

# Algonquin Lakes Elementary School

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**DISCLAIMER**

The provisions of this handbook are not to be considered irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the present status of the rules, practices, and procedures and are subject to change.

Furthermore, this handbook is not considered the only complete resource for all district policies, procedures, or regulations. Parents and families are also responsible for information contained in the district handbook. The final section of this school-level handbook contains the link to the district handbook.

Academic learning is the primary focus of our school. It is the joint responsibility of parents and educators to see that children develop thinking, literacy, and math skills, as well as demonstrate behavior conducive to learning. In order to work effectively in this setting, it is absolutely essential that each person give consideration to other’s wishes as well as their own. Children must learn to take responsibility for their own behavior. When children know what is expected and act accordingly, learning and teaching can proceed. Please reinforce with your children for them to treat others the way they would like to be treated.

## WELCOME

Dear Students of Algonquin Lakes Elementary School:

Welcome to the 2017-2018 school year at Algonquin Lakes Elementary School. As you start this school year, it should be with anticipation of all the new experiences that will be yours. All students, teachers, administrators and other personnel assigned to the school have one thing in common - we are all part of this excellent institution.

This handbook has been prepared as a guide for our stakeholders to become acquainted with the policies and procedures that will be followed during the school year. As any guide, it only serves as a framework about which you should plan your activities. It is not possible to cover every situation in great detail but only to give you the essentials upon which to start. In the absence of specific instructions you should comply with the spirit of good citizenship and when in doubt, talk it over with your teachers.

Students are the most important part of this fine school. Without you the school would cease to exist. Be honest, carry your fair share of the load, and above all, apply yourself to the task at hand. It is our fondest hope that your school days will be inspirational and meaningful.

## ALGONQUIN LAKES ELEMENTARY SCHOOL LEARNING COMPACT

At Algonquin Lakes Elementary School, we recognize that learning is never limited to only what takes place in the classroom. It is important to acknowledge that best outcomes of every learning experience for every student requires commitment from all three components of an involved learning community: school staff members, the students themselves, and the parents and guardians of each child. At the start of the year, we will mutually pledge our commitment to the compact expectations.

## APPLICATION OF PESTICIDES TO SCHOOL PROPERTY

Illinois compiled statutes 225 ILCS 235 and 415 ILCS 65 requires schools to maintain a registry of parents/guardians of students and staff who have requested written notification prior to the application of pesticides to school property. All pesticide application dates will be posted on the D300 website. For further information, please refer to [www.d300.org](http://www.d300.org).

## ATTENDANCE

### DAILY TIME SCHEDULE

7:45	Outside supervision begins
7:55	First bell rings
8:00	<b>Classes begin</b>
2:15	<b>Dismissal from classes</b>

*There is no way to duplicate the classroom experience after a student has been absent.*

### **Daily attendance at school is required by State statute.**

Any child between age seven (7) and age seventeen (17) must attend public school unless:

1. Attending private or parochial school.
2. Physically or mentally disabled and so certified by a qualified physician.
3. Excused or suspended temporarily by the principal/designee for cause.
4. Otherwise provided by law.

**Please call the attendance line at 847 532-7520 by 8:00 a.m. any day your child is absent** or send a note to the office with another student **stating the reason**. Of course, in case of extended absence, other arrangements can be made and you will not have to call in every day. Please also notify the office of any vacation trips that will take the child out of class. If a phone call or note is **not** received explaining the absence of a student, the school office will phone the student's home, parent's work place or emergency contacts. **Remember that tardiness not only disrupts the start of your child's day, but the start of his/her classmate's day as well. Please make every effort to have your child at school on time.** Should your child arrive late at school or need to leave early for any reason he/she **MUST** sign in or out at the school office. Please remind your child to sign in any morning he/she is late. Should you come to pick your child up before regular dismissal time please come into the office and sign him/her out. An adult who is authorized by the parent/guardian on enrollment papers may pick up students leaving school early with identification.

Absences without pre-notification or without any contact from the parent/guardian within five school days of the student's absence will be "unexcused." These unexcused absences will be deemed "truant" if, after five school days, no communication takes place between the parent/guardian and school staff, or if the parent/guardian did not authorize the student's absence. Students who are absent without valid cause from school for 5% or more of the previous 180 regular attendance days (which may include prior school year semesters of attendance) are considered "chronic truants" and will be referred to building administration for appropriate intervention, including but not limited to the following: parent conference; referral to counseling department or other education/student service

department; punitive consequences assigned by building administration; referral to local truant officer. Students and parents may also be issued a local ordinance citation.

Valid causes for an “excused” absence include the following:

1. Illness – a medical excuse may be required if the illness exceeds five consecutive days
2. Family emergency
3. Death in the immediate family
4. Attendance at religious instruction or observance of a religious holiday
5. Documented attendance in Court
6. Documented medical and dental appointments
7. Documented college visitations
8. Such other circumstances which cause reasonable concern to the parent for the safety or health of the student
9. Administrative placement out-of-school

All other absences due to reasons not listed above are unexcused; exceptions must be approved by building administration. All assigned work must be completed in the time frame prescribed by the student’s instructor(s) or school administrator. If the assigned work is completed within the prescribed time frame, the instructor(s) will determine the credit value earned.

The Illinois State Board of Education does not recognize “take your child to work day” as this day as it is not sponsored by, or supervised by, certified teaching staff. Students not in school on this day must be marked absent. Notification on work stationary will only allow the child to have an excused absence for this day. Please try to schedule this type of arrangement during the summer months or vacation days when already off from school.

The following policy must be implemented at each school regarding attendance/absences. Attendance is now calculated by the instructional time for each grade level. Please remember this as you schedule events for your child which would take them away from school. **As always, it is our preference that students are in attendance for the whole day.**

	<b>Full Day</b>	<b>Half day</b>	<b>Absent/no credit</b>
<b>K-5<sup>th</sup></b>	300 min or more	150 min or more	less than 150 min

Students chronically tardy or excessively absent will be reported to the Kane County Truancy Office.

#### **AUTOMATED PHONE SYSTEM**

A computer driven phone system will initiate daily calls to the homes of students who were marked unexcused from class during the school day. Parents/Guardians should update contact phone numbers regularly by contacting Office.

## ARRIVAL & DISMISSAL PROCEDURES

### ARRIVAL

Students should arrive to school between 7:45 am and 7:55 am. Supervision does not begin until 7:45am. Students are marked tardy if they arrive after 8:00 am. Students arriving late should enter the main door and stop at the office for a tardy pass. Students riding a bus that arrives late to school will not be marked tardy.

### DISMISSAL

- ❖ School dismissal is at 2:15 p.m. Students are supervised by teachers as they leave the building each day. Supervisors are located throughout the building and outside to ensure an orderly and safe dismissal.
- ❖ If you know before your student goes off to school that their transportation is going to change for the day, you must notify the teacher/main office indicating the change. Please be advised that students will not be allowed to ride on a bus other than the one they are assigned to.
- ❖ It is the responsibility of the students to organize their school items and personal belongings at the end of each school day. Students are discouraged from returning to school after hours to secure forgotten items. The office hours are 7:00 a.m. – 3:30 p.m. If it is imperative that a family access the building after the student attendance day, they may do so assuming the office staff is available to provide assistance. The principal has the authority to deny access to the building for students / families who consistently request access after school hours.

Please note the direction of parent drop off and pick up area in the front of the school. Please do not drop off on Compton Dr. No child will be allowed into the parking lot area during the drop off and pick up times unless with an adult. Cars will not be allowed in the parking lot during the bus drop off and pick up times. Please plan accordingly. Only children from the Algonquin Lakes subdivision should be allowed to walk. A crossing path is painted in the proper area. NO CHILD should be allowed to cross Sandbloom Road or Route 62-bus transportation is provided. Children should stay on the sidewalk at all times. Additionally, students and

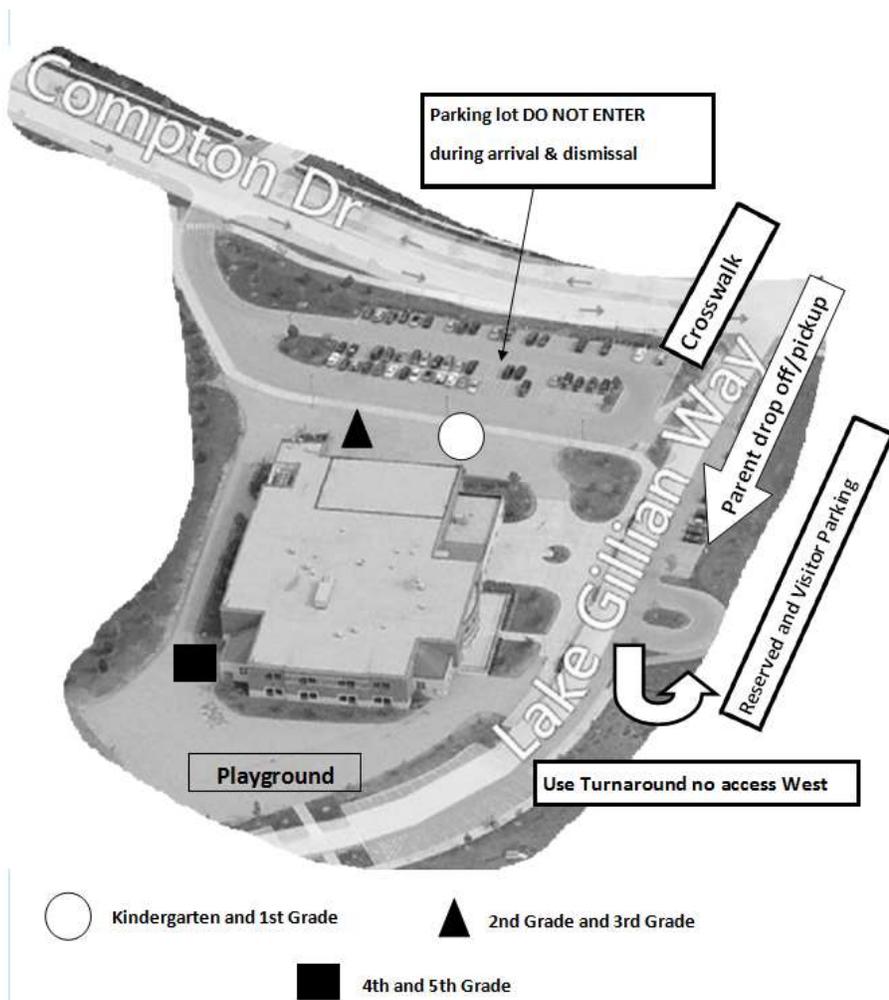
families should be conscious of stop signs and be alert for passing automobiles. Students who walk should be reminded to walk directly to and from school / home.

### BICYCLES

**Only students living in the Algonquin Lakes subdivision should be allowed to ride their bicycles.** For safety purposes, we ask that parents please do not allow students younger than third grade to ride bicycles to school alone. A bicycle rack is provided in the back of the school where third, fourth and fifth grade students enter. Students who ride their bikes should put them in the bike rack and lock them until the end of the school day. Bicycles are brought to school at the risk of the owner. Students should only walk across Compton Dr. with the assistance of the Crossing Guard. Bikes should be walked across school property. Students need to always go straight home after school. For safety reasons, students should not ride bicycles to school for evening programs.

### WIRELESS TELEPHONES

The Illinois Vehicle code was amended by the following in spring of 2010: A person, regardless of age may not use a wireless telephone at any time while operating a vehicle on a roadway in a school zone.



## BUSING AND RIDER RESPONSIBILITIES –

If you have concerns regarding transportation, please call the transportation department at (847) 658-3262.

The district has completed the consolidation of bus stops for the up-coming school year. Bus route and stop information will be mailed to households one week before the start of school. We ask that you carefully review your postcard for route and stop information. The safety of students was and always is our first consideration. We have reviewed the changes with school administrators and all are in agreement that the end result is a more efficient transportation system. The amount of time that students spend on the bus is shortened when the bus makes fewer stops, the opportunity for bus stop accidents is reduced and mileage across the district is significantly impacted.

Bus stops will remain consistent, much like a public transit system, pending new development or completion of construction. Careful analysis of speed limits, volume of traffic, ease of access and density of population are just some of the criteria used when evaluating existing bus stops. Due to the size of the district and the number of students transported, we no longer have the luxury of accommodating personal circumstances or convenience of individuals.

Behavior while waiting for the bus and while walking to and from the bus must be orderly. Running, pushing, and crowding while getting on and off the bus are examples of unsafe and unacceptable behavior. Behavior on the bus should be the same as behavior in the classroom – orderly. The bus driver is to be obeyed on the bus, just as the teacher is to be obeyed at school. Distracting behavior, excessive noise, standing, exchanging seats and throwing objects interferes with the safe operation of the bus. Students who create unsafe traveling conditions due to their behavior can be suspended from riding the bus.

Under no circumstances, including a late bus, are bus riders to leave school grounds and walk home. A bus-riding student must always take his/her bus directly home unless his/her parent/guardian has sent a note describing another arrangement. Student word of mouth will NOT be accepted in lieu of a note.

**Students are not allowed to ride another bus and parent requests to ride another bus will not be approved.** Emergencies are parental/guardian responsibility and will not be assumed by the Transportation Department.

Failure to follow these procedures will result in disciplinary action including issuance of a Bus Conduct Notice. **No student should be crossing Sandbloom Road or Route 62 by walking or riding his or her bicycle.** This is not a safe situation. Bus transportation is provided.

### BUS DISCIPLINE PROCEDURES

In the event of serious or repeated instances of student misconduct, a “Bus Conduct Notice” will be filled out by the bus driver or other school personnel and given to a Building Administrator who will meet with the student within 24 hours, if at all possible. The school will send out a copy of the Bus Conduct Notice, indicating the action taken, to both the parent and the Transportation Department.

If additional Bus Conduct Notices are issued by a bus driver or other school personnel and confirmed by a Building Administrator, the student may be suspended from bus transportation for a period of one day, up to one week. Parents will be responsible for transporting the student.

Parents have a right to review any suspension of bus privileges. The same procedures for review of a school suspension shall apply.

## BIRTHDAYS

Throughout the year, all student birthdays will be recognized during the morning announcements. In fairness to all students, the passing of party invitations is prohibited at school or the bus stop. Children may bring something for a celebration. Please consider non-food items such as the following:

- ❖ Donate a book, game or supplies to the child’s classroom inscribed with child’s name, for example: “Donated in Honor of Benny Warner’s 7<sup>th</sup> Birthday”. The birthday child can bring this wrapped, open it, and give it to the class.
- ❖ Donate a piece of physical education or activity equipment to be used at recess (balls, jump ropes, skip-it, etc.). The birthday child can bring this gift wrapped and give it to the class after opening it.
- ❖ Provide a birthday baggie of non-edible trinkets for each classmate such as erasers, pencils, stickers, bubbles, deck of cards, etc., but nothing too expensive.
- ❖ Use your imagination! The intent of this list is to generate non-edible celebration ideas that consume less time than eating. As with any activity impacting classroom instruction, please contact your child’s teacher for specific classroom policies and/or recommendations.

## COMMUNICATION

Communication is important to the success of your child and the effectiveness of our school. You should feel comfortable contacting your child’s teachers, support staff, and administrator. Every teacher and administrator has an email address and voicemail which you may

use for communication purposes. Contact information is posted on our school website. If you have a concern about your child's academic progress or behavior, you are encouraged to contact your child's teacher. If, for some reason, you are having difficulty communicating or need additional assistance, please contact the building principal. If you have concerns about building policies, programs, or processes, check with your child's teacher or the main office. The staff will make every effort to work with you in a positive manner to address your concerns and answer questions. We welcome your input and value your opinion.

School wide information and announcements will be sent home via ParentLink communication system. This automated process will send information to parent emails that are on file. It is essential that any changes in email addresses are communicated to the school office. Families without access to email can obtain a copy of the routine communication in the main office.

## TELEPHONES

Students may use the classroom/office telephones to call for emergencies **ONLY**. **Students may not use the telephone to arrange after school activities or for forgotten items, instruments or homework.** *Allowing children to call home for these forgotten items does not teach responsibility.* These items should be planned for in advance.

## MESSAGES

We ask that you inform your child of changes in transportation or after school plans before they leave for school since messages interrupt the educational program. **If an after school emergency message is necessary, the school must be called before 2:00pm to allow the office enough time to deliver the message.** Staff members all have a voice mailbox for you to leave messages. Voicemail is available 24 hours a day. Please leave a message in the voice mailbox of the teacher. Please understand that the teachers may only check their mailboxes at the beginning or end of the day.

## DRILLS - FIRE, DISASTER AND LOCKDOWN

State law mandates that all schools hold periodic drills. Drills will be held at various times throughout the year. Students will learn the procedures and are asked to remain quiet at all times. Visitors also need to follow the drill expectations when in the building.

## EARLY RELEASE DAYS

School District #300 allots Early Release Days throughout the school year for the purpose of professional development for staff members. The school calendar is posted on the district website. Students are dismissed at 11:45 a.m. on Early Release Days and lunch is built into the modified day.

## EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

The [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) website feeds automatically into Chicago-area TV and radio stations.

**How will I know when school is closed due to weather?** Schools will be in session according to the district calendar unless there is an emergency and corresponding announcement. **YOU MAY ASSUME THAT D300 SCHOOLS ARE IN SESSION AS NORMAL, UNLESS THE DISTRICT ANNOUNCES OTHERWISE.** In the case of a school closing due to severe weather, the district will make the announcement as soon as possible through these additional methods:

- ❖ The D300 ParentLink Communication System.
- ❖ The D300 website ([www.d300.org](http://www.d300.org))
- ❖ The district's main phone line, 847.551.8300. (You may assume schools are open unless the message specifically lists the day/date that schools are closed.)
- ❖ Local news media (radio, newspapers, TV)

**Does the district ever delay the start of school, or release school early, due to bad weather?** Rather than completely closing schools, if forecasted conditions warrant, the Superintendent / designee may institute an "EMERGENCY DELAYED START" or an "EMERGENCY EARLY RELEASE" as follows:

- ❖ **Emergency Delayed Start:** This means that the school day begins two hours later than normal and bused students will be picked up at their bus stop two hours later than the regularly scheduled time. Families and staff will be contacted via the D300 ParentLink Communication System in the event of a delayed start. The announcement will also be posted to the website.
- ❖ **Emergency Early Release:** This means that the school day will end earlier than normal, which in most cases would range from one to three hours depending on forecasted conditions. Families and staff will be contacted via the D300 ParentLink Communication System with further details before the emergency early release. The announcement will also be posted on the website.

## FAMILY INFORMATION

It is vital for the safety of your child that if, during the school year, your home address, telephone number, or work status should change; **please inform the office as soon as possible.** The school staff is concerned with the safety of your children and feels this

procedure is essential, especially for daytime emergencies. Also, please notify the main office of changes in a child's caretaker or after-school arrangements. Your cooperation will be greatly appreciated. **Any change in the daily procedure of picking up a child should be put in writing and given to the teacher at the beginning of the day by the child.**

## FOOD AND FOOD SERVICES

It is important that students eat a healthy breakfast and lunch. Elementary students are provided 20 minutes each day to eat lunch in the cafeteria and a 15 minute lunch recess. If some children need additional time to eat their lunch, additional time will be allotted. In addition to lunch at school, students are able to participate in the breakfast program.

### BREAKFAST

Breakfast is the most important meal of the day and studies have shown children who eat breakfast are more alert and less tired during the day. District 300 is pleased to continue the breakfast program. Students can enjoy great tasting morning favorites, such as fruits, cereals, breakfast sandwiches, yogurt and juice beverages. Students are to come right into the cafeteria as they get off the bus or are dropped off at ALES. Breakfast is offered from 7:45 - 8:00. Students who qualify for Free and Reduced lunch also qualify for breakfast at the free and reduced rates.

### LUNCH

It is each student's responsibility to bring their lunch to school each day. If a parent brings a lunch in during the day, we ask that you drop it off in the office and clearly label the lunch. The office staff will email teachers to let them know that lunch has been delivered, but we will not interrupt instruction time to notify teachers. This means your child may not receive the lunch in a timely manner. It is important that you instruct your child to come to the office just prior to lunch if they have no lunch. We want every child to eat. Any student who has forgotten their lunch may charge a school lunch. The child should bring the money to pay for this lunch the next school day.

### BUYING A SCHOOL LUNCH OR BREAKFAST

District 300 has a contract with ARAMARK Food Services to supply food to our students. For lunch, the students have three entrees to choose from with an occasional salad bar. Three ways of payment consist of cash, check payable to CUSD 300 or prepay online at [www.mypaymentsplus.com](http://www.mypaymentsplus.com). **Check or cash should be placed in an envelope with your child's name, grade level, and the name of his/her classroom teacher. Please write 'Lunch Money' on the outside of the envelope.** If you choose to prepay online, please contact the school office if you need your child's student ID#. Families are responsible for unpaid balances. Applications for free and reduced lunch are available in the main office or online at [www.d300.org](http://www.d300.org). Check monthly menus for additional information. Questions or concerns about purchasing lunches and fees should be directed to our school Aramark staff or D300 ARAMARK Food Services 847 844-3501.

### LUNCH WITH YOUR CHILD

Eating lunch with students requires administrative approval - please contact the office ahead of time. Parents wishing to have lunch with their child must check into the main office upon their arrival to school to receive a visitor's badge to enter the lunchroom.

### PREPACKAGED FOOD

Per the Kane County Health Department, food brought into the school for classroom parties, luncheons, birthday treats, etc. must be purchased at a commercial food establishment or retail food store and contain an ingredients label. This is to better protect the students and faculty from possible contamination of the food that is served and avoid allergic reactions. Balloons are not allowed. Please notify the classroom teacher prior to sending in classroom treats.

## FIELD TRIPS

Field trips may be taken throughout the year. Related costs are the responsibility of the parent. Permission slips are necessary and must be signed by the parent before any child may go on the trip. If a field trip is postponed and rescheduled, the original permission slip is valid for the rescheduled trip. If a child is unable to pay his/her financial part of the field trip expenses, please notify the classroom teacher or building principal. The school will work with the families to provide assistance as needed.

A limited number of parents may be asked to help chaperone the children on field trips. Volunteer Information Form and Waiver of Liability needs to be completed by the volunteer prior to the trip. Volunteers also must complete a background check form prior to attending any field trips. Parent chaperones may not bring along other children. These additional children are not covered by school insurance. In addition, they take away attention from the school children and the purpose of the chaperone is diminished. Chaperones should plan on riding the bus to and from the field trip location. It is important to communicate with the classroom teacher if you have any questions about the field trip process.

## FORGOTTEN ITEMS

It is each student's responsibility to bring the necessary materials to school each day (homework, supplies, lunch, etc). If a child forgets items, we encourage parents to let them learn from that experience so they will take more responsibility in the future. If a parent

chooses to bring forgotten items to school for a child, we ask that you drop them off at the office. The office staff will contact the teacher to let her / him know that materials have been delivered.

## HEALTH

Children will be excluded from school if they have any of the following symptoms:

- ❖ Fever over 99.8, students should be fever free for 24 hours before returning to school.
- ❖ Nausea, stomach ache, and/or diarrhea.
- ❖ Undiagnosed rashes (unless the rash is gone, the student must present a release from a doctor to return to class).
- ❖ Red/running eyes (suspected pink eye).
- ❖ Undiagnosed swollen glands.

## COMMUNICABLE DISEASES

Children who have been absent due to communicable diseases may return if either of the following conditions has been met:

- ❖ Present a release from a doctor.
- ❖ Fever, rash, or other symptoms of the disease have completely disappeared.

## INSURANCE

As part of the school district's new property, casualty, and liability insurance program, District 300 provides a policy for student accident coverage. The school office has forms to submit a claim. This program provides coverage for your child for any injuries incurred while participating in any school sponsored and/or supervised activity, including athletics. The program administrators are Zevitz, Redfield & Associates, Inc, (847) 374-0888.

## LICE

If a student is suspected of having head lice, the nurse will contact the parent/guardian for permission to perform a sensitive head check. If permission is granted, the nurse will perform the sensitive head check. If live lice are found, the parent/guardian will be notified and encouraged to begin treatment as soon as possible. The nurse will provide the parent/guardian with information regarding head lice treatment.

## MEDICAL EXAMS

Required medical forms must be on file by the required day or the child will be excluded until the paperwork is received.

**All K students** are required to have a complete physical, up to date immunizations, a dental exam and a vision exam. The physical exam and immunizations are required by the first day of school to enter school.

**2<sup>nd</sup> grade students** are required to have a dental exam.

**5<sup>th</sup> gr students** must have 3 doses of Hepatitis B vaccine at the appropriate intervals.

## MEDICATION

Prior to Algonquin Lakes staff administration of any prescription medication, the school shall have on file a medication program for the involved student prepared by that student's attending licensed prescriber in compliance with the school's procedures and an authorization form executed by the student's parent/guardian.

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before and/or after school hours. In situations when a student's health could be compromised by not receiving medication during school hours, school policy and procedures **must** be followed for administering all medications. Medicines left at the end of the school year will be discarded.

1. Medication is defined as prescription or non-prescription (over the counter) drugs, including vitamins and supplements.
2. **Administration of any medication requires both a physician's written order and signed parental permission.**
3. Prescription medication must be in a pharmacy or physician labeled container. Over the counter medication must be brought in with the original manufacturer's label, clearly marked with the student's name.
4. It is the parent's/guardian's responsibility to bring the medication to school.
5. All medications to be taken during school hours will be kept in the nurse's office. It is the responsibility of the student to report to the nurse's office at the proper time to receive his/her medication. Students are allowed to carry and self-administer asthma medicine or may use an Epinephrine Auto-Injector or anaphylaxis only after the school is notified and the student's parent/guardian and physician have signed the appropriate authorization form.
6. The parent/guardian must assume responsibility for informing the school (in writing) of any changes in the student's health or change in medication. Physician's orders must accompany any medication change.
7. Medication must be picked up by a parent/guardian on or before the last day of school. Medication not picked up will be discarded.
8. The school district will reject requests for administration of medication if staff does not receive all of the required information on the authorization form.

## **SCREENING – HEARING AND VISION**

A hearing screening is provided for students in grades K, 1, 2, 3, special education, teacher referrals and for transfer students.

Students entering K are required to have an eye examination by a physician licensed to practice medicine in all of its branches or a licensed optometrist.

A vision screening is provided for students in grades K, 2<sup>nd</sup>, special education, teacher referrals or for a transfer student by a school nurse. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children in grades K, 2<sup>nd</sup> or special education are not required to undergo this annual vision screening if an optometrist or ophthalmologist has completed a signed report form indicating that an examination has been administered within the previous 12 months.

## **HOLIDAY CELEBRATIONS IN THE CLASSROOM**

Elementary students participate in three holiday parties (Halloween, Winter Party, and Valentine's Day) during the school year. Students will be provided an alternative activity for families who do not want their children to participate for religious or personal reasons. Please contact your child's teacher or building principal with specific concerns.

## **HOMEWORK**

Students are expected to turn in all homework, notes from home, etc. Generally, teachers will not check backpacks for these items.

The following guidelines for assigned homework are recommended. They have been established and are subjected to individual learning styles and ability grouping. Consequently, some students may require less or more time than that which is indicated for the grade level. If your child's homework time varies considerably from the below guidelines, please contact your child's classroom teacher.

- ❖ Kindergarten – Establishing the routine for the “homework habit” while developing responsibility for learning, as well as care and transportation of materials between school and home.
- ❖ Grade 1 – Continuing with establishing the routine for the “homework habit” while increasing responsibility for learning, as well as care and transportation of materials between school and home. In addition, periodic assignments may include developmentally appropriate, family supported activities.
- ❖ Grade 2 – Homework activities are developmentally appropriate, family supported activities. Time to increase to an average of 20 minutes a day as the school year progresses.
- ❖ Grade 3 – An average of 30 minutes a day
- ❖ Grade 4 – An average of 40 minutes a day
- ❖ Grade 5 – An average of 50 minutes a day

## **LOST AND FOUND**

Lost and found items are kept in a central location in the school. If needed, the school office will direct students / parents to the lost and found table. Unclaimed articles are given to local charities on the last day of school before winter break, the last day of school before spring break, and on the last day of school for the year. Articles left on the school bus may be kept on the bus; have your child ask the driver if they have lost an item.

## **PETS ON SCHOOL PROPERTY**

There are many safety and medical concerns regarding having pets on the property of school - either inside or outside. For the safety of the children and your pet, animals are not permitted on school grounds.

## **PROGRAMMING**

### **DIFFERENTIATED LEARNING OPPORTUNITIES**

District #300 offers a Differentiated Learning program for qualifying students who have extraordinary academic talents. Critical thinking, creative problem solving, and decision-making skills are practiced independently and in scheduled group activities. Students may be referred for participation in the gifted program by parents, staff members and/or the student. Referred students are evaluated for participation based upon eligibility criteria. The 2<sup>nd</sup> grade students are initially identified for the program. Those identified will be informed and begin participation in 3<sup>rd</sup> grade. New students are also reviewed for the program as appropriate.

### **MEDIA CENTER**

Our K-5th grade students will be attending Media class one half-hour session per week. The focus of the media program is information and digital literacy skills. The students will be learning digital responsibility, internet safety, keyboarding, coding, how to locate and use reliable information, how to utilize our district's subscription databases along with literature appreciation with award winning titles. The students will use a variety of Google Apps including Docs, Sheets, Drawings and Slides along with other district approved programs such as Haiku Wiki projects.

The students will have set weekly book check out time in addition to their weekly Media class. The selected books will be due in 2 weeks. Students are encouraged to visit the library often. As soon as they are finished with a book they may return it for a new one. There is no need to wait for their assigned check out day to select additional books. Child / parent will be notified if the child has an overdue book. A fee will be charged for books that are returned late, lost, or returned in damaged condition. Book fines may be paid by check or cash. A receipt will be issued to the child upon receipt.

## MUSIC EDUCATION

Children in K 5<sup>th</sup> gr will be attending Music class for two half hour sessions per week. The students will be learning how music works, and applying that knowledge to singing and playing instruments. Each student will be in a program during the course of the school year. Fourth grade students will also be given the opportunity to learn to play a recorder. Recorders are starter instruments, which give everyone a chance to participate. At the end of 4<sup>th</sup> grade, students are introduced to band and orchestra instruments and have the opportunity to join band or orchestra in 5<sup>th</sup> grade. The Music teacher will send cost and ordering information home.

## PHYSICAL EDUCATION

In physical education classes, your child will work to increase his/her physical skills and, of course, have fun. To ensure your child's safety, it is very important to make the teacher aware of any **pre-existing health problems**. It is important to provide the teacher with a note from your physician explaining the condition and restrictions that must be observed.

If your child has been ill, injured or is in any way unable to either fully or partially participate in class for two days or less, please send a written excuse stating the reason. If a child is to be excused from class for more than two days, we must have a note from the child's doctor. The note should state the reason for the excuse and the anticipated number of days that the child will be excused. The child is responsible to limit activity by observing or being a passive participant on the sidelines.

Children are expected to arrive for class appropriately dressed for physical activity. Separate or clean gym shoes that have ties or Velcro are a necessity. Shoes that have platforms should not be considered safe for class. To avoid injuries and loss, some jewelry, especially long earrings, necklaces, and hair accessories should not be worn to gym. Students will be responsible for their own belongings if they are asked to remove them. Please remember what days your child has physical education and that we will be active regardless of clothing choices.

## QUANTUM LEARNING

Over the past years educators have been trained in Quantum Learning techniques. The principles of Quantum upon which a trusting, supported environment is founded (The Eight Keys of Excellence), are the vocabulary words for our Citizenship Program.

### INTEGRITY

- We have stated beliefs and values.
- We know and understand them.
- Our behavior reflects them.

### FAILURE LEADS TO SUCCESS

- We are not fearful of making mistakes.
- We take time to learn from mistakes and improve our system.
- We believe that failures are the opportunities for growth.

### SPEAK WITH GOOD PURPOSE

- We speak positively with good intent. (No put-downs, swearing or gossip)
- We feel safe to be honest and direct.
- We walk our talk.

### THIS IS IT!

- We are focused on our goals and objectives.
- We make the most of every moment.
- We acknowledge/accept where we are in good times and in challenging times.

### COMMITMENT

- We have a clear vision and solidly follow it.
- We do whatever it takes to get the job done.
- We can count on each other to keep our word.

### OWNERSHIP

- We are accountable for our actions.
- We take responsibility naturally.
- We see what needs to be done and do it.

### FLEXIBILITY

- We keep goals in view and change strategies easily to reach them.
- When something isn't working, we'll try another way.
- We'll ask for help when needed.

### BALANCE

- My personal goals and values are aligned with my schools.

We respect personal and professional needs and keep them in balance.  
We value a healthy mind, body and spirit.

Catch your child using the keys. Be on the lookout for opportunities to praise their appropriate behaviors. One might say, "I noticed you picked up your Legos even though you weren't playing with them. Good job taking ownership for cleaning up the family room." Or with adolescents, "I've noticed you've made an effort to clean up your language, and I appreciate you speaking with good purpose." When children misbehave you can get them back on track by just mentioning the Keys. Ask open-ended questions such as, "What Key is challenging you right now? What Key could you be paying more attention to?"  
The 8 Keys are the guiding principles to which students align behavior. These principles become acceptable ways of thinking and acting. (*Adapted from Quantum Learning for Teachers: Learning Forum 1999*)

## TECHNOLOGY AND THE INTERNET

At Algonquin Lakes Elementary students are offered many opportunities to interact with technology. Students are offered many opportunities to interact with technology. Students in Kindergarten will have access to iPads during school, while each student in grades 1 and 2 will be assigned a Chromebook for use at school. Each student in grades 3-5 will be assigned a Chromebook and will take the device to and from school. *Students are expected to appropriately utilize technology when in school and follow all teacher instructions.*

## PROGRESS REPORTS

The school year is divided into four quarters of eight week each across all of District 300 elementary schools. All classroom teachers will provide a quarter progress report card that will be provided in digital format in parent portal.

## RECESS

Students receive daily recess time. Going outdoors provides a healthy and necessary break for students. Students are expected to be dressed appropriately to go outside every day. This includes hats, gloves, boots, snow pants, and winter coats when appropriate. If your child is not wearing boots and snow pants, he/she must remain on the shoveled blacktop area. All students are responsible for putting on and fastening their own hats, coats, boots/shoes, snow pants, etc. Please keep this in mind when purchasing winter clothing and have your child practice at home.

Students will stay indoors if the temperature, actual or wind chill, measured at school, is less than 10 degrees or it is raining. Students may remain inside with a doctor's excuse for either long or short-term medical conditions.

All children are required to go outside for recess unless they have a written excuse. Students who are to be excused from physical education class or who are to stay indoors for recess due to health/medical reasons must have a note from their parent stating the reason and date. Students who need to be excused from PE or recess for more than three consecutive days must have a doctor's note.

Outdoor playtime requires rules to provide a safe and happy environment for all of our students. Students are expected to observe these rules while outdoors. Games of chase, tackle football, or any other game that might prompt physical aggression are forbidden at recess.

## REGISTRATION AND ELIGIBILITY

The D300 Board of Education sets the registration fees in the spring for the whole district.

The collection of fees begins in April or as soon as a child is enrolled into the school. If a family is unable to pay all fees at one time, please see Mr. Columbaro to set up a fee payment plan. The District #300 Board of Education has started to work with an outside collection agency. After a set time period, names may be turned over to the collection agency for any outstanding fees.

The state law charges a Board of Education to provide schools for the education of all persons in the district over the age of six (6) and under the age of twenty-one (21) years.

School District 300 also provides kindergarten education for children who attain the age of five (5) years by September 1, after the first day of a school term. This is in addition to the requirement mentioned above and applies only to those who comply with the pre-enrollment conference requirement. At time of entry, a birth certificate must be presented to office personnel.

The Board of Education may place a child at whatever level it feels is reasonable and to the child's best interest. (State Board of Education, Legal Opinion#3, November 3, 1971).

A child must meet the State requirements of having a physical examination (Section 27-8.1 of School Code), and pay the required book rent and fees. If unable to pay the book rent and fees, the parents must file a report at the appropriate school so the books may be loaned to the student.

Students who plan to be residents by October 1 of a given year may enter at the beginning of the term in September. However, if they are not legally residing in the district by October 1, tuition shall be charged, retroactive to the beginning of the school term.

## REPORT OF ABUSE OF CHILDREN

In accordance with the Abused and Neglected Child Reporting Act, each school administrator, teacher, social worker, registered nurse, or other personnel employed by the school system and suspecting child abuse or neglect, must report such suspicion to the Department of Children and Family Services subject to the district's administrative procedures.

## SEX OFFENDER REGISTRATION ACT

Recently, the Illinois legislators enacted Public Act 94-0994 entitled "Sex Offender Registration Act – Notification to Parents." This legislation requires that principals of public or private elementary or secondary schools notify the parents of children attending the school during school registration or during parent-teacher conferences that information about sex offenders is available to the public as provided in the enacted legislation. If you would like to learn more about this topic, please feel free to contact your local police department or the sheriff in the county in which you reside, or you may go to the State of Illinois web address at [WWW.ILLINOIS.GOV](http://WWW.ILLINOIS.GOV) and look up Public Act 094-0994. In addition, the Illinois State Police maintain a Sex Offender Database at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor).

## STUDENT CONDUCT

### PBIS (POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT)

PBIS is a system of support consisting of explicitly teaching all students the school wide expectations for behavior. Students are recognized when they behave in a positive manner. Signs are posted throughout the building to remind students of our expectations.

ALES students can show "Lion Pride" by following the three "R's":

- \***Respect Yourself**
- \***Respect Others**
- \***Respect your Environment**

Our PBIS High School Team is broken down into three levels; Universal, Secondary, and Tertiary. We believe that every child will learn and succeed in school. To help every child achieve we implement a positive behavior approach to learning and practicing social skills. This is a proactive approach to clearly define and teach the expectations for behavior in our school. At the beginning of the school year all students learn our language and what it looks like to respect yourself, respect others, and respect your environment in all areas of the school.

Universal:

When students demonstrate the expected behaviors they are recognized and their behavior is celebrated. Throughout the school year students are reminded of the expected behaviors to help them be successful in making the good choices all year.

Secondary:

Algonquin Lakes Elementary School has a Secondary team to provide a proactive approach to work with any student or group of students who need more support to meet our expectations. Secondary interventions are designed to provide more intensive or targeted interventions.

Problem Solving Team (Tertiary):

The tertiary team is made up of staff members who support academically and behaviorally struggling students and their family. The team will often use problem solving procedures and data to create plans of action for individual students. Students can be referred to problem solving teams by teachers, administrators, and parents generally after secondary interventions have been unsuccessful.

	All Settings & Community	Hallways	Lunch Room	Playground	Bathroom	Classroom	Stairwells
Respect Yourself	<ul style="list-style-type: none"> <li>• Maintain personal space.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk at all times.</li> <li>• Get to your location quickly, quietly, safely and return to learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Eat your own food.</li> <li>• Walk carefully to throw trash away.</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in assigned area.</li> <li>• Get help when it is needed.</li> </ul>	<ul style="list-style-type: none"> <li>• Quietly wait your turn.</li> <li>• Keep to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Failure leads to success.</li> <li>• This is it.</li> <li>• Commitment</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain personal space.</li> <li>• Take one stair at a time. Use every step.</li> <li>• Keep a safe pace.</li> </ul>
Respect Others	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Voices off.</li> <li>• Single file lines.</li> <li>• Walk on the right side.</li> <li>• Hands to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and use good manners.</li> <li>• Stay in order when in line.</li> </ul>	<ul style="list-style-type: none"> <li>• Play by the rules.</li> <li>• Take turns and share equipment.</li> <li>• Keep body to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>• Walk in and out quietly.</li> <li>• Voices off.</li> <li>• Open stall doors slowly.</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity.</li> <li>• Speak with good purpose.</li> <li>• Ownership.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep hands, feet and other objects to yourself.</li> <li>• Walk on the right side.</li> <li>• "Pillow Walk" walk quietly.</li> </ul>
Respect Environment	<ul style="list-style-type: none"> <li>• Keep area clean.</li> </ul>	<ul style="list-style-type: none"> <li>• Only eyes on displays.</li> <li>• Stop at special places.</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your own space.</li> <li>• Stay in your seat.</li> <li>• Raise your hand.</li> </ul>	<ul style="list-style-type: none"> <li>• Line up when signal is given.</li> <li>• Use the equipment appropriately.</li> <li>• Pick up equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Use toilets, sinks and dryers correctly.</li> <li>• Keep bathroom clean.</li> <li>• Use assigned bathroom.</li> </ul>	<ul style="list-style-type: none"> <li>• Flexibility.</li> <li>• Balance.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep stairwell clean.</li> </ul>

### ABUSIVE LANGUAGE & PHYSICAL AGGRESSION

All students are expected to demonstrate behavior that is in compliance with the law and maintain an atmosphere conducive to learning. There are numerous prohibited activities listed in the D300 Parent/Student Handbook that must be read by each family. Behaviors such as verbal abuse and physical aggression are considered acts of gross disobedience and misconduct, and students exhibiting these behaviors are subject to disciplinary action.

Physical aggression is prohibited. Verbal abuse is name-calling, racial or ethnic slurs, or derogatory statements. Respect for all is an expectation for everyone. Students who choose to verbally abuse, intimidate or physically harm others will be provided an opportunity to explain the incident to a building administrator. Fair and logical consequences will be implemented depending upon the nature of the misbehavior and circumstances. Suspension from classroom activities, specific school settings, or from school completely are possible consequences. Every child and adult deserves to work and play together in a positive learning environment. Please be sure your child understands the expectations and consequences.

### BULLYING

Illinois State Law and District policy prohibits bullying during school-sponsored education programs; while in school, on school property or at designated school bus stops; and through the transmission of information through from a school computer, a school computer network or other similar electronic school equipment. A person is bullied when he or she is exposed, repeatedly and over time to negative actions on the part of one or more other persons, and he or she has difficulty defending themselves. With respect to electronic communications made off campus or through non-district equipment, students can only be disciplined for such communication if a sufficient "nexus" (connection) exists between the communication and the school community. Students found to be in violation of this policy may be placed on the District #300 Bullying Prevention Contract. If you are being bullied or you know someone that is being bullied, report your information to the District #300 Safe School Tip Line at 847-551-TIPS (-8477) or submit information on the District

#300 website under Safe School Tip Line at [www.d300.org](http://www.d300.org). You will remain anonymous, prevent school violence, and action will be taken by school authorities.

## **CELL PHONES**

Students should silence cell phones. Unless approved by the teacher, cell phones should be kept out of sight during the course of the school day.

## **DRESS CODE**

Students reflect their attitudes toward school in many ways. One of these is the way they dress. Clothing which is disruptive or inappropriate takes attention away from the learning process. We recognize that fashion is always changing; however, some fashions are more suited for casual, outside recreational activities. The building is air-conditioned most of the year. Clothing such as gym, running, cycling and short shorts; tank mesh, tube, spaghetti straps and midriff tops; extremely short skirts and anything which is ripped or torn or displays a negative message, is not appropriate for school. Hats and sunglasses are not to be worn inside the building. Use of make-up or bright hair dye is also inappropriate for elementary age students. Gym sneakers also need to be appropriate for active participation in physical education class. We are confident that the parents of Algonquin Lakes students will provide them with proper guidance regarding their appearance while they're at school.

## **POSSESSIONS**

The school staff reserves the right to prohibit items that might prove to be a distraction among students in the classroom.

- ❖ Headsets, radios, iPods, and electronic games should not be brought to school unless the classroom teacher has granted specific permission.
- ❖ Cell phones may be brought to school (see Cell Phone Procedures).
- ❖ Trading cards, toys, dolls, stuffed animals, etc. should not be brought to school unless the classroom teacher has granted specific permission.
- ❖ Any toy weapons, look-alike weapons, or objects that may be used as weapons, which do not have a specific purpose at school, will be confiscated. Disciplinary action may result when inappropriate items are brought from home.
- ❖ Inappropriate objects or those used inappropriately will be held in the office. They will not be returned to students, but may be picked up by parents.
- ❖ Students may not trade or sell items on school property.

## **DISCIPLINE SYSTEM**

Students may be assigned detentions, in-school intervention, out-of-school suspension, and/or referred to the School Board for expulsion for various acts of misconduct or violations to school rules. Such acts include, but are not limited to the following:

- Inappropriate behavior in class, hallways, cafeteria, washrooms, assemblies, bus and bus areas, or other school activities.
- Use of vulgar or obscene language either orally or in writing.
- Unexcused tardiness to school or truancy.
- Failure to serve a detention or disciplinary assignment.
- Inappropriate dress.
- Public display of affection, lewd, or obscene conduct.
- Possession or use of inappropriate items (i.e. toys, novelties, cameras, beepers, chains, spiked novelties, etc.).
- Possession or transfer of inappropriate reading material in school.
- Being in an inappropriate area of the school without proper authorization.
- Littering the halls, classrooms, and other school areas.
- Unauthorized use of school equipment.
- Refusal to comply with the reasonable and lawful instruction or orders from school personnel, including substitute teachers and bus drivers.
- Forgery and/or possession of school forms.
- Use or possession of tobacco and related products on school property (this includes busses).
- Use of drugs and/or alcohol.
- Threatened or actual infliction of bodily harm, physical violence, or intimidation of any student or employee of the school. In the case of fighting, all participants in the fight shall be liable.
- Intentionally damaging school property or property belonging to another person.
- Attempt or actual unauthorized entry into any school building during such times when school is not in session, or unauthorized entry into any restricted school area.
- Class cuts or leaving the school and/or property without proper permission during the school day.
- Gambling.
- Academic dishonesty.
- Threats made outside of school that constitute a danger to the physical safety of pupils or school personnel while on campus.
- Inappropriate use of cell phones
- Look-alike weapons or drugs.

## DISTRICT 300 STUDENT DISCIPLINE CODE

Please refer to the [District 300 Parent/Guardian Handbook](#) for additional information and details.

Any act of gross disobedience or misconduct can result in immediate suspension from school regardless of the student's previous record. Behavior that is inappropriate or disrupts the normal school atmosphere will be handled appropriately at the discretion of the administration.

## VISITORS – SAFETY - SECURITY

Parents and visitors are welcome to visit the school. Classroom visits are allowed after confirming a mutually convenient time with the teacher. In order for this plan to be effective, we need the cooperation of everyone who visits the building. Please familiarize yourself with the following:

- ❖ All parents and visitors must use the main entrance of the building and immediately report to the main office. Please state your name and purpose of the visit.
- ❖ After entering the building and proceeding to the main office, you will be asked to provide identification so the office staff can sign you in using our Raptor Visitor Management System. Any individual not displaying a visitor's badge will be asked to return to the main office to secure a badge.
- ❖ If you are dropping off an item for your child, please leave it in the main office. The teacher will be notified via email regarding the item.

## VOLUNTEERS

There are many opportunities for you to volunteer at our school. At the beginning of the year, teachers will reach out to parents asking for volunteers. Parents can offer their time and/or talents to work in classrooms with students or assist teachers in various ways. Our parent organization sponsors a variety of events throughout the year and is in need of volunteers to assist with the activities. We hope that you will be involved in your child's education here at school as we work together to provide all our children with a positive school experience.

## DISTRICT WIDE INFORMATION

In addition to information outlined in this elementary handbook, the district provide additional district-wide policies that are aligned to School Board Policy. **Please take time to click on the link below or go to the district website to read the K-12 District-Wide Handbook. Here is a link to the D300 Parent / Guardian Handbook 2017-18:**

<http://www.d300.org/sites/default/files/documents/handbook10-5-16.pdf>.

The information outlined in this handbook is as follows:

### Board of Education

- Public Participation at Board of Education Meetings
- Uniform Grievance Procedure

### Operational Services

- Transportation
- Free and Reduced-Price Food Services
- Waiver of Student Fees
- Environmental Quality of Buildings and Grounds
- Safety
- Convicted Child Sex Offender; Criminal Background Check and/or Screen

### Personnel

- Certification

### Instruction

- School Accountability
- School Wellness
- Program for At-Risk Students
- Education of Children with Disabilities
- Education of Homeless Children
- English Language Learners
- Title 1 Programs
- Extracurricular and Co-Curricular Activities
- Acceptable Use of Electronic Networks

- District 300 Acceptable Use of Electronic Networks and Devices
- Parent / Guardian Portal

### **Students**

- Equal Educational Opportunities
- Student and Family Privacy Rights
- District #300 Notification of Rights and Procedures
- Harassment of Students Prohibited
- School Admission and Student Transfers
- Residence
- Attendance and Truancy
- District 300 Attendance Procedures
- Health, Eye, and Dental Examinations; Immunizations
- Search and Seizure
- Prevention of and Response to Bullying, Intimidation, and Harassment
- Teen Dating Violence Prohibited
- Student Behavior
- District 300 Dress Code Policy
- District 300 Reciprocal Agreements with Local Law Enforcement
- District 300 Student Behavior – Due Process Procedures
- Suspension Procedures
- District 300 Suspensions – Out-of-School and/or Transportation-Related
- District 300 Suspension Limitations and Hearing Proceedings
- Expulsion Procedures
- Misconduct by Students with Disabilities
- District 300 Student Behavior and Progressive Discipline
- District 300 Terms/Definitions Used in the Progressive Discipline Charts
- Conduct Code for Participants in Extracurricular Activities and Athletics
- District 300 Athletics and Activities Code of Conduct for Extracurricular Programs
- Administering Medicines to Students
- Student Athlete Concussions and Head Injuries
- Student Records

### **Community Relations**

- Visitors to the Schools
- Accommodating Individuals with Disabilities
- District / School Directory
- District / School Map