

DISTRICT 303 MIDDLE SCHOOL STUDENT HANDBOOK

Thompson Middle School



Wredling Middle School



DISTRICT 303 MIDDLE SCHOOL STUDENT HANDBOOK

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This handbook is only a summary of Board of Education policies and administrative procedures governing the District. Board policies and administrative procedures are available to the public on our website at <http://district.d303.org/board-policy-manual>. This handbook may be amended at any time during the school year without notice.

ACCESS TO ELECTRONIC NETWORKS

[Please refer to Policy 6:235 Access to Electronic Networks for more information](#)

Electronic networks, which include the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Please refer to the following policies for more information:

[7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students](#)

[7:240 Conduct Code for Participants in Extracurricular Activities](#)

[7:260 Exemption from Physical Education](#)

[7:300 Extracurricular Athletics](#)

[7:305 Student Athlete Concussions and Head Injuries](#)

The purpose of middle school athletic programs in District 303 is to develop sportsmanship, to teach the fundamental skills needed to succeed, to foster team/school pride, to develop leadership skills, to promote wellness through active participation in athletic competition, and to have an enjoyable athletic experience. Interscholastic sports at the 7th and 8th grade levels include boys' football, girls' volleyball, boys' and girls' basketball, and boys' and girls' track. Sixth, seventh and eighth graders may participate in cross country, wrestling, and cheerleading.

Students must have the following to try out and/or participate:

- Parental permission
- Current physical exam (renewed annually)
- Coverage by insurance, either limited accident insurance provided through the school or proof of insurance by signed waiver (available in the school's Main Office)
- Payment of required participation fee for each activity/sport

It is a privilege to represent your school in athletic contests. All student athletes are members of a team with common goals and are expected to follow common guidelines to achieve these goals.

Students participating in athletics and extra-curricular activities are required to:

- Maintain passing grades and exhibit appropriate behavior at all times. Failure to do so will result in a parent/staff conference to develop an action plan in order to remediate the problem.
- Report immediately to the locker room and practice area after school. Athletes are not to return to the hallways after practice or contests, so they must bring whatever materials they need for the night to the locker room after school.
- Attend all practices, unless students are absent from school or have made previous arrangements with their coach and have a parent note. Three unexcused absences will cause the staff to review the student athlete's eligibility and may result in removal from the team. Parents will be notified after two unexcused absences have been recorded. Unexcused absences include In Building Suspension, Out of Building Suspension, Saturday

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School, and disciplinary dismissals from practice, as well as cutting practice. If students earn detentions, three will be equivalent to one unexcused absence.

- Arrange to be picked up within fifteen minutes of the end of practice or the completion of games.
- Remain with the team until the completion of all athletic contests/ practices and return to school with the team on the bus.
- A parent/guardian must speak to the coach before an athlete will be excused from practice or a contest.
- A parent/guardian may take only their child home from away games.
- Show respect to teammates, opponents, coaches and officials.
- Exhibit appropriate behavior at practices, contests, on the bus, and at other schools.
- Refrain from the use of tobacco, alcohol, or illegal drugs. Violation of this policy will result in school disciplinary action and may result in dismissal from the team.
- Participate in PE class unless they have a medical excuse. Students who are unable to attend PE class will not be allowed to participate in athletics.
- A student must be in attendance for at least a half day to participate in that day's athletic or extra-curricular activities.

ATTENDANCE

Please refer to the following policies for more information:

[7:70 Attendance and Truancy](#)

[7:80 Release Time for Religious Instruction/Observation](#)

[7:90 Release During School Hours](#)

District 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for academic success, we expect students will be present and on time throughout each day school is in session. Consistent attendance at school positively impacts your child's achievement and success. Please limit unnecessary appointments during the school day when possible.

Communication from parents is essential in maintaining accurate attendance records. A parent/guardian must notify the school each time regular attendance is interrupted. Parents may call the school's 24-hour attendance line and leave a message indicating the student's name, grade and reason for their absence. Please visit the District 303 Health Services page on our website at <http://district.d303.org/health-services> for guidelines on student absences related to illness.

Please refer to the Community Unit School District 303 Discipline Procedures for information regarding excused and unexcused absences, tardiness and truancy.

BULLYING, INTIMIDATION, AND HARASSMENT PREVENTION

Please refer to the following policies for more information:

[7:20 Harassment of Students Prohibited](#)

[7:180 Preventing Bullying, Intimidation, and Harassment](#)

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

BUS CONDUCT

[Please refer to policy 7:220 Bus Conduct for more information](#)

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct.

DISCIPLINE PROCEDURES

It is the sincere desire of the Board of Education that each student practice self-discipline, so that disciplinary action by teachers, administration, and the Board of Education may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved discipline procedures. It is the desire of Community Unit School District 303 to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline which may be employed to achieve desired behavioral results. In addition, when further remediation is required, various support personnel may be involved in those efforts.

For a complete list of Community Unit School District 303 discipline procedures, visit our website at <http://district.d303.org/student-handbooks> by clicking on this link.

Community Unit School District 303 discipline procedures are directed by Board of Education policy. [Please refer to policy 7:190 Student Discipline for more information.](#)

DRESS CODE

[Please refer to policy 7:160 Student Appearance for more information](#)

Student dress sets the tone of a school and influences the way students behave. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency at school or school sponsored-events. The word "clothing" includes accessories such as rings, earrings, necklaces, purses, backpacks, chains, and shoes.

The following is prohibited:

- Clothing which is considered to be revealing will not be allowed on any student. This would include clothing that does not cover from shoulders to thighs. The following are examples of revealing clothing: bare midriffs, backs or halter tops; excessively short skirts or shorts, low cut or strapless tops without a covering shirt; and visible underwear.
- Clothing which depicts the use of tobacco, alcohol, or illegal substances.
- Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- Clothing which identifies a gang or a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- Clothing which is usually worn over indoor clothing for protection from outside elements may not be worn during the school day except as required for religious or medical purpose. This would include coats, jackets, scarves, and gloves.
- The wearing of hats/head coverings (for affiliation, fashion, holiday or school spirit events) is not permitted in school. Hats and head coverings should be left in the locker and may not be worn in school from the beginning of the day until the end of the day. This policy excludes head covering required by religious observance.
- Clothing that may damage school property or be readily used as a weapon.
- Clothing with graphics or wording which depicts violence in any form.

Building Principals shall have the authority to temporarily exclude any student for violations of the dress code.

EMERGENCY SCHOOL CLOSING

Information regarding the closing of schools will be posted on the homepage of the District 303 website (<http://district.d303.org>) and sent to local news agencies. All emergency contact phone numbers provided to the District will be called using our parent notification system to notify parents/guardians when school is closed.

EQUAL EDUCATIONAL OPPORTUNITIES

Please refer to the following policies for more information:

[7:10 Equal Educational Opportunities](#)

[7:20 Harassment of Students Prohibited](#)

[7:130 Student Rights and Responsibilities](#)

[8:20 Community Use of School Facilities](#)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, sex, gender identity, ancestry, age, religion, physical and mental disability, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

FREE AND REDUCED PRICE FOOD SERVICES

[Please refer to Policy 4:130 Free and Reduced-Price Food Services](#)

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. [Click on this link for more information regarding eligibility requirements, the application process and other information required by federal law.](#)

HOME ACCESS CENTER

[Click here for more information and to login to your Home Access Center account](#)

District 303 parents and guardians use Home Access Center to access their child's grades, schedule, attendance, contact information and transportation information in a password protected environment.

HOMEBOUND SERVICES

Please refer to the following policies for more information:

[6:150 Home and Hospital Instruction](#)

A student who is absent from school, or whose physician anticipates that the student will be absent from school because of a medical condition, may be eligible for instruction in the student's home or hospital.

Parents should contact their child's guidance counselor for the appropriate Medical Certification form. All requests for home or hospital instruction must be completed on this form. Homebound service will be provided on days when D303 schools are in session and only during school hours. Every effort will be made to help the student continue his/her education with a minimum of lost

credits. For students with Individualized Education Programs (IEPs), the IEP team will determine the homebound instruction that will be provided.

Parents should contact their child's guidance counselor when the student is ready to return to school after homebound instruction.

INSTRUCTIONAL MATERIALS

[Please refer to Policy 6:210 Instructional Materials for more information.](#)

Please refer to this policy for information regarding permission and guidelines for showing PG, PG-13 and R-rated movies to high school students.

No pupil shall be required to take or participate in any class or course on AIDS, sex education or family life instruction if his parent or guardian submits written objection thereto, and refusal to take or participate in the course or program shall not be reason for suspension or expulsion of the pupil.

MEDICAL AND HEALTH INFORMATION

Please refer to the following policies and website for more information:

[7:100 Health and Dental Examinations, Immunizations, and Exclusion of Students](#)

[7:260 Exemption from Physical Education](#)

[7:270 Administering Medicines to Students](#)

[7:275 Orders to Forgo Life-Sustaining Treatment](#)

[7:280 Communicable and Chronic Infectious Disease](#)

[7:285 Food Allergy Management Program](#)

Additional Health Information may be found at: <http://district.d303.org/health-services>

It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury or emergency. It is also the responsibility of the parent/guardian to provide updated medical information and changes in a student's health status that may impact or interfere with the school day.

Returning to School after an Illness or Injury

- Extended absences of 5 or more days may require the student to present a health care provider statement of re-admittance to the school nurse.
- If a child has a fever of 100 degrees or higher, vomiting or diarrhea within the past 24 hours, an unexplained rash, sore or pink eyes with discharge or a persistent, productive cough, he/she should remain out of school and school related activities for 24 hours after the temperature has returned to normal without the use of fever reducing medication and the symptoms have subsided.
- Students taking antibiotics for a communicable disease and/or bacterial infection should remain home for 24 hours after the initial dose before returning to school.
- Students may be asked to present a health care provider statement for re-admittance for communicable diseases.

Activity Restrictions

- Students may be excused from participation in Physical Education due to illness or injury for up to 3 consecutive days with written permission from a parent/guardian.
- Any student returning to school with a cast, crutches or other debilitating injury or illness requiring an activity restriction must report to the school nurse.
- Students who need to be excused from Physical Education for longer than 3 days must present a written and signed excuse from a health care provider explaining the reason and the duration of the restriction. These students will not be allowed to return to activity without written consent from a health care provider.

In the event of an emergency:

- Every attempt to contact the parent/guardian will be made. If a parent/guardian cannot be reached, the emergency contact person designated by the parent will be contacted.
- If at any time school personnel are unsure of the gravity of the situation, or if the observable condition of the child would suggest the child not be moved, 911 will be called.
- Upon the assessment of emergency personnel, the child may be taken to the nearest emergency center for further care.

Life-Threatening Medical Conditions and Before/After School Programs:

It is the responsibility of the parent/guardian to notify before/after school program staff about their child's medical history and conditions that may require special provisions, restrictions or medication during the program.

PHYSICAL EDUCATION

Please refer to the following policies for more information:

[7:260 Exemption from Physical Education](#)

Students, as part of their PE dress code, are expected to follow the D303 dress code:

[7.160 Student Appearance](#)

D303 middle school students are expected to change into PE clothing and may not wear clothes that were worn to school.

Dress:

- Athletic T-Shirt
 - Must have sleeves, and follow dress code
- Athletic Shorts/Pants
 - Length: shorts should be no shorter than three inches above the top of the kneecap
- Athletic Tennis Shoes:
 - No open toe or open heel

Students are welcome to wear a past D303 PE uniform. As the weather gets cooler sweatshirts, sweats, and leggings can be worn to keep warm.

SAFETY

[Please refer to Policy 4:170 Safety for more information](#)

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility.

SCHOOL VISITATION RIGHTS AND PARENTAL INVOLVEMENT

[Please refer to policy 8:95 Parental Involvement for more information](#)

Pursuant to 820 ILCS 147/1 *et seq.* employers must grant employees leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given

day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The main office shall provide the parents/guardians with documentation of the school visitation that shall include, but not be limited to, the exact time and date the visitation began and ended.

SCHOOL WELLNESS

[Please refer to policy 6:50 School Wellness for more information](#)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

SEARCH AND SEIZURE

Please refer to the following policies for more information:

[7:140 Search and Seizure](#)

[7:150 Agency and Police Interviews](#)

[7:170 Vandalism](#)

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

[Notification Regarding Student Accounts or Profiles on Social Networking Websites](#)

SPECIAL EDUCATION SERVICES

St. Charles School District #303, in conjunction with Mid-Valley Special Education Cooperative, provides a continuum of services necessary to meet the needs of eligible students. These services include the following areas: specific learning disability, emotional disability, cognitive disability, other impairment, autism, visual impairment, hearing impairment, deafness, deaf-blind disability, orthopedic impairment, multiple disability, traumatic brain injury, and speech/language impairment. In addition, related services such as social work, occupational or physical therapy, health needs and transportation are available to students who require them. With regard to the identification of students in need of special education, the district provides the following screenings and/or evaluations.

- Vision and hearing screening
- Speech/Language screening upon parental request
- Early Childhood screening (age 3-5)
- Intervention/Progress monitoring
- Case Study Evaluation

Parents of students residing within the district have the right to request a copy of the document [Educational Rights and Responsibilities: Understanding Special Education in Illinois](#). For further information regarding special education, parents are directed to contact their child's building principal.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Procedures for parent/guardian or evaluator access is contained in District Procedure 6:120-AP2. For further information, please contact the school principal or Student Services Department.

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Behavioral Interventions for Students with Disabilities

Public Act 87-1103: On July 21, 1995, Public Act 87-1103 was enacted into law. The Act requires all school districts in Illinois to develop a policy and procedures addressing the use of behavioral interventions for students with disabilities. The policy and procedures were developed using the guidelines provided by the Illinois State Board of Education. The Act requires that all parents and students be notified about the existence of this policy regarding behavioral interventions. You may obtain a copy of the guidelines by contacting the Illinois State Board of Education: 100 North First St., Springfield, IL 62777.

Please be advised that Community Unit School District 303 has developed its policy and procedures using guidelines provided by the State Board of Education. You can obtain a copy of the district's policy and procedures by contacting the Student Services Department: 201 S. 7th St., St. Charles, IL 60174.

Students attending specialized program(s) under the supervision of Mid-Valley Special Education, Northwest Illinois Association, or in a non-public day program approved by the Illinois State Board of Education are subject to that program's policies and procedures governing restrictive behavior management. These policies and procedures are addressed and accepted in writing by parents upon admission to the program.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973: The intent of the District is to ensure that students who have a disability within the definition of Section 504 of the Rehabilitation Act of 1973 be identified, evaluated, and provided with appropriate educational services. For additional information, please contact your building principal.

NOTIFICATION REGARDING MEDICAID DATA RELEASE

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. For students who receive special education services, therapy and diagnostic services provided to the student may be partially reimbursable. Your one-time consent allows the district to recover a portion of the costs associated with providing health services to your child. The reimbursement supports vital special education services.

The reimbursement process requires the school district to provide Medicaid with your child's name, date of birth and Medicaid number. Federal law requires school districts to annually notify parents/guardians if they intend to release student data to Medicaid even if you have already provided Medicaid with your child's information as part of your Medicaid application. Only data for Medicaid eligible students will be released.

If you do not object to the release of information to Medicaid, do nothing. Otherwise you may state your objection in writing and forward it to the Department of Instruction, 309 S 9th Street, St. Charles, IL, 60174. Consent may be revoked at any time. If you deny the release of the data, the district must continue to provide health services to your child. At no time can the district charge you for the cost of the health services.

When considering your decision, please note that this program has no impact on current or future Medicaid benefits. Under federal law, your decision to participate in the program cannot:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

STUDENT AND FAMILY PRIVACY RIGHTS

[Please refer to policy 7:15 Student and Family Privacy Rights for more information.](#)

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational

objectives as identified in Board Policy. This applies to all survey regardless of whether the student answering the questions can be identified and regardless of who created the survey.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance without providing notice of the date and type of invasive physical exam and giving parents/guardians the opportunity to object to the exam.

STUDENT FUNDRAISING

Please refer to the following policies for more information:

[7:325 Student Fund-Raising Activities](#)

[8:90 Parent Organizations and Booster Clubs](#)

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

- School-sponsored student organizations; and
- Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

The need for fundraising activities is recognized as a source of supplemental funds. All fundraising should meet the following guidelines:

- Fundraising activities should be completely voluntary for all students, parents, and community members.
- All fundraising activities should be sensitive to the financial concerns of the parents and community.
- Fundraising revenues should support supplemental expenses and not be necessary for normal operating expenses.

STUDENT INSURANCE

Please contact the District 303 Business Office for more information regarding Student Insurance.

STUDENT PHOTOGRAPHS & VIDEOS

During the school year, photographs or videos may be occasionally taken of students for various activities including, but not limited to, yearbook, school publications, newspapers, school projects, and the District 303 website. Parents/guardians may choose that their child's photograph not be published in any format through their Home Access Center account.

STUDENT RECORDS

Please refer to the following policies for more information:

[Policy 7:15 Student and Family Privacy Rights](#)

[Policy 7:340 Student Records](#)

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or

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designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

Community Unit School District 303 maintains two types of school records for each student: a permanent record and a temporary record.

Permanent Records include: Basic identifying information, academic transcripts, including: grades, class rank, graduation date and grade level achieved, attendance records, health records, scores on college entrance examinations (a parent may request, in writing, the removal from the academic transcript of any score received on college entrance exams), scores received on all state assessments administered at the high school level and record of release of permanent record information.

Temporary Records include: Family background information, intelligence and aptitude scores, psychological reports, home language survey, participation in extracurricular activities, elementary and secondary level state assessment results, honors and awards, serious disciplinary infractions (i.e. those involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment), information provided under Section 8.6 of the Abused and Neglected Child Reporting Act, accident reports, special education files, plans developed under section 504 of the Rehabilitation Act of 1973 and verified reports of clear relevance to a student's education.

In accordance with the Illinois School Students Records Act and the Federal Family Educational Rights and Privacy Act, this notice is to inform you of the procedures in reference to the destruction of school records. All "permanent" student records are retained for 60 years after the student has transferred, graduated or withdrawn from the school. All "temporary" student records are retained for five (5) years after the student has transferred, graduated or withdrawn from school.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives parents/guardians the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the record; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. Parents are also entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. (123h) without prior written consent of parents (or consent of student if age 18 or emancipated).

If you have questions, please contact the principal at your child's school or the district administration office.

STUDENT RIGHTS AND RESPONSIBILITIES

[Please refer to policy 7:130 Student Rights and Responsibilities for more information](#)

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.

STUDENT SERVICES

[Please refer to policy 7:250 Student Support Services for more information](#)

The Student Services Team (SST) includes Administrators, Counselors, Psychologists, Social Workers, Nurses, Student Assistant Counselors and other specialized individuals who work directly

with students and parents. SST also works with the members of the teaching staff. The objective of this team is to ensure students have the appropriate support to succeed in school. Various members of SST meet on a weekly basis with each of the academic teams for the purpose of identifying and addressing student educational concerns. Individual and group counseling is arranged with students in the areas of educational planning, personal and social development. Group counseling is offered at various times during the school year. Topics may focus on, but are not limited to, study skills, social skills and family issues.

The District Student Services Department supports prevention activities and intervention strategies toward the goal of reducing or eliminating drug and alcohol consumption among District 303 students. Student services personnel work cooperatively with principals, staff, students and parents to increase awareness and to address needs arising from substance abuse. Should there be any student or parental inquiries or concerns, they can be made confidentially to the Student Assistance Counselor in each middle school and high school.

STUDENT TRANSFERS

Please refer to the following policies for more information:

[7:30 Student Assignment and Intra-District Transfer/Choice](#)

[7:50 School Admissions and Student Transfers To and From Non-District Schools](#)

[7:60 Residence](#)

If your child is transferring to another school, please contact the office to make arrangements for the transfer of records to the new school as soon as possible. Students should pick up the Student Withdrawal Transfer form from the office and have it signed by each teacher. Parents may be required to complete a Pupil Transfer Record form authorizing District 303 to release student records to the student's new school.

Students transferring from a public school in Illinois to a St. Charles Community Unit School District 303 school may be denied enrollment if they do not present a "Student Transfer Form" (ISBE33-78) upon registering.

STUDENT USE OF BUILDINGS

Please refer to the following policies for more information:

[7:330 Student Use of Buildings - Equal Access](#)

[8:20 Community Use of School Facilities](#)

Student groups, clubs, or organizations that are not school sponsored or directed may meet on school premises provided their meeting fulfills all of the Board of Education's policy requirements.

TEEN DATING VIOLENCE PROHIBITED

[See policy 7:185 Teen Dating Violence Prohibited for more information.](#)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.

VISITORS

Please refer to the following policies for more information:

[4:170 Safety](#)

[8:30 Visitors to and Conduct on School Property](#)

All parents, guardians and other visitors to District 303 buildings are required to report to the main office upon entering the building to sign-in. Visitors must provide photo identification when signing-in and must wear a visitor identification tag at all times while in the building. School-age visitors are generally prohibited during the school day unless accompanied by a parent or guardian and approved by school staff.

WAIVER OF SCHOOL FEES

[Please refer to policy 4:140 Waiver of Student Fees for more information](#)

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

WORK PERMITS

Work permits are issued at the high schools for all students residing in School District 303 (regardless of age.) Please contact Main Office Receptionist or visit the high school's website for more information on work permits and to obtain a request form. A minimum of two days is needed to process a work permit. Students must provide a certified copy of their birth certificate in order to obtain a work permit.

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