

# Parent/Student Handbook 2018-19



**Addison 4**  
School District

ADDISON | ILLINOIS | SINCE 1842

**Website: [www.asd4.org](http://www.asd4.org)**

**John R. Langton**  
**Superintendent of Schools**

*This handbook is only a summary of board policies governing the district.  
Board policies are available at the district office or online at [www.asd4.org](http://www.asd4.org).*

*This handbook may be amended during the year without notice.*

## **A note to Limited English Proficient Parents:**

If you have difficulty communicating in English or understanding the contents of this handbook, you may contact the school principal regarding how you can obtain school related information in your primary language.

### **Albanian:**

Shenim per prinderit me aftesi te kufizuara ne Anglisht:

Ne qoftese keni veshtiresi komunikimi ne Anglisht ose per te kuptuar permbajtjen e kesaj brochure, ju mund te kontaktoni drejtorin e shkolles per te gjetur menyren per te marre informacion per shkolla ne gjuhen tuaj primare.

### **Greek:**

Γνωστοποίηση προς τους γονείς που δεν καταλαβαίνουν καλά την Αγγλική γλώσσα:

Εαν εχετε δυσκολια στο να επικοινωνετε στην Αγγλικη γλωσσα η εαν δεν καταλαβαινετε αυτη τη γνωστοποιηση μωρειτε να ηδοποιησετε την διευθηση του σχο λειου στο πως μωρειτε να συνηνοηθητε στη δικη σας γλωσσα.

### **Italian:**

Una nota ai genitori competenti inglesi limitati:

Se avete difficoltà che comunicate in inglese o che capite il contenuto di questo manuale, potete mettervi in contatto con il direttore per quanto riguarda come potete ottenere le informazioni riferite scuola in vostro linguaggio primario.

### **Polish:**

Wiadomość dla rodziców, którzy nie mówią po angielsku.

Jeżeli masz trudności w porozumiewaniu się w języku angielskim, i nie rozumiesz treści tej książki, skontaktuj się z dyrektorem szkoły, i poproś o informacje w języku polskim.

### **Spanish:**

Aviso para padres con conocimiento limitado de inglés:

Si tiene dificultad comunicándose/en inglés o entendiendo el contenido de este manual puede comunicarse con el director de la escuela para averiguar como puede recibir información relacionada a la escuela en su idioma materno.

### **Tagalog:**

Paalala para sa mga Magulang na hindi bihasa sa Wikang Inglés:

Kung nahihirapan kayong makipag-usap sa wikang Inglés o meron kayong hindi maintindihan sa lamán nitóng gabáy, maaari ninyóng kausapin ang punong-guró ng paaralán para malaman ninyó kung paano kayó makakakuha ng kaugnáy na kaalamán tungkól sa paaralán sa inyóng sariling wiká.

**ADDISON SCHOOL DISTRICT #4**  
**BOARD OF EDUCATION**

**PRESIDENT**

Dave Williams

**VICE PRESIDENT**

James Towns

**SECRETARY**

Sergio Ruffolo

**MEMBERS**

Rudy Aranda

John Daniels

Jeremiah Lange

Zack Frangidakis

**ADMINISTRATIVE PERSONNEL**

Superintendent of Schools	John Langton	458-2425
Asst. Supt. for Administrative Services	Charles Wartman	458-2432
Asst. Supt. for Business	Tim J. Keeley	458-2436
Asst. Supt. for Curriculum & Instruction	Donna Haney	458-2440
Asst. Supt. for Student Services	Lisa Black-Gomez	458-2466
Director of Special Education	Keri Karpman	458-2460
Dir. of Educational & Info. Technology	Kim Lohse	458-2500

**PRINCIPALS**

Addison Early Learning Center	Erin Alexander	458-3095
Ardmore School	Janet Diaz	458-2900
Army Trail School	Robert Tucker	458-2502
Fullerton School	Carrie Stange	458-2950
Lake Park School	Dave Smogor	458-3010
Lincoln School	Lina Guio	458-3040
Stone School	Cristina Villalobos	628-4020
Wesley School	Katie Purse	628-4060
Indian Trail Junior High	Craig Bennett, Principal	458-2600
	Karla Kelly, Asst. Principal	458-2600
	Kim Trubich, Asst. Principal	458-2600

**SCHOOLS**

Addison ELC 650 S Ardmore Ave	Ardmore School 644 S Ardmore Ave	Army Trail School 346 Army Trail Blvd
Fullerton School 400 S Michigan Ave	Lake Park School 330 W Lake Park Dr	Lincoln School 720 N Lincoln Ave
Stone School 1404 Stone Ave	Wesley School 1111 W Westwood Tr	Indian Trail JH 222 N Kennedy Dr

## **BOARD MEETINGS**

The Board of Education meetings begin at 7:00 pm, unless otherwise posted, and are held in the District Board Meeting Room located at Indian Trail Junior High School. Citizens are welcome.

## **BOARD MEETING DATES**

<b><u>2018</u></b>	<b><u>2019</u></b>
July 25	January 30
August 29	February 27
September 26	March 20
October 24	April 24
November 28	May 29
December 19	June 26

## **DISTRICT PHILOSOPHY**

The Board of Education in Addison School District 4 believes that every child is capable of learning. Each child should be accepted into the educational program at an appropriate level and should be provided with a stimulating environment and opportunities for learning experiences that are designed to promote behavioral changes that will effect continuing satisfactory adjustments to life.

The Board believes that the educational program should be designed to develop knowledgeable and constructive citizens. All children shall be provided opportunities to gain knowledge and educational skills, which are essential for learning throughout life. Emphasis shall be placed on preparing students to be life-long learners and productive members of society. Critical thinking, problem-solving, self-direction, basic skills, self-motivation, and responsibilities in a democratic society shall be emphasized in a manner appropriate for the age and maturity of the learner.

Several institutions have the responsibility for the education of youth. The major influence regarding attitudes toward all phases of life, including attitudes toward learning and the school, is the home. Other institutions may include: scouting organizations, park district, and church groups.

District 4 shall attempt to cooperate with those institutions whose activities are related to children. As a major institution devoted to the education and development of young people, District 4 shall attempt to assist the leadership in these organizations to help the youth of the community.

### **Objectives**

It shall be the purpose of the Board of Education to emphasize the basic academic skills and enable students to achieve the following objectives:

- Gain the skills and knowledge necessary to pursue an appropriate career or vocation.
- Develop an awareness of self, of one's characteristics, motivations, values, and abilities and acquire a sense of personal fulfillment.

- Gain proficiency in recognizing and defining problems and thinking critically, objectively, and creatively.
- Understand the community, state, country, and the world and strive to be effective, productive citizens in a democracy.
- Obtain skills, attitudes, and understandings for effective group interaction.
- Communicate ideas effectively and be receptive to the ideas of others.
- Acquire knowledge and attitudes basic to the development and maintenance of good physical and mental health.
- Gain an appreciation for the arts, the motivation to create, and the criteria to evaluate.
- Develop zeal for continuous learning and self-improvement.

### **VISION OF ADDISON SCHOOL DISTRICT 4**

VISION: The school community vision of **Excellence 4 ALL** represents the ideal that ALL students can learn to their potential and that we should support all of the adults that contribute to our children's growth.

### **MISSION STATEMENT OF ADDISON SCHOOL DISTRICT 4**

MISSION STATEMENT: The Addison School District 4 Community...

- Provides a safe, nurturing and innovative learning environment;
- Empowers all students to achieve success while embracing and celebrating individual differences; and
- Develops life-long learners with a global perspective.

### **STUDENT REGISTRATION**

Students must register each year to attend Addison School District 4 schools. Registration and proof of residency are yearly requirements for admittance to the district. Families new to Addison School District 4 can pick up registration packets at any school or district office. Existing students can be registered online as [www.asd4.org](http://www.asd4.org).

In accordance with the Illinois School Code, a child must be five years of age on or before September 1 of the school year to attend Kindergarten.

The following is a comprehensive list of items needed to complete registration:

- Completed registration packet
- Four verifications of residency are required. All documents must be current.
  - **One document required from the following list:** real estate tax bill; mortgage statement; signed lease; agreement of sale with closing date 60 calendar days after student enrollment date; or Attestation of Enrollment and Residency from the resident owner of property where the parent/custodian of the child is living with additional documentation, as required.

- **Three documents required from the following list:** Driver's license; vehicle registration; government-issued ID with current address; voter registration card; public aid letter/card; homeowners/renters insurance bill; utility bills, or 4 pieces of forwarded U.S. mail.
- A completed medical examination form is required for entrance; this form may be obtained from your local school or the district website. A child will be permitted to attend school only after the medical form is received.
- The original birth certificate for each child. Parents have 30 days after registration to provide a valid birth certificate.
- Registration Fees--The fees for the elementary students cover a portion of the students' consumable goods, such as workbooks, work sheets, art supplies and some student publications. The fees for junior high students help cover consumables used in all classes, the student identification card, and a string bag.

### **SCHOOL DISTRICT ATTENDANCE AREA**

Students shall attend the school established by the Board of Education as the attendance center for their home address.

### **SCHOOL SCHEDULE**

#### **Addison Early Learning Center**

8:30-11:00	AM Preschool For All and Early Childhood School Schedule
12:20-2:50	PM Preschool for All and Early Childhood School Schedule
8:30-2:15	Full Day Early Childhood School Schedule
8:25-2:50	Full Day Preschool Expansion School Schedule

#### **All Elementary Buildings**

8:30	This is the earliest time a student may arrive at school (unless the student has prearranged an earlier time with an individual teacher)
8:50-3:15	PreKindergarten-5 <sup>th</sup> Grade School Schedule

#### **Junior High School**

Please see the Indian Trail Parent-Student Handbook located in the Assignment Notebook for detailed information.

7:15	This is the earliest time a student may arrive at school (unless the student has a prearranged earlier time with an individual teacher)
7:45-2:45	Grades 6-8 School Schedule
2:55	All students must exit building unless in an afterschool activity or prearranged meeting

#### **Late Start Monday**

Starting with the 2017-2018 school year, Addison School District 4 began implementing a Late Start Monday schedule. The purpose of these days is to accommodate the important collaboration and professional development needs of our licensed staff in exchange for eliminating the Teacher Collaboration Days and reducing the Early Release Days. This change significantly increases the number of 5-day school weeks and provides weekly opportunities for teachers to collaborate, learn, and develop instructional lessons.

The student start times are as follows:

<b><u>Student Start Times</u></b>	<b><u>Monday</u></b>	<b><u>Tuesday-Friday</u></b>
Indian Trail JHS:	8:25 am	7:45 am
Addison Early Learning Center:	8:30 am/12:20 pm	8:30 am/12:20 pm
Elementary Schools:	9:30 am	8:50 am

## **EDUCATIONAL PROGRAMS and INFORMATION**

### **Academic Programs**

The District 4 curriculum includes Language Arts, Mathematics, Social Science, Science, Fine Arts, Physical Education and Health. Exploratory, Foreign Language, and Coding classes are also available at the Junior High School. Students regularly use computers and other technologies to enhance their learning. The District 4 curriculum is updated periodically in accordance with State of Illinois requirements and "best practices" research. All staff members participate in staff development workshops, inservices, technology courses and classes to further their knowledge and teaching expertise.

All sixth, seventh, and eighth grade students of District 4 attend the Junior High School, which is departmentalized and teamed. Curriculum issues are handled at a departmental level, while individual student needs are met by teams of teachers. A broad range of curricular and extracurricular offerings are available to match the abilities and interests of all students, including a full program of sports and social activities. The Indian Trail Parent-Student Handbook contains more detailed information and will be distributed to students at the beginning of the school year.

### **Instructional and Related Service Programs for Students with Special Needs**

In addition to the regular curriculum, District 4 provides programs and services for children with special needs. These programs and services are:

Preschool for All Program	Speech/Language Services
Preschool Expansion Program	Social Work Services
Early Childhood Special Education Program	Psychological Services
Learning Disabilities Program	School Health Services
Emotional Disorders Program	Occupational Therapy Services
Cross-Categorical Program	Physical Therapy Services
Self-Contained Program	

Addison School District 4 provides developmental screening throughout the year for children who are 3-5 years of age. If you are interested in having your preschool child screened through our developmental screening, please contact the Addison Early Learning Center.

District 4 is a member of North DuPage Special Education Cooperative (NDSEC). The Cooperative can assist Addison School District 4 in providing more intensive services as outlined below:

Hearing Impairment	Severe Emotional/Behavioral Problems
Vision Impairment	Severe Intellectual Impairments
Severe Orthopedic Impairments	Severe Multiple Impairments
Other Health Impairments	

Parents who suspect that their child might have a disability that affects learning should contact the school principal regarding their concern. For information regarding special education programs and services contact the school principal or Director of Special Education.

### **Dual Language/English Language Development (ELD) Programs**

It is the goal of Addison School District 4 to provide limited English proficient students, referred to as English Learners or ELs, with appropriate support in order for them to transition successfully into the school as proficient English speakers. The District offers several programs with the goal of helping ELs develop high levels of academic English and meet the same academic content and achievement standards.

ELD classes (PreK – 8<sup>th</sup> grade): Students speaking languages other than English may receive instruction in a general education setting and receive additional English Language Development classes with a certified teacher specialist.

Dual Language Classes (PreK – 8<sup>th</sup> grade): Spanish speaking ELLs are served through self-contained dual language classes with a certified bilingual/ESL teacher. Instruction is in both English and Spanish, and the goal of the program is to provide equal academic access to the core curriculum while developing biliteracy skills in English and Spanish. English speaking students who wish to learn Spanish may be enrolled in a two-way dual language class, with instruction in English and Spanish.

Sheltered classes (1st – 8<sup>th</sup> grade): EL students (Spanish and speakers of other language) receive instruction in a general education setting, with a classroom teacher who is certified in ESL.

### **Support Systems 4 All**

Through the Support Systems 4 ALL process, also known as Multi-Tiered Systems of Support (MTSS), we provide high quality instruction, curricula, and interventions matched to student need, monitor progress frequently to make decisions about changes in instruction or goals, and apply student response data to important educational decisions. MTSS are applied to educational decisions in general, remedial and special education, creating a well-integrated system of instruction/intervention guided by student outcome data.

### **Homework Guidelines**

Homework is considered an integral part of the school program. It will be judiciously assigned by teachers to provide for enrichment, reinforcement, or review of basic concepts.

The purpose of homework is:

- To help increase student achievement;
- To reinforce, maintain, and enrich the instructional program;
- To aid in cooperation between home and school in the child's education;
- To encourage children to become independent learners and to develop study skills;
- To teach responsibility

Homework should be neat, legible, and accurate.

Parental involvement is an integral part of any successful homework endeavor. It is with that in mind that the following suggestions are made:

- Ask your child if he/she has homework, what it is, and when it is due.
- Rather than give an answer to your child's question, try to lead him/her to the answer by questions and suggestions.
- Examine your child's homework regularly to demonstrate your interest.
- Make it clear to your child that he/she is responsible for the work and that you will not make excuses or support procrastination.
- Provide a time and place for homework to be done.
- Check with your child's teacher(s) if you have any questions.

Time spent on homework each night and weekends will depend on assignments, grade level, and individual differences of students. Unfinished class work is not considered homework, even though the work will need to be completed outside of class time.

### **ASSESSMENT PROGRAM**

One of the goals of Addison School District 4 is to ensure the success of our students. To accomplish this, regular assessment of student learning needs to occur throughout the school year. In order to make informed data-based decisions, students are assessed in a variety of ways at different times during the school year. The information we gain from these assessments assists teachers in planning instruction to meet the needs of our students. We often think of assessments as the major tests that happen once or twice a year, but they are much more than that. District 4 believes that many different approaches to assessment are important, and that the results need to be used to guide instruction. In addition to classroom formative and summative assessments, below you will find information on the various standardized assessments the Addison School District 4 students take throughout the year.

Grade	Name of Assessment	Description of Assessment	What is Assessed	Purpose	Administered
Kdg	KIDS	The Kindergarten Individual Development Survey (KIDS) helps teachers understand the abilities and behaviors they observe in children who have just begun kindergarten. KIDS focuses on the skills and competencies that are very important for a child's long term success.	Approaches to Learning and Self-Regulation; Social and Emotional Development; Language and Literacy Development, Mathematics	A tool to assist teachers in planning for instruction	October February May
Kdg – 5 <sup>th</sup>	Fountas and Pinnell Benchmarking	Fountas and Pinnell Benchmarking is designed to assist educators in quickly and efficiently assessing a student's instructional and independent reading level. The results are used to assist teachers in grouping students for reading instruction.	Reading Fluency, Comprehension, Vocabulary	Monitor student growth	K: January May Grades 1-5: May

1 <sup>st</sup> - 8 <sup>th</sup>	Measure of Academic Progress Growth (MAP)	MAP Growth is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth.	Reading and Math	Benchmarking and to monitor student growth	September December May
3 <sup>rd</sup> - 8 <sup>th</sup>	Partnership for Assessment of Readiness for College and Careers (PARCC)	PARCC is an internationally-benchmarked assessment of applied knowledge designed to measure the new Illinois learning standards (Common Core State Standards). These tests will measure students' content knowledge and key skills, such as their ability to think critically, solve problems, and use information from their reading material to write well-developed essays.	English-Language Arts and Math	Summative	Annually (March/April)
5 <sup>th</sup> & 8 <sup>th</sup>	Illinois Science Assessment (ISA)	The Illinois Science Assessment is aligned with the Next Generation Science Standards.	Science	Summative	Annually (March/April)
Kdg - 8 <sup>th</sup>	ACCESS	ACCESS is designed to assess student progress in achieving English language proficiency.	Listening, Speaking, Reading and Writing	Monitor Student Growth	Annually (Jan/Feb)
Kdg-6 <sup>th</sup>	DESSA	The Devereux Student Strengths Assessment (DESSA) consists of strength-based screening and assessment components.	Social and Emotional Competencies; Decision Making; Goal-Directed Behavior; Optimistic Thinking; Personal Responsibility; Relationship Skills; Self-Awareness; Self-Management; Social Awareness	Universal Screening and progress monitoring	Screening: October Progress Monitoring: November February

### **INTERVENTION, PROMOTION AND RETENTION**

School District 4 recognizes that students possess varying academic abilities and progress at different rates. Individual differences dictate that various intervention strategies be implemented allowing students to achieve at optimum levels commensurate with their abilities.

Intervention strategies are to be established and initiated as soon as areas of concerns or special needs are identified. The creation and implementation of intervention strategies requires a cooperative effort. Teachers, principals, parents and students, when deemed appropriate, share the responsibility for implementing and monitoring such intervention.

Placement, promotion, or retention shall be made in the best interests of the student after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. The final grade placement is made by the building principal after careful consideration.

In retaining or promoting a pupil, the school will consider the child's academic achievement, social and emotional maturity, individual needs, and parental concerns.

### Student Learning Profile

All elementary and middle school teachers will use our standards-based report card called the Student Learning Profile (SLP). The SLP will be the primary communication tool used to support our student's academic growth. The SLP will communicate student's achievement of the District 4 Essential Learning Standards and Skills based on the Common Core State Standards. The Common Core State Standards clearly state what students are expected to learn and be able to demonstrate by the end of each school year.

The purpose of the SLP is to provide accurate and useful feedback to parents regarding children's progress towards specific learning standards at their grade level. The SLP will also provide information on work habits, social skills, and effort.

#### Standards Based Reporting Scale for grades K-8

<b>ME</b>	<b>Meeting with Excellence</b>	<p>Students consistently extend grade level and/or course level expectations. Students independently apply and evaluate Essential Learning Standards and Skills at an advanced level.</p> <p><b>Learning Objectives</b> – argue, critique, produce, interpret, verify, judge, create, devise, synthesize, deduce  <i>“WOW” - Exemplary, Exceptional, High Quality, In-Depth, Superb, Outstanding, Above and Beyond</i></p>
<b>MS</b>	<b>Meeting Standard</b>	<p>Students consistently meet grade level and/or course level expectations with very little or no guidance. Students are able to demonstrate and apply Essential Learning Standards and Skills at a proficient level.</p> <p><b>Learning Objectives</b> – remember, define, label, understand, compare, demonstrate, predict, convert, discuss, analyze, explain, classify  <i>“YES” - Skilled, Adept, Solid, Capable</i></p>
<b>AS</b>	<b>Approaching Standard</b>	<p>Students are developing understanding of grade level and/or course level expectations but are in need of additional support. Students are able to demonstrate and apply Essential Learning Standards and Skills with guidance at a progressive level.</p> <p><i>“YES, BUT...” - Limited, Predictable, Within Reason, Generally Accurate</i></p>
<b>AC</b>	<b>Area of Concern</b>	<p>Students are not making adequate progress toward grade level and/or course level expectations. Students do not demonstrate application of Essential Learning Standards and Skills even with additional guidance.</p> <p><i>“NO, BUT...” - Unsuccessful, Partial, Well Below, Inadequate, Misconception, Errors, Omissions</i></p>

<b>X</b>	<b>Not Evaluated</b>	Not evaluated at this time.
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“Meeting with Excellence” indicates a student is extending grade level expectations and/or course level expectations. The student is doing so independently without teacher support. Achieving “Meeting with Excellence” is difficult to attain. However, students will be given many opportunities embedded in classroom activities and on assessments to demonstrate exemplary ME understanding.

It is expected that ALL students “Meet Standards” in ALL subject areas. “Meeting Standards” means that students are demonstrating high achievement using grade level and/or course level material. In order for students to “Meet Standards,” they must consistently show proficiency and mastery of Essential Learning Standards. Students who are inconsistent in meeting the standards will be considered “Approaching Standards.” Students who are “Approaching Standards” may be working at or below grade level and/or may require teacher assistance in order to master content. Students who lack mastery of content will be considered “Area of Concern.” Students receiving “Area of Concern” require substantial support and still lack mastery of content.

### **PBIS – Positive Behavior Interventions and Supports**

PBIS organizes adults and students to create a social culture in the school that will encourage positive behavior and interactions, while discouraging problem behaviors. This social culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The following are District 4’s Student Behavioral Expectations:

#### **BE SAFE**

- Act with care and caution
- Be aware of your actions
- Keep our school free from danger

#### **BE RESPECTFUL**

- Treat others as you want to be treated
- Be understanding of others
- Make good choices and use good manners

#### **BE RESPONSIBLE**

- Be accountable for your actions
- Show self-discipline; think before you act
- Always do your very best.

### **ATTENDANCE**

Attendance is a vital part of a successful educational experience. The State of Illinois requires daily school attendance. Each student is expected to be in attendance except when the student is ill, a death in the family occurs, a religious holiday is observed, or a family emergency arises. Student involvement in daily classroom activities is essential. It is imperative that parents attempt to plan family vacations/trips to coincide with scheduled school vacations and to

plan professional visits to doctors, dentists, orthodontists, etc., during non-school hours. Students will be charged with an absence if they arrive more than 1 hour and 15 minutes late at the junior high or 40 minutes late at the elementary buildings. Students will also be charged with an absence if they leave 1 hour and 15 minutes early at the junior high or 40 minutes early at the elementary buildings. A child will be unenrolled if the child is out of school for ten consecutive days.

### **Parental Responsibility: Call-In**

In an effort to protect the safety of all students attending school, state law requires that parents or guardians of students notify the school each day that the student will not be in attendance. If the parent fails to notify the school, the school will attempt to contact the parent or emergency contacts to verify the location of the child. The school may also contact the Addison Police department for assistance if the child is not in attendance and the district has not heard from the parents regarding the absence. Specific instructions regarding the telephone call-in program will be distributed in the fall by each building principal.

### **Excused Absence**

The only excused absences are those due to personal illness, death in the family, major religious holidays, or a family emergency.

An absence will be considered excused if:

- A valid parent note is presented upon return or the parent has called the school the day of absence within the prescribed time, and
- The reason for absence is consistent with state laws governing school absence.

Parent notes explaining absence should state the following information:

- Student's name
- Dates of the absence
- Reason for the absence
- Parent/guardian signature

Upon returning to school after an absence of three or more consecutive school days for illness, the student may be required to present a release from a doctor.

If it is necessary to keep the child indoors or on restricted activity for a period of time following an illness, please submit a note from a doctor indicating the necessity for the action and the duration of the time indoors or restricted activity.

Following an excused absence, it is the student's responsibility to inquire about missed assignments and tests and to complete them within the time provided by the teacher. At the elementary level, parents are encouraged to assist by contacting their child's teacher and assisting in the completion of missed work.

### **Unexcused Absence**

Students whose absence does not meet all of the requirements listed will be unexcused. All unexcused absences are considered trancies unless prior approval by the principal has been granted. Repeated truant absences may be referred to the Regional Office of Education's Truancy Program for assistance. Truants may also be reported to the Addison Police Department for enforcement of local ordinances.

Vacations are unexcused absences. Therefore, teachers are not required to provide homework assignments in advance. A student may be given the opportunity to make up work missed due to an unexcused absence, at the discretion of the principal, in consultation with the student's teacher(s).

A student is responsible for making up work for both excused and unexcused absences.

### **Absenteeism and Tardies**

Seeing that a student maintains regular attendance requires a cooperative effort by parents and school personnel. Absenteeism significantly interferes with student learning, as reflected in academic performance or social responsibility. Absenteeism also includes excessive tardiness. Addison District 4 has procedures in place to minimize excessive student absences. The procedures include, but are not limited to, interviews/communication with the student and his or her parents and written notification to inform parents when absences reach an excessive amount.

Truancy is defined as an absence without valid cause for a school day or portion thereof. Excessive tardiness is also considered truancy. Truancy renders a student liable for disciplinary action. This action may include referral to the Addison Police Department for enforcement of local ordinances, which may include a fine.

### **Early Dismissal**

Early dismissals can be obtained in one of two ways: (1) an explanatory note from the parent, or (2) an appearance of the parent at school requesting such a dismissal. A phone call will not be acceptable. For the children's protection, children dismissed early must be picked up and signed out in the school office by a parent or guardian listed on their emergency contact information sheet, with a valid ID, verified at the beginning of each school year.

## **REPORTING TO PARENTS**

### **Parent/Teacher Conferences**

District wide Parent/Teacher conferences are scheduled twice a year. Scheduling information will be sent home with students.

In addition, during the school year, conferences are scheduled as the need arises and may be initiated by the school or by the parents. The best time for such conferences in the elementary buildings is between 8:30 and 8:50 in the morning and after 3:15 in the afternoon. Junior high conferences occur at 7:00 a.m., 3:00 p.m. or during the teachers' common plan time during the day.

Parent/Teacher conferences are confidential in nature and are not suited to such situations as an Open House or curriculum night, where matters of a more general nature should be discussed. To derive the greatest value from a conference, it is best to call the school prior to the time the conference is desired.

Parents are encouraged to schedule a visit to their child's school at any time during the year. Please contact your child's teacher or the building principal to arrange for an appointment.

### **Sex Offender Registry and Notification Laws**

The Addison School District 4 Board of Education has policy and procedures in place to prevent sex offenders from working in our schools. As required by law, all employees participate in both federal and state criminal background checks. In addition, all public school districts in Illinois are required to notify parents at the start of every school year of the availability of the sex offender registry, which is maintained by the Illinois State Police. This database is available at [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/). Persons required to register as Sex Offenders are persons who have been charged with an offense listed in the Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- a conviction for the commission of offense or attempt to commit the offense; or
- a finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense; or
- a finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

The Sex Offender Registry was created in response to the Illinois Legislature's determination to facilitate access to publicly available information about persons convicted of sex offenses. All requests for additional information about sex offenders and the Sex Offender Database should be addressed with local law enforcement officials.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

- The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
- The offender received permission to be present from the Board of Education, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a licensed employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

### **School Visitation Rights Act of 1993**

As a parent/guardian of a student enrolled in School District 4, Illinois law requires that your employer grant you unpaid leave up to a total of eight (8) hours (no more than four hours of which may be taken on a single day) to attend school conferences and classroom activities related to your child/ward if you cannot schedule the conferences or classroom activities during non-work hours.

Your employer is not required to grant you such leave unless you have exhausted all accrued vacation and/or personal leave benefits. When such leave is taken, your employer is required to make every reasonable effort to permit you to make

up the time taken on a different date. However, you are not required to make up the time taken for such leave. Your employer is not required to schedule make up time in a manner that would require the payment of your wages on an overtime basis.

Upon completion of such a school visitation by a parent or guardian, the school administrator may provide a signed form attesting to the school visitation for the parent to give to the employer. If you desire a copy of this School Visitation Rights Act, you may obtain a copy at your workplace or from the school principal.

## **HEALTH**

### **Health Services**

The health program is designed primarily to maintain public health and safety. Vision and hearing screenings are scheduled in compliance with the Illinois Department of Public Health guidelines.

### **Administering Medicine to Students**

If under exceptional circumstances, a child is required to take prescribed oral medication during school hours and the parents cannot be at school to administer the medication, only the principal, nurse, or designee will administer the medication in compliance with the Medical Authorization form found on the [www.asd4.org](http://www.asd4.org) website. A Medication Authorization Form must be signed by a parent and the licensed health care provider for a child to receive medication at school.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a School Medication Authorization Form and checked the section that says the student can self-administer the medication. The school district shall incur no liability except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. If the student self-carries and has self-administered asthma medication, they should report this information to the health office immediately or as soon as possible after administration.

District 4 school nurses are responsible for the students' health concerns in the schools. Parents are responsible for completing and returning the Health Concerns form each year at registration. The parents of the child must assume responsibility for informing the school nurse of any change in the child's health or change in medication.

### **Medical Examinations**

Physical examinations, as prescribed by the Department of Public Health and the Illinois School Code, are required of all pupils who are new to the School District and those entering preschool, kindergarten and sixth grade. Results of such examinations shall be submitted on forms authorized by the State Department of Public Health, signed by the health care provider and dated within one year of the first day of school. In addition, an athletic permit card is required of all students participating in Junior High School athletic programs. A physical examination may be required in the case of excessive absences. If a student leaves the country, a physical examination may be required before re-admittance.

### **Dental Examinations**

Dental examinations are required of all kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grade students by May 15<sup>th</sup> of the current school year.

### **Eye Examinations**

All students are required to have an eye examination by an eye doctor or a waiver completed upon entering an Illinois school for the first time, which typically occurs in either preschool or kindergarten. Proof of eye examination or waiver must be on file in the school office by October 15<sup>th</sup> of the current school year.

### **Examinations Following Illness**

In cases where children have been absent three or more consecutive days from school due to illness, the child, upon returning to school, may be required to present a physician's certificate stating the child's fitness for school attendance.

### **Communicable Diseases**

Please notify your principal or school nurse as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Please consult the following chart to see whether or not a physician's certificate is needed upon returning to school.

<u>Disease</u>	<u>May Return to School</u>
AIDS	Determined by interdisciplinary team
Any Rash	With a physician's certificate or the rash is gone
Chicken Pox	When all lesions are dried
Diphtheria	With a physician's certificate
Fifth Disease	With a physician's certificate
Impetigo	With a physician's certificate, if infected area is covered
Measles	With a physician's certificate
Mumps	When all swelling has subsided
Poliomyelitis	With a physician's certificate
Rubella	With a physician's certificate
Ringworm	With a physician's certificate, if area is covered
Scabies	With a physician's certificate
Scarlet Fever	With a physician's certificate
Strep Throat	With a physician's certificate
Pertussis	With a physician's certificate

Head lice, although not a disease, is communicable and requires treatment. After treatment and before the child is set to return to school, the student will be inspected for lice in the school health office. Please consult your school nurse for questions regarding head or skin lice.

Medical exams may be required if the student has been out of the country and there has been an outbreak of a communicable disease in that country.

### **Inoculations and Immunization Schedules**

Please refer to the Illinois Department of Public Health website, [www.idph.state.il.us](http://www.idph.state.il.us) for the most up-to-date information on vaccinations and immunizations.

Under State Law, every child who enters kindergarten or sixth grade, and every child who enters a school, irrespective of grade, must present evidence of immunization against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, varicella and hepatitis B. Pneumococcal is required for pre-school or Kindergarten upon entry to the school district. All students in sixth, seventh and eighth grades must show proof of a current Tdap. Finally, students entering sixth grade must have one dose of meningitis vaccine.

There are two exceptions to this State Law:

- Children whose parents or legal guardians object to health examinations or to immunizations on religious grounds must present a signed statement of objection on the Illinois Department of Public Health form, detailing the grounds for such objections, to the principal or school nurse. Religious exemptions must also be signed by the student's health care provider.
- If the physical condition of the child is such that any one or more of the immunizing agents should not be administered, the examining physician or health care provider responsible for the performance of the health examination shall endorse such fact upon the health examination form. (Illinois School Code)

### **Emergency Information**

In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information on the following items:

- Your home address and telephone number;
- Working status of both parents, including the name of the company, the address, and the phone number where you may be reached;
- The name, address, and phone number of a neighbor or a friend who is willing to attend to your child in an emergency, or your child's daycare provider;

It is the parents' responsibility to notify the school office of any changes in the aforementioned items.

Due to the large number of students with allergies, no food treats are allowed to be brought to school for celebrations.

### **Accident and Illness Procedure**

When a child becomes ill or is injured at school, the child is sent to the office. If the illness (or injury) appears serious, the parents are contacted. Students are sent home if they have a temperature of 100° or higher, are vomiting, have diarrhea, have a rash, or have an injury that requires medical intervention.

In emergency situations, the parent is contacted. Paramedics may be called at the school's discretion. Any medical expense incurred is the responsibility of the parent.

It is absolutely essential that we are able to contact parents at all times because a parent's consent is necessary for certain types of hospital treatment. It is **imperative** that the school has phone numbers of someone who can be reached, if a parent is not available.

### **Food Allergy Management Program**

Our school district recognizes that our students, school employees, and school visitors may be at risk of having allergies to certain foods. While it is not possible for the school district to completely eliminate the risks of exposure to allergens in our schools, we strive to reduce risks, provide accommodations, and proper treatment when a student has an allergic reaction. The Addison School District 4 Food Allergy Management Program includes:

1. school personnel being trained annually on responding to allergic reactions including the administration of medication with an (EpiPen) auto-injector;
2. the availability of (EpiPen) auto-injectors in elementary school and junior high school nurse's office to be utilized in an emergency;
3. the opportunity to develop an individual health care and action plan for students with identified food allergies; and
4. guidelines for preventing exposure to food allergens in every school which includes, but is not limited to, classrooms and areas of the school that may be utilized for the food service program.

Students will not be allowed to bring food items to school to share with others, which includes birthday treats or food of any type to share for celebrations or holiday parties. While it is unfortunate to eliminate a component of celebrations in our classrooms that may be enjoyable for some, it is far more important that 100% of our students feel comfortable and safe in their classroom. It is everyone's responsibility to prevent exposure to food allergens whenever we can and to make sure that our students feel safe in our schools.

### **Concussions**

Addison School District 4 has implemented a concussion policy and protocol as required by Illinois Law. Please see the District 4 website to read that policy. It applies to all children that sustain a head injury during school or during sports or extra-curricular activities.

## **SAFETY**

The safety of every student is a matter of serious concern at all times. To ensure a sound safety program, the following precautions are taken:

- Rules are made in each school regarding student conduct and expectations.
- Children are never left unsupervised, whether in class or on the playground before school, lunchtime and after school.
- No child is permitted to leave the school grounds during school hours without permission from the office.
- School building doors are locked during the school day. Cameras and door buzzers allow office personnel to monitor visitors before allowing them access to the school building. All parents and visitors must immediately go to the school office upon entry. All parents and visitors must be processed through our "School Visitor Management System." This system provides instant background checks for sex offenders and criminals. A government issued ID card must be presented in order to access this management

system. Visitors are required to wear visitor badges/name tags in school buildings at all times.

- School buildings, equipment, and buses are regularly inspected for health, fire and safety hazards.

### **Emergency Drills**

In accordance with State Law, periodic drills are held at each school in District 4. Safety crisis procedures are posted in every room and are reviewed annually with the students to adequately prepare them in the event of a real emergency.

### **Pesticides**

Parents and guardians of students, who request notification, will receive written notice of applications of pesticides to school grounds no later than 2 days prior to the date of the application. The notification will include the date of intended application and the name and phone number of the person responsible for the pesticide application program.

### **School Closings**

In hazardous weather it may be necessary to close the schools in District 4. The information for school closing is available on the District website at [www.asd4.org](http://www.asd4.org) and a call will be placed to the primary phone number listed in the student files. School closing information can also be found on local radio and TV stations.

The decision to close school in District 4 is based on the District's ability to safely operate the schools. If the buses can operate, the parking lots are cleared of snow, the staff can get to school, and the schools are accessible and warm, then District 4 will try to keep the schools open so parents will know their children are safe at school while they are at work.

When extreme weather conditions are present, parents should supervise their children at bus stops and ensure they don't remain in the cold too long. Parents should be aware that in extreme cold or snowy conditions, some bus delays will occur. It is also very helpful if parents clear sidewalks and bus stops near their homes.

## **TRANSPORTATION**

### **Buses**

Students must ride the bus to which they have been assigned. Bus schedules and stops are arranged so that students will not walk an excessive distance or wait prolonged periods at the bus stop. To avoid excessive waiting, instruct your child to arrive five minutes before and wait no longer than twenty minutes after the scheduled time. It is important, particularly for young children, that you meet your child at the bus stop.

For safety reasons, children riding a bus are not allowed to move from one seat to another, nor to shout, fight, kneel on the seat, put hands out the window, eat, annoy others, etc. Students are not allowed to bring animals or insects on the bus. Continual disregard of these rules may result in temporary or permanent suspension of bus transportation. Student conduct policies are in effect for all students as they go to and from bus stops, at bus stops, and while riding buses.

In the event that your child does not arrive home on the assigned bus, parents should immediately call the school office. A systematic check will then be conducted. It is important to know who your child's friends are, where they live,

and what their telephone numbers are.

Insist that your child knows the following information:

His or her full name (first and last), address, telephone number, bus number and route, and general location of your home (i.e., Westwood, Green Meadows, Forest Preserve, etc.).

Children who miss the bus at school should go directly to the school office and report that they have missed the bus.

Students living a distance of 1.5 miles or greater from their school, or living on an Illinois Department of Transportation designated hazardous route will be transported to school for a fee of \$100. Students living less than this prescribed distance may purchase bus service to and from school, provided that there is room on the bus to accommodate them, for a fee of \$500. Parents must sign up for full year paid busing. Payments for transportation may be paid in a lump sum or by designating automatic partial payments from a credit card.

### **Bicycles, Skateboards, Skates, and Similar Items**

For the safety of all children, skateboards and roller skates are not permitted on school property. Due to the location and the amount of traffic congestion at some buildings, each school building has developed special rules regarding bicycles that are conducive to the surroundings at that facility. Please be sure to walk bicycles on school property.

### **Cars**

When dropping off or picking up your child before or after school, please observe the traffic regulations in effect at each school. They are intended to ensure the safety of all children. Cell phone usage including texting is prohibited by law in designated school zones.

Please respect the loading zones for buses and do not block the walking area between the buildings and the buses. For safety purposes, do not park in "NO PARKING" areas.

## **ESSENTIAL INFORMATION**

### **Food Service**

It is the policy of District 4 to comply with the regulations of the Federal School Nutrition Program. Breakfast and lunch will be available for students at each of the school buildings. Free or reduced priced meals are available to children whose household income and household size fit the federal guidelines. Application forms for free or reduced price meals are available in the office of each school and on the District website.

### **Debit Service**

Meals can be purchased through the Family Access program--a student meal debit account system for the school breakfast and lunch program. This program provides families with a secure online pre-payment service to deposit money into a student's school meal account. Parents can also view lunchroom purchases and account balances through the Family Access program. Student ID cards are used to access the debit system.

### **Animals on School Property**

Due to safety and allergy concerns, dogs and other animals are not allowed on school property.

### **Elementary Recess**

Elementary school children will go outside during the lunch recess period, with the exception of inclement weather or a wind chill temperature of 10° F or less.

### **Field Trip Information**

Field trips are an essential part of the school curriculum as they are designed to provide firsthand experience in areas essential to educational development. Each classroom is allowed one bus field trip a year plus walking field trips when appropriate. While there is usually no charge for the bus, at times there may be a charge for food/meals/drinks or admission.

In all cases, safety precautions are taken and a sufficient number of adults accompany the group to assure adequate supervision for the children. Before any trip, a note will be sent home with the student explaining the nature of the trip. Parental permission is granted on a yearly basis on the parental consent form, signed at the beginning of each year.

### **Parent Organizations**

Each school in District 4 has its own parent-teacher association. These parent associations are dedicated to the improvement of student, teacher and parent relationships. Each group provides parents an excellent opportunity to become more involved in their child's school. In cooperation with the school administration, the parent association serves as a strong force for the improvement of education in Addison. Parents are urged to join and actively participate in their local parent association.

### **Personal Appearance**

All students are expected to be clean and well-groomed when they arrive at school. Personal dress habits at school are very important and impact the quality of learning that occurs. Clothing will not be permitted which distracts or interferes with the learning process or is not safe for school. The following are guidelines of clothing that will not be allowed at school:

- Clothing which displays or makes reference to drugs, alcohol, cigarettes, sex, weapons, gang-like affiliation, or clothing with obscenities, vulgarities, or other suggestive language;
- Low-cut tops or bare midriffs;
- Hats, caps, sunglasses, or other headgear;
- Coats or jackets may not be worn during the school day.

### **Transferring to Another School District**

Parents must obtain a transfer before students enter or leave a school on a permanent basis. To obtain a transfer, stop at the school office before the last day your child attends that school. Please allow up to two days to process transfer. Contact the new school as soon as your residence is determined.

When a family moves to another area, the student records of the child or children will be sent upon request of the new district with signed permission by the parents.

### Work Permits

The Child Labor Law requires that a minor who wishes to engage in gainful work must be issued an employment certificate by the Superintendent of Schools or an authorized agent. A minor is defined as a person under 16 years of age. To secure an employment certificate, the minor must present a copy of his birth certificate, a letter of parental approval and the employer's statement to the school official. The employer must provide any minor he intends to employ with a statement describing the specific nature of the work and the hours and days the minor is to work. All work permits and forms for elementary children are issued by the building principal. The permits for junior high school students are issued by the building secretary during the school year.

### Additional Information

The best person to see for additional information or detailed explanation of any matter, whether covered in this handbook or not, is the school principal. If the principal is unable to help, you will be referred to the proper source of information for assistance.

As part of District 4's ongoing student recognition program, the District occasionally prints or posts a student's name, picture and/or some information in the newspaper, yearbooks, athletic programs, other publications, on cable television, or on our District Web Pages on the Internet. This information relates to school sponsored athletics, activities, organizations, academic awards, or honors. Permission for this is done on an annual basis during registration.

## DISCIPLINE

### Philosophy

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. Students must be taught that group living demands that individual actions be tempered and limited.

In this school system, the principal is held responsible for the discipline in his/her building. It is expected that high standards of conduct will be maintained at all times, which are consistent with the emotional and social growth of the child at any given level.

The educational environment of the district shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all district students.

In all matters relating to the discipline and conduct of the students in the schools, the teachers and other certified educational employees stand in the relation of loco parentis to the students. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents/guardians.

Discipline guidelines are in alignment with the following Addison School District 4 Board policies:

<b>7:20</b>	<b>Harassment of Students Prohibited</b>
<b>7:180</b>	<b>Prevention of and Response to Bullying, Intimidation, and Harassment</b>

7:185	Teen Dating Violence Prohibited
7:190	Student Behavior
7:310	Restrictions on Publications

### **Tobacco-Free Schools**

District 4 recognizes that the use of tobacco represents a health and safety hazard, which can have harmful consequences for both tobacco user and non-user. By State law and Board Policy, all students, parents, employees and visitors are prohibited from using any form of tobacco in schools or on its grounds.

### **Drug-Free Schools**

Possession and/or use of alcohol or illicit drugs is wrong and harmful. Compliance with this standard of conduct is mandatory. Students who do not comply with this standard will be subject to disciplinary sanctions up to and including expulsion and referral for prosecution. Information about drug and alcohol counseling and rehabilitation and re-entry programs are available to students through principals and social workers.

### **Gun/Weapon Free Schools**

Any student found to be in possession of a gun or weapon on school property or in a school owned, leased, contracted, or operated vehicle or in an area where a District sponsored activity is being conducted shall be expelled from school for a period not less than one year in duration. Students with the knowledge of others with weapons on school property are required to report such knowledge to the proper school authority. Failure to report such information will result in disciplinary action.

Parents must assume the responsibility of making sure that their child comes to school with the proper items and that no weapons, look alike weapons, or instruments that can harm others are brought to school. Serious consequences will occur when this behavior does happen such as suspension, arrest, or placement in an alternative school.

### **Publication/Dissemination of Policy**

Under the direction of the Superintendent, the Parent/Teacher Discipline Advisory Committee shall regularly review and revise the Student Discipline Policy and present suggestions for change to the Board of Education. Additionally, Board Policy 7:190 (available for viewing at [www.asd4.org](http://www.asd4.org)), entitled Student Behavior, provides further guidelines on all student disciplinary matters.

Within fifteen (15) days of the start of the school year, or after starting classes for transferred students, a copy of the District's discipline policy(s) shall be distributed to the students and parents/guardians through this Parent-Student Handbook.

Disclaimer policies may be changed during the school year due to legislative action, legal reasons, or for other sufficient reasons. Parents will be notified of such reasons and changes when they occur.

### **Network and Internet Policy**

Student use of the Internet must be for the purpose of education or research and must be consistent with the educational objectives of the District. The use of the District's Internet is a valuable educational opportunity; however, inappropriate use will result in disciplinary action and the loss of network and/or Internet

privileges. Each child who enters the school district is required to review and sign an "Acceptable Use Policy" form for the use of the network and Internet. In addition, a parent or legal guardian must sign the form, indicating that the child may individually use the Internet as part of classroom instruction. The Internet will be available to all students through the guided use of a teacher.

### **The Right to Privacy in the School Setting Act (105 ILCS 75/):**

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. However, school officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **Prevention of and Response to 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.

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

- During any school-sponsored education program or activity
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the bus, or at school-sponsored or school-sanctioned events or activities
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Though the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

### **Definitions of Bullying and Cyber-Bullying from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)**

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. Anonymous reports are also accepted.

Consistent with federal and State laws governing student privacy rights, the Superintendent or designee shall promptly inform parents/guardians of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures (discipline)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. Making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences.

### **Sexual Harassment**

Sexual Harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, or engages in other verbal or

physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- Denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the purpose or effect of:
  - Substantially interfering with a student's educational environment;
  - Creating an intimidating, hostile, or offensive educational environment;
  - Depriving a student of educational aid, benefits, services, or treatment; or
  - Making submission to or rejection of such conduct the basis for academic decisions affecting the student.

### **Teen Dating Violence Prohibited**

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.

### **Making a Complaint**

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Principal, Dean of Students, Police Liaison Officer, Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. The Department of Children and Family Services (DCFS) will be contacted in cases of child abuse/neglect and/or sexual abuse. Students who make good faith complaints will not be disciplined.

### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to:

- Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
- Using, possessing, distributing, purchasing or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling, or offering for sale:
  - Any illegal drug, controlled substance, or cannabis
  - Any anabolic steroids unless being administered in accordance with a physician's prescription
  - Any performance-enhancing substance on the Illinois High School Association's most current banned substance unless being administered in accordance with a physician's prescription
  - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- Any inhalant, regardless of whether it contains an illegal drug or controlled substance
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form
- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance
- Drug paraphernalia, including devices that are or can be used to ingest, inhale or inject cannabis or controlled substances into the body.

Students who are under the influence of any prohibited substances are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- Using, possessing, controlling, or transferring a “weapon” as that term is defined in policy 7:190.
- Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant, or other electronic device in any manner that disrupts the educational environment, or violates the rights of others including using the device to take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. All electronic devices must be kept powered-off and out of sight during the regular day unless (a) the supervising teacher grants permission; (b) use of device is provided in a student’s IEP; or (c) it is needed in an emergency which threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer.
- Disobeying rules of student conduct or directives from staff members or school officials.
- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
- Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other schools to engage in such conduct.
- Engaging in any sexual activity, including without limitations, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault
- Teen dating violence
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating a presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
- Being absent without a recognized excuse.

- Being involved with any public school fraternity, sorority or secret society.
- Being involved in gangs or gang-related activities including displaying gang symbols or paraphernalia.
- Violating any criminal law, such as assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
- Making an explicit threat on an Internet website against a school employee, a student or any school-related personnel
- Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission
- Engaging in any activity, on or off campus that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function.

An act of gross disobedience or misconduct may occur on school grounds, on a school bus, or at a school function. It may also occur outside the school grounds provided, however, that a direct relationship exists between the conduct of the student and the school's education function.

### **Scope of Disciplinary Consequences**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent possible. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parent or guardian
- Disciplinary conference
- Withholding of privileges
- Temporary removal from classroom
- Return of property or restitution for lost, stolen, or damaged property
- In-School suspension
- After-School study or Saturday School provided the student's parent/guardian has been notified
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate school disciplinary rules
- Suspension of bus riding privileges
- Out-of-School Suspensions from school and all school activities in accordance with Policy 7:200 and Senate Bill 100
- Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Policy 7:210 and Senate Bill 100
- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activities

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspension or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

### **Student Incident Reporting System (SIRS)**

If an incident takes place on school grounds involving battery, firearms, or drugs, the situation will be reported to SIRS through the State Board of Education.

### **Due Process**

In all matters of discipline, students will be afforded due process according to the provisions of law.

### **Corporal Punishment**

The use of corporal punishment is not permitted. However, a licensed staff member is authorized to employ physical restraint when, in the staff member's professional judgment, such restraint is necessary to prevent a child from doing harm to others, to himself, or to property.

### **Search and Seizure**

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" include school liaison police officers.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

### **Behavioral Intervention Policy for Special Education Students**

A copy of this policy will be given to all special education students annually and as students are placed into special education during the course of the school year.

### **School Property**

School district property includes all District 4 facilities, grounds, buses, vehicles, furniture, equipment, and other related property.

## **DISCRIMINATION AND HARASSMENT OF STUDENTS**

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any education program or activity.

District 4 is in full compliance with the nondiscriminatory provisions of federal and state law pertaining to, but not limited to, students, parents, and members of the community, employees, and applicants for employment.

The Superintendent appoints a Non Discrimination/Complaint Manager Coordinator as required in Board of Education Policy 7:10 and 7:20. Inquiries, concerns, or requests for information should be directed to:

Charles Wartman  
Assistant Superintendent for Administrative Services  
222 North Kennedy Drive, Addison, IL 60101 - Phone: 630-458-2432

## **HOMELESS CHILDREN**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent appoints a Liaison for Homeless Children, as required in Board of Education Policy 6:140. Inquiries, concerns, or requests for information should be directed to the school district liaison:

Charles Wartman  
Assistant Superintendent for Administrative Services  
222 North Kennedy Drive, Addison, IL 60101 - Phone: 630-458-2432

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

On August 21, 1975, the United States Congress adopted "The Family Educational Rights and Privacy Act of 1974", effective November 20, 1974. This Act governs the inspection of student records in preschool, elementary, secondary and post-secondary schools. In general, the Act states that parents of students under 18

years of age have an absolute right to inspect all student records. Former students have the same right. In compliance with the FERPA we hereby provide you with the following information:

- An inventory of all school records and the type of information contained therein are available for your inspection in the District Office.
- The Assistant Superintendent for Administrative Services is the school official responsible for the maintenance of student records in District 4.
- Within the institution, the officials having access to student records are administrators. They may examine such records in connection with their job responsibility.
- The school has established a policy on reviewing and expunging the records, which is available for your examination in the District Office.
- The school has established a procedure for challenging the contents of student records. That procedure is available in the District Office.
- The cost for reproducing copies of records has been established and is posted in the District Office.
- The school has designated certain categories of information as directory information. These categories are listed in the District Office.

All other rights and requirements of FERPA may be determined from an examination of the Act available in the District Office.

#### **Student Records** - Notification of Rights of Parents and Students

- The student permanent record consists of basic identifying information, academic transcript, attendance record, record of release of permanent information, and other basic information. The permanent record shall be kept for sixty years.
- The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information.
- Parents have the right to:
  - Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed 35 cents a page. To review records, an appointment must be made with the Assistant Superintendent for Administrative Services.
  - Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An information conference will then be scheduled to discuss the matter. If satisfaction is not obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
  - Receive copies of records proposed to be destroyed. The school will notify parents of the destruction schedule.
  - Inspect and challenge information proposed to be transferred to another school district.

- The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's name and address, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
- Local, state, and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to court order or subpoena, or in connection with an emergency when the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
- A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
- Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the Superintendent of the district.
- The destruction of student records is as follows:
  - A copy of the permanent records will be maintained for sixty (60) years.
  - All temporary records will be destroyed after five (5) years from the date of the student's graduation or permanent withdrawal from school.
  - All special education records will be destroyed after five (5) years from the date of the student's graduation or permanent withdrawal from school.

## HISTORY

Addison School District 4 was officially approved by the School Trustees of Addison Township on April 4, 1842. During that meeting, the Township was divided into four districts, since there were four schools in existence at the time. The Addison school was located where Army Trail and Lake Street formerly intersected. By October 1, 1845, the enrollment was 49 students. A new school was built on that location in 1858. The building still remains at the original location as part of a private residence.

In 1880, a replacement school, known later as School House 1, was built on a five-acre site at Oak and Chestnut Streets. School House 2, another one-room building, was built next to it many years later. These two buildings were in use until 1949.

In September 1949, the first multiple-room school (four rooms) was opened. This building was called the Addison School. School Houses 1 and 2 were sold and moved. The original rooms of this new school were added to accommodate the many children of the families who were moving to Addison from Chicago. When another school was built at the end of Michigan Street, the buildings were called North School and South School. Later, a decision was made to name all schools by the street that they were on, so the names were changed to Oak School and Fullerton School.

Fullerton School was built in 1957. Because of the many people moving to Addison, and the great number of children, new schools were built in rapid succession: Army Trail and Old Mill in 1961; Ardmore and Indian Trail Junior High School in 1963; Wesley School in 1966; Lincoln and Lake Park in 1969; and Stone in 1972. Additions were made to Fullerton in 1959, Army Trail and Ardmore in 1965 and to Indian Trail Junior High in 1973. Another addition to Army Trail was built in 1999, in cooperation with the Addison Park District, partially funded through grant monies. At the same time, an addition was also built at Fullerton. Due to declining enrollment Oak and Old Mill were closed in June 1982 and Ardmore in June 1983. Addison Township purchased Oak School in 1984. Because of the increased enrollment at the elementary schools in September of 1987, all sixth grade students were moved to Indian Trail Junior High School. Ardmore School was reopened as a Preschool/Kindergarten Center in 1992.

The enrollment increased from 125 pupils in 1950 to 5,401 pupils in 1970. The enrollment declined to 3,378 by June 1987. The current student enrollment is 4,250.

In April, 2004, voters in District 4 approved a referendum which allowed for renovation work to be done in the District's eight school buildings. Extensive improvements were made during 2005 and 2006. Building additions were also completed at Lincoln and Indian Trail Junior High Schools.

Construction of the Addison Early Learning Center began in 2014. The Center, dedicated to serving our 3-5 year olds, opened at the start of the 2015-16 school year. In addition, Ardmore School reopened as a K-5 elementary school. With the reopening of Ardmore and redrawing the district attendance boundaries, full day Kindergarten programs are now available in all elementary schools.

Addison District 4 has continually revised the educational programs to meet the constantly changing student needs in a dynamic community. These program revisions have occurred for the past 176 years and we will continue to update our programs to meet the changing needs of our students.