

Barrington Community 220

School Bell



EC-5 Information Handbook

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District Administrative Information

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2011-2012 Calendar

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|---------------------------------|------------------------------------|
| August 23 | First Day of School/Grades 1-12 |
| August 29 | First Day of Kindergarten |
| August 29 | First Day Early Childhood |
| September 5 | Labor Day • No School |
| September 16 | Institute Day • No School |
| September 24 | Homecoming |
| October 10..... | Columbus Day • No School |
| October 20..... | Parent Conference Day • No School |
| October 21..... | Institute Day • No School |
| November 11..... | Inservice Day • No School |
| November 23, 24, 25..... | Thanksgiving Holiday |
| December 19- January 2 | Winter Vacation |
| January 3 | School Resumes |
| January 16..... | Martin Luther King Day • No School |
| January 23 | Institute Day • No School |
| February 17 | Inservice Day • No School |
| February 20 | President's Day • No School |
| March 23 | Inservice Day • No School |
| March 26-30..... | Spring Vacation • No School |
| April 2 | School Resumes |
| April 6 | No School |
| May 28 | Memorial Day • No School |
| June 12 (with 5 snow days)..... | Last Day of School |

All dates on this calendar are inclusive.

www.barrington220.org

School Hours

Elementary (Grades 1-5)

9:00 a.m. - 3:40 p.m.

Wednesday dismissal - 3:10 p.m.

Kindergarten

AM 9:00 a.m. - 11:30 a.m.

PM 1:10 p.m. - 3:40 p.m.

Wednesday dismissal - 3:10 p.m.

Extended Day & Dual Language: 9:05 a.m - 2:35 p.m.

Middle School (Grade 6-8)

7:55 a.m. - 2:50 p.m.

Wednesday dismissal - 2:20 p.m.

High School (Grades 9-12)

7:20 a.m. - 2:35 p.m.

Wednesday dismissal - 2:03 p.m.

LATE START

In the event it is necessary to begin the school day late, bus pick up and school start times will be exactly 1-1/2 hours after the normal time.

School Closings

School closings due to severe weather or other unusual circumstances will be announced between 6:30 and 8:00 a.m. on the District website **www.barrington220.org** and **by an automated phone calling system.**

You may also tune in to one of the following:

| AM Radio | FM Radio | Television Stations |
|-----------|---------------|---------------------|
| WMAQ-670 | WCLR-FM-101.9 | WGN-TV 9 |
| WBBM-780 | WXET-FM-105.5 | CBS -TV 2 |
| WGN-720 | | NBC-TV 5 |
| WRMN-1410 | | Fox -32 |
| WAIT-820 | | CLTV-48 |

Please do not call the school.

Reopening of school will not be announced, but the closing announcement will be made each day as necessary. *In the unlikely event that the decision is made to dismiss students before the end of the school day*, radio and TV stations will be notified, and the automated phone calling system will be activated to inform parents directly.

If a tornado warning is in effect, parents should not send children to school. If the warning comes while school is in session, appropriate protective measures will be instituted by school personnel.

BOARD OF EDUCATION

Brian Battle, President
Penny Kazmier, Vice President
Nicholas Sauer, Secretary
Sandra Ficke-Bradford
Tim Hull, Ph.D
Richard Burkhart
Joe Ruffalo, Ph.D

The Board of Education meets the first and third Tuesday of each month at 7:30 p.m. Please call the District Administration office or check the district website for the location of the meeting.

ADMINISTRATION

Barrington CUSD 220 Administrative offices are located at:

310 James Street • Barrington IL 60010
Phone : 847-381-6300 • FAX: 847-381-6337

Dr. Thomas Leonard
Superintendent 847-381-6300

Gary Frisch
Chief Financial Officer 847-842-3515
*Facilities, Finance, Health and Life Safety Projects,
Transportation (for bus route information contact
Barrington Transportation Company, 381-1043)*

Mary Dudek
*Assistant Superintendent for
Human Resources / Admin Services*..... 847-842-3531
Personnel, School Code, and Board of Education Policy

Cynthia Jaskowiak
*Assistant Superintendent for
Educational Programs & Assessment*..... 847-842-3427

Dr. Teresa Hill,
*Assistant Superintendent for
Curriculum and Instruction* 47-842-3569

Connie Simon
Assistant Superintendent for Special Services 847-842-3506

Dr. Jeff Arnett
Chief Communication Officer 847-842-3535

Dr. Becky Gill
Director of Curriculum/Instruction 847-842-3526

Thomas Beerheide
Director of Fiscal Services 847-842-3550

Patricia Haughney
Director of Informational Systems..... 847-842-3560

Ricardo Aceves
Director of ELL Services..... 847-842-3503

Julie Luck Jensen
*Director of Extended Learning Programs
& Instructional Support* 847-756-2349

Laura Pawlak
Special Services Facilitator 847-842-3508

Barbara Romano
Early Childhood Coordinator 847-426-7232

Kelly Key
Assistive Technology Administrator..... 847-842-3520

Lynn Swanson
Instructional Technology Coordinator..... 847-842-3563

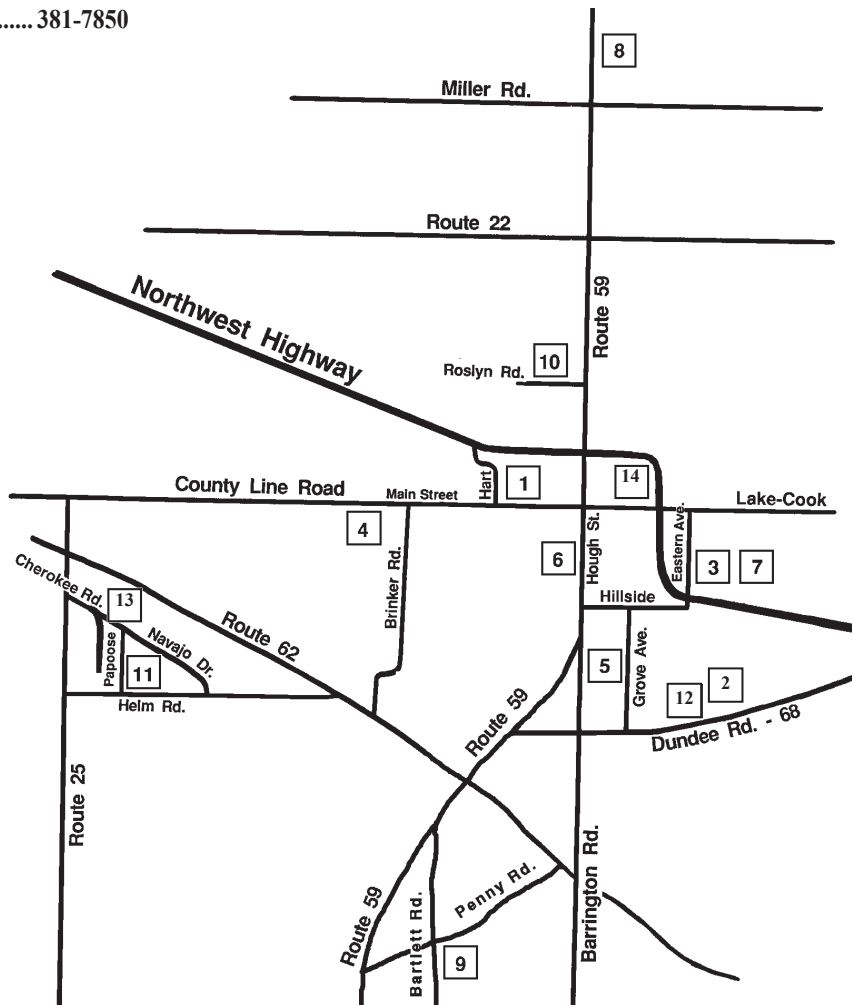
Eva Detloff
Nurse Supervisor..... 847-426-7232

Arlene Ciotti
Assessment Coordinator 847-842-3517

Deborah Villers
HR/Administrative Services 847-842-3510

Barrington 220 Schools

- | | |
|---|--|
| <p>1. Barrington High School (9 – 12)..... 381-1400 616 West Main Street, Barrington Stephen McWilliams, Principal</p> <p>2. BMS – Prairie Campus (6 – 8)..... 304-3990 40 East Dundee Road, Barrington Travis Lobbins, Principal</p> <p>3. BMS – Station Campus (6 – 8)..... 756-6400 215 John Snow Avenue, Barrington Dr. Craig Winkelman, Principal</p> <p>4. Countryside School (PreK – 5) 381-1162 205 West County Line Road Kimberly Foster-Thomas, Principal</p> <p>5. Grove Avenue School (K – 5) 381-1888 900 South Grove Avenue, Barrington Dr. Cynthia Kalogeropoulos, Principal</p> <p>6. Hough Street School (K – 5)..... 381-1108 310 South Hough Street, Barrington Lori Wilcox, Principal</p> <p>7. Arnett C. Lines School (K – 5)..... 381-7850 217 John Snow Avenue, Barrington Jill Schweiger, Principal (PreK-5)</p> | <p>8. North Barrington School (K – 5)..... 381-4340 310 North Highway 59, Barrington Diane Wood, Principal</p> <p>9. Barbara B. Rose School (K-5)..... 844-1200 61 West Penny Road Scott Carlson, Principal</p> <p>10. Roslyn Road School (PreK – 5)..... 381-4148 224 Roslyn Road, Barrington Paul Kirk, Principal</p> <p>11. Sunny Hill School (K – 5) 426-4232 2500 Helm Road, Carpentersville Irma Bates Principal</p> <p>12. Early Learning Center..... 224-770-4300 40 East Dundee Road, Barrington Barbara Romano, Coordinator/Principal</p> <p>13. District 220 Administrative Office..... 381-6300 310 James Street, Barrington</p> |
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ASBESTOS MANAGEMENT PLANS

This notification is to advise all patrons, occupants, or their legal guardians, collective bargaining organizations, and parent-teacher organizations, that the asbestos management plans required under the Asbestos Hazard Emergency Response Act (AHERA) are available for review upon request. Copies of the plans for all buildings under the jurisdiction of this local education agency are available in the administration building, located at 310 James Street, Barrington, Illinois 60010 (381-6300). Plans for individual schools and other buildings are located in the administration office of each building. The plans can be viewed by any person during normal business hours of the particular school. Interested parties wishing to inquire about the hours and times that the plans are available should call the above number.

The management plans can provide information regarding inspections, response actions, post response action activities, and periodic re-inspection and surveillance activities that are planned or in progress. Questions regarding the information contained in these management plans should be directed to Mr. Thomas Campagna, Director of Buildings and Grounds, (847-381-1792) during regular business hours. Listed below is a brief description of some of the work that has been completed in our schools this year. Detailed reports have become part of each school's asbestos management plan and may be reviewed in the school office.

All Buildings:

- A required six month surveillance was performed in September 2010.
- A required six month surveillance was performed in March 2011.
- The next scheduled activity is a required surveillance in September 2011.

ASSIGNMENTS TO SCHOOLS

Students are assigned to the school in the attendance center in which their parents, legal guardians, or foster parents reside. Students may be assigned to another school when class enrollment exceeds the District average for a grade level or for special education classes. In these cases transportation will be provided without cost to the parent.

ATTENDANCE

Regular school attendance, as required by the School Code of Illinois, is essential if a student is to make full use of the educational opportunities the District offers. Parents, guardians, or those having legal custody or control of students are responsible for their regular school attendance.

Absence Reporting

Parents are expected to notify the school by phone each day

that their child is absent. If the school has not been contacted within 30 minutes after classes begin, parents will be notified by phone of the child's failure to appear. A maximum of two such phone calls will be placed daily on behalf of each child.

Illness Reporting.

If a student is absent from school due to an illness, please report the specific symptoms (fever, cough, headache, nausea/vomiting/diarrhea, rash, or other) or the medical diagnosis if known (strep throat, chicken pox, mono, influenza/flu, whooping cough, measles, other). This will help the school district monitor for increasing instances of communicable diseases. You may also call the school nurse directly to report.

Students excused from school during the school day must be signed out in the school office. Parents are requested to provide advance notice and to pick up children from the office so as not to disturb the classroom. If the child returns the same day, it is also necessary to sign in. When classes are in session, no student will be allowed to leave the school grounds without the consent of the principal. It is the teacher's responsibility to make certain that the principal, or designee, has given approval before releasing the child. Students arriving tardy must present a note from a parent.

Absence is excused only for the following reasons:

(1) personal illness, (2) bereavement, (3) quarantine, (4) family emergencies, (5) observation of religious holidays, or (6) other written requests preapproved by the administration. Students granted an excused absence will be given appropriate help by the teacher in order to make up and receive credit for missed work.

Family trips are considered an unexcused absence. No teacher will be required to provide assignments in advance or give any assistance to the student for school work missed. However, the student will be held accountable for the missed work and may receive credit only for tests or papers which are completed and submitted to the teacher within three days after returning to school.

Truancy: A truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof. A chronic or habitual truant is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent or more of the previous 180 regular attendance days (Illinois School Code Section 26-26a). Any student who is absent 18 days from school may be required to bring in a doctor's excuse for any additional absences.

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School district staff to

develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, an interview with the student, his/her parent(s)/guardian(s), and any school official(s) or other people who may have information.

BEHAVIOR

Appropriate Behavior results from students taking responsibility for their actions. It is the intent of the Board of Education to emphasize strategies that cause the student to understand inappropriate behavior, acknowledge it, and make an attempt to alter it. Cooperation among parents, teachers, and administrators is essential. It is important that the student understand the reasons for disciplinary action. When necessary, a student may be temporarily removed from class.

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, 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, association 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:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived race, color, nationality, 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, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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:

1. 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
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

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 Building Principal, Dean of Students, or a Complaint Manager. 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. Students who make good faith complaints will not be disciplined.

It shall be a violation of this policy for an employee or student to sexually harass a student or to retaliate against any student who reports or cooperates in the investigation of alleged sexual harassment.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The current Nondiscrimination Coordinators and Complaint Managers are:

| | |
|---------------------|---------------------|
| Mary Dudek | Dr. Jeffrey Arnett |
| 310 James Street | 310 James Street |
| Barrington IL 60010 | Barrington IL 60010 |
| 847-381-6300 | 847-381-6300 |

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment, will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The Superintendent and the Principal are authorized to suspend a student from school for a period of up to ten (10) school days per incident for gross disobedience or misconduct. A student who has been suspended from school will not be readmitted without a parent conference. A record of suspensions will be maintained in the School Office and reported to the Board of Education.

A handicapped student who violates student disciplinary rules and regulations shall be disciplined in accordance with the District's regular student disciplinary policies and procedures unless the behavior is attributable to the student's handicapping condition.

Student Appearance. 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.

BEHAVIORAL INTERVENTION FOR STUDENTS WITH DISABILITIES

It is the purpose of this document to outline the policy of Barrington 220 relative to the use of behavioral interventions with students with disabilities. The fundamental principle of this policy is that non aversive or positive interventions designed to develop and strengthen desirable behaviors shall be used to the maximum extent possible and are preferable to the use of aversive and restrictive interventions.

The use of positive interventions is consistent with the educational goals of enhancing students' academic, social, and personal growth. While a positive approach alone may not always succeed in controlling extremely inappropriate behavior, the use of more restrictive procedures should always be considered to be temporary and approached with caution and restraint. The use of restrictive interventions should maintain respect for the individual student's dignity and personal privacy and adhere to professionally accepted treatment practices. All of the procedural protections available to students with disabilities and their parents under the Individuals with Disabilities Education Act (IDEA), including notice and consent, opportunity for participation in meetings, and right to appeal, shall be observed when implementing and/or developing behavioral interventions.

It is the intent of Barrington 220 that interventions used with a student with disabilities will incorporate procedures and methods consistent with generally accepted practice in the field of behavioral intervention. Interventions that are considered nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's Individual Education Program (IEP).

Interventions that are considered restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions should only be used when a behavioral management plan has been developed by the IEP team and included in the student's IEP. Restrictive interventions shall be used for

the minimal amount of time necessary to control the student's behavior and shall be used in conjunction with positive interventions designed to strengthen appropriate behaviors. Interventions that are illegal, such as corporal punishment and expulsion with the cessation of service, shall not be used.

When confronted with an emergency situation in which immediate intervention is needed to protect students, other individuals, or the physical site from harm, school personnel may use an intervention that has not been delineated in the student's behavior management plan. The emergency intervention selected shall be the least intrusive to reasonably respond to the situation. When an emergency intervention has been used with a student, the parents or guardians of the student will be notified as soon as possible. In addition, details related to the use of the emergency intervention will be documented.

Barrington 220 shall maintain a behavior intervention committee to implement the District policy on the use of behavioral interventions. In addition, this committee shall monitor the use of restrictive interventions with students with disabilities.

This policy has been developed based on a review of the document entitled "Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities." This document was prepared by the Illinois State Board of Education and is dated June 30, 1994. A copy of these guidelines may be requested from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777-0011.

Administrative procedures related to this policy can be obtained by contacting Ms. Connie Simon, Assistant Superintendent of Special Services, 847-381-6300.

BUS CONDUCT

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 ten (10) consecutive days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in the Student Discipline Policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from the bus driver or other supervisors.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety. Students are prohibited from tampering with electronic recording devices.

Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Barrington 220 bus rules include the following:

1. Students who have to cross the road to be picked up should look carefully in all directions from which traffic may come.
2. If there are no sidewalks, students should walk to their bus stops on the side of the road facing the traffic. They should not stand or play in the road while waiting for the bus.
3. Students must be on time for the bus, both morning and afternoon.
4. Bus windows are not to be lowered beyond the safety mark. Students should not extend hands, arms, heads, or bodies through the windows.
5. While in transit, students are under the jurisdiction of the driver. Refusal to obey rules will be reported to school officials. Seats may be assigned by school officials or bus drivers. Students must remain seated while the bus is in motion.
6. Students must not attempt to get on or off the bus while it is in motion.
7. With the exception of their regular stop, students may not leave the bus on the way to or from school without the written request of a parent and approval of the principal.

8. Loud or profane language or unnecessary conversation with the driver is prohibited.
 9. Students should be courteous to the driver, fellow students, and other persons along the route.
 10. Glass containers, live animals, and other objects which might prove hazardous may not be carried on school buses.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

Problems with conduct will be handled as follows:

1. The driver will intervene to stop objectionable behavior.
2. Should the behavior reoccur, the driver will fill out a report and direct it to the principal. A conduct report will be filled out and a copy sent to the parents. They may be called in for a conference as well.
3. A third infraction will result in denial of bus privileges for a designated period of time. A letter will be sent to parents confirming this action. If the conduct is extreme initially, steps 1 and 2 may be omitted.

Parents driving in areas near the schools are urged to exercise extreme caution as children often forget what they have been taught about pedestrian and bicycle safety. It is the responsibility of the driver to anticipate the children's mistakes. Cell phone usage in a school zone is prohibited by law.

STUDENTS

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered with a physician's or licensed practitioner's prescription.
 - d. 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.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic signaling device contrary to building guidelines. Using a cellular telephone, video recording device, personal digital assistant (PDA), 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. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives including, but are not limited to, refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including but not limited to cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes, but is not limited to, any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, cyberbullying, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and Board policy on truancy control will be used with chronic and habitual truant.
12. Being involved with any public school fraternity, sorority, or secret society, by:
 - a. Being a member;
 - b. Promising to join;
 - c. Pledging to become a member; or
 - d. Soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, such as assault and battery, arson, theft, gambling, and hazing.
15. Engaging in any activity, on or off campus, that: (a) poses a threat or danger to the safety of other students, staff, or school property; (b) constitutes an interference with school purposes or an educational function; or (c) is disruptive to the school environment.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in ag-

gressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to students. The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to ten days, provided that appropriate procedures are followed. During the period of suspension, a suspended student is prohibited from being on school district grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.

8. Notifying parents/guardians.
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed five school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school detention or Saturday detention, provided the student's parents/guardians have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain the safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more than two calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. §921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including, "look-alikes" of any firearm as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen may be considered weapons if used or attempted to be used to cause bodily harm.

The Superintendent may modify the expulsion period under either paragraph 1 or 2 above and the Board may modify the Superintendent's determination, on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

A school staff member shall immediately notify the Building Principal or designee in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.

Upon receiving such a report, the Building principal or designee shall immediately notify the local law enforcement agency, State Police, and the student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of ten days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules

shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

SUSPENSION OF STUDENTS GRADES 6 – 12

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for the following:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. A copy of a notice shall be given to the Board of Education.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board of Education or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. A student shall be reinstated after suspension only by the principal or principal designee following a parent conference, which may include the appropriate school personnel. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.

SUSPENSION OF STUDENTS GRADES K – 5

To ensure that the student receives fair treatment in curricu-

lar and co-curricular domains consistent with the fundamental requirement of due process, student suspensions or recommendation for expulsion must be made in accordance with the following procedures.

Academic Suspensions

1. A student must be given the opportunity to present information on his/her own behalf prior to suspension. The suspension shall be reported by telephone to the parents or guardians of each suspended student. The Board of Education, through the superintendent of schools, the principal or the assistant principal, shall notify the parent(s) or guardian(s) through the U.S. mail or by personal delivery. A copy of the letter will be sufficient notification to all others. If the situation is such that the physical well being of the student, other individuals, or the property of the school district is in jeopardy, then in such cases the student may be suspended immediately and given an opportunity for a conference as soon as practicable.
2. The letter shall give full statement of the reasons for the suspension and notice to the parents or guardians of their right to review of the suspension. The procedure for review shall be as follows:
 - a. All requests for review shall be made by the parent or guardian within five days after the receipt of notice of suspension and shall be made to the Assistant Superintendent for Educational Programs and Assessment.
 - b. The parents or guardian requesting the review may appear and discuss the suspension and may be represented by counsel. Such a meeting shall be held within five days after receipt of the request.
 - c. If, after the initial review, the parents or guardians seek further review, the Superintendent shall meet with concerned parties to review the suspension. The parent or guardian must request this review within two days of the initial review.
 - d. A parent or guardian, once having appealed to the Superintendent, may request a review by the Board of Education. Such request will be made to the Superintendent in writing. The parents or guardian must request this review in writing to the Superintendent within two days of the review with the Superintendent.
 - e. A student shall be reinstated after suspension only by the principal or principal designee following a parent conference, which may include the appropriate school personnel. Further continuance in school is contingent upon conduct of the student being consistent with what is expected of good school citizens.

EXPULSION OF STUDENTS

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reason(s) for the proposed expulsion as well as the conduct rule(s) the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

DISCRIMINATION

Sex discrimination in education is prohibited by Title IX of the Education Amendments of 1972. Barrington 220 does not knowingly, through its policies or practices, demonstrate discrimination. Persons who discern discrimination should refer grievances, in writing, to the principal of the school in which the alleged discrimination took place.

If the person does not agree with the findings of, or the remedy provided by, the principal, the written grievance and the response of the principal will be reviewed by one of the District's Nondiscrimination Coordinators and Complaint Manag-

ers, Mary Dudek or Jeffrey Arnett. They may be contacted at 847-381-6300.

No student shall be denied, on the basis of disability, equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, advantage on the basis of disability. Any student may file a disability discrimination grievance by using the District's Uniform Grievance Procedure (Policy 2:260), or by contacting the Section 504 Coordinator, Connie Simon, Assistant Superintendent of Special Services.

EMERGENCY TREATMENT

In case of accident or illness, minor first aid will be administered by school personnel in accordance with the provisions on the emergency health form. It is the responsibility of the parents to contact a doctor or take the child to the doctor's office or hospital. In the event of serious illness or injury, the paramedics will be called immediately and the parents notified. Parents are responsible for payment of medical, ambulance, and/or hospital fees.

EXTENDED LEARNING PROGRAM

The extended learning program in Barrington 220 addresses the needs of students for educational services distinct in nature and content from the existing, usual programs in District schools. A student's instructional level is appropriately identified through demonstrated aptitude and classroom achievement in either one or any combination of general intellectual ability and specific academic aptitude in the verbal or mathematics area.

Students who need extended programs in mathematics and/or reading are served in each elementary school through the extended resource program in third through fifth grades. The upper two percent of intellectually extended students in third through fifth grade may participate in a self-contained class located at Hough Street School.

Students will be screened annually to determine eligibility.

Questions or concerns should be directed to the appropriate principal or the Director of Extended Learning Programs, 847-756-2349.

FAMILY RIGHTS PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) *The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.*

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) *The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.*

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- (4) *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:*

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

In accordance with the federal Family Rights and Privacy Act of 1974 and based on the Illinois School Student Records Act of 1975, the following material is being provided to inform the parent, guardian, and eligible student of the following:

1. Content of the student records.
2. Rights of families relative to these records.
3. Management of student records.

I. Definitions

- A. Student records are any materials concerning individual students maintained in any form by the school district or the employees of the school district.
1. Student permanent records include official administrative records that constitute the minimum personal data necessary for operation of the educational system. Such data shall consist of basic identifying information, including student and parent names and addresses, birth date and place, and gender; academic transcript, including grades, and grade level achieved; attendance data; accident and health records; record of release of permanent records. Data may also include honors and awards received; information concerning participation in school-sponsored activities or athletics and offices held in school-sponsored organizations.
 2. Student temporary records may include all information not required in the permanent records, including family background information; intelligence and achievement test scores; teacher and counselor ratings and observations; verified reports of serious or recurrent behavior patterns; psychological evaluations and special education placement documents; other verified information of clear relevance to the education of the student; record of release of temporary record information.
- B. Private professional notes include the notes of school psychologists, guidance counselors, social workers, nurses, principals, teachers, and other professionals as long as that person is the sole maker of the notes, and they are in the sole possession of the maker and not accessible to or shown to any other person.
- C. Eligible Student
1. A student may see his or her own temporary records provided the parent and the custodian of records agree.
 2. All rights and privileges accorded to a parent under this Act become exclusively those of the student upon his/her eighteenth (18) birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

II. Procedure for Parent, Guardian, or Eligible Student to Request Viewing of Student Records

- A. The parent, guardian, or eligible student wishing to view records should obtain and sign a request form (SW-40) at the school office where the student is enrolled.
- B. The current custodian of the student's records will notify the applicant when and where the records may be viewed. Access must be granted within 45 school days after receipt of the request. A representative of the school district will be present when the records are inspected.
- C. The parent, guardian, or eligible student has the right to request a copy of permanent and temporary records. A charge of thirty-five cents (\$.35) per page will be assessed. No parent or student may be denied a requested copy of school student records due to inability to bear the cost of such copying.

III. Access to Student Records

- A. The school will grant access to information contained in such student records to persons authorized or required by state or federal law to gain such access with the following provisions:
 1. Such person must provide the school with appropriate identification and a copy of the statute authorizing such access.
 2. The parent has received prior written notice of the nature and substance of the information to be released and has had an opportunity to inspect, copy, and/or challenge such information. If this release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
- B. The school may grant access to or release information from school student records without parental consent or notification in the following instances:
 1. Release is to an employee or official of the school or school district or the State Board of Education, provided the employee or official or State Board of Education has a current demonstrable educational or administrative interest in the student and the records are in furtherance of such interest.
 2. Release is to any person for the purpose of research, statistical reporting, or planning, provided that (1) such person has the permission of the State Superintendent of Education, (2) no student or parent can be identified from the information released, and (3) the parent(s), guardian(s), or eligible student(s) are given prior notification of such access or release.
 3. Pursuant to a court order, provided that the procedures outlined in Ill. Rev. Stats. 1975, Ch. 122,

Art. 50-6(a), (5) are observed and that the parent, guardian, or eligible student is given prior notification of such access or release.

- C. Any release of information other than specified above requires the prior, specific, dated, written consent of the parent, guardian, or eligible student designating the person to whom such records may be released, the reason for the release, and the specific records to be released. At the time such consent is requested or obtained, the school will inform the parent(s)/guardian(s) of their rights (1) to inspect and copy such records, (2) to challenge the contents of such records, and (3) to limit any such consent to designated records or designated portions of information within the records.
- D. A record of access (Form SW-39) must be kept of all agencies (other than local school personnel deemed to have legitimate educational need) who have requested or obtained access to a student's educational records and the specific legitimate interest each has in obtaining the information.

IV. Procedures to Contest, Correct, or Expunge Records

- A. Parent(s), guardian(s), or eligible students may make a written request for the correction or removal of information to the current custodian of records, who must respond within fifteen (15) school days.
- B. If the person making the request is not satisfied with the custodian's decision, he/she may submit a written statement contesting the record, which will be placed in the student's folder, or request a hearing before a hearing officer appointed by the Board of Education.
- C. Parent(s), guardian(s), or eligible students who desire a hearing should submit a written request containing notice of the specific entry or entries to be challenged and the basis of the challenge to the Barrington CUSD 220 Hearing Officer, 310 James Street, Barrington, IL 60010.
- D. The hearing officer will conduct a hearing within fifteen (15) days after the informal conference unless an extension of time is agreed upon by parent(s)/guardian(s) and school officials. The hearing officer will notify all parties concerned of the time and place of the hearing. The parent, guardian, or eligible student and the custodian of records will have (1) the right to present evidence and to call witnesses, (2) the right to cross-examine witnesses, (3) the right to counsel, and (4) the right to a written statement of any decision and the reasons therefore.
- E. If the person making the request is not satisfied with the local hearing officer's decision, he/she may appeal the decision to the Superintendent of the Educational Service Region within twenty (20) school days after such decision is transmitted and inform the school of this action.

- F. Parents also have the right to insert in their child's student record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school must include a copy of such a statement in any subsequent dissemination of the information in dispute.

2. Written permission for the transfer of such records must be received from the parent, guardian, or eligible student. (Form SW-20).

Complaints Arising from Violations of the Act or these regulations, other than challenges of the contents of the school student records as specified in Section IV of these regulations, should be directed to the Superintendent.

V. Student Directory Information

Directory information may be published only upon the prior written consent of the parent, guardian, or eligible student. Listings include student's name, grade level, address, telephone, and parents' names. Barrington CUSD 220 will not knowingly distribute directory information for the purpose of solicitation.

VI. Updating and Expunging Records

Student records will be reviewed at the end of each school year from kindergarten through sixth grade and at the end of eighth and twelfth grade to ensure that only the pertinent, temporary information is retained in the file. Parents, guardians, and eligible students have the right to copy any school student record or information contained therein proposed to be destroyed or deleted.

VII. Retention of Records

- A. Permanent student records will be kept for a period of at least sixty (60) years.
- B. Temporary student records shall be destroyed during the summer following the student's high school graduation. The records of students who do not graduate with their class shall be retained for a period of five (5) years. Temporary student records shall be destroyed within five (5) years of the student's high school graduation or permanent withdrawal. This notice stands in lieu of individual notification.

VIII. Location and Security of Student Records

Student records will be kept in the building to which a student is assigned. The Assistant Superintendent of Human Resources is the custodian of these records and has the responsibility to provide security for student records as directed by law and the regulations of the State Board of Education. Plans for security and storage for student records are available for public inspection. In the case of students receiving special education services, additional records may be located at the Administrative Office in the custody of the Director of Special Services.

IX. Transferring of Student Records

Upon a student's transfer to another school district, a copy of permanent student records and pertinent temporary records, such as special education information, will be sent to the receiving school with the following provisions:

1. The receiving school must request such records.

FREE AND REDUCED-PRICE FOOD SERVICES

Eligibility Criteria and Selection of Children. 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.

Notification. At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirement for free and reduced-price food services, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance. The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

HANDICAP ACCESSIBILITY

Handicap Accessibility to any Barrington 220 building can be provided under the Americans with Disabilities Act when a 24-hour notice is given to any building principal.

HEALTH EDUCATION

No student will be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation if his/her parent(s)/guardian(s) submit written objections to the building principal. Parent(s)/Guardian(s) of students in grades kindergarten through grade 8 shall be given at least five (5) days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parent(s)/Guardian(s) shall be provided the opportunity to preview all print and nonprint materials used for instructional purposes.

HEALTH SERVICES

The goal of health services is to provide and coordinate school health services for all learners to achieve excellence. These services include a variety of functions designed to protect and improve student health and to secure information needed to adapt the school program to meet student needs.

Emergency Health Card

All students must have a NEW emergency health information card on file for the current school year. This card indicates any health conditions, medications, and/or restrictions for the student and must be signed and dated by the parent/guardian.

Emergency contacts should be listed. These are persons who are available to pick up your child from school in the event that a parent/guardian cannot be reached. Student may only be released or picked up from school by the person(s) designated on the emergency health card. Every effort is made to reach the parents first. Please keep the Nurse's Health Office informed of any changes in doctors, dentists, contact persons, telephone numbers, and changes in health status and health needs.

Health screenings are conducted annually according to the following schedule:

Speech/Language – Students may be screened upon referral.

Vision – Preschool children; Grades K, 2, and 8; All special education students; all new students; and all teacher referrals. Vision screening is recommended in grades 4, 6, 10, and 12. Students wearing glasses will not be screened but are expected to see the eye doctor of their choice at least every two years or as directed by their eye doctor. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been performed.

Hearing – Preschool children; Grades K, 1, 2, 3; all special education students; all new students; and all teacher referrals. Hearing screening is recommended in grades 4, 6, 8, 10, and 12.

This notice regarding the policies and procedures for health screenings stands in lieu of individual notification to parents. Parental objections should be made in writing and directed to the principal annually. Any student may be screened for hearing and/or vision on a referral basis.

Head Lice (pediculosis) - is an ongoing problem throughout the United States. Although not a serious medical condition, it can cause an interruption in children's education; therefore, the school requires the following:

1. Parent/Guardian will be contacted if their child is suspected of having a lice infestation.
2. Siblings and close contacts will also be inspected.
3. Any child found to have live adult lice in their hair will be referred for same day treatment.
4. Parents/Guardians are strongly urged to notify their child's close contacts regarding the possibility of head lice transmission.
5. Nurse will provide parent/guardian with evidence based guidelines and information regarding the elimination of head lice.
6. On return to school, the nurse will inspect the child's head for lice and will advise if follow-up is needed.

Additional information regarding the diagnosis, prevention, treatment, environmental intervention, and more can be found at www.barrington220.org. Select "Parent Resources", then select "Health Office", then scroll down and select "Head Lice Information".

Pesticides

If your child has a sensitivity or allergy to pesticides, please call and register with the school nurse. Parents and guardians of students on the registry will be notified before pesticide application.

Chronic Health Conditions

Effective and safe management requires careful planning by our licensed professional school nurses.

1. Please notify the nurse if your child has a chronic health condition such as: allergies including life-threatening allergies, asthma, cancer, cardiac condition, diabetes, epilepsy, genetic disorders, immunological disorders, mental health disorders, neurological disorders, orthopedic disorders, or other.
2. The nurse will co-ordinate the development of the Individualized Health Care Plan (IHP) and/or Emergency Care Plan (ECP). These individualized plans are designed to meet the student's needs to fully access their educational programs.
3. IHP's and ECP's are developed collaboratively with information from the family, the student, the student's healthcare providers, and school staff, as appropriate. The IHP and/or ECP includes medical orders implemented at school, are reviewed at least annually, updated as needed, and revised as significant changes occur in the student's health status or medical treatment. The ECP ensures a plan of action is in place to maintain the student's health and safety during a life-threatening emergency.
4. Confidentiality is maintained by sharing the IHP and/or ECP only with school staff that has a need to know.

Asthma and Allergies: We need your cooperation to maintain a learning environment that is friendly to all students. This may include but is not limited to:

1. Minimizing the use of strong-smelling hygiene products, especially in the middle and high school grades (perfumes, colognes, deodorants and lotions may trigger asthma symptoms or headaches in susceptible persons);
2. Keeping pets (except for service animals or for special circumstances with principal approval) and air fresheners out of classrooms to minimize asthma triggers;
3. Refraining from sending peanut-based products as a lunch or snack item, particularly at the pre-school and early elementary level;
4. Utilizing alternatives to latex (natural rubber) based products in your school supplies, such as erasers or balloons, if latex allergic students are present in your child's class.

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions.

Contagious Disease

1. The regulations of the Illinois Department of Health shall be observed regarding the exclusion of students from school where there is a communicable disease. Students with an elevated temperature of 100 degrees F or above, an undiagnosed rash, diarrhea, red encrusted eyes, red ulcerated throat, etc., should stay home and contact their physician for a diagnosis. A note from the doctor indicating the diagnosis and permission for the student to return to school is advised.
2. **Illness Reporting:** If a student is absent from school due to an illness, please report the specific symptoms (fever, cough, sore throat, headache, nausea/vomiting/diarrhea, rash, or other). This allows for accurate disease surveillance activities and reduces the spread of communicable diseases.
3. Please report all communicable diseases (chicken

pox, strep throat, scarlet fever, pink eye, impetigo, fifth disease, influenza/flu, measles, mumps, ring worm, whooping cough, etc.) or infestations (head lice or scabies) to the school health office. Keep your child home for a period of 24 hours of medication treatment if indicated, or until after the contagious period for the illness is over. This time frame may be longer for more serious communicable diseases such as whooping cough and influenza/flu. Students may return to school after they have been fever free (without the use of fever reducing medications) for 24 hours, and vomiting and/or diarrhea free for 24 hours.

4. Students absent for three (3) or more days may be asked to provide a note from a physician indicating diagnosis and ability of the student to return to school.
5. In the event of a reported case of measles in the school, the regulations of the Illinois Department of Health shall be observed. All students who have not presented proof of immunity will be excluded, effective the following morning, until acceptable proof of immunity is received by the school or until 21 days after the onset of the last reported measles case.

The Care of Students with Diabetes Act (P.A. 96-1485)

The District complies with the Act which establishes a process for ensuring that students diagnosed with diabetes receive care in school. District staff work collaboratively with students, their parents/guardians and staff members to ensure that students with diabetes are offered reasonable accommodations and/or services.

Injury/Surgery/Hospitalization

Prior to returning to school, please discuss the type of injury/surgery/hospitalization with the school nurse. The nurse will review the recovery management program advised by your medical physician and facilitate with accommodations and/or restrictions that may be needed at school.

To be excused from physical education or recess for more than three days, a student must have a note from a physician. Please forward the excuse to the attention of the school nurse. It will be forwarded to the appropriate physical education teacher and other accommodations will be made if necessary.

Student Insurance is offered through a private vendor. All student athletes must take appropriate insurance coverage or have a waiver signed by a parent or guardian.

LIBRARY FINES & CHARGES

Library fines and charges assessed because of loss of books, damage to equipment, furnishings, or building resulting from careless usage, misconduct, or violation of instructions or established rules and regulations must be paid prior to the end of the school year.

MEDICATION POLICY

Medication Policy and Procedure Summary

Policy 7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication. Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student self-administration of medication.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian.

A Student may possess, for immediate use at the student's discretion (1) an epinephrine auto-injector, and/or (2) medication prescribed for asthma, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." 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 or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardians must indemnify and hold harmless the School District and its employees and agents, against any claim, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Medication will be provided to a student after:

1. Receipt of the Request for Administration of Medication authorization form, completed and signed by the licensed prescriber and the parent/guardian. This is for all medication (except asthma reliever

medication) including prescription and non-prescription medication.

2. Medication must be in a properly labeled container with the name of the student, the licensed prescriber, name of the medication, dosage, route, time to be given, and the pharmacy name.
3. Non-prescription medication should be in the original manufacturer's package and the student's name affixed to the container.
4. Medication has been brought to school by the parent/guardian or other responsible adult. This is to insure your child's safety and for the prevention of any loss or misuse of the medication.
5. In cases where the medication dosage is altered, another *Request for Administration of Medication* form must be completed or the licensed prescriber may re-write the order on his prescription pad and the parent will sign a new medication form. If a child's medication is to be discontinued, both the parent/guardian and the licensed prescriber must notify the school in writing.
6. At the Middle Schools and High School only, acetaminophen and ibuprofen may be given to students with parent/guardian signature on the emergency card. Standing orders have been approved for use under supervision of the registered nurse.
7. For the fifth grade outdoor environmental educational experience only, standing orders for acetaminophen, ibuprofen and Diphenhydramine may be given to students under the supervision of the registered nurse, with parent/guardian signature on the Request for the Administration of Medication(s) per Standing Orders for Fifth Grade Environmental Education Only form.

Self-Administration is defined as: Situations in which students carry their own medication on their person and administer that medication to themselves during the school day (The pupil has the discretion as to the use of his or her medication), as ordered by their licensed prescriber and authorized by their parent/guardian and the School District. School District personnel do not handle this medication, nor is it stored in the school's medication cabinet/drawer. There is no documentation of where and when it was used.

Authorization for Self-Administration of Medication

for Quick Reliever Asthma Medication: Asthma reliever medications do not require permission from a licensed prescriber. However, the following must be provided by the parents/guardians:

1. Receipt of the Request for the Self Administration of Asthma Reliever Medication authorization form, completed and signed by the parent/guardian.
2. A copy of the prescription label must be affixed to

the request form. The label must contain the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered.

3. The registered nurse will complete an asthma assessment to assess student's ability to self-administer safely. The parent/guardian will be contacted if the assessment concludes that self-administration may not be safe, and an alternative plan will be developed with parents, the nurse, and, if necessary, the treating physician.
4. A student agreement to carry the asthma inhaler will be signed indicating understanding of the medication and proper use; that the medication will not be shared; and that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given.

Self-Administration of Epinephrine Auto-Injector or Insulin:

1. Some students may need to carry their emergency medication on their person, and use it on an "as needed" basis. These situations require a licensed prescriber's order and parental/guardian permission as indicated on the appropriate *Medication Authorization Form*.
2. The registered nurse will complete a self-administration of medication assessment. If the student does not show responsibility with the medication, the parent/guardian and licensed prescriber will be notified. The student will be further educated about the proper reason and proper use of the medication.
3. A student agreement to carry the specific medication will be signed indicating understanding of the medication and proper use; that the medication will not be shared; that they will notify a responsible adult if there is no marked improvement after the prescribed dose is given; and in the event of epinephrine use, they must notify a responsible adult so that 911 can be called.
4. Permission allows the student to possess and use his or her medication while in school, while at a school sponsored activity, while under the supervision of school personnel, or before or after school activities, such as while in before-school or after-school care on school-operated property.

Disposal: The parent/guardian will be responsible, at the end of the treatment regime, for removing from the school any unused, discontinued or outdated medication which was prescribed for their child.

PLAYGROUND SUPERVISION

Playground supervision is *not* provided before 8:40 a.m. or after school hours. Students should not arrive at school prior to that time. Students will remain indoors for recess when the thermometer reaches an equivalent temperature of 0 F (zero degrees temperature or zero degrees wind-chill).

PROGRESS REPORTING

Report cards are issued three times in each school year.

Parent-teacher conferences are held each fall. A spring conference is optional. These conferences have three functions:

1. To report a child's progress to the parents.
2. To give parents the opportunity to report their observations of the child's progress to the teacher.
3. To provide an opportunity for the teacher and parents to make plans on behalf of the child for the coming weeks.
4. Additional conferences may be initiated by the teacher or parent at any time when either feels such a conference is advisable.

REGISTRATION

Registration is an annual requirement for confirmation of enrollment. Returning students complete an information update each May. Fees may be paid at that time or mailed directly to the Administrative Office prior to the July deadline. Students who transfer to another school within the district as a result of a change of residence will be required to submit proof that they continue to reside within District 220 boundaries. Incoming kindergarten students may complete registration at the spring kindergarten registration. Other students new to the district may register in person at the Administrative Offices during the summer months or at their respective schools in August. This date is published in local newspapers and can also be obtained by calling the Administrative Office, 381-6300, or the individual schools.

A materials fee, established annually by the Board of Education, is required for all students, including those enrolled by Barrington 220 in residential or private classes. These funds help defray the costs of paper, art supplies, and workbooks that the student uses during the course of the school year. In addition, individual schools distribute school supply lists, and parents are requested to provide the items according to their child's grade level. Students whose families meet the federal income guidelines for the free/reduced lunch program are eligible for fee waivers. Fees also will be waived for students whose parents are receiving ADC and those under the TANF or any foster home placement. A pro-rated refund of fees will be made to parents of students withdrawing from school before the end of the year.

To enroll a new student, parents must submit a legal birth certificate (hospital/baptismal certificates are not acceptable), and two proofs of residency in Barrington CUSD 220.

Lead Assessment and Diabetes Screening are mandated and must be noted on the child health examination form as such and whether or not they are at risk.

Tuberculosis skin testing is recommended.

Immunizations: The Illinois Department of Public Health requires that students show evidence of having received immunizations for diphtheria, pertussis/whooping cough, tetanus (DPT), poliomyelitis, mumps, measles, rubella (MMR), varicella (chicken pox), haemophilus influenza type b (Hib), and hepatitis B.

Please note the following guidelines for immunizations:

DPT – Diphtheria/Pertussis/Tetanus

- Four (4) or more doses, typically five (5), with the last being a booster given after the fourth birthday
- Four (4) or more for entrance into Early Childhood at age three.

Hepatitis B

- Three (3) doses required for early childhood and grades 5-12

HIB Series

- Primary series completed or one dose after 15 months of age for entrance into early childhood.

MMR – Measles, Mumps, Rubella

- One (1) dose for entrance into early childhood.
- Two (2) doses of Measles vaccine are required for entry into K-12. This is usually given in the form of a second MMR vaccine.

Polio

- Three/Four (3/4) doses or more, with the booster given after the fourth birthday
- Three (3) for entrance into Early Childhood at age three.

Varicella (Chicken Pox)

- One (1) dose required or proof of prior disease for preschool – grade 8

Vision Examination: Required for all student entering kindergarten; all students entering an Illinois school from out-of-state or out-of-country; and for all students entering school for the first time, regardless of grade level (K-12). The examination is due by October 15th of the school year.

Dental Examination: Required for Kindergarten, Second, and Sixth grade and is due by May 15th of the school year. 22

Students who have not complied with these policies by the first day of school attendance will be excluded from school until notification has been received by Barrington 220 that the appropriate procedures have been completed.

Students may be exempted from these requirements on religious or medical grounds if the parent(s)/guardian(s) present a signed statement explaining the objection. Religious objections must set forth the specific religious beliefs which would prohibit the specific examination, immunization, or other medical intervention. Medical objections to immunization require written verification from the physician and must indicate that the immunization is medically contraindicated and what the medical condition is that poses a potential health risk for the student.

Eligibility for early entrance to Kindergarten or First Grade

will be determined by a procedure that includes submission of an early entrance application, which includes written teacher observations and in-person evaluations. Students not seeking early entrance to kindergarten should be five (5) years of age on or by September 1 of the school year.

TRANSFER TO DISTRICT

Students transferring from another Illinois public school shall present a completed *good standing* form from the Illinois public school from which they are transferring. The *good standing* form indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion.

If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

All transferring students should request transfer of their records to Barrington 220. In the case of transfer students, a period of 30 calendar days, beginning with the First day of school attendance, shall be given to meet these requirements. A dental examination also is recommended. Forms for recording both examinations are available from the individual schools or the Administrative Office.

TRANSFER FROM DISTRICT

A student transferring out of the district must provide the new address, and the name and address of the school the student will attend to the School Office at least two days prior to the date of the transfer. Students transferring to other schools must be cleared of all financial obligations to the school before their records are made available.

Students who become nonresidents during a school year may continue to attend school in Barrington 220 for the remainder of the school year. Parents are responsible for the student's transportation, but there is no charge for tuition.

TRANSPORTATION

Transportation will be provided to students who live 1-1/2 miles or more from school. Students receiving special services may be transported if transportation is a part of their individual education program. Only those students who are eligible for regular transportation are permitted to ride on the buses. *Please do not request permission for children to switch buses for recreational or social purposes.*

SCHOOL PROGRAMS

A hot lunch program is provided at all schools. Children from households that meet federal guidelines are eligible for free or reduced-price meals. Applications, which must be completed annually, are sent home on the first day of school. Lunches also may be brought from home and milk purchased. Students living near school may go home for lunch if parental authorization is filed with the school.

Extracurricular activities, which are sponsored by the Board of Education or parent organizations, are offered in all elementary schools. Such activities must be approved in advance by the principal. It is the principal's responsibility to make certain that students involved in school extracurricular activities are properly supervised by a faculty member or a designated chaperone. Eligibility for extracurricular activities requires the student to attend classes the day of the activity if the extracurricular activity falls on a school day.

SCHOOL SECURITY

In order to provide a measure of security, the procedures listed below is followed in all Barrington 220 elementary schools:

1. Most doors are kept locked during the school day, beginning at 9:10 a.m.
2. All visitors and volunteers are required to sign in and sign out at the School Office and to display badges identifying them as such while on school grounds.
3. Parents who plan to pick up children during school hours should send written notification in advance to the School Office. Parents are required to come into the School Office to sign the child out.
4. Parents are required to notify the School Office if the child is to be picked up by someone other than his/her parent. The nonparent may be asked for identification prior to the school's release of the child.

SCHOOL VISITATION RIGHTS ACT

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend. For further information, please contact the Office of Human Resources, 310 James Street, Barrington, Illinois, 60010, or phone 847-381-6300.

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.

SIGNS AND/OR POSTERS

Advertising programs or other events must be submitted to the Assistant Superintendent of Human Resources and Administrative Services at the Administrative Office for approval before being displayed at any school.

SPECIAL SERVICES

Special supportive services are available to students, families, school personnel, and the community.

Parents of children ranging in age from birth to five years may request screening through the Early Childhood Program in the following areas: speech/language, vision, hearing, cognitive, motor, and social-emotional.

Barrington 220 will provide services as defined by *The Rules and Regulations to Govern the Administration and Operation of Special Education* for all students from birth through age 21 deemed eligible as a result of these screenings.

A full complement of specialized educational services, ranging from support services to standard educational programs to resource rooms and self-contained programs, is provided by Barrington 220. These may be provided locally or through other public or private agencies. Parent inquiries regarding program offerings or referral procedures may be directed to the Assistant Superintendent of Special Services, 847-842-3506.

Psychological evaluations are available to any student having difficulties of an academic or emotional nature. The parent's permission must be obtained for such service. Students may be referred to a district psychologist or the Assistant Superintendent of Special Services to determine immediate follow-up. A student whose behavior may be considered dangerous, either to his/her own physical safety or to the physical safety of other students or staff members, may be excluded from school. Homicide, suicide ideation, serious acting-out behavior, a serious encounter with law enforcement officials, or an obvious breakdown of contact with reality are examples of this type of behavior.

Parents' objections to a proposed screening, service, or program should be made in writing and directed to the principal. A copy of *The Explanation of Procedural Safeguards Available to Parents of Children with Disabilities* may be requested from the Director of Special Services.

Home and hospital instruction.

A student who is absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff shall begin as soon as eligibility is established. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

Assistance also is provided to students and their families in the following areas: bilingual education; speech and language therapy; guidance counseling; social work services; and occupational and physical therapy.

Basic responsibility for educating children about the hazards of alcohol and other drug use, as well as establishing and enforcing a no-drug-use standard, begins at home and rests with the parents. The elementary schools address the issue of chemical abuse by emphasizing prevention through education of students, staff, and parents/guardians. Prevention is a joint effort between the family and the school.

Nonmedical use of drugs and alcohol is hazardous to the health of students. It is illegal. Disciplinary sanctions consistent with local, state, and federal law will be imposed on students who violate the standards of conduct specified in Board of Education policy. The District will assist any student seeking drug and alcohol treatment or advice and will protect, in accordance with the law, the due process rights of all students within the school setting.

When chemical use is suspected, there is a referral process in each elementary school. Parental concerns may be directed to the classroom teacher or the building principal. If it is deemed appropriate, students will be referred to building staff specially trained in chemical use, abuse, and prevention.

Inquiries and/or complaints regarding instructional materials should be directed to the principal.

If the inquiry cannot be answered or the complaint resolved at the building level, the principal shall refer the matter to the Superintendent, who shall request that a formal complaint be filed. On receipt of the written complaint, the Superintendent shall notify the Board of Education and appoint a committee to review the materials cited, the complaint, and the principal's report. The committee shall make a recommendation to the Superintendent, who in turn shall make a recommendation to the Board of Education for action. The Superintendent shall notify the complainant of the Board's action.

SPECIAL EDUCATION RECORD PROCEDURES

Student Record Procedures

1. School Code dictates what is contained in the permanent cumulative records; these records are housed in the individual schools and should **not** contain any Special Education (confidential) information.
2. The Special Education Records are also referred to as "temporary records" (confidential records); these records are to be kept "until no longer useful" or for five (5) years from the student's high school gradu-

ation or permanent withdrawal; the original copy of this record is housed at the Administrative Offices (or Barrington High School).

3. The Special Education "working records" ("Building Records" or "Principal's Records") should be **duplicates** of what is at the Administration Office. All Special Education records on any student when entering the high school are housed at the high school until graduation.
4. All requests for Special Education records from other districts, parent(s)/guardian(s), students, colleges, etc. should be made to the Administrative Office or the high school (until a student graduates).

STANDARDIZED TESTING

The standardized testing program in District 220 is designed to gather information on the academic progress of each student and to evaluate the effectiveness of the instructional program. Testing assists staff members in planning educational programs to meet the needs of the individual student. To individualize instruction, it is necessary to determine a student's instructional levels and to assess annually the degree to which he/she has achieved mastery of the curricular objectives. The goal of the educational process is to help each student meet his/her maximum potential.

Placement and/or diagnostic tests in reading or math also may be administered. The information gained from such tests provides valuable assistance in the individualization of instruction. Parents are informed of all testing.

CogAT- Cognitive Abilities Test

The CogAt measures students' learned reasoning abilities in three areas most linked to academic success in school: Verbal, Quantitative, and Nonverbal. The CogAt is used as a screening measure for the extended programs. It provides local norms and is useful in making instructional decisions for all students. It is administered in late September - early October to grades 3, 4, and 5

Measure of Academic Progress (M.A.P)

Students in grades two through five take the M.A.P. assessments in the fall, winter, and spring. The MAP evaluates student academic progress in reading and mathematics. Parents receive an annual report of the achievement assessment results.

AIMSweb

AIMSweb is a data management tool to organize results from curriculum based measurements (CBMs). Curricu-

lum based measurements provide a snapshot of student performance in reading and math. Teachers and parents use the data to track progress. CBMs are administered in September, January, and May to grades K-2.

The Illinois Standards Achievement Test

Each spring, tests are administered on a statewide basis through the Illinois Standards Achievement Test Program (ISAT). During the 2011-12 school year elementary students will be assessed as follows:

Grade 3: Reading, Mathematics

Grade 4: Science, Reading, Mathematics

Grade 5: Reading, Mathematics

The results for schools, the district, and the state are included in the State School Report Cards, which are published the following October. Individual student results are reported to parents. Parents are informed in advance of the exact dates of the testing. Please avoid scheduling dental or other appointments which would require your child to be absent from school during this time.

UNIFORM GRIEVANCE PROCEDURE

Uniform Grievance Procedure

A student, parent,/guardian, employee, or community member should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil rights Act), 42 U.S.C. § 2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
7. Bullying, 105 ILCS 5/27-23.7
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;

11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provisions of services to homeless students.
13. Illinois Whistleblower Act, 740 ILCS 174/1 et seq.
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective

bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 10 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board of Education by making a request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Education. Within 30 school days, the Board of Education shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within five school days the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

This grievance procedure shall not be construed to create an independent right to a Board of Education hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

Decision and Appeal

5. After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Complaint Managers are:

| | |
|---|---|
| Mary Dudek 310 James Street Barrington IL 60010 847-381-6300 | Dr. Jeffrey Arnett 310 James Street Barrington IL 60010 847-381-6300 |
|---|---|

Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

WAIVER OF STUDENT FEES

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCSSS 125/1 et seq.; or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

Additional consideration will be given to the fee waiver request where one or more of the following factors are present:

- severe illness in the family;
- unusual expenses related to fire, flood, storm damage, etc.;
- seasonal unemployment;
- emergency situations
- when one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The application shall be made the Building Principal to an Assistant Superintendent designated by the Superintendent. The Assistant Superintendent will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied.

An Assistant Superintendent's denial of a fee waiver may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

AUGUST 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---------------------------|---------------------------|----------|-----------------------------------|----------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 Krishna Janamastami | 11 | 12 | 13 |
| 14 | 15 | 16 Holi | 17 | 18 | 19 | 20 |
| 21 | 22 Institute Day No School | 23 First Day of School | 24 | 25 | 26 Paryushan Laylat al-Qadr | 27 |
| 28 | 29 First Day of Kindergarten and Early Childhood | 30 Eid-al-Fitr | 31 | | | |

SEPTEMBER 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-----------------------------|---------|---------------------|---------------------|----------------------------------|------------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 Labor Day No School | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 Institute Day No School | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 Homecoming |
| 25 | 26 | 27 | 28 Rosh Hashanah | 29 Rosh Hashanah | 30 | |

OCTOBER 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------|-------------------------|---------|-----------|---------------------------------|----------------------------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| Navaratri | | | | Parent Conferences No School | Institute Day No School | 29 |
| 23 | 24 | 25 | 26 | 27 | 28 | |
| 30 | 31 ^{Halloween} | | Diwali | | | |

NOVEMBER 2011

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|--------|----------|-----------------------------------|-----------------------------------|---|----------|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| Eid-al-Adha | | | | Guru Nanak Jayanti | Veteran's Day Inservice Day No School | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| | | | | | | |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| | | | Thanksgiving Holiday No School | Thanksgiving Holiday No School | Thanksgiving Holiday No School | |
| 27 | 28 | 29 | 30 | | | |
| | | Muharram | | | | |

JANUARY 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------|--|--------------------|--|----------|--------|-----------------------|
| 1 New Year's Day | 2 | 3 School Begins | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 Makar Sankranti |
| 15 | 16 Martin Luther King Day No School | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 Chinese New Year Institute Day No School | 24 | 25 | 26 | 27 | 28 Vasant Panchami |
| 29 | 30 | 31 | Emergency School Closing: When weather conditions or emergency situations make it necessary to close the school, the closing will be announced on WMAQ, WBBM, WGN, and WIVS. Please do not call the transportation company, the police department, or the school. | | | |

FEBRUARY 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|---|-----------------------|--|----------|--|---------------------|
| | | | 1 | 2 | 3 | 4 Mawlid al-Nabi |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 Lincoln's Birthday | 13 | 14 Valentine's Day | 15 | 16 | 17 Inservice Day No School | 18 |
| 19 | 20 Maha Shivaratri President's Day No School | 21 | 22 Ash Wednesday Washington's Birthday | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | | Emergency School Closing: When weather conditions or emergency situations make it necessary to close the school, the closing will be announced on WMAQ, WBBM, WGN, and WIVS. Please do not call the transportation company, the police department, or the school. | |

MARCH 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|------------------------------|------------------------------|------------------------------|------------------------------|--|-------------------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | Holi | | Holi | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | St. Patrick's Day |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| | | | Norouz | | Hindu New Year Inservice Day No School | |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| | Spring Vacation No School | Spring Vacation No School | Spring Vacation No School | Spring Vacation No School | Spring Vacation No School | |

APRIL 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------|---------------------|----------------|-----------|----------|--|----------------|
| 1 | 2 School Resumes | 3 | 4 | 5 | 6 Mahavir Jayanti Good Friday No School | 7 |
| 8 Easter | 9 | 10 | 11 | 12 | 13 | 14 Baisakhi |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 Earth Day | 23 Passover | 24 Passover | 25 | 26 | 27 | 28 |
| 29 | 30 Passover | | | | | |

MAY 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------------------|---------------------------------|---------|-----------|----------|--------|--------------------|
| | | 1 | 2 | 3 | 4 | 5 Cinco de Mayo |
| 6 Visakha Pujja (Buddha Day) | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 Mother's Day | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 Memorial Day No School | 29 | 30 | 31 | | |

JUNE 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|--------|---|-----------|----------------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 Last Day of School with NO Snow Days | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 Last Day of School (with five snow days) | 13 | 14 Flag Day | 15 | 16 |
| 17 Father's Day | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

JULY 2012

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--------|---------|-----------------------|----------|--------|----------|
| 1 | 2 | 3 | 4 Independence Day | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

