

# KANELAND ELEMENTARY SCHOOL 2008-2009 PARENT HANDBOOK

## KANELAND TELEPHONE DIRECTORY

Blackberry Creek Elementary	630-365-1122
John Shields Elementary	630-466-8500
John Stewart Elementary	630-365-8170
McDole Elementary	630-897-1961
Middle School	630-365-3005
High School	630-365-5100
Transportation	630-365-5111 Ext. 145/148
District Office	630-365-5111 Ext. 109
Fox Valley Career Center	630-365-5113

## WELCOME

It is a pleasure to welcome you and your family to Kaneland's Elementary School. It is the goal of our dedicated staff to not only develop the children's self-respect and self-worth, but also to provide every child with the best educational opportunity possible. This calendar/handbook is a basic guide of the various aspects of KES. It does not cover all specific incidents, but is a general guideline. If you need further information or explanation on a topic, please contact the school. We wish you and your children a productive and enriching school year.

Each Kaneland District 302 school offers parents and students a copy of the student handbook and/or calendar that includes the policies by which student conduct is guided and evaluated. Students will be subject to all of the rights and responsibilities listed in the handbook/calendar and the student code of conduct.

## Special Notices

The following notices are provided as required by state and/or federal statute or under advice of Kaneland District 302's attorney. Unless you submit a letter to the building principal's office denying permission for any of the notices below, under Kaneland District 302 policy they will apply to your child.

### ASBESTOS MANAGEMENT PLAN

The asbestos management plans of the federal Asbestos Hazard Emergency Response Act are available in the principal's office or district administration offices for public review.

**Release of Basic Student Registration – Medical Information.** If your child is a regular bus rider or when your child rides a bus for field trips, it may be necessary to have basic information such as addresses, parent/guardian information, phone numbers, and emergency numbers so parents/guardians can be contacted if medical attention is needed. When private bus companies are used to transport students, they will be given access to basic student registration information and emergency medical information about your child.

**Emergency Medical Treatment.** Under district policy, the principal or designated representative of your child's school is authorized to secure medical care and automobile or ambulance transport to Delnor Community Hospital or the nearest hospital facility when you cannot be immediately reached at the time of emergency. You will be responsible for the associated emergency medical charges.

**Photo Release.** From time to time the district allows media coverage of activities and events. Your child's picture/video and/or name (including the school the student attends) may be included in

informational news coverage and educational purposes, including being shown on the District's web site. If you do not want your child's picture or name included, please notify the school office.

**Community Field Trips in the Elementary Schools.** Classes take walks off school grounds as part of the curriculum related to getting to know the community.

**Student Award/Honor Information.** The district from time to time announces the names of students receiving awards and honors. In the normal course of these events, your child's name may be released for the purpose of identifying students who excel.

**Surveys.** Anonymous surveys of students (i.e., students are not asked to put their names on the survey forms) are sometimes given to analyze students' opinions, attitude or behavior (e.g., opinions about school programs and services, drug/alcohol use, etc.)

**Illinois Textbook Loan Program.** Public Act 82-469, 1981 makes available to students textbooks for use in the classroom. Kaneland District 302 students receive books through this program. Directory Information (Name, address, phone number). Under state and federal law, this information is public and may be released if requested. Under federal law it must be released to military recruiters.

**Medicaid/KidCare.** The cost of therapy and diagnostic services that may be provided to your child through school is partially reimbursable through the State of Illinois. Kaneland District 302 will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

## **KANELAND FACTS**

Kaneland School District 302 covers an area of about 140 square miles, including the five communities of Elburn, Kaneville, Maple Park, Sugar Grove, and Virgil. The district offers a comprehensive educational program to over 4,000 students in special education preschool through 12<sup>th</sup> grade.

Kaneland John Stewart Elementary School serves approximately 625 students in Pre-K through 5<sup>th</sup> grade. John Stewart Elementary School is located at 817 Prairie Valley Street, Elburn, IL. Students in grades 6-8 attend Kaneland Middle School located on Meredith Road just north of Keslinger Road and south of Rt. 38. Students in grades 9-12 attend the high school. It is located at Keslinger and Meredith Roads. Fox Valley Career Center is also part of the Kaneland School District and is housed in the High School building.

## **MISSION STATEMENT**

The mission of Kaneland Community Unit School District #302 is to guide and challenge all students to acquire the knowledge, skills and values that will enable them to contribute to and successfully participate in a diverse, democratic society. Our mission will be accomplished through a continued partnership of students, district personnel, parents and other community members.

## **BOARD OF EDUCATION**

The Kaneland Board of Education is comprised of seven citizens elected to set district policy and oversee its administration. The school board meets the second and fourth Mondays of each month. Interested citizens are welcome to attend.

## **SCHOOL ADMISSION**

To enter kindergarten, a child must be five years old on or before September 1 of the school year. When enrolling your child in kindergarten, you must present a certified copy of your child's birth certificate.

## **TEXTBOOK RENTAL AND INSTRUCTIONAL MATERIALS FEES**

Registration fees are charged for all students except those specifically exempted by law or unable to pay due to emergency circumstances. However, unless exempted by law or special arrangements are made for emergency purposes; all fees are to be collected. Individuals in need of alternative payment schedules or a fee waiver should contact the building principal. If necessary, the collection process will involve the referral of unpaid fees to a collection agency.

Student fees are established by the Kaneland Board of Education. A schedule of the student fees will be distributed by each building at registration. Fees are to be paid by August 15<sup>th</sup>.

## **EMERGENCY SCHOOL CLOSINGS**

An emergency plan in case of fire, severe weather, tornado and other emergencies has been developed. Plans for evacuating or disaster drills are held throughout the year. If schools close after students have arrived, every effort is made through our classroom reps to notify parents. Students should know where to report if school closes and parents are not home. The Kaneland District 302 website ([www.kaneland.org](http://www.kaneland.org)) has a direct link to the Emergency Closing Center, where information on emergency school closing is available subject to the ECC's updating speed. Information about emergency school closings will be broadcast over the following stations:

WLBK/WDEK-DeKalb-1360 AM/92.5FM  
WDKB - DeKalb – 94.9 FM  
WKKD – Aurora – 1580 AM – 95.9 FM  
WBIG – Aurora – 1280AM  
Chicago Stations: WGN, WBBM (AM); CBS2; NBC 5; ABC 7; WGN 9; Fox 32; CLTV (TV)

## **SCHOOL VISITORS**

Visitors are welcome on school property, provided their presence will not be disruptive. In an attempt to maintain a safe environment, school personnel may require a picture I.D. when visitors sign in at the office. The I.D. will be returned when signing out and leaving the building. All visitors must initially report to the school office, register, and obtain a visitor pass. Any person wishing to confer with a staff member must contact that staff member to make an appointment, prior to their arrival.

## **PARENT TRANSPORTATION**

Vehicles are permitted to enter and exit in the parking lots when busses are present. Student drop-off and pick-up is a designated area for each school. Please abide by the policies set forth at each school.

## **STUDENT CODE OF CONDUCT**

Part of the goal of education is to nurture self-pride, develop independence and build responsible citizens for our future community. In an attempt to attain this goal, students must be encouraged to act in a responsible manner and accept the logical consequences for their behaviors.

The Kaneland Elementary School Student Code of Conduct is based on the following assumptions:

- Students learn more effectively in an environment free from distractions.

- Students learn more effectively in an environment where they feel safe and secure.
- Students are capable of controlling their behaviors when acceptable parameters are defined.
- Students are capable of controlling their behaviors if they are reminded when their behaviors are not acceptable.
- Parents want to be informed when the behavior of their child is not acceptable.
- Parents want to be involved in the solution when the behavior of their child is not acceptable.

Parents, students and school staff members must take an active role in the successful monitoring of student behavior. Therefore, all three groups must be informed of behavior expectations, consequences for unacceptable behaviors, and when rule infractions occur.

### **EXPECTED STUDENT BEHAVIOR FOR SCHOOL**

The Discipline Advisory Council is responsible for establishing the expected student behaviors for the school. The following list defines the parameters for student behavior.

1. The students will walk quietly through the halls.
2. The students will be respectful to all people. Students will not be aggressive in verbal behaviors. This includes harassment but is not limited to pushing, bullying, hitting, fighting, and intimidation, name-calling, swearing, and mocking.

### **OPERATING DEFINITION OF HARASSMENT**

Any oppressive, intimidating or aggressive behavior—whether verbal, physical or visual—that

is directed by one student or by one group of students toward another student at school, on school property, or at school related events and that is repetitive (by the perpetrator of the behavior) and unwanted (unacceptable to and unsolicited by the student being harassed), and that unreasonably interferes with a student's ability to perform in school. Harassment includes, without limitation, prohibitive behavior such as the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. Aggressive Behavior Reporting Forms are available in the school office.

1. The students will be respectful of school and personal property. Students will not damage or destroy school or personal property. Students will not take materials from the school or others without permission from the proper individual.
2. The students will be respectful of themselves and their own property.
3. The students will not be permitted in any part of the building without KES staff supervision and/or permission.

### **HARASSMENT POLICY**

Kaneland Elementary Schools believe that a school environment where harassment is tolerated fosters disrespect, interferes with a student's opportunity to learn, and creates an intimidating, hostile learning environment. Accordingly, the school district shall not tolerate sexual harassment of students by other students, by employees of the school district or by other adults at the school district.

The district has adopted Harassment policies for students and staff. Each building has a complaint manager. If you have a concern in this area, you may contact any one of the following district employees:

Blackberry Creek:	Kyle Kuhns
John Shields:	Shelley Hueber
John Stewart:	Rebecca Dahn
McDole	Fran Eggeston
Middle School:	Donna Sauber
High School:	Leigh Jafke
Career Center:	Vernon Alexander

### **CLASSROOM**

Parents have entrusted school personnel with the responsibility to provide meaningful learning experiences for their children. In addition, parents have the right to expect a safe environment in which their children will learn.

Teachers, therefore, need to define the parameters of expected student behaviors. Students and parents must be informed of the expectations. Also, parents need to be informed when students fail to perform within the expected parameters.

By the end of the fifth day of the school year, teachers will have completed the following:

1. Establish a list of expected student behaviors.
2. Establish a list of consequences for student behaviors outside of the parameters of expected student behaviors.
3. Submit a copy of each list to the principal for approval.
4. Provide parents and students with both lists for their signature of agreement.

Any revisions to the lists of expected student behaviors or the resulting consequences must be discussed with the principal. Parents and students must be provided with the updated lists.

## **LUNCHROOM GUIDELINES**

Adult supervisors are employed to help students as needed during the lunch period. Lunch supervisors are also expected to monitor student behavior in the lunchroom. Students who choose not to abide by the established expected student behaviors are referred to the school office for behavior improvement action.

In addition to the previously stated expected student behaviors for the school, the following guidelines define the parameters for student behaviors during the lunch periods.

1. Students will walk (no running) quietly in line and in the lunchroom.
2. Students will sit properly in their seats.
3. Students will not be allowed to save seats in the cafeteria.
4. Students must receive permission from the lunchroom monitor in order to leave their seat.
5. Students will be responsible for the litter on and around their tables.
6. Students are to be quiet prior to dismissal from the cafeteria.
7. Students who continually break lunchroom rules will be sent to the principal.
8. Students will display proper behavior at all times.
9. Students are to eat their own lunches; sharing of food is prohibited.

## **RECESS**

Children will go out for recess when the wind chill is above 0 degrees. The principal decides whether to have indoor or outdoor recess. Parents may request indoor recess for their child after an illness, but for not more than one day. If a child must stay indoors for a longer period, parents must furnish a note from a physician.

## **RECESS GUIDELINES**

Adult supervisors are employed to help students as needed during the recess period. Recess supervisors are also expected to monitor student behavior during recess time. Students who choose not to abide by the established expected student behaviors are referred to the principal for behavior improvement action.

For you child's safety, in addition to the previously stated expected student behaviors for the school, the following guidelines define the parameters for student behaviors during the recess period.

1. Students must get permission from the recess monitors before entering the building.
2. Students will display proper behavior at all times.
3. Students must wear appropriate clothing to play in the snow.
  - Grades K-3: Snow pants and boots
  - Grades 4-5: Boots
4. To provide maximum mobility and safety at school, shoes with backs are recommended. Open backed sandals and flip-flops are prohibited during recess and P.E.
5. Students are allowed to play in designated areas.
6. The following activities are not allowed:
  - Throwing stones, rocks, snowballs, ice balls, rubber bands, baseballs, etc.
  - Running or playing tag around the playground equipment
  - Pushing, shoving, fighting, or wrestling
  - Sliding on ice
  - Jumping from any place higher than the student's height
7. Sport games allowed during recess under supervision of monitors:
  - Touch football
  - Soccer

- Kickball
  - Softball
8. Students will return all game balls to their proper place.
  9. Students will line up quietly and orderly in their assigned places when the monitors blow the whistle, signaling the end of recess.
  10. Before students are dismissed from recess, they must be quiet.

## **EXCLUSION FROM CLASS, RECESS OR SCHOOL**

Teachers are responsible for monitoring the behavior of their students. When student behaviors need to be corrected, consequences will need to be administered. Any student who displays disruptive behavior may be removed from the classroom.

If a student displays misbehavior and/or disruption on a regular basis, a parent contact will take place. Every effort on the part of the school will be made to determine the origin of the difficulty and find solutions that are beneficial to the student. Regular communication between the school and parent will take place in order to resolve the behavior. Kaneland Elementary Schools have the services of a psychologist and social workers to provide necessary support to students and parents.

Any student deemed guilty by school administration of gross misconduct, may be suspended or expelled from school. Should that occur, parents would be notified immediately and advised of a right to a hearing. A suspension may not exceed ten (10) school days. An expulsion has the maximum penalty of removal from school for the remainder of the school year.

## **BEHAVIOR IMPROVEMENT ACTION**

On occasion, student behaviors will fall outside of the parameters of what is expected. When this happens, behavior improvement action will be taken.

Behavior improvement action will include consequences for behavior and include parental involvement when necessary. Consequences will vary in severity and be administered in a fair manner. Consequences will be selected with consideration for past student behaviors. Consequences include but are not limited to the following:

- Verbal request to change the behavior
- Parental conference
- Loss of privilege
- Detention
- Suspension
- Expulsion

## **STUDENT DISCIPLINE**

An important part of our responsibility is to provide a safe and healthy environment for all children in school. This responsibility can only be accomplished if students follow the rules and learn to respect other people's rights.

### **Prohibiting Guns and Weapons at School.**

Guns, ammunition, knives and other weapons clearly are hazards to a safe learning environment and people's welfare. Kaneland District 302 has established a policy that prohibits knives and any other weapons from school property. If any such an item is found or suspected to be present on school property or in any location related to school activities, Kaneland District 302 will impose immediate sanctions to protect the safety of students and staff.

Kaneland Elementary Schools have a no-tolerance rule in effect that prohibits verbal, written or suggested threats of violence directed towards children, adults and school employees. Students who convey messages such as "I'm going to kill you", "I'm going to get you", make threatening gestures such as pointing a finger and making the sound of a gun fire, etc., will be dealt with immediately. There will be no warning issued for the commission or threat of violence.

Kaneland Elementary School rules include: Respect other people and their belongings. The following behavior or items are not allowed: hats, head coverings or coats worn indoors, gum, candy (except during lunch), toys and games, electronic equipment, laser pointers, alcohol, real or look alike weapons, illegal drugs and/or look alike drugs, inappropriate verbal or sign language, physical or verbal intimidation. All classroom teachers send home rules (within the first 10 school days) that have been generated for their individual classroom. Disciplinary action may be taken against any student guilty of gross disobedience or misconduct. See District Policy 7:190. To obtain a copy contact the principal. The District Discipline Committee comprised of parents, teachers, and administrators, meets yearly to review all discipline procedures.

### **RECIPROCAL REPORTING SYSTEM**

The School District participates in a reciprocal reporting system with local law enforcement agencies regarding criminal offenses committed by students. This system includes automatic notification to the appropriate police department(s) and other appropriate agencies when students may have been involved in criminal activities. Likewise, the School District can provide information to and receive such information from those agencies.

## **DRESS GUIDELINES**

Parents are encouraged to dress their children in an appropriate manner. The School is the child's place of work. Appropriate clothing worn in good taste is more conducive to the work environment. Short shorts, short skirts, spaghetti straps, tops that show undergarments or the midriff (i.e. cropped tops or halter-tops) are prohibited. Students will be asked to change and if no appropriate clothing is available, parents will be called to bring some to school. No clothing may promote smoking, alcohol, drugs, violence, sexual connotations, or organizations that advocate violence, drugs or illegal acts.

Coats, jackets, hats or head coverings are not to be worn in the school building during the school day. To provide maximum mobility and safety at school, shoes with backs are recommended. Open-backed sandals, flip-flops, shoes with rollers, and roller blades are prohibited at school.

## **ABSENCES**

Please notify your child's school before 8:30 a.m. whenever your child is absent or tardy. Contacting the classroom teacher does not qualify as notification. Please call the office and leave a message on the absence line. This procedure is to ensure your child's safety by confirming that you are aware of the absence. If there is no parent contact, the school will contact the home or work to check the absence. If your child's absence can be verified by a physician's note, bill and/or prescription receipt, please send the documentation to the school office upon the child's return to school.

## **ATTENDANCE**

For purposes of the school's attendance policy, which appears below, all absences from school count toward the accumulation of absences EXCEPT the following: Absences excused by a note from a dentist or doctor or by a medication prescription issued by a doctor, court appearances verified by documentation, and pre-excused absences, including vacations, for which a notification has been given to the school. When a student misses school too frequently, the following steps may be taken to promote better attendance:

- After 10 cumulative days of absence in a school year, the principal or designee notify the parents of the absences.
- After 15 cumulative days of absence in a school year, the Kane County Truant Officer may be notified and a certified letter shall be sent to the parents to inform them of this referral.

If a student has been referred to the Kane County Truant Officer in the previous school year, he/she is subject to either of the above steps after 5 days of absence in the current school year.

Participation in school sponsored activities on school days, outside the regular school day, requires attendance in school **at least** half of the school day. **Students who are sent home from school due to illness will not be allowed to participate in school sponsored after-school activities.** Examples of activities include, but are not limited to, After Class Enrichment (ACE) /PARTNERS and musical programs.

## **STUDENT PHONE CALLS**

Students will be allowed to call parents for emergencies. A forgotten lunch, assignment or library book is not considered an emergency. (Students who forget their lunch will be given a sandwich and milk.)

## **STUDENT RELEASE FROM SCHOOL**

If a child leaves during the school day, the person picking the child up will sign him/her out in the office.

## **DOCTOR/DENTIST APPOINTMENTS**

Students who have a doctor or dentist appointment during regular school hours are expected to bring a note from home stating the time of the appointment. Students are instructed to wait in the office until their parents pick them up from the office for the appointment.

## **PHYSICAL EXAMINATION AND IMMUNIZATION REQUIREMENTS**

All Early Childhood, Kindergarten and Sixth Grade students are required to have physical examinations before entering school. This requirement can be met any time one year prior to entering school in the fall. Forms are available at the schools and on-line at [www.kaneland.org](http://www.kaneland.org). Students, who do not meet physical and immunization requirements by October 15<sup>th</sup>, will be excluded from school until requirements have been met.

## **ACCIDENT INSURANCE**

District 302 does not carry medical insurance coverage for students injured during school. Instead, we make available an optional student insurance plan, either school day or 24-hour coverage. These plans are designed as supplements to the family's health coverage. Information and application forms are available in all school offices.

## **HEALTH SERVICES**

Kaneland's Health Services are overseen by registered nurses that conduct annual hearing and vision screening and evaluate immunization records as mandated by the Illinois School Code.

## **STUDENTS MEDICATION GUIDELINES**

For the safety and welfare of all students, the Kaneland School Board has adopted the following guidelines:

Parents wishing to authorize the administration of prescription and over the counter medication (this includes inhalers, Tylenol, throat lozenges, etc.) need to complete the Medication Authorization form. Forms may be obtained from the school nurse or on-line at [www.kaneland.org](http://www.kaneland.org). The physician must also sign the form. The medication form must be renewed annually or when there is a change in the prescription. A responsible adult must transport medication to school.

Administration of the first dosage of medication must be done at home to observe for side effects. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. This includes over the counter medication. A safe, locked place is provided for the storage of the medication. No aspirin or any over the counter medication is to be

given by the school without a written order from an M.D. and the parent.

If medication is necessary for a food or insect bite allergy, the parent and physician must complete the consent form for emergency treatment; parents should provide the appropriate medication.

### **ABSENCES DUE TO ILLNESS**

Students must be free of a fever for 24 hours before returning to school.

**STREP THROAT, IMPETIGO, SCABIES AND CONJUNCTIVITIS** (pink eye) – students may return to school 24 hours after treatment has begun and proof of medication is shown.

**CHICKEN POX** - students will remain out of school not less than six (6) days after the appearance of the first eruption.

**MONONUCLEOSIS** - student may return to school only with a doctor's permit.

**HEAD LICE** – student may return to school after lice treatment has been completed and proof of medication is shown. The child must also be free of nits and checked by the school nurse before admittance to class.

If we are unable to contact parents in the event of an emergency we will transport, via ambulance, your child to the hospital if the need arises.

### **HOME-SCHOOL COMMUNICATION**

Schools depend on the interest and support of parents, and children do their best in school when parents and teachers work as a team. By showing interest in their child's education and offering praise for effort and achievement, parents give their child a "head start" on life.

Teachers are always happy to confer with parents. Any person wishing to confer with a staff member, or observe in the classroom, must contact that staff member to make an appointment prior to their arrival. Parents are also encouraged to observe their child's classroom. In compliance with the State of Illinois, all visitors to the schools MUST register in the office. Please do not go to your child's classroom to pick him/her up.

When a teacher phones you at home or at work, it may be that he/she needs your cooperation to solve a problem or handle a concern. At other times, a teacher may phone to let you know your child is doing well. If you are asked to come to school for a parent/teacher conference, your participation and positive attitude will benefit your child.

### **HOMEWORK**

Students may be given homework to supplement schoolwork, for extra credit, as make-up for an absence, or to complete work not finished in school. Parents should show interest in homework and can and should help their child understand instructions or memorize facts. But parents should realize homework is assigned for the child's benefit, and should be completed by the child, not the parent.

Upon returning to school from an excused absence, it is the students' responsibility to check with their teachers concerning tests and assignments that were missed. Students with pre-excused absences will be provided make-up work upon their return to school

### **SCHOOL LUNCH**

The Kaneland Elementary Schools are 'brown bag' schools. This means that there are no hot lunches available for student purchase. Free lunches will be provided to eligible students. Milk is available

for \$.30 per carton (price subject to change). Milk tickets can be purchased in advance for the entire year or by semester. There is also a dispenser where bottle water is available to students during lunchtime for a cost of \$1.00 per bottle.

### **CLASS TREATS**

In order to promote healthy choices and support a culture of wellness in our schools, along with our concern for food allergies and childhood obesity, *birthday treats in the form of food items will not be allowed.* If a food item is sent, they will not be served and will be sent home. Suggested birthday "treats" can include things like: a pencil, a book for the classroom, or stickers.

The nature of food items in the school, relating to classroom parties and other activities, is being reviewed and will be in accordance with the Kaneland #302 Wellness Policy beginning in the 2008-2009 school year.

### **PARTY INVITES**

Passing out party invitations in the classroom will ONLY be allowed if ALL students are invited. If some children are to be excluded from the party the parents will be responsible for distributing the invitations OUTSIDE of the school.

### **FIELD TRIPS**

Field trips, properly planned and integrated into the curriculum, are a valuable extension of the educational program. Teachers, with the approval of the principal and superintendent, preview and plan field trips. Parents are notified in advance of field trips and frequently are invited to join the trip as an assistant supervisor, especially at the primary grades.

## **CURRICULUM**

District 302's curriculum is designed to provide the essential skills in reading, mathematics, language arts, science and social studies. The academics are supplemented by instruction in art, computer, music, and physical education. The Internet is part of Kaneland CUSD 302 curriculum. All students will be expected to use the Internet during classtime.

At all levels, teachers utilize a variety of techniques, strategies, methods, and materials to meet the needs of the individual classes and students.

## **AUTHORIZATION FOR COMPUTER NETWORK AND INTERNET ACCESS**

All use of the Computer Network and Internet shall be consistent with the District's goal of promoting educational excellence by facilitation resource sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behaviors by users. The failure of any user to follow the terms of the Authorization for Computer Network and Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. Parents give their permission for the school to use their students name and/or picture on student products, which may be displayed on the schools web page.

## **TERMS AND CONDITIONS**

**Acceptable Use** - Access to the District's Computer Network and Internet must be for the purpose of education or school-related research and be consistent with the educational objectives of the District.

## **REPORT CARDS**

Report cards are sent home quarterly. These

reports are intended to communicate the level of progress a student is achieving. Conferences are held at the end of the first quarter.

## **ELEMENTARY GRADING SCALE**

### **Skill Assessment Guide**

**Beginning (B)** Students cannot complete the task independently. They show little understanding of the concept or skill.

**Developing (D)** Students show some understanding, however errors or misunderstandings still occur. Reminders, hints and suggestions are needed to promote the children's understanding of content.

**Strength (S)** Students exhibit strength in these skills; they can apply the skills or concepts correctly and independently.

## **SOCIAL PROMOTIONS**

In accordance with Illinois Law, District #302 does not socially promote students. Those students deemed to be at risk would be given opportunities to advance their education.

## **STUDENT RECORDS**

Non-custodial parents may request copies of school information by contacting the guidance office. In accordance with state and federal regulations, the following information concerning student records is presented: A student record is the written history on the performance and the activities of any child enrolled in school. This record will contain all of the state and federal mandated information and any other information to evaluate a student's progress. It will also give a brief description of that student's tenure in a local public school.

Student records are segregated into two types: The permanent record, the record which is kept for at least sixty years; and the temporary record, which must be destroyed five years after a student leaves. These two parts of the record contain different types of information. The permanent record contains that information which would be necessary for the student for the rest of their life. The temporary record contains the set of information that is most important during a student's school years.

**Permanent Records:** Permanent student educational records are kept on file a minimum of 60 years by the school district. The records include:

- Basic identifying information (student and parent names, addresses, student birth date and place, and gender);
- Academic transcript (grades, class rank, graduation date, grade level achieved, scores on college entrance tests;
- Accident reports and health record;
- Record of release of information (see "Release of Records").

**Temporary Records:** Temporary records are destroyed five years after graduation, transfer or permanent withdrawal of the student from the district. The temporary records may include:

- Family background information;
- Intelligence and aptitude test scores;
- Reports of psychological evaluations (information on intelligence, personality and academic information obtained through tests, observation and interviews);
- Elementary and secondary achievement level test results;
- Copies of the student's work;
- Honors and awards received;
- Teacher anecdotal records;
- Disciplinary information;

- Special education files (reports of the multi-disciplinary staffing which determines whether placement is made, and all records and tape recordings relating to special education placement hearings and appeals);
- Any verified reports or information of clear relevance to the student's education;
- Other verified information of clear relevance to the student's education;
- Record of release of temporary record information (see "Release of Records").

The right to inspect and copy student educational records (the copy cost of both permanent and temporary is \$.10/page) is permitted to parents or guardians of students under the age of 18. Any student age 14 or more also has the right to read and review his/her temporary and permanent educational records.

**Review of Records:** Parent or student requests for review of the record must be made in writing to the school principal. The principal will then arrange an appointment within two weeks for the review.

School board policy provides a procedure for the challenge of information on records by parents, guardians or students 18 years of age or older. Requests for a hearing to challenge the content of records must be made to the Superintendent. Within two weeks, the Superintendent will set a hearing date and notify the person challenging the records. The district hearing officer will render a decision within two weeks of the hearing.

Requests for an appeal of the decision of the local hearing officer shall be made to the Superintendent of the Educational Service Region within twenty (20) school days after the decision is transmitted.

**Release of Records:** In general, no personally identifiable records or files (or personal information

from either) may be made available to individuals, agencies or organizations without the written consent of parents, guardians or students over the age of 18. However, limited exceptions are made. The records are available to the following individuals or groups.

- Other school officials, including teachers within the educational institution or local agency who may have legitimate educational interests;
- Officials of other schools or school system where the student intends to enroll, provided the student's parents are notified of the transfer of records and receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record if they desire;
- Authorized representatives of the Controller General of the United States, the Secretary and administrative head of an educational agency;
- Organizations or agencies in connection with a student's application for or receipt of financial aid.

Information may be released in connection with an emergency to appropriate persons if such information is necessary to protect the health or safety of the student or other persons.

Each school keeps a log of all agencies or persons who request or obtain access to information from a student's record. Parents, guardians or eligible students have the right to request a copy of the information released.

The record custodian of a school shall transfer the records of a student to the school in which the student has enrolled or intends to enroll upon request of the record custodian of the other school or the student. The parent shall have the opportunity to inspect, copy and challenge such information.

Release of the information other than to those specified above requires the prior, specific, dated

and written consent of the parent designating the person to whom such records may be released, reason for the release and specific records to be released.

In families where parents are separated or divorced, the granting of custody to one parent does not alter the rights of the other unless there is a court order specifically on this point. Any parent may have access to his student's records for the purpose of reviewing them.

Local, state and federal laws require that information regarding student's records are held confidential. This same law requires that rules and procedures be established to maintain this privacy as well as to indicate all of those people who have had access to the child's records.

### **TESTING PROGRAMS**

The School Board believes evaluation of student achievement is an important part of the teaching-learning process. To determine the degree to which students are achieving the Illinois Learning Standards and the Kaneland District 302's student learning objectives, your child will participate in various tests and assessments. This assessment system includes student achievement tests, curriculum and instruction evaluation, and school-wide program assessments.

### **CHALLENGE (GIFTED) PROGRAM**

The primary goal of the Challenge Program is to provide an instructional program that challenges and stimulates the intellectual abilities of gifted and academically talented students beginning with grade three. Services are currently provided in Reading and Math. In reading, these students work with more advanced instructional materials and move at a faster pace; in the Everyday Math Program, the students use materials one year above grade level. (i.e. 4<sup>th</sup> graders use the 5<sup>th</sup>

grade math curriculum.) Students are identified for gifted services using a variety of data.

### **BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District shall establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral intervention for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a nonbinding reference. This policy and the behavioral intervention procedures shall be furnished to the parent(s)/guardian(s) of all students with Individual Education Plans (IEP's) within 15 days after their adoption and/or presentation to the Board or at the time an Individual Education Plan is first implemented for a student. All students shall be informed annually of the existence of this policy and procedures. The Superintendent shall designate at least one staff member as a behavioral intervention consultant who shall oversee the implementation of this policy.

After reviewing State suggested guidelines and procedure, a team consisting of parents of students with disabilities, and other parents, teachers, administrators, advocates for persons with disabilities and individuals with knowledge and expertise in the development and implementation of behavior intervention for persons with disabilities have formulated the above policy and procedure to assist District 302 in the implementation of this law. Copies of this policy and related procedures are available in the office of the Director of Special Education. Copies of the State Board of Education Behavioral

Guidelines are available upon request from ISBE, 100 North First Street, Springfield, IL 62777.

### **PHYSICAL EDUCATION ATTENDANCE**

Participation in Physical Education is mandatory as required by the State. If an illness has occurred and non-participation is requested, it must be verified by a physician or the school nurse. Gym shoes must have white soles on the bottom to protect the floor in the gym.

Additionally:

- A parent can write a note for ONE DAY if they want their child to refrain from recess or P.E.
- If a student submits a doctor's note for exclusion from P.E. for any reason, he/she will automatically be excluded from activity at recess.
- If a student is wearing a cast, he/she will automatically be excluded from P.E. and recess, for the safety of that child and others.
- When a child has been excluded from P.E. and/or recess, a doctor's note must be submitted and CLEARLY state SPECIFICALLY when that child can return to P.E./recess activities.

### **SPECIAL EDUCATION**

Kaneland School District offers a full continuum of special education services to children with disabilities. All special education programs and services mandated by the State statutes and Federal Law, P.L. 94-142, known as IDEA, and its amendments (Individuals with Disabilities Education Act) are available in District 302 or through Mid-Valley Special Education Cooperative (MVSEC) and Northwestern Illinois Association Regional Program (NIA). A separate handbook

contains more in-depth information on special education.

Several times each year, District 302 offers a preschool screening program during which 3-to-5-year-olds are evaluated in the areas of vision, hearing, speech, language, and other developmental processes.

### **SOCIAL WORK SERVICES**

Teachers may refer a student, or a student may refer him/herself, for a conference with a social worker. If the child appears to need regular counseling sessions, parents will be notified and permission obtained, unless the child objects. If you do not want your child to see a social worker without your permission, please contact the principal.

Information about the social work services mandated by laws governing special education is available through the district's social workers.

### **BICYCLE RIDER / SCOOTER REGULATIONS**

Students in third, fourth and fifth grades may ride their bikes to and from school. While the district believes the safer practice is for students K-2 to walk or ride the bus to and from school, K-2 students who are accompanied by their parents on foot or on a bike may also ride their bikes to and from school.

If scooters are ridden to school, they are to remain outside with the bicycles.

### **KANELAND SCHOOL BUS PASSENGER REGULATIONS**

The privilege of riding the bus is dependent upon good behavior and observance of the rules and regulations. Bus drivers are required to report any student who violates these rules and regulations. Bus misconduct notices are issued to the students

by the principal or designee and indicate whether the notice is a warning or a suspension. Students who are suspended from riding the bus must be present in school on the suspension days. K-5 administrators may use more discretion and consider age-appropriateness in the application of consequences for bus misconduct. Special education students will also be given special consideration based upon their needs as stated in their Individual Education Plans (IEP). (See Board Policy 7.230 and First Student Inc. Contract with Mid-Valley Special Education Cooperative).

Students are issued a warning notice for the first incident of misbehavior on a bus unless the behavior carries an automatic suspension (see rules 3, 5, 6, 7, 8, 9, 11). A student who receives a second misconduct notice will be suspended from riding all Kaneland busses for a minimum of three days to five days unless otherwise indicated. A third misconduct notice will result in a bus suspension for a minimum of ten (10) days unless otherwise indicated. A fourth misconduct notice issued during the same school year – or any notice issued for a single act of gross disobedience or misconduct – may result in a suspension of a student’s bus riding privileges for the remainder of the school year at the discretion of the Board of Education.

For answers to questions regarding Kaneland’s bus operation and procedures, first contact the Transportation Director at 630/365-5111 Ext. 147. If the Transportation Director is not available, call the Assistant School Business Official at 630/365-5111 Ext. 108.

### **SCHOOL BUS SAFETY RULES**

All students who ride Kaneland District #302 school buses are expected to know and obey the following bus safety rules:

- A. Students should always be on time at their assigned bus stop, but they should arrive no earlier than ten (10) minutes before the bus is due. In order to maintain a dependable time schedule, bus drivers have been directed not to wait for tardy students.
- B. When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals them permission to cross. They should cross the road far enough in front of the bus (about 10 feet) so that the driver can see the students and the students can see the driver’s signal.
- C. There is to be no noise when the bus stops at a railroad crossing.
- D. Students are required to board and get off the buses at their assigned bus stops. Before a student may be allowed to get off the bus at a different stop or ride a bus other than the one assigned, the student must present a permission note signed by a parent/guardian to the school office. If a student wishes to get off the bus at another student’s stop or home, both students must first present parental permission notes to the school office at the beginning of the school day.
- E. No students shall be allowed to bring any animal or pet on the bus without prior permission from the school and Transportation Director.
- F. The aisle and emergency exits are to be kept clear of any objects that would hinder their use. If there are no empty seats available to store items (such as musical instruments, sports equipment, backpacks, etc.), students must hold these items on their laps.
- G. Cell phone usage on school buses is prohibited except in emergency situations or with the expressly stated permission of the bus driver.
- H. Non-school sponsored athletic equipment may not be carried onto any Kaneland School District Bus. This includes roller blades, etc.

### **SCHOOL BUS DISCIPLINARY PROCEDURE**

The behaviors listed on the following page are not permitted on Kaneland buses or at bus stops. The consequence for each violation is indicated.

### **COMMUNITY RELATIONS (Americans with Disabilities Act)**

Individuals with disabilities should notify the Building Principal if they have a disability which will require special assistance or services, and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program or meeting.

## BUS MISCONDUCT

**It is the belief of Kaneland District 302 that the bus is an extension of the classroom. It is important to note that each bus violation counts toward the total number of offenses a student may commit. Therefore each violation will result in a progression of consequences toward a permanent loss of bus privileges. District 302 reserves the right to impose additional school consequences if the behavior involved creates a potential safety hazard.**

	<b>VIOLATION</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>	<b>4<sup>TH</sup> OFFENSE</b>
1	Violation of a safety rule (see safety rules A-H):	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
2	Refusal to cooperate with driver; lack of courtesy and respect to driver or to fellow student:	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
3	Obscene or unacceptable language gestures, remarks or signs directed to fellow student:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
4	Excessive talking or unnecessary noise:	Warning	3-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
5	Throwing items of any kind in the bus or out of the window or at the bus stop:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for the remainder of the year
6	Spitting of any kind on the bus:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for the remainder of the year
7	Refusal to stay properly seated:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
8	Extending hands, arms, or head out of the window:	3-day bus suspension	5-day bus suspension	10-day bus suspension	Bus suspension for remainder of the year
9	Tampering with bus equipment:	3-day bus suspension, pay for the damage	5-day bus suspension, pay for the damage	10-day bus suspension, pay for damage	Bus suspension for remainder of the year, pay for the damage
10	Littering, eating, drinking, or chewing gum on the bus:	Warning	3-day suspension	10-day suspension	Bus suspension for remainder of the year
11	Theft on the bus:	5-day bus suspension, replacement of item(s)	10-day bus suspension, replacement of item(s)	Bus suspension for remainder of the year, replacement of item(s)	
12	Other misbehavior:	To be determined	To be determined	To be determined	To be determined

## OTHER BUS VIOLATIONS

**The following bus violations constitute offenses of a more serious nature. These actions will result in additional school consequences as well as a 10-day bus suspension. Any additional offenses in this category will result in bus suspension for the remainder of the year.**

- Obscene or unacceptable language, gestures, remarks or signs directed to school employees.
- Throwing an item of any kind at the bus driver or in close proximity to the bus driver.
- Physically attacking another student or fighting on the bus or at the bus stop.
- Having or using tobacco on the bus or at the bus stop.
- Having or using drugs or alcohol on the bus or at the bus stop.
- Deliberate vandalism.
- Bringing weapons or explosives (including fireworks) on the bus or to the bus stop.
- Lighting matches or lighters on the bus or at the bus stop.