment) will be administered to students in grades 5 and 8. The PARCC Assessment tests students in the areas of English Language Arts (ELA) and Mathematics. These assessments will be administered through computer based platforms and include performance based measures. It is extremely important that students do the best they can on these tests.

PHYSICAL EXAMINATIONS FOR SPORTS

It is School Board policy that each student who wishes to try out for an athletic extra-curricular activity (i.e. football, cross country, volleyball, basketball, softball, soccer, cheerleading, or pom-poms, etc.) must have on file an IESA 'Pre-Participation Examination' form with the athlete's, parent's and physician's signatures indicating he/she is capable of participation. The required sports physical is valid for one year and no additional exam is necessary with each new sport.

No student will be able to try out for an extracurricular activity until a state approved sports physical form (signed by the athlete, parent AND physician) is on file in the school health office.

By state law, students entering sixth grade must have a complete physical exam filed in the nurse's office in order to enter school. It will not be necessary for these students to have an additional sports physical form signed, provided the appropriate participation box is marked.

REPORTING TO PARENTS (REPORT CARDS)

Parents will be informed of the progress of their child's achievement in school through Report Cards, Progress Notices, NWEA Measure of Academic Progress testing and PARCC/ISA.

Student Progress Reports/Report Cards are issued and sent home with the children quarterly during the school year, while Kindergarten Student Progress Reports are sent home twice, once in January and again at the end of the year. Report cards will be issued as indicated below:

First Quarter - 1st through 8th grades only

Second Quarter - KDG through 8th grades

Third Quarter - 1st through 8th grades only

Fourth Quarter - KDG through 8th grades (EJH 4th quarter report cards are mailed home)

EJH

Students are given signature cards to take home for parent signatures. **These cards should be returned to school the next school day after report cards are distributed.** This will acknowledge that parents have received the report cards.

In an effort to improve communication regarding academic progress to parents, progress reports will be available online at any time throughout the school year through the Skyward Parent Portal.

Please refer to the information distributed at registration to access your child's academic progress. If parents are unable to access this information, they should contact the main office.

RESPONSIBILITIES OF STUDENTS

Students are expected to meet the following basic responsibilities as outlined in the Illinois State Board of Education handbook on the rights and responsibilities of students:

- Know and follow the rules and regulations established by the Board of Education and enforced by the school administrators and teachers.
- Respect the rights and individuality of other students, school administrators, and teachers.
- Refrain from using libel, slanderous remarks, and obscenities in verbal and written expression.
- Dress and groom in a manner that is appropriate and meets reasonable standards of health, cleanliness, and safety.
- Be present and on time in the regular or assigned school program. (School attendance is the responsibility of both the student and the parents.)
- Refrain from gross disobedience, misconduct, or behavior that disrupts the educational process.
- Maintain the best possible level of academic achievement.
- Respect the reasonable exercise of authority by school administrators and teachers as they strive to maintain discipline in the schools and at school sponsored activities.

SCHOOL BOARD MEETINGS

The Board of Education of Darien Public Schools District #61 normally holds its regular meetings on the fourth Tuesday of most months in the Music Room at Lace School, or in one of the facilities in District #61 as announced, at 7:00 P.M. These meetings are open to the general public. The second Tuesday is reserved for Committee meetings as needed.

Any individual with a disability requiring a reasonable accommodation in order to participate in any Board meeting, should contact Mr. Dennis Forst, ADA Compliance Officer, within a reasonable time before the meeting.

SCHOOL SAFETY TIP LINE

1-800-477-0024

The School Safety Tip Line exists for students and others to anonymously report threats of school violence. For more information, please download the Tipline Fact Sheet: <http://www.ag.state.il.us/children/schoolviolence.html>.

“**EARLY WARNING/TIMELY RESPONSE - A GUIDE TO SAFE SCHOOLS**” from the U.S. Department of Education is available on the internet at: <http://www.ed.gov/about/offices/list/osers/osep/gtss.html>.

SECURITY & VISITORS

In order to maintain a safe school environment, each building has a security system. All entrance doors to the school are locked and remain locked during the school day. Visitors are to report to the front entrance of the school at all times. There is a buzzer available to the right of the front door for requesting entrance into the building.

All visitors must report to the Main Office upon entering the building, and provide a valid driver's license. Visitors should remember that a teacher's primary responsibility is to his/her class and therefore he/she is not able to spend time talking with a visitor during the school day when class is in session.

EJH

Children under the age of 16, and who are not currently enrolled at Eisenhower Jr. High School, must be accompanied by an adult during extra-curricular activities.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the Building Principal, the Assistant Building Principal, or a Counselor. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. (Refer to District Policy 7:20)

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

SNACKS

Student safety is one of the most important things in District #61. Therefore, snacks must be **PEANUT AND TREE NUT FREE** for all classrooms in all grades. We have students who have life threatening food allergies to peanuts and/or tree nuts and products that contain forms of peanuts/tree nuts including nut oils. Many foods contain or may have come in contact with peanuts and/or tree nuts during processing. Therefore, we will not be allowing any products that contain or have been processed in a facility with peanuts and/or tree nuts in any of our classrooms this year. Always read labels carefully as manufacturing and labeling can change. If you would like assistance choosing a peanut/tree nut free snack please contact the office. A suggested list of snacks will be handed out.

SPECIAL SERVICES FOR DISTRICT #61 STUDENTS

Darien Public Schools District 61 offers a full continuum of special education services in the least restrictive environment (LRE) in accordance with the provisions of the Individuals With Disabilities Act (IDEA). The district provides free and appropriate education (FAPE) for all individuals with identified disabilities. A continuum of services is available to support the

education of children with disabilities. Services are provided for children three (3) through twenty-one years (21) of age who meet federal guidelines for one or more of the following categories:

- Autism
- Cognitive Disability
- Deaf/Blind
- Deaf
- Developmental Delay
- Emotional Disturbance
- Hearing Impaired
- Multiple Disabilities
- Orthopedically Impaired
- Other Health Impaired
- Specific Learning Disability
- Speech and Language Impaired
- Traumatic Brain Injury
- Visual Impairment

Social work, speech and language therapy, and occupational and physical therapy are some of the related services provided for individual students as appropriate.

LaGrange Area Department of Special Education (LADSE)

To meet the diverse educational needs of the students, Darien Public Schools District #61 is a member of the LaGrange Area Department of Special Education (LADSE). LADSE is a cooperative comprised of elementary and high school districts. Member districts combine resources to provide appropriate services for students who meet eligibility and reside within the cooperative. Darien Public Schools District #61 is also a participating member of SASSED that provides services for children with low incidence disabilities.

SPORTS/EXTRA-CURRICULAR ELIGIBILITY

Sports: For all EJH athletic teams, grades of student athletes will be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week, unless school is not in session; then it must be taken on the last day of student attendance that week. The teacher will notify the school administrator, student, coach, and parent when a student has been found ineligible.

Extra Curricular Activities: Any student receiving a failing grade will not be allowed to attend an extracurricular activity until the grade is raised to a “D” average. **Students must deliver a teacher issued grade report to the school administration to be removed from the “F List.”**

STUDENT APPEARANCE

Students are expected to keep themselves well-groomed and neatly attired while on school property and/or in attendance at school sponsored activities. Any form of dress or hairstyle which is contrary to good hygiene, disruptive or distracting in appearance, and/or detrimental to the purpose and conduct of the school, will not be permitted.

EJH

The following guidelines shall govern student dress:

- Shoes must be worn in the school building. Any footwear, accessories, or clothing items that damage furniture or equipment may not be worn. (e.g., athletic spikes, roller shoes)
- Strapless or spaghetti strap shirts must be worn with a shirt/blouse over.
- Wearing clothing that bares the midriff or chest, or is made of see-through fabric, is inappropriate.
- Spandex is not allowed unless worn under other clothing. Clothing intended for underwear may not be showing and must be completely covered.
- It is recommended that when Tights/Leggings/Yoga Pants are worn, that the hip area is not exposed.
- Shorts and skirts must not be higher than six inches above the top of the knee when standing up. As a general rule, shorts and skirts should meet your fingertips when your hands are placed at your side.
- Bottoms must be worn at the waist at all times, regardless of the number of layers.
- Wearing jewelry or clothing that displays or suggests obscene, profane, vulgar language or pictures, or has sexual

innuendo is prohibited.

- Wearing jewelry or clothing that displays or suggests tobacco, alcohol or illegal drugs is prohibited. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Gang-related clothing and items are not permitted.
- Outerwear coats or jackets are not to be worn during school hours. Wearing sunglasses inside the building is prohibited.
- Hats, coats, bandanas, sweatbands, hoods, and sunglasses may not be worn in the building during the school day or during after-school functions unless for religious reasons.
- Clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.

A student whose dress causes a substantial disruption to the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. If there is any doubt about dress and appearance, the school administration will make the final decision.

Student Behavior (Policy 7:190)

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

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.

EJH DISCIPLINE (CODE OF CONDUCT)

For behavioral infractions not included, the administrator or designee will utilize one or more of the following measures depending on the behavior: 1) reteach the expected behavior with multiple examples, teach where the problems are occurring, give frequent practice opportunities 2) provide useful and immediate correction when behavior error takes place, 3) provide positive feedback when behavior expectations are met, 4) prevent problem behavior by increasing supervision, restricting student privileges, 5) parent/caregiver contact 6) allow student to restore the environment and relationships which were affected by his or her behavior in the form of Restorative Practices and Community Service.

All students will begin the year with 20 discipline points and parents/guardians will be updated quarterly on the number of points their child has remaining. Students who would like to earn points back in the form of community service will need to plan service hours with an EJH staff member and have it approved by the administration. Students may earn back 2 points per quarter, 1 point for not receiving any behavioral interventions (detentions, suspensions) and 1 point for community service. To earn community service points back, students will need to work for at least 2 hours with the designated teacher.

Parents/ guardians will be notified when a detention or a suspension is assigned to a student due to a behavioral infraction. Students will call their parent/guardian to schedule their detention and parents/guardians will receive a paper copy of the behavioral intervention form. Students will not be able to participate in or attend any extracurricular activities until the detention/suspension has been served nor will they be able to participate/attend on the day a detention/suspension is served.

LEVEL 1 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS - May utilize one or more of the following measures *Listed in alphabetical order	RESTORATIVE PRACTICES (Targeting specific behavior)
<p>Dress Code violation Excessive noise in the halls Food or beverages in the classroom Improper display of affection Littering Missed Detention Possession/Use of and distracting nuisance Disruptive Behavior Running in school Tardy to Class Tardy to School Unprepared for class</p>	<p>0 - 1 point deduction</p> <p>Confiscation</p> <p>Detention</p> <p>Formal conference with teacher and Administrator</p> <p>Informal conference with the teacher</p> <p>May be required to change into PE uniform</p> <p>Parent contact (Phone calls, Emails, meetings)</p> <p>Planner Mark</p> <p>Warning From Teacher</p> <p>Working Lunch</p>	<p>May Include:</p> <p>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)</p> <p>Restorative Practices (e.g. letter of apology, face to face apology)</p> <p>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)</p> <p>Opportunity to earn points back via contract</p> <p>Referral to Counselor or Social Worker</p> <p>Attend an organizational session</p>

LEVEL 2 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS *Listed in alphabetical order	RESTORATIVE PRACTICES (Targeting specific behavior)
<p>Accumulated planner marks (3 planner marks within one week's time) Aggressive behavior, which is not determined to be a fight Bus disturbance (first offense) Cheating Disruptive behavior Entering another student's locker/personal belongings Forgery, plagiarism, lying or other forms of deception Gross disobedience or disrespect Improper use of a cellular phone or other electronic devices Inappropriate comments Insubordination Offensive or abusive material (e.g. t-shirts, magazines, etc.) Spitting Unexcused failure to serve detention Use of profane words or gestures Violation of normal school rules</p> <p><i>Note: Detentions in level 2 are equal to 2 points. Saturday Detentions are equal to 3 points. Internal Suspensions are equal to 3 points.</i></p>	<p>2- 3 point deduction</p> <p>After school Homework Club</p> <p>Alternative Learning Environment in the Student Support Center</p> <p>Confiscation</p> <p>Confiscation with parent contact</p> <p>Detention</p> <p>Formal Conference with Teacher and Administrator</p> <p>Informal/ Formal Conference with Teacher</p> <p>Loss of Privileges</p> <p>May be required to change into PE uniform</p> <p>Parent contact (Phone calls, Emails, meetings)</p> <p>Planner mark</p> <p>Redo assignment</p> <p>Saturday Detention</p> <p>Working Lunch</p>	<p>May Include:</p> <p>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)</p> <p>Restorative Practices (e.g. letter of apology, face to face apology)</p> <p>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)</p> <p>Referral to Counselor or Social Worker</p> <p>Redo assignment</p> <p>Check In/ Check Out</p> <p>Attend an organizational session</p> <p>Opportunity to earn points back via contract</p> <p>Peer mediation (facilitated by a staff member)</p>

LEVEL 3 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS	RESTORATIVE PRACTICES (Targeting specific behavior)
<p>Bullying Cheating Chronic misbehavior Extortion Fighting Gross Insubordination Lunchroom disturbances: ex: Throwing food or objects, failure to follow rules Participation in a public school fraternity, sorority, secret society, (e.g., gang) as defined in the Illinois School Code in furtherance of any of the following activity:</p> <ul style="list-style-type: none"> a. demand or request for payment of dues or other forms of 'protection' from any students b. physical or verbal intimidation/abuse of any student or staff member c. participation in, or the intent to invite others to participate in any forms of physical violence or vandalism <p>Possession of items associated with tobacco use, including electronic cigarettes and vaping devices Profanity/abusive language Physical altercation Serious Bus disturbance or second offense Sexual/Social Harassment Vandalism Stealing, theft of articles belonging to others Threats, other forms of intimidation of others, including cruelty Truancy/unexcused absence from class Use of a Laser Pointer in School or while using District Transportation Vandalism, destruction, defacing of property</p> <p>Note: Saturday detentions in level 3 are equal to 3 points. Internal Suspensions in level 3 are equal to 3 points. External suspensions are equal to 4 points.</p>	<p>3 - 4 point deduction</p> <p>Alternative Learning Environment in the Student Support Center</p> <p>External Suspension</p> <p>Formal Conference with Teacher and Administrator</p> <p>Informal/ Formal Conference with Teacher</p> <p>Loss of Privileges</p> <p>No Contact Contract</p> <p>Parent contact (Phone calls, Emails, meetings)</p> <p>Police referral</p> <p>Saturday Detention</p> <p>Truant Officer</p>	<p>May Include:</p> <p>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)</p> <p>Restorative Practices (e.g. letter of apology, face to face apology)</p> <p>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)</p> <p>Restitution</p> <p>Referral to Counselor or Social Worker</p> <p>Attendance letters sent home</p> <p>Attendance Plan</p> <p>Check In/ Check Out</p> <p>Opportunity to earn points back via contract</p> <p>Peer mediation (facilitated by a staff member)</p> <p>Any Level 3 infraction may result in the loss of the end of the year field trip or privileges.</p>

LEVEL 4 INFRACTIONS	DISCIPLINARY AND BEHAVIORAL INTERVENTIONS	RESTORATIVE PRACTICES (Targeting specific behavior)
<p>Arson or setting fire Bomb threats, false fire alarms & false reporting Communication gang memberships through words or gestures</p> <p>Intentional damage to, destruction of, or any attempt to damage or destroy school property or property of school personnel or students Major incident of disrespect toward an adult Physical assault/threat on a staff member Physical assault/threat on another student Possession of drug paraphernalia Repeated acts of misbehavior, including repeated refusal to comply with school rules</p> <p>Use of or possession of a weapon or an object as a weapon Use, possession, sale, conspiracy to sell or distribution of drugs, marijuana, and other controlled substances, including alcohol or “look alike” drugs, placebos, pills or inhalants Any other acts which directly or indirectly jeopardize the health, safety & welfare of school personnel or other students and/or seriously disrupt the educational process</p> <p>Note: Drugs, physical assault, activating false alarm, fire extinguisher, or bomb threat will result in automatic police referral plus other appropriate disciplinary actions. Any student who is determined to have brought a firearm, as defined by U.S. Code to school shall be expelled for a period of one year (or about 180 school days), except that the expulsion period may be modified by the School Board on a case-by-case basis.</p>	<p>4 point deduction</p> <p>Contact Fire Marshal</p> <p>External Suspension</p> <p>External Suspension and parent conference required</p> <p>Formal Conference with Teacher</p> <p>Loss of Privileges</p> <p>Parent contact</p> <p>Police Referral</p> <p>Recommendation for expulsion</p> <p>Referral to Counselor or Social Worker</p> <p>Restriction</p>	<p>May Include:</p> <p>Reteach, (e.g. lesson on bus behavior, being responsible, respect...)</p> <p>Restorative Practices (e.g. letter of apology, face to face apology)</p> <p>Community Service (e.g. lesson creation for younger students, poster making on a lesson, project to promote safe schools)</p> <p>Restitution</p> <p>Referral to Counselor/ Social Worker</p> <p>Check In/ Check Out</p> <p>Any Level IV infraction may result in the loss of the end of the year field trip or privileges.</p>

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Suspension Procedures (Policy 7:200)

Student Support Center

The Superintendent or designee is authorized to maintain a Student Support Center (previously referred to as in-school suspension program). The program shall include, at a minimum, each of the following:

1. Before assigning a student to the Student Support Center, 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 in the Student Support Center for equivalent academic credit.

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:
 1. A threat to school safety, or
 2. A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 1. That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 2. As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 3. That the student's continuing presence in school would either:
 - a. Pose a threat to the safety of other students, staff, or members of the school community, or
 - b. Substantially disrupt, impede, or interfere with the operation of the school.

- iii. 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.

Expulsion Procedures (Policy 7:210)

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

1. 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 should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.

- d. Document how 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.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

Bus Conduct (Policy 7:220)

All students must follow the District’s School Bus Safety Guidelines. 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.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

STUDENT FEES AND CHARGES

The following fees and charges have been established by the Board of Education. All fees should be paid during registration. Checks should be made payable to **Darien Public Schools**.

Book Rental and Instructional Supply Fees

2019-2020

- \$287 6th grade fees include technology, elective, activity/assembly fees, student planner and gym lock
- \$287 7th grade fees include technology, elective, activity/assembly fees and student planner

- \$287 8th grade fees include technology, elective, activity/assembly, graduation fees and student planner
- \$17 Physical Education Gym Suit Fee
- \$30 Assembly, Activity, & Club Fee
- \$45 Fee per Sport (based on participation)

Students whose parents are unable to afford student or activity fees may receive a waiver of the fees. Applications for a fee waiver may be submitted to the building principal for consideration according to established criteria.

STUDENT HEALTH SERVICES

Darien School District 61 has established a School Health Service program. Student health services are an integral part of the District's educational program and provide a range of services. Darien School District employs a certified school nurse, a registered nurse and health aides, who, under the School Code of Illinois, work closely with all staff, utilizing the school health program to contribute significantly to the attainment of optimum health and safety so that the maximum educational potential of each student is reached.

Physical examinations, dental examinations, eye examinations and immunizations as prescribed by law shall be followed in detail by the school administration in maintaining the cumulative records of students. In addition, the student health services programs provide the following services:

Annual Hearing & Vision Screening

- A. Hearing screening is required by the state of Illinois on the following students:
 - o Preschool children three years of age or older in a public or private educational program or licensed childcare facility.
 - o Kindergarten students
 - o 1st Grade students
 - o 2nd Grade students
 - o 3rd Grade students
 - o Special education students
 - o Students who are referred by a teacher
 - o Transfer students
- B. Vision screening is mandated by the state of Illinois on the following students:
 - o Preschool children age 3 and older in any public or private educational program or licensed child care facility.
 - o Kindergarten students
 - o 2nd Grade students
 - o 8th Grade students.
 - o Special education students
 - o Students who are referred by a teacher
 - o Transfer students

Vision screening is not a substitute for a complete eye and 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 the form is on file with the school.

A doctor signed report form indicating that the child has had an ear examination by a physician AND an evaluation by an audiologist within the past year is acceptable in lieu of the hearing screening. In cases of known hearing loss, an audiological evaluation completed by an audiologist within the past 12 months may be accepted in place of threshold monitoring services. Forms/reports must be on file with the school.

The parent may object to the screening(s) for their child on religious grounds only. A written and signed statement must be submitted to the local school authority. General philosophical or moral reluctance to the screening will not provide a sufficient basis for an exemption from the screening(s).

Promoting health awareness to students and staff

Monitoring and assisting students with chronic and acute health issues including, but not limited to

- Maintenance and Monitoring of student immunization and health records
- Medication Administration (see previous Medication Administration section for more information)
 - i. Only medications (prescription AND non-prescription alike) which are prescribed by a physician and which are essential for the student to remain in school shall be given at school, during school hours.
 - ii. Under certain circumstances, students may administer their own medication. Guidelines and procedures are distributed by the District and available in each office within 15 days of student enrollment.
- First Aid & Emergency procedures
- If your child has any specific healthcare needs such as diabetes, allergies, asthma, seizure disorder or medication that is to be taken at school, please contact the nurse or health aide at your child's school before classes begin.

STUDENT RECORDS AND INFORMATION IN BRIEF

Every effort is made to ensure the right of parents and students as provided under the Illinois School Student Records Act: 105 ILCS Act 10.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children and may inspect student records after making a formal application in writing.

In cases where parents are divorced, the noncustodial natural parent has rights to records, notice of meetings, conferences, etc. upon written request to the building principal at the beginning of the school year. If there is a court order to the contrary, it is the responsibility of the custodial parent to inform the school of such restrictions.

All students' records are reviewed periodically. Material and information no longer having educational value are removed from the record and destroyed. Parents may secure copies of the material to be destroyed for a nominal charge per copy.

All temporary student records are destroyed five years after graduation, transfer or other permanent withdrawal of the student. Permanent records are maintained for 60 years.

Normally, records are not transferred without written parental permission. Parents may request to inspect and copy all records being transferred.

Copies of the laws pertaining to student records are available in each school building.

By parental request, family names may be excluded from any listing published by the school for general distribution.

PARENT/GUARDIAN NOTIFICATION CONCERNING STUDENT RECORDS

Darien Public School District #61 keeps records of its students in two files, a Permanent Record File and a Temporary Record File. Records are kept in compliance with the Family Educational Rights and Privacy Act and the Illinois Student Records Act. Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation. Also, no student will be required to submit to any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. (1232h) without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law, which is referenced, are available in the District Office for inspection during regular business hours. Procedures, as outlined in the Rules and Regulations to Govern Students' Records, are as follows:

DEFINITION OF STUDENT RECORDS

Student Records refer to any written or recorded information, maintained by the District, by which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the Student Record. The Student Records consist of a Permanent Record and Temporary Record which are described below:

STUDENT PERMANENT RECORDS

The Student's Permanent Records are those that contain the minimum personal information necessary to a school in the education of the student. Such information shall include:

- Basic identifying information, including student and parents' names and addresses, birth date, place, and gender;
- Academic transcript, including grades, graduation date, grade level achieved;
- Attendance record;
- Health record;
- Record of release of permanent record information; and may also include:
- Honors and awards received in school sponsored activities or athletics, or offices held in school sponsored organizations;
- No other information shall be placed in the student permanent record.

STUDENT TEMPORARY RECORDS

The Student's Temporary Records consist of all information not required to be in the Permanent Record. Such information must include, but is not limited to:

1. A record of release of temporary record information in accordance with Section 6C of the Act [105 ILCS 10/6];
2. Scores received on the State assessment tests administered in the elementary grade levels (i.e., kindergarten through grade 8) (see 105 ILCS 5/2-3.64(a));
3. The completed home language survey form (see 23 Ill. Adm. Code 228.15);
4. *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*;
5. *Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act* [325 ILCS 5/8.6], as required by Section 2(f) of the Act [105 ILCS 10/2(f)];
6. Any biometric information that is collected in accordance with Section 10-20.40 or 34-18.34 of the School Code [105 ILCS 5/10-20.40 or 34-18.34]; and may also include:
7. Family background information;
8. Intelligence test scores;
9. Aptitude test scores;
10. Psychological evaluations;
11. Achievement Test scores;
12. Disciplinary information;
13. Accident reports;
14. Special Education files, including reports of all multi-disciplinary staffings on which placement or non-placement is based and all records and tapes relating to special education placement hearings and appeals;
15. Other verified information of clear relevance to the education of the student.

STUDENT TESTING AND ASSESSMENT PROGRAM

The district student assessment program provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness, as well as school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall develop and supervise a student assessment program and shall provide appropriate data to

the Board to allow it to monitor the program's results. The program will:

1. Use the State assessment system (PARCC/ISA) and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Conform to the schedule required by State law and State Board of Education rules. It may include testing of students in grades not required by State law to be tested.
3. Be uniformly applied to all students who are required to be tested, including: (a) students in a State approved transitional bilingual education or transitional program, and (b) students who have an Individualized Educational Plan.

STUDENTS APPEARING IN DISTRICT/SCHOOL WEBSITES AND NEWSPAPER/DIGITAL NEWS

Students' pictures, first names only, and samples of students' work may be shown on the schools' websites, district's homepage or Twitter accounts and in newspapers/digital news. If you do not want this to occur, please send a written note to the principal.

TELEPHONE AND ADDRESS CHANGES

Parents should notify the school immediately if there is a change in address, or telephone number of the person to contact in case of an emergency. This information is very important in case a child becomes ill or is injured. Parents should also change this important information via their Skyward Family Access.

TRANSPORTATION/BUS CONDUCT

Bus service is provided for all eligible students. Bus schedules and maps are available on the district website. Children who misbehave or become a serious disciplinary problem are subject to having their transportation privileges suspended or canceled. Students riding the bus are expected to remain seated at all times and follow the instructions of the bus driver.

Students must present a note to their classroom teacher if there is a change in their normal dismissal routine. For example, if a student normally rides the 'green' bus but tells the teacher that they are going to ride a different bus home one day with a friend, the teacher and the bus driver will not allow that change in routine unless they have been notified directly by the guardian. If the plans for your child's dismissal change during the school day, please contact the school office directly, and we will let your child and his/her teacher know of the new arrangements.

Students are expected to behave in an orderly and safe manner on school buses and at the bus stops. Parents will be notified of all misconduct to and from the bus stop and while riding the bus. Students whose behavior jeopardizes the safe operation of the school bus may lose bus privileges for 1-10 days. Repeated offenses can result in the permanent suspension of bus riding privileges. Students who misbehave or become a serious disciplinary problem are subject to having their transportation privileges suspended or canceled. Students should follow our district expectations to keep all children safe.

VOLUNTEER OPPORTUNITIES

One of the reasons our students are successful in Darien School District #61 is because of the involvement of parents and other volunteers in the building. Our school library is dependent on volunteers. We are looking for many parents willing to give an hour or two, weekly or biweekly, to help in this area. Classroom teachers may also ask for volunteers throughout the year to help with special projects, field trip supervision, etc. Parents are invited to contact the school office to find out more about this and other volunteer opportunities in the school.

The PTA actively recruits volunteers to help with classroom parties, school wide events such as Picture Day, Hearing and Vision Screening, and other special activities that take place during the school day, as well as PTA sponsored evening events during the year.

Beginning in the 2017-2018 school year, all volunteers will be asked to sign a confidentiality agreement prior to volunteering in the schools. This will be kept on file in the school office for the given school year and updated annually.