

COMMUNITY UNIT SCHOOL DISTRICT 303



Anderson

Lincoln

Bell-Graham

Munhall

Corron

Norton Creek

Davis Primary

Richmond Intermediate

Ferson Creek

Wasco

Fox Ridge

Wild Rose

ELEMENTARY SCHOOL HANDBOOK

“Empowering and Inspiring ALL Learners”



Community Unit School District 303

Dear Students and Parents:

Welcome to Community Unit School District 303, where our vision is to, *"Empower and Inspire All to Attain excellence, Learn with passion, and Live with integrity."* As elementary principals, we recognize that a successful school has the cooperation of students, parents, and school personnel. At the building level, our goal is to provide clear expectations for all children and set them up for success. Therefore, this booklet was prepared to inform students and parents of each student's rights and responsibilities as well as the District's policies and procedures.

Please read and discuss the information contained within this document, and those policies and procedures you are directed to, with your children. They will be held accountable for their behavior and will be subject to the disciplinary consequences outlined. Also note, that an Acknowledgement of Student Handbook was included with your registration paperwork and will be collected by the school office.

On behalf of Community Unit School District 303, thank you for the tremendous support you provide to the schools in our district. Let's **ALL** strive to **Attain excellence**, and have a safe and productive year.

Patricia Gonzalez
Principal
Anderson

Kelly Sculles
Principal
Ferson Creek

Anthony White
Principal
Norton Creek

Nathan Jarot
Principal
Bell Graham

Amy Stuckey
Principal
Fox Ridge

Rosa Ascharya
Principal
Richmond Intermediate

Amanda Clark
Principal
Corron

Christine Balaskovits
Principal
Lincoln

Barb Stokke
Principal
Wasco

Denise Liechty
Principal
Davis Primary

Jarrod Buxton
Principal
Munhall

Robert Allison
Principal
Wild Rose

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

DISTRICT 303 ELEMENTARY SCHOOL STUDENT HANDBOOK

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ACCESS TO ELECTRONIC NETWORKS

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

[Community Unit School District 303 Discipline Procedures](#)

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.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival: The school day begins at 8:00 AM for Richmond Intermediate and 8:40 AM for all other elementary schools. Students are to be in their classrooms prior to the tardy bell ringing. PM kindergarten begins at 12:25 PM. Please follow your school's specific procedures for school day arrival.

Tardiness: Students who are late for school (arrive after the final bell rings) should report to the school office upon arrival.

Dismissal: There are times when parents need to change the dismissal procedures for their children. A note should be sent indicating such changes. Teachers and the school office personnel will always direct students to follow their usual dismissal routing unless a note is received indicating a change.

School Day Schedule:

- 8:00 AM Richmond Intermediate School day begins
- 8:40 AM Primary and Elementary School day begins
- 11:15 AM AM Kindergarten dismissal
- 12:25 PM PM Kindergarten begins
- 3:00 PM School dismissal

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](#)

[Community Unit School District 303 Discipline Procedures](#)

District 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for student 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.

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

BACKPACKS

Backpacks are to be used for the purpose of transporting student work and resources. They are also used as a means of sending communications between the school office or teacher and families. Backpacks are not to be used to send personal communications, invitations, or notes **between** families. **Any items to be included as a mailing in a backpack must first be reviewed and approved by the school office in order to be inserted.**

BAND AND ORCHESTRA

Interested students are encouraged to participate in the District's band and orchestra programs. Qualified instrumental instructors direct and coordinate the development of the participating children in these areas.

Children interested in playing in the band may begin at the fifth grade level. Those interested in orchestra may begin at the third grade level.

Students who participate in these programs will meet with their teacher once each week during the day and once each week before or after school when elementary band or orchestra participants rehearse in larger groups. Practice at home is expected as part of a student's regular homework when participating in band or orchestra programs.

Parents will be required to provide transportation to weekly before or after-school rehearsals.

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](#)

[Community Unit School District 303 Discipline Procedures](#)

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 the following policies for more information:

[Policy 7:220 Bus Conduct](#)

[Community Unit School District 303 Discipline Procedures](#)

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.

CURRICULUM AND ASSESSMENT

Please refer to the following policies for more information:

[6:15 School Accountability](#)

[6:40 Curriculum Development](#)

[6:60 Curriculum Content](#)

[6:340 Student Testing and Assessment Program](#)

Curriculum in District 303 is developed through an established process of continued review and renewal. Teachers, parents, administrators, and curriculum experts are involved in this process. A variety of assessment tools are used to measure student growth and evaluate the success of our curriculum. Assessments used include classroom based assessments, local district assessments, district benchmark assessments, state mandated tests, and national standardized achievement tests. The assessments guide curriculum development and school improvements planning.

DISCIPLINE

[Please refer to policy 7:190 Student Behavior for more information.](#)

District 303's student discipline procedures may be found on the website at <http://district.d303.org/>

Click on this link to view the current student discipline procedures manual:
[Community Unit School District 303 Discipline Procedures](#)

DRESS CODE

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

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" as used could include 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 from school any pupil not conforming to the above.

Outdoor Physical Activity

Students will go outdoors each day to have a physical activity break. Students are expected to dress appropriately for the weather and activity. This includes coats, hats, gloves, boots, and shoes appropriate for running, climbing, etc. Students will go outdoors unless the weather is inclement. Staff may determine that weather conditions do not allow for outside activity if: temperatures are at or below zero degrees (with wind chill); rain, sleet or snow; excessive wind; and/or lightening.

EARLY CHILDHOOD

The Early Childhood Department is responsible for all District programming for children under kindergarten age. They act as the link between Early Intervention Services and the school-based kindergarten programs. The Early Childhood Department serves our community through extensive screening processes, special education programming, general education community preschool programming, programming for students at-risk, and they operate an extended school year program.

[For more information on Early Childhood programs in District 303, please click here.](#)

ELEMENTARY SCHOOL ACADEMICALLY TALENTED OVERVIEW

In December of each year, the district begins the Academically Talented (AT) identification process for all current third and fifth grade students. Academically Talented math and literacy instruction begins in fourth grade.

For detailed information on the Academically Talented program, [click here for the Department of Instruction pages of the District 303 website.](#) The AT Handbook is located in the Resources menu on the left.

EMERGENCY INFORMATION AND PROCEDURES

[Please refer to policy 4:170 Safety for additional information.](#)

Each year, parents/guardians are asked to verify family information utilizing the [Home Access Center](#). This information includes the telephone numbers where parents can be reached (home, mobile and work), and the names and telephone numbers of two persons who can assume temporary care of a child if the parent/guardian cannot be reached in an emergency. It is extremely important that these persons be willing and able to provide temporary care for a child in an emergency situation.

During the year, if there is a change in address, phone number, emergency number, place of employment, or additional pertinent information related to your child, the school should be notified immediately. A parent can access and change their own telephone number and email address in [Home Access Center](#). For other changes, contact the student's school.

In the Event of an Emergency

School staff will be engaged in securing the safety and security of all students. Your patience is necessary and appreciated as school staff work to ensure the health and well-being of our students. Parents and/or guardians are expected to follow the school response safety precautions as directed by the building and/or district administrator.

EMERGENCY SCHOOL CLOSING

[Please refer to the District 303 website, School Closing Information, for more information.](#)

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.

ENROLLMENT

Please refer to the following policies for more information:

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

[7:50 School Admissions and Student Transfer from Non-District Schools](#)

[7:60 Residence](#)

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](#)

The District does not discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, pregnancy, ancestry, marital status, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorders), immigration status, gender identity, order of protection status, military status, status of being homeless or unfavorable discharge from military service.

ELECTRONIC DEVICES IN SCHOOL

CELLULAR PHONES

Students are extended the privilege of possessing cellular phones on school grounds; however, their use is limited to after-school dismissal and non-school days. These devices must be in the off position, not visible or used once the student arrives on campus until the end of the school day.

OTHER ELECTRONIC DEVICES

While as a District, we embrace technology and the learning that could result from its use, we are cautious in keeping our students and their possessions safe in school. If you wish your child to be extended the privilege of bringing an electronic device to school, such as Kindles, iPads, iPods, Nooks, etc., **contact the school office for the guidelines and permission form.** This form must be completed and returned prior to an electronic device being brought to school.

FIELD TRIPS

[Please refer to policy 6:240 Field Trips and Recreational Class Trips.](#)

Each year, teachers plan field trips to support and enrich the curriculum. Written parent permission must be given each year in order for a student to participate in any field trip. The cost of field trips is generally the responsibility of the parent with some possible support from building Parent Teacher Organizations.

Parent chaperones will be responsible for multiple students, therefore only classroom students should attend the trip. Other arrangements should be made for the care of siblings. When bus transportation is provided for a field trip, students are to ride both to and return from the field trip on the bus. **Background checks of volunteers may be required.**

HOMEBOUND PROCEDURES

[Please refer to policy 6:150 Home and Hospital Instruction.](#)

A student qualifies for homebound or hospital instruction if the school administration anticipates that, due to a medical condition, a student will be unable to attend school, and instead must be instructed in the home or a hospital setting for a period of two or more consecutive weeks or on an ongoing intermittent basis.

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.

HOMEWORK

[Please refer to policy 6:290 Homework.](#)

Homework is an opportunity for independent practice and for the school and home to be involved together in an educational partnership. The major goal of homework is to strengthen and improve skills leading to the continuous and comprehensive development of the student.

Parents may request homework for students who are ill when calling the office to report the absence. Please provide: date(s) of absence, name of student, teacher, who will pick up homework and when it will be picked up. If a parent is picking up the homework, it will be available in the office after 3:15 PM.

If a child is having trouble with their homework, contact their teacher.

INSTRUCTIONAL MATERIALS

[Please refer to policy 6:210 Instructional Materials.](#)

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of teaching tools, textbooks, workbooks, audio-visual materials, electronic resources, and equipment selected to meet the students' needs.

INSURANCE

Parents may purchase student accident insurance policies. This student insurance is not required and is not intended to be a substitute or replacement for the parents' insurance program. For more information, please contact school office personnel.

LOST AND FOUND

A "lost and found" area is located in each school. Parents are encouraged to occasionally go through the lost and found.

Unclaimed items are periodically donated to local charities. To facilitate the return of lost items, you are asked to clearly mark lunch boxes, supplies and outer clothing with the student's name. Jewelry, keys, glasses and other valuables are kept in the office rather than the lost and found area.

LUNCH PROGRAM

Please refer to the following policies:

[4:120 Food Services](#)

[4:130 Free and Reduced-Price Food Services](#)

[6:50 School Wellness](#)

A nutritious hot lunch is available to all-day kindergarten through fifth grade children in each school. Children may purchase a hot lunch any day. For your convenience, an *Online Lunch Payment* program is available to accept credit or debit card payments to your student's lunch account. Access *Online Lunch Payments* at <http://district.d303.org> in the For Parents menu. If an account balance is negative for a number of days, an alternative cold lunch will be provided.

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. Additional information and applications can be found on the District website (<http://district.d303.org/forms>).

MEDICAL AND HEALTH INFORMATION

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

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

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

[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](#)

<http://district.d303.org/health-services>

District 303 employs registered nurses as well as registered nurses with an educational license in school nursing. These nurses attend to student health concerns and emergencies and are available during school hours.

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.

Illinois School Code requires that all students entering an Illinois school for the first time, including students entering early childhood, walk in speech, pre-k, kindergarten or first grades, and all students entering kindergarten, sixth and ninth grades, as well as transfer students must submit evidence of a physical examination and a complete record of immunizations prior to starting classes or receiving services.

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.

- 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.
- If a child has a temperature of 100 degrees or higher, 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.
- Students taking antibiotics for a communicable disease 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 and/or recess due to illness or injury for up to 3 consecutive days with written permission from a parent.
- Students who are to be excused from Physical Education and/or recess for longer than this amount of time must present a written and signed excuse from a health care provider explaining the reason and duration of the restriction. These students will not be allowed to return to activity without written consent from a health care provider.
- Students with an illness or injury requiring exclusion from Physical Education will automatically be excused from recess. Parents must submit a signed waiver stating the student is able to self-monitor his/her own activity in order to participate in recess.

Medical Emergencies

- A medical emergency is one in which illness or injury requires immediate intervention to affect a positive outcome. It is the responsibility of the parent/guardian to provide to the school, upon entry and yearly thereafter, accurate medical and health information on each student.

In the event of an emergency

- Every attempt to contact the parent will be made. If a parent/guardian cannot be reached, the emergency contact person designated by the parent will be called.
- 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

- A high level of awareness and supervision is maintained during school hours to keep all students with known life-threatening medical conditions safe. It is the responsibility of the parent to communicate well in advance with the program staff if your student will attend a **before or after school program** and requires special provisions or restrictions during the program.

PARENT COMMUNICATION

Open communication between home and school is essential for the effective education of our children. We encourage parents to contact school personnel any time there is a question, concern, comment or compliment.

The District 303 calendar provides for two parent-teacher conferences during the school year. Additional conferences may be scheduled as needed.

Report cards can be accessed in the [Home Access Center](#). Parents with limited computer access may request printed copies be sent home by contacting their school office. If parents wish more specific information during a year, a conference with the teacher should be arranged.

Messages can be left for teachers by dialing their direct telephone numbers. See your school's website "Staff Directory" for direct numbers.

Telephone calls to the school requesting that messages from parents be delivered to students ***should be restricted to emergency situations***. Student use of school telephones is also restricted to emergency situations.

PETS

Due to potential allergic reactions and the unpredictability of animals in unfamiliar settings, we ask that children enjoy their family pets at home. Family pets are not to be brought into the school building at any time or removed from vehicles when students are present. Animals required to support persons with disabilities are exempt.

REFUNDING OF SCHOOL FEES

No school fees will be refunded unless specifically requested by parents or guardians.

SPECIAL EDUCATION SERVICES

<http://district.d303.org/special-education-services>

St. Charles School District #303 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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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.

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 contact the Illinois State Board of Education: 100 North First St., Springfield, IL 62777.

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.

STUDENT RECORDS

Please refer to the following 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

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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 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 SERVICES

[Please refer to policy 7:250 Student Support Services for more information
http://district.d303.org/special-education-services](http://district.d303.org/special-education-services)

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

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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.

TRANSPORTATION

Please refer to the following for more information:

[Policy 4:110 Transportation](#)

[District 303 Transportation webpage](#)

[Bus Safety](#)

[Rider Rules](#)

[Community Unit School District 303 Discipline Procedures](#)

BICYCLES/SCOOTERS/SKATEBOARDS (NON-MOTORIZED)

The principal of each school creates and administers the bicycle procedures necessary for that particular school area. The school will not be responsible for stolen bicycles or for the damage to bicycles that may occur on school grounds.

Students riding bicycles to school must observe all traffic rules when riding to and from school. Bicycles must be walked on sidewalks and through intersections to and from bike racks. We encourage parents to know the route(s) your child will take to school and review hazards that may be along the route.

1. Park and lock (Bicycles must be parked and locked as soon as students arrive at school).
2. Bicycles may not be used during the school day.
3. Practice safe-riding habits.
4. Do not ride bikes on sidewalks or playgrounds.
5. Wear a helmet for safety.
6. No motorized bikes, scooters, or other vehicles are allowed.

VISITORS

Please refer to the following policy and procedures:

[Policy 4:170 Safety](#)

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

All exterior doors of each school are kept locked during the school day. All parents, guardians, and other visitors to District 303 buildings are required to check in at the school office and present photo identification upon arrival. Visitors must wear identification badges while visiting in the schools, on the playground, or anytime during school hours. 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 the high school registrar or visit the high school's website for more information on work permits and to obtain a request form.