Middle School Student Handbook

District 203 Vision:

Building a Passion for Lifelong Learning

District 203 Mission Statement:

The mission of Naperville Community Unit School District 203 is to empower students to develop a learner's mindset, demonstrate adaptability, communicate effectively, think critically, and become global citizens.

Home and School Information

Each school in Naperville has a Home and School Association whose main purpose is to foster communication between the home and the school for the benefit of the students. Please visit this website for more information.

Purpose of Handbook

This handbook has been designed to provide you with helpful information for your reference. Students are expected to follow all rules adopted by the Naperville Community School District #203 Board of Education. The information contained in these pages may be summaries of school board policy. These statements may be amended during the school year without notice. The following procedures have been established to maintain a safe environment during the school day. If you have questions about school that are not answered here, please ask your teacher, counselor or an administrator. They will be glad to help you.

Naperville 203 Middle School General Bell Schedule

Period	Time
1	8:00-8:48
2	8:51-9:33
3	9:36-10:18
4	10:21-11:03
5	11:06-11:48
6	11:51-12:33
7	12:36-1:18
8	1:21-2:03
9	2:06-2:50

SCHOOL PROCEDURES

1. Non-bus riders should plan to arrive no earlier than 7:30 AM. Students are not permitted to leave school grounds once they arrive. Students are to leave the building by 3:05 PM unless they are under the direct supervision of a teacher or attending a school related function/event.

2. Students should walk and use a regular voice in the halls. Students will treat other students with respect. Always keep your hands and feet to yourself. Physical contact between students is not allowed.
3. Students must have a pass, digital and/or physical, when in hallways during class time.
4. Eating and drinking is not permitted in the hallways. Additionally, for safety reasons, food is **not** allowed to be shared between students. Please see "LUNCH PERIOD" for other important food/lunch guidelines.
5. Personal electronic devices such as but not limited to cell phones, iPods, iPads, headphones, AI metaglasses, earbuds, smart watches, etc. are not to be used during school hours (8:00 AM to 2:50 PM) unless under the supervision of a teacher. Additionally, under no circumstances are electronic devices allowed in restroom or locker room areas. Prior to 8:00 AM and after 2:50 PM, students may access personal electronic devices, but are subject to the restrictions noted in the "ELECTRONIC DEVICES" section and contained in District 203 Board of Education Policies, such as taking photographs and/or video of students. Personal Electronic devices that are being used may be confiscated and returned to the student at the end of the school day.

6. Headphones may be worn in the hallway before or after school, leaving one ear unoccupied. Personal speakers are not allowed anywhere on school property.

7. Public displays of affection (hugging, kissing, holding hands, etc.) are not permitted.
8. Backpacks are not to be carried around the school unless approved by the office. Backpacks must be stored in the assigned locker during the school day
9. Students will follow the security procedures the school has in place to keep the building safe, and are expected to remain silent when participating in drills.
10. Registered bus riders must have parent/guardian permission to ride home on another bus. Notes from both parent/guardian(s) and student IDs must be presented to the front office BEFORE school to insure that permission can be validated and to confirm that both students are bus riders. See BUS RIDERS section for more information. Space permitting on the bus.

11. Students must have permission to use a school phone during the school day. Students must receive a pass to use the phone during the school day.
12. Students may not sell or distribute items at school unless they are from an approved school fundraising activity.
13. All locker decorations are to be limited to a few sheets of paper. Excessive decorations may be taken down by school staff. Latex balloons are not permitted in school. Decorating must be done before school from 7:30 AM to 7:45 AM (with a pass from the main office) or after school prior to 3:00 PM.

14. Students should never pre-set the student lockers or provide combinations to other students.
15. For safety reasons skateboards, in-line skates, bicycles, scooters, e-bikes, e-scooters, or dirt

bikes are not to be ridden on school property. Bicycles should be locked at the bike rack.

16. Outside food brought in by a parent/guardian/guardian may only be provided for their student. This includes treats brought in to celebrate a birthday or other special occasion.

17. Learning Commons materials can only be checked out using your own ID.

ACADEMIC INTEGRITY

Artificial Intelligence Statement

We strive to build a learner's mindset in all students, developing qualities such as adaptability, communication, critical thinking, and global citizenship. Generative artificial intelligence (AI) offers new opportunities to engage with important technology relevant to the future but also raises significant ethical considerations. AI tools provide unique ways to engage students in the learning process; hence, we encourage our staff to guide students in using AI responsibly. Teachers have the authority to establish guidelines for AI use in their classrooms, setting clear expectations for how - and if - AI can be used on learning tasks. Concurrently, we recognize that excessive reliance on Artificial Intelligence risks replacing genuine student engagement and original thought, undermining the attributes we aim to cultivate. Striking a balance between leveraging AI tools effectively and maintaining academic integrity is crucial to the learning experience of each student.

Academic Integrity Code Statement

District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect and trust. The integrity of our district's academic programs is built upon these principles.

Educators' role in this code is to provide learners with models for achieving academic integrity and to set clear academic and behavioral expectations with consistent consequences for dishonesty. Classroom teachers will use the resources available to limit the opportunity for academic integrity violations as well. Students are expected to submit work that is an accurate representation of their knowledge and skill of the standards being assessed.

Academic integrity violations include cheating, plagiarism, self-plagiarism or copyright infringement, obtaining or providing an unfair advantage, using a writing service and/or generative artificial intelligence in place of original work unless specifically authorized by staff, falsification of documents, unauthorized access to records, and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations.

The following are behaviors that constitute violation of District 203 Academic Integrity Procedures:

Academic Integrity Violation

Examples include, but are not limited to, intentionally or unintentionally:

- Using unauthorized notes, answers, aids, calculators, electronic messages/images/content, online language translators, or other information on an examination, paper, report, project, homework or other assignments, and/or accessing the internet during a test;
- Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, project, electronic document, homework or other assignment;
- Allowing another person to do one's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment;

- Using generative artificial intelligence (AI) for brainstorming, research, production, formatting, and/or revision without explicit authorization from staff

Plagiarism, Self-Plagiarism, or Copyright Infringement

Examples include, but are not limited to, intentionally or unintentionally:

- Presenting the distinctive ideas, facts or words of another (in part or in whole), or imagery without appropriate acknowledgment of the source as one's own (including AI-generated responses and work). Issues of plagiarism apply to any type of student work including, but not limited to exams, papers, any written or printed text, foreign language translations, computer programs and websites;
- Failing to place quoted text in quotation marks, and/or failing to attribute the source;
- Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent from receiving instructor;
- Attributing an idea, fact, or quotation to an incorrect, false, or made-up source;
- Copyright infringement pertains to unauthorized use of any work fixed in tangible media such as books, articles, web sites, art, music, photography, electronic and video.

Obtaining or Providing an Unfair Advantage

Examples include, but are not limited to, intentionally or unintentionally:

- Sharing, gaining or providing access to examination materials prior to the time authorized by the instructor, during the exam via electronic or other transfer, or distributing examination materials to others at the conclusion of the examination.
- Providing or sharing material, information, or other assistance based on prior knowledge or access that is, or could be used, on an exam, quiz, project, paper, or homework assignment without teacher authorization;
- Sharing or giving another person a copy, in any format, of an exam, quiz, paper, lab report, homework, or other assignment when it is not part of a collaborative learning effort and promotes an unfair advantage;
- Working with someone on any type of assignment unless you have been directed to do so by the teacher, or are doing so in ways contrary to teacher instruction. Do not share work, including electronic, unless it is specifically expected by the teacher.
- If a cell phone (or other electronic device) is out during an exam the student will receive a consequence whether or not they are seen accessing the phone.
    - If a student has a cell phone out but is not seen accessing it they will receive a referral stating, "Student had cell phone out during an assessment."
    - If a student is seen accessing their phone during an assessment they will receive a referral for academic integrity.
- If a student would like to use another student's work as an example the students must email the teacher (including all students involved in the share) explaining who is sharing their work and who is receiving the work.
- If a student uses AI tools to obtain (for oneself) or provide (to another) an unfair advantage in assessments, such as generating content without authorization.

In order to promote an environment of academic integrity we believe an imperative part of the process is an understanding of academic values. Our goal is to work with students to develop life-long learners who understand the importance of academic values and integrity. Students are expected to use genuine, sincere and fair means for the accomplishments of the tests, tasks, or projects from which evaluations of progress shall be determined. It is understood that the maintenance of such an atmosphere requires the active support of parent/guardian(s) , students, and staff. Most importantly it is the responsibility of each individual to promote academic honesty.

Students who violate the expectations regarding Academic Integrity will receive class level consequences on the first offense. In addition, contact will be made with parent/guardian(s) to communicate concerns and an office referral will be submitted for documentation. Consequences will elevate with repeated offenses.

ACCEPTABLE DRESS POLICY

The student dress code in Naperville 203 is derived from Board Policy 7:160.

Intended Purpose: To promote a positive learning environment in schools consistent with the values of Naperville 203 and to ensure a safe and inclusive learning and working environment for all students, staff and the community, regardless of the student race, age, ability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, socio-economic circumstances, or body type/size.

Guidelines for the instructional day: An individual's dress, personal appearance, cleanliness, as well as behavior, demonstrate sensitivity to and respect for the learning community.

- Students must wear tops, bottoms, and shoes.
- Clothes must be worn in a way that genitals, buttocks, and nipples are fully covered with opaque (non-transparent/guardian) material.
- All undergarments must be covered by outer attire (visible straps are allowed).
- Caps, hats, or head coverings may be worn in the building during the school day provided they do not compromise the ability to identify a student, compromise academic integrity, or cause a disruption to the learning environment.
- Attire or accessories that directly, by innuendo, or look-alike promote alcohol, drugs, sex, pornography, profanity, violence, gangs, and weapons may not be worn at school.
- Students cannot wear anything that includes hate speech, images, or language that creates a hostile or intimidating environment for others, including any protected class or marginalized group. Hate speech includes any form of expression through which speakers vilify, humiliate, or incite hatred against a group or a class of persons on the basis of race, religion, skin color, sexual identity, gender identity, ethnicity, disability, immigrant status, or national origin (adapted from the American Library Association).

***These guidelines may be adapted by building/district administrators for special events or other school sponsored activities. Student athletic and activity apparel will be defined by safety and competitive performance standards. All dress code adaptations must follow Board Policy 7:160 - Student Appearance.**

Reinforcement of Expectations

To ensure effective and equitable implementation of this dress code, school staff shall follow the dress code consistently and utilize the procedures below if someone is not following the dress code. To minimize classroom disruption, staff may give a dress code pass to the student so that Student Services staff can assist.

a. Students will be asked to put on the student's own alternative clothing-if available at school,
b. Students will be provided with temporary school clothing,
c. Parent/guardian(s) may be called to bring alternative clothing

AFTER SCHOOL ACTIVITIES

Students should leave the school grounds following the completion of the school day unless under the direct supervision of a teacher. Students attending after-school events must take the student books, coats, etc. with them because they will not be able to return to the student lockers.

ATHLETICS

Interscholastic Sports
Interscholastic sports are offered to all 7th and 8th grade students. Students are required to have a physical examination on file at school before they can try-out or participate in a sport. Sport physicals are good for 395 calendar days from the date the physical was issued. Interscholastic sports include Boys'/Girls' Volleyball, Boys'/Girls' Cross Country, Flag Football, Girls' Basketball, Wrestling, Boys' Basketball, and Girls'/Boys' Track.
https://www.iesa.org/documents/general/IESA-PhysicalCard.pdf

District 203 Expectations for Athletic Events

1. Cheer and encourage teams in a positive manner.
2. No outside food or drink.
3. Utilize garbage cans to dispose of any trash.
4. Remain seated in bleachers until half-time or an official break in the game.
5. Remain in the building once an activity begins. (Stay in athletic area)
6. Remain in the bleachers while the game is being played.
7. Respect other fans supporting the student teams.

The sports program is an off-shoot of our educational program. Please remember that the students are not professionals. Please allow the athletes to play, the coaches to coach, and referees to referee! All concerns should be directed to the Principal.

Curricular Code of Conduct
A co-curricular code of conduct has been developed for all activities. Coaches and advisors will review participants of its contents. Families should read it here.

Intramural Activities
A variety of intramural activities are offered to all students throughout the year. These activities are designed for students to learn new skills, meet new friends and have fun.

ATTENDANCE

We follow Board Policy 7:70 and 7.70R for Attendance and Truancy. All students are required by law to attend school every day the school is in session. Attendance is monitored regularly and parent/guardian(s) will be contacted via a formal letter, conference, and/or phone call when student absences become a concern. If a student is to be absent from school, the parent/guardian or guardian should report via the school's absence line before 7:50 a.m. of the day of the absence or submit via the Infinite Campus parent/guardian portal. Recorded messages can be left anytime and should include the student's first and last name (spell the student's last name), grade, and reason for absence.

Parent/guardian(s) will be notified if the student students are not in school and are not reported through either the attendance line or the Infinite Campus parent/guardian portal.

A student who has been reported absent can return for the remainder of the school day only after first reporting to the main office. A student who becomes ill during the day is to report to the health office and the parent/guardian is contacted if the student has to be sent home. See HEALTH SERVICES. A student who must leave school for a medical or dental appointment should bring a note from the parent/guardian to the office before 8:00 a.m. and receive an early dismissal pass.

Online Process for Submitting Absences

Parent/guardian(s) can now use Infinite Campus's Online Absence Request tool to submit an absence, late arrival or early departure request for the student(s).

To begin the process of submitting a request, visit your school's website (not the district website), hover your mouse over "Our School" in the top navigation menu and select "Contact Us." Then, on the left-side navigation menu, select "Reporting an Absence."

Under the "Online Procedures" heading, select the link to log in to your Infinite Campus parent/guardian Portal.

Step by Step Instructions:

Select "More" from the left-hand navigation menu, and then choose "Absence Request."
Choose your appropriate student(s), the reason for the student absence, the student absence type, the date(s) of the student absence and any additional comments you would like to share.
Your submitted absence request(s) will appear on the next screen as "Pending." When the request has been approved, the status will change to "Processed."
You can change/delete requests while they are "Pending," but once they are "Processed" a parent/guardian/guardian must contact the student child's school to make a change.

After three consecutive missed days, students that continue to miss all or part of a school day due to illness will be required to submit a doctor's note. Students meeting the state chronic absenteeism criteria may also be required to submit a doctor's note. Please note that on the second mental health day taken by a student, a counselor will contact the family if the family has not already reached out. A student absent due to an infectious disease, surgery, rash or other illness requiring physician's care must bring a physician's health certificate to the health office before returning to school.

Tardy Procedures

All students arriving late to school will be marked as TARDY. Additionally, students late to any class period will be marked TARDY to that class. Consequences for being tardy to a specific class period include:

1st and 2nd tardy	-Warnings
3rd, 4th, 5th tardy	-Lunch/Recess Detention
6th tardy and up	-AM/PM detentions (1 or 2 hour)

Early Dismissal Procedures

Students are not permitted to leave school grounds during the day without permission from the office. Parents should provide a note or call the school before 8:00 AM for any student who needs to leave the building during the school day. The note or call should state the student name and grade level, reason for early dismissal (i.e., dental appointment, doctor appointment, etc.), and specific time of pickup. All students leaving school will be given an early dismissal pass. Before leaving the building, the student should present the student pass to the teacher and the parent/guardian should sign them out. Students returning from an early dismissal must be signed in by the student parent/guardian/guardian or present a doctor's signed admittance card. Students missing academic classes will be marked absent (excused).

Excused vs. Unexcused Absences

To maintain a productive learning environment, we follow the established Naperville 203 policies regarding absences at all five middle schools. It is important to note which absences are considered excused:

- Personal illness
- Observance of religious holidays
- A death in the family
- Medical or dental appointments that cannot be scheduled outside of school hours

Below, while only a few examples and not exhaustive, would be considered unexcused:

- Catching up on sleep/had a rough night
- Sports game/tournament
- The weather (cold/rain/snow)
- Family vacation

To ensure we are providing the necessary support for our students, please be aware of the following attendance thresholds:

- Medical Documentation: After nine (9) excused absences, the school will require a doctor's note to excuse any further absences. Medical documentation submitted to verify an absence must be provided by a treating physician, physician assistant, or advanced practice registered nurse. Official medical notes must be on business letterhead or include the medical provider's business name, address, and contact information. Electronic documentation must be sent from the medical provider's professional/business email account rather than a personal email address. The District reserves the right to verify submitted medical documentation when necessary.
- Truancy Referrals: When a student reaches nine (9) or more full-day, unexcused absences, they are considered truant. At this stage, the student will be referred to the DuPage Regional Office of Education (DROE) for truancy.

BULLYING

Bullying is not tolerated. We want students to feel safe while they are at school, a school event, by the student school peers, or on the school bus. Beginning with the 2026-2027 school year, the term "cyber-bullying" also includes the posting or distribution of a digital replica by electronic means.

Defines "artificial intelligence", "digital replica", and "generative artificial intelligence". Effective July 1, 2026 (HB3851).
If you feel you are being bullied or see someone being bullied, students should follow these steps.

- Tell an adult in the school building what has happened.
- Tell your parent/guardian(s).
- Refer to the District Bullying website for additional resources and steps to take.

Please report any bullying as soon as possible to an adult in the school building. If the incident occurred on the bus, please notify your bus driver immediately. The faster you tell someone, the faster the issue can be resolved.

See Board Policy 7.180.

BUS RIDERS

The most up to date transportation information can be found on the District 203 website.

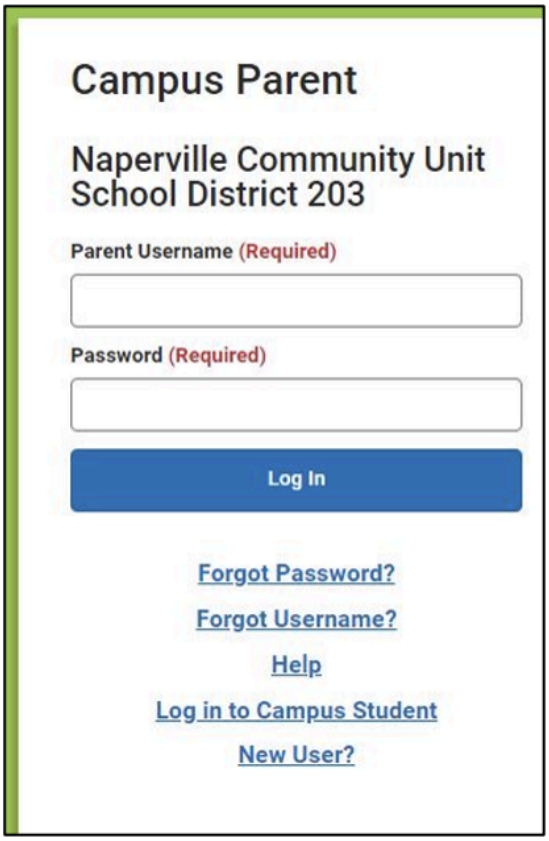
DISTRICT 203 TRANSPORTATION POLICIES
7:220, Bus Conduct
4:110-AP3, School Bus Safety Rules

PROCEDURE FOR STUDENTS TO REQUEST TO RIDE A BUS WITH A PEER

If students currently ride the bus, they may ride another student's bus or have a student ride the students (if they are both bus riders) once they obtain an approved pass from the main office. To obtain this pass, they need to present the student student IDs as well as parent/guardian permission notes from *each* student. Students who are not eligible to ride the bus may not petition to ride a bus to or from school with a peer.

CAMPUS PORTAL

As a parent of a student of Naperville School District 203, an activation code will be initially provided to reset your username and password to the student information system portal website (Infinite Campus). Once the parent/guardian has done this process, they can then use their new username and password to view their student's information. The URL for parent access is: https://infinitecampus.naperville203.org/campus/portal/parents/naperville.jsp



PARENT INFINITE CAMPUS PORTAL HELP

If you are unable to access Infinite Campus please contact Parent Support at: parentsupport@naperville203.org.

CONFERENCES

School structured parent/guardian/teacher conferences will be held in the fall and spring. Registration and conferences will take place electronically.

ELECTRONIC DEVICES

Personal electronic devices such as but not limited to iPods, iPads, e-readers, communication devices, headphones, earbuds, etc. are not allowed to be used during school hours (8:00 AM to 2:50 PM), unless under the direct supervision of a teacher. We discourage students from bringing these items to school and the school will take no responsibility for these items if they are lost, stolen, or damaged. Cell phones must be in the "OFF" position and stored in the student locker during the school day. Students found handling or using a cell phone during the school day will be referred to the office and be assigned consequences. Additionally, devices may be confiscated and returned to the student or their parent/guardian. Staff may request that a personal device be kept in the main office following any violation of the student conduct policy pertaining to electronic devices. **Students are never allowed to take photographs or video on school grounds without staff permission. Students are never allowed to take photographs or video with**

personal devices, but Chromebooks may be used for educational purposes with staff permission.

EMERGENCY CLOSING OF SCHOOL

Closing of the entire District due to inclement weather, or of one school only (such as for a broken pipe), will result in a phone message being sent to all parent/guardian(s). A Talk203 email message will also be sent to all District Talk203 subscribers. In addition, a recorded message regarding the closing will be available on the District 203 Administrative Center's main telephone line, 630-420-6300.

Parent/guardian(s) and District Talk203 subscribers will only receive notice if schools are closed, otherwise the day will proceed as usual. Please recognize that no system is foolproof; a power outage or extreme demand on these systems could affect access to communications technologies. See district website for radio and TV listings.

FIELD TRIPS AND CLASS TRIPS

Junior High Schools support, sponsor, and/or schedule a number of student trips throughout the school year. These trips enrich the curriculum taught and celebrate team unity and success. They are a privilege initially offered to all students. A student's school behavior prior to the trip must demonstrate good citizenship and responsibility.

The privilege to attend trips is contingent on the student demonstrating appropriate school behavior and can be revoked by school administration.

GOOGLE CLASSROOM

District 203 junior high students use Google Classroom as a learning management system to help organize course materials, assignments, announcements, due dates, and teacher feedback in one central location. Google Classroom supports communication between teachers and students while helping students build responsibility, organization, and ownership of their learning. Families are encouraged to review Google Classroom with their student and can reference Google's Guardian's Guide to Classroom for additional information about how the platform supports learning, communication, accessibility, and student privacy.

Guardians Guide to Classroom

GRADING PRACTICES

GRADING

Student academic progress is formally reported at the end of each Trimester. Parent/guardian(s) have the ability to check the status of the student's grades on-line anytime. All junior high students are assessed on the student learning through standards-based grading practices. Below is the grading scale.

Standards-Based Grading Scale (4 Point Scale)

Proficiency Level	Grade	4 Point Scale	IC
Exemplary	A	4	3.75-4.00
Secure/Exemplary	A	3.5	3.50-3.74
Secure	A	3	3.00-3.49
Approaching/Secure	B	2.5	2.50-2.99
Approaching	C	2	2.00-2.49
Beginning/Approaching	C	1.5	1.50-1.99
Beginning	D	1	1.00-1.49
No Evidence of Understanding or Missing Evidence (has not yet completed the piece of evidence)	F	0/M	0.00-0.99

HIGH SCHOOL CREDIT INFORMATION

If a middle school student enrolls in a course that is also offered at the high school level, they will earn high school credit upon successful completion of each semester. This credit will be recorded on the student's official high school transcript and will be included in the calculation of their high school grade point average (GPA).

Students enrolled in this course are required to take semester final assessments aligned to the high school course, regardless of whether the course is taken during middle school or high school. Pass/fail grading is not available for high school–level courses.

Students considering dropping the course must schedule a meeting with the course teacher, school administration, and the grade-level counselor no fewer than two weeks prior to the end of a trimester. Course changes may only occur at a trimester break and are contingent upon available space in the student's grade-appropriate core course or exploratory course.

HALLWAY EXPECTATIONS

Hallways will be a safe environment where people interact with courtesy and respect. Students, we expect you to:

- Have a hall pass if you are in the hallway during class time
- Walk at all times in the hallway and in the classroom
- Stay to the right when moving through hall and when stand out of the mainstream flow when you stop to talk with a friend during passing times
- Keep your hands and feet to yourself at all times
- Talk at a quiet and "indoor" voice level
- Keep the hallways clean of trash
- Eating and drinking are not allowed at your lockers
- Keep moving in the hallway, prevent traffic backups
- Demonstrate good character at all times

HEALTH SERVICES INFORMATION

Naperville School District 203 follows all CDC and Illinois Department of Public Health Recommendations in regards to communicable diseases. Please see the Health Services page of the district website https://www.naperville203.org/healthservices for updated information

It is the goal of our school Health Services to have all students safe, healthy, and ready to learn. The health office is located near the main office and is staffed during the school day by a health technician who is certified in First Aid and CPR/AED. A registered nurse is present in the building based on student needs. Each school has a certified school nurse assigned to case manage students with medical needs, promote attendance, and provide health resources and education to students and families. The certified school nurse is also involved in the special education process. The health office provides services to students who have become ill, injured, or who need help with medical needs. The health office maintains documentation of student visits, health records and compliance with the State of Illinois Health Requirements.. Junior high schools require students to obtain a pass from the student classroom teacher before reporting to the health office unless it is an emergency. STUDENTS MAY NOT LEAVE THE SCHOOL FOR ILLNESS/INJURY WITHOUT FIRST REPORTING TO THE HEALTH OFFICE FOR EVALUATION.

If your student has a special health concern (i.e. asthma, food or bee sting allergies. diabetes, etc.) please notify the health office so that we can ensure the health and well-being of your child while the student is in school. When your child is taking daily medication at home, please notify the Health Office so that any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment. **If your child has a health concern and will be participating in an after school activity or sport, it is the parent/guardian's responsibility to notify the adult in charge of the activity a minimum of 10 school days before the start of the activity to allow for appropriate staffing or training of staff.** Communicable diseases such as COVID, colds, flu, strep and gastritis are assumed to be present in the schools throughout the year. As most illnesses do not pose a serious threat to the general population we do not notify our community about specific illnesses unless directed by IPDH or the Dupage County Health Department. If your student or family member is immunocompromised, or has a need to know about specific illnesses, please contact the health office. We will contact you if such an illness occurs in your child's cohort, provided we are aware of the illness. Students may return to school after an illness when they are fever free without the use of medication for 24 hours, and their symptoms are resolved. Students who have experienced vomiting or diarrhea should remain home until 24 hours after their last episode.

All forms used by the District health offices are available online at the District website or in the health office. https://www.naperville203.org//site/Default.aspx?PageID=2384

Physical Education Excusals

A written parent/guardian request for exclusion from physical education (P.E.) is valid for three consecutive days and should be presented to the health office,). Any situations needing exclusion for P.E. past three days require a physician's evaluation/note of excusal. Students will not be allowed to participate in recess and be excused from physical education. A modified physical education/activity form should be filled out by a medical provider Modified Physicial Education Form .docx.pdf

Dental Examinations

The State of Illinois **requires that all students in Kindergarten, second, sixth and ninth grades have an oral health examination** performed by a licensed dentist. Following your child's exam, please have your dentist fill out the form required by the state and return it to the health office of the student school no later than May 15 of the year of the required exam. The exam must have been performed any time within an 18-month period prior to this due date. Exam forms are

also available at your dentist's office. If you need a referral to find a dentist or financial assistance to obtain your child's exam, please contact your school's health office for assistance from the nurse.

Vision Examinations
The state of Illinois **requires that all students entering Kindergarten or entering school for the first time from out of state** shall have an eye examination from an eye doctor before October 15 of the year of the required exam or within 30 days of enrollment for new students from out of state. Eye exam forms are also available at your eye doctor's office.

Students receive a *screening* for vision and hearing routinely during the student school experience from staff of the DuPage County Health Department. Parent/guardian(s) of students meeting referral criteria will be contacted. Parent/guardian(s) may request additional vision and/or hearing screening at any time by contacting the health office.

Physical Examinations
A physical examination, completed by a licensed physician or nurse practitioner is **required for entrance** into Preschool, Kindergarten, sixth grade, ninth grade, and/or when transferring into state of Illinois schools for the first time. These forms should be turned in to the District by the first day of school, but no later than October 15th of the year of the required examination. Exam reports for out-of-state students must be turned in by October 15th or within 30 days of enrollment, whichever comes first. Exam forms are also available at your health care provider's office.

The health history portion of the physical examination form must be completed and signed by the parent/guardian in order for the physical to be considered valid by the state of Illinois.

The exam must be dated within one year prior to the date the student enters school.

Physical examinations may be acquired through your primary care provider (MD, DO, PA, or NP). If you do not have a primary care provider, you may contact your school nurse or the DuPage County Health Department for referrals to local health clinics that provide such services. The state of Illinois does not allow acceptance of physicals or clearance from injuries such as concussions from physical therapists or chiropractors.

Junior high school athletes, including cheerleaders, must also have a current physical prior to tryouts. **Immunization Requirements for Compliance with the State of Illinois**

Because immunization requirements are frequently updated, parent/guardian(s) are advised to consult with the student primary care provider about the status of the student's immunizations and compliance with the most recent requirements of the state of Illinois. The health office will also have the most updated information.

Asthma
Illinois Public Act 099-0843 requires schools to request an Asthma Action Plan from the parent/guardian(s) of students with asthma. When provided, the asthma action plan will be kept on file in the office of the school nurse. With proper authorization, students may carry and self-administer an inhaler (using a spacer) for the treatment of asthma. A back-up inhaler and spacer should be kept in the school health office. Forms for asthma management can be found on the district website under Health Services.

An emergency protocol for asthma emergencies has been developed by the District. If a student has an asthma emergency without access to their rescue inhaler, school staff may call 911, to ensure the safety of the student.

Perfumes/Colognes/Aerosol Sprays

Perfumes, colognes, and aerosols are not allowed at school as they can trigger allergic reactions or respiratory issues in sensitive individuals, compromising the health and safety of others.

When to Keep Your Child Home

1. If a rash is present that has not been evaluated by a physician.
2. If your student's oral temperature measures 100.3 degrees F or higher. A child with such a fever should remain home for 24 hours after the temperature returns to normal without the use of fever reducing medicines.
3. If your student vomits from illness - they should remain home for 24 hours after the last episode,
4. If your child experiences loose or watery stools from an infectious cause they should remain home for 24 hours after symptom resolution. If your child complains of severe, persistent pain. The symptom should be referred to a physician for evaluation.
5. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
6. If there are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, and/or crusts on eyelids. The symptom should be referred to a physician for evaluation.
7. Students with undiagnosed or open sores must be evaluated by a medical provider. Any open wound or sore will be covered.
8. If you are not sure about whether to send your child to school, call or visit your child's medical provider. A parent/guardian will be called if students display any of the symptoms listed above. Any child leaving school during school hours must be signed out at the office by the adult assuming responsibility for that child.
9. Good health and good attendance give a child a head start toward a good education. Encourage your child toward habits of good nutrition, proper rest and exercise, and proper dental and personal hygiene. Attendance is monitored periodically throughout the school year and you will be notified if your child's absences and/or tardies exceed 5% of the dates of school attendance.

Accident and Illness

In case of accident or illness at school this procedure will be followed:

1. First aid is administered and EMS is activated at the direction of the responding staff member.
2. Parent/guardian(s) are contacted for all head injuries, any serious illness or injury, or when a student can not remain in school.
3. If the parent/guardian(s) cannot be reached, the local emergency contact provided by the parent/guardian(s) will be called. Please be certain that we have at least two emergency numbers to call in case we can't reach either parent/guardian. Please do not give a person's name and number as the emergency contact who is gone during the same hours you are away from home. Please keep these numbers up-to-date when people move or change jobs. Also, the person(s) given as emergency contacts should consent to be listed. They should be informed they may be asked to come to pick up a sick child. Emergency information is used by staff in case of illness or accident.
4. If the parent/guardian(s) or emergency numbers cannot be reached, emergency medical services may need to be utilized.
5. All accidents, no matter how minor, are to be reported to the teacher in charge, who will refer to the health office if necessary. Accidents occurring on the way to school should be reported to the health technician immediately upon reaching the school building. If the health technician is not in the building, accidents should be reported to the office.

Insurance for Student Accidents
The District carries student accident insurance coverage on your child's behalf. The student accident coverage covers injuries that occur during any school sponsored and supervised activity including all athletic activities. If your family has medical coverage, this policy reimburses for out of pocket expenses including co-pays and deductibles (subject to policy conditions, limitations and exclusions). If you do not have medical insurance, our coverage is primary. If parent/guardian(s) desire coverage for an accident, they must file a claim within 90 days of the injury. Accident claim forms are available from the health office.

Re-Admittance of Pupil
Following Injuries, Hospitalizations, Surgeries:
Students should present a note from a medical provider (physician, nurse practitioner or physician assistant) stating the student is allowed to return to school, following discharge from a hospital admission, surgery, or an illness with absence from school for more than five days.

Any temporary restrictions or accommodations needed after an injury or surgeries require written orders from the medical provider. Instructions from physical therapists should be communicated to the medical provider who can then write orders for accommodations. Examples include PE restrictions/modifications and use of crutches. Appropriate footwear, such as tennis shoes and other supportive shoes (no flip-flops) must be worn when using crutches for safety reasons. Students using medical equipment such as slings, crutches or wheelchairs must provide a note from the medical provider listing activity restrictions and permission for use of the equipment.

Reportable Communicable Illnesses:
We ask parent/guardian(s) to notify the Health Office as soon as possible if the student develops a potentially contagious illness, including but not limited to mumps, chicken pox, measles, whooping cough (pertussis), that may be reportable to IDPH. This is for the protection of the community. He/she may need to be re-admitted through the Health Office who will work with families, medical providers and the health department.

Food Allergies
An increasing number of school age children have food allergies. Symptoms can range from mild reactions to severe life threatening reactions leading to the inability to breathe, a drop in blood pressure and unconsciousness. Please inform the health office prior to the start of the school year if your child has a food allergy. **All** children are strongly discouraged from sharing foods and treats with classmates. Good communication helps ensure the safety of all of our children.

Student Medications, 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 health care provider and parent/guardian/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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/guardian. 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.

A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian/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/guardian/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, 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. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent/guardian(s) of students.

District buildings have a supply of undesignated epinephrine, albuterol and an opiate reversal agent that may be administered to students, staff or community members in an emergency situation. Specific questions regarding these medications should be directed to the health office.

Administrative Procedures - Concussion Management

A concussion can be a serious medical condition. Any member of the school community who believes a student is displaying concussion symptoms should immediately ensure the student is assessed by the school nurse or the school's licensed athletic training professional. The nurse or licensed athletic trainer would then refer the student for further medical evaluation.

When parent/guardian(s) have been informed that the student has been identified by a licensed medical doctor or licensed athletic training professional as having suffered a concussion, the following steps should be taken.

	Action
Parent/guardian	• Notify the Certified School Nurse (CSN) of the injury and provide any documentation from the medical provider regarding specifics of the concussive injury and any relevant recommended accommodations that should be made • Return to learn and return to play guidelines should be provided to the school. Schools are not allowed to accept orders from physical therapists and chiropractors.
CertifiedSchool Nurse	• Acts as a liaison between the family and medical provider. • Meets with student upon student's return to school • Reviews return to learn/return to play accommodations • Assesses student's medical needs in school context • Collaborates with school staff to facilitate returning to school.

C. Counselor (or designated staff)	• Collaborates with the CSN to assess a student's academic needs and formulates an implementation plan for student accommodations. • Distributes in writing accommodations to student's teachers and parent/guardian(s).
D. Teachers	• May seek clarification from the CSN or Counselor (or designated staff). • Institutes accommodations as directed.
E.CSN & Counselor (or designated staff)	• Assess student's progress; • Reassess accommodations, with additional input from licensed medical provider when appropriate; • Communicate to teachers any updates to accommodations and/or suspension of accommodations, as appropriate.

REV. 6/24

HOMELESS LIAISON

A homeless child as defined by state law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform their parent/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community. Contact the district liaison if you have any questions.

HOMEWORK

All students are given regular homework assignments. These assignments are used to supplement and enhance the activities of the regular school programs. Each team will have a method to ensure that students can access the student homework from home.

ID CARDS

All students are issued a student ID card at the beginning of the year with the student district student identification number. Students are expected to have the student ID on the student person at all times. Students will be provided a lanyard with the student ID card. Replacement cards can be obtained at the main office.

LOCKERS AND LOCKER DECORATING

Each student is assigned to a personal hall locker for which they are responsible. Security of these lockers cannot be guaranteed. Do not leave any valuables or large sums of money in these lockers. The school cannot take responsibility for items left in the lockers. Anything perishable should never be left in the locker overnight. Locker combinations must be kept private and not shared with anyone. Students should never pre-set the student lockers.

In order 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. Board Policy 7:140 Search and Seizure is followed for locker searches.

Locker decorating is limited to the outside of the locker. Student combinations and locker numbers will not be provided by the main office. Locker decorating must be done before or after school and with the permission of the main office. Balloons are not permitted in school.

LOST AND FOUND

Articles found on school property are expected to be turned into the main office. Students in possession of lost items may receive consequences for theft. Students who have lost personal items should check the general Lost and Found. Found items of significant value are kept in the main office area. Students who are missing items of significant value should report it to the School Resource Officer. Items left for more than a month will be donated to local charities.

LUNCH PERIOD

A hot lunch program is offered at Naperville 203. The program includes a regular hot plate lunch prepared at the school daily, as well as many a la carte items such as hamburgers, fries, pizza, desserts, fruits, soup, etc. Students may also bring their own lunches. Milk and other drinks are sold daily. Food is permitted only in the cafeteria unless otherwise instructed.

Our schools have a closed campus policy. Time is provided for eating and outdoor activities, if weather permits. Only school sponsored parties are permitted during lunch. Parent/guardian(s) are allowed to bring food for only their student. Students/Parents may not arrange or have food delivered from outside sources to the school. Parent/Guardian(s) may drop off their student’s lunch in the main office/front lobby.

Naperville Community Unit School District #203 participates in the National School Lunch Program. Nutritious meals are served every school day. Children from homes that meet Federal guidelines are eligible for free or reduced price meals. Further information is available at the school office.

Lunchroom Expectations

- Respect all staff.
- Students should use classroom voices and be quiet when directed and during announcements made by lunchroom supervisors.
- Students should sit down when they enter the cafeteria and must ask permission to leave/ switch tables.
- Students need to request permission to use the washroom by raising the student hand.
- Washrooms are to be used before you are dismissed to recess.
- Students will be dismissed to use the lunch line and to go outside.
- If a student spills something or leaves a mess, the student is responsible for cleaning it up.
- Students may only go to one line to buy food. (No line switching.) The inside line is for service from the lunch staff and the outside line is for self-serve items.
- If a student touches a food item, they are expected to purchase that item.
- During lunch periods, students are to remain in the lunchroom or on the playground.

Students may only leave the lunch room/recess area when they have a pass from the student teacher.
- The throwing of any item will not be tolerated.
- Students should leave books and PE items in lockers.
- Bring your coats to lunch. You are not allowed to go to your locker once you are in the lunchroom.

Recess Expectations
- No pushing, shoving. Keep your hands to yourself.
- Food, candy, and drinks must stay in the cafeteria and should not be taken outside
- Students must stay on the blacktop or designated area.
- All students should be visible to staff at all times.
- Students are not permitted to play with or on snow.
- Students are not permitted to have their cell phones, this includes taking pictures and recording video.

Lunchroom Consequences
- Students that do not follow the lunchroom procedures or rules may receive an office referral or lose the student recess privileges for the day. Other progressive discipline measures may be implemented as needed.

MAKE-UP WORK

Students are responsible for making up all work missed due to absence. Missing work can be picked up starting with the third day of absence or accessed each absence via Google Classroom. Please email the team teachers for this request or contact the grade level counselor. Homework can be picked up at the front office after 3:00 p.m. or accessed through Google Classroom.

Students will be allowed the total number of school days absent in order to make up missed work (e.g., if a student is absent for five days, they will be allowed five days to make up the work, unless other arrangements are made with the teacher).

MOVING ON CEREMONY

The 8th Grade Moving On Ceremony is a celebration of the student's completion of junior high. Please see the calendar for the scheduled date. Disciplinary consequences may prevent a student from attending the ceremony.

MOVING/TRANSFER PROCEDURE

If a pupil is moving from our school to another school, the office should be notified in advance of departure. The school's main office will need to know the name and address of the new school in order to facilitate the timely transfer of student records. On the last day of attendance, the student should pick up a check-out sheet (before school) from the student counselor or check-in with the main office to ensure they are in good standing with all learning resources and items prior to leaving. As the student attends classes, all books, resources, and equipment should be returned. The check-out sheet must be returned to the counselor at the end of the day and/or verbal clearance from the main office that the student is clear for transfer must be obtained.

OFFICE REFERRALS

It is our belief that teachers, parents/guardians, and administrators must work collaboratively to create a positive and supportive learning environment for all students. Teachers are expected to address and manage discipline issues that occur during their supervision. If multiple attempts to resolve a concern are unsuccessful, the matter will be referred to the assistant principal or principal for further intervention. The building administrator will determine and implement appropriate measures to address the behavior. Possible consequences may include a conference, detention, loss of privileges, or, in more serious cases, exclusionary discipline such as in-school or out-of-school suspension, or expulsion. Office detentions are held after school and range from 30 minutes to two hours in duration. Whenever possible, our priority is to repair harm and restore relationships among those affected. We are committed to utilizing restorative practices that promote accountability, healing, and a sense of community.

Internal Suspensions/In-School Supervised Study
Infractions of the discipline code may result in an internal or external suspension from school. Internal suspensions are served in the main office. Students are required to do work, receive help from the student teachers (when available) and complete the tasks before they leave. Internal suspensions/In-School Supervised Study go from 8:00 AM to 2:50 PM. Students that misbehave, or not complete the student work may have the student time extended. All school expectations apply which includes that students are not allowed to have or use their cell phones during ISS. Parent/guardian(s) will be notified if they are needed to provide transportation after school. Students will not eat in the cafeteria. Students are not allowed to attend or participate in after school activities or events on the date of their ISS.

External suspensions
External suspensions remove the student from the educational setting for a specified number of days. Students are not allowed on school district property without permission of the school (to retrieve homework or talk to a teacher). They may not attend any district activities until the student's next day of attendance. Any work assigned is expected to be handed in when they return.

PERFORMANCE MUSIC, WORLD CLASSICAL LANGUAGES, AND EXPLORATORY PROGRAMS

Band, Choir and Orchestra are graded classes that all students may take as electives, and must attend as in any other class. Band, Choir, and Orchestra are open to all students and are a year-long commitment. Band and Orchestra students participate in both rotating small group lessons and regularly scheduled full group rehearsals during the school day. Choir students participate in full group rehearsals scheduled during the school day. Performance Music Students perform at concerts and are occasionally called upon to perform at assemblies and other events.Their attendance at performances is included in their grade.

Band
In middle school, a 6th grade Concert Band, 7th grade Symphonic Band and an 8th grade Wind Ensemble are offered. There is no audition required to be in the band program. The band department also offers instruction for beginning band members who have never played a band instrument prior to entering junior high school. Band members have full band rehearsals and small group lessons rotate time slots from week to week during the school day. This ensures that students do not routinely miss the same class. All bands present concerts and assemblies during the school year. There are two extra-curricular ensembles: Jazz Band and Jazz Ensemble. Jazz Band is open to all 6th, 7th, and 8th graders enrolled in the band program. There is no audition for Jazz Band and

band members of any band instrument may participate. Band members who also play guitar, piano, bass and drum set can perform with the Jazz Band. The Jazz Ensemble is open to saxophones, trumpets, trombones, guitar, piano, bass, and drum set. An audition is required to participate in the Jazz Ensemble.

Choir
All middle schools offer a curricular choir, in all three grades, that meets three times each week (twice if you are also in band or orchestra) and performs in the fall, winter and spring. Each school may have additional extra-curricular choirs with varying expectations.

Orchestra
In middle school, there is 6th grade orchestra, 7th grade orchestra, and 8th grade orchestra. There is no audition required to be in the orchestra program. Full group orchestra rehearsals and small group lessons are scheduled during the school day. Small group lessons rotate time slots from week to week. This ensures that students do not routinely miss the same class. Orchestra members perform at a variety of concerts and assemblies throughout the year. String Fusion is an extracurricular ensemble that focuses on learning alternative styles of music such as pop, jazz, bluegrass, and rock and performs throughout the Naperville community. Participation in String Fusion is open to all orchestra students and no audition is required. Check with your school's director to learn more about the String Fusion rehearsal and performance schedule.

World Classical Languages
These are graded classes that students in 8th grade may take instead of Exploratory classes, choosing either Spanish or French. Once chosen, it is a one-year commitment.

Exploratory Program
These are graded classes that are selected by all students that choose Exploratories instead of a World Classical Language.

PHYSICAL EDUCATION

The PE uniform that our staff and students have chosen consists of a school t-shirt and gym shorts. A PE uniform is required to be worn for physical education class daily. The students are also required to have gym shoes and outside clothing for classes in the fall and early spring. These items should also be marked with the student's name.

SAFETY DRILLS AND PROCEDURES

POSITION OF SAFETY - used when there is an active threat of violence on the school campus

- **Alert**: Notify others of danger: what it is; where it is; No code words.
- **Lockdown:** Lock and barricade the room. Spread out, prepare to counter, evacuate if/when safe to do so.
- **Inform:** Communicate the active threat's location and direction in real time.
- **Counter:** If necessary, create noise, movement, distance, and use distraction devices to reduce the intruder's ability to shoot accurately.

- **Evacuate:** Leave your belongings behind and evacuate if/when safe to do so; keep your hands visible and follow law enforcement instructions. Stop, Look, and Listen at each exit point and corner.

SHELTER IN PLACE - Initiated when the weather or other conditions require relocating within the school. Tornado drills are conducted annually.

- Seek Shelter indoors in a low part of the building, in an interior space without windows
- Avoid falling hazards like heavy bookcases
- Take cover under a sturdy object or against an interior wall.
- Avoid gymnasiums and cafeterias
- Do not leave your safe space until an all clear is issued or until instructed by officials

  If **outside**, immediately return indoors and seek appropriate shelter.

SECURE BUILDING - Used when conditions are safer inside the school building than outside.

- Move back to your area, normalize and continue activities inside
- Take attendance, notify office of missing/extra students
- Administration ensures all exterior doors are locked; no one leaves or enters building
- Lock windows, close blinds if applicable
- Further announcements will provide directions and updates
- If outside, collect students and move inside the school building. If not possible, move students to designated area or off-campus site

HOLD IN PLACE - Used when there is a need to restrict movement of staff and students (i.e., medical emergency, missing student, or other non-life threatening issue)

- Quick hallway sweep
- Lock classroom door
- Do not permit anyone to exit
- Continue class as normal
- Ignore bells until told otherwise
- Stay where you are until instructed otherwise by the incident commander
- If outside, collect students and maintain outdoor activity

EVACUATION - Whenever it is determined that it is safer outside than inside the building, (i.e. fire, explosion, hazmat spill, structural failure, intruder, etc.)

- Gather students, turn off lights, close doors, bring class list and evacuate building using designated routes to assigned area
- If exit route is blocked use alternate exit route
- Designated staff will sweep bathrooms and common areas for students, staff or visitors
- Once at assigned area take attendance and report any missing students to designated staff
- Stay in place and wait for further instructions

Fire/Building Evacuation

Fire/Evacuation drills are held several times during the year. Every room has a chart telling students what route to take in case of fire. When the fire alarm is sounded, all pupils should walk

quickly and silently to designated exits outside the building. Students are to vacate the building as a class, remaining with the classroom teacher. No one should re-enter the building until an all-clear signal has been given by appropriate personnel.

SCHOOL DAY

The school day begins at 8:00 a.m. and concludes at 2:50 p.m. Students should arrive at school between 7:30 and 7:50. The day is divided into nine periods. Students are scheduled into language arts (two periods), math, science, social science, physical education, lunch, and one period for an elective class. Students in vocal or instrumental music will use a portion of the student supervised study time for such classes. Students are expected to leave immediately after school unless they are involved in a school related activity or directly supervised by a staff member.

SCHOOL RESOURCE OFFICER

The goals of well-founded SRO programs include providing safe learning environments in our nation's schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach the student's fullest potentials. NASRO considers it a best practice to use a "triad concept" to define the three main roles of school resource officers: educator (i.e. guest lecturer), informal counselor/mentor, and law enforcement officer. https://www.nasro.org/faq/

SPECIAL EDUCATION

Naperville Community Consolidated School District 203 provides a full continuum of educational services and supports for students with disabilities who qualify under the Individual with Disabilities Act (IDEA). Services and supports are individually designed by a team of individuals most familiar with the educational needs of the student (IEP team), and in accordance with federal and state laws. Students may be referred for a special education evaluation by the student parent/guardian(s) or any member of the school team. If you suspect your child has a disability which requires special education and related services, please submit a letter identifying your concerns to your child's principal.

STUDENT ACTIVITIES

Students are encouraged to participate in some of the many clubs and organizations available in our schools. Please visit your school's web page for information about the specific activities offered at your child's building.

Arrival/Dismissal

In the drop off/pick up locations, please pull all the way forward to avoid traffic backing up onto the road. Students must exit the car once in the drop off area. Students should not arrive prior to 7:30 as we do not have supervision. Students arriving after 7:50 should enter through the front entrance. Any student picked up during the school day must be signed out at the front office. There are Visitor parking spots in front which can be utilized during the school day.

STUDENT MESSAGES, ITEMS DROPPED OFF

If it is necessary that parent/guardian(s) get a message to a student during the school day, please call the school office. Please communicate the message as early in the school day as possible. We do not guarantee messages will get to students if left after 1:45 PM.

Students are encouraged to develop routines which provide time to ensure they bring all necessary books, papers, lunches, etc. to school each day. Should there be an occasion when it is necessary to drop something off for a student, parent/guardian(s) should sign in at the greeter's desk and write the student's name and grade on the item. If the item(s) are monetary in nature or small in size, it should be dropped off in the main office. If students are expecting something to be dropped off they should check the drop off area for the student item during passing periods.

STUDENT SERVICES

Each student is assigned a counselor who works with the student in a variety of ways. The counselors and School Social Worker are concerned with students' orientation to school, the adjustments of individuals to the total school setting, and the development of maturity, responsibility, and a good self-concept. Students may see the counselors by requesting an appointment.

TALK 203

Talk203 is District 203's popular communication system, which combines both telephone and email notifications to our families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school level and district-wide and range from information regarding forthcoming events, to important decisions affecting students and staff, to emergency bulletins such as weather-related school closings.

Since Talk203 is tied to our Student Information System, any parent/guardian who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages. If you did not provide an email address at registration, you may be added to the system (or change your existing information) by logging into your i-parent/guardian account. Instructions are found on the i-parent/guardian page, accessible from the homepage of the District website: www.naperville203.org.

Community members may also sign up to receive district-wide Talk203 messages by clicking on the Talk203 for Community Members button also found on the right side of District 203's homepage.

TECHNOLOGY/ACCEPTABLE USE POLICY

Chromebook
Bring your Chromebook to school every day. You should charge your Chromebook each night. You may personalize your Chromebook with "cling" stickers only. If you have a problem with your Chromebook please get assistance at the technology office in the Learning Commons, M-F 7:15 am to 3:30 pm. Map of Chromebook Shortcuts: Press Ctrl + Alt + ?

Hapara
Our school district uses Hapara to make learner based activity visible. Hapara Highlights enables teachers full visibility to the student learners' current Internet viewing on Chromebooks. It also allows for teachers What you have on your screen and in your Google Drive is visible to your

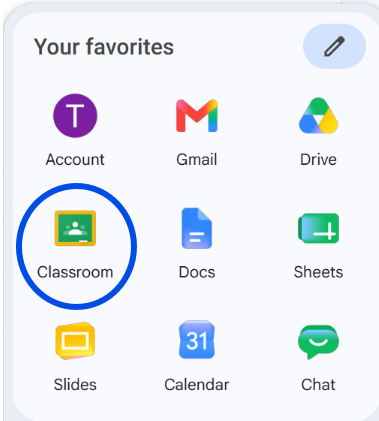
teachers and administration. Here is more information on Hapara.
https://support.hapara.com/hc/en-us/articles/205246617-FAQs-for-parent/guardian(s)

Student Email

Sign in to your Chromebook with your District Google Email and your District Google Password. Your district Gmail Account is username@stu.naperville203.org Any school related emails should use the district Gmail account.

Google Classroom

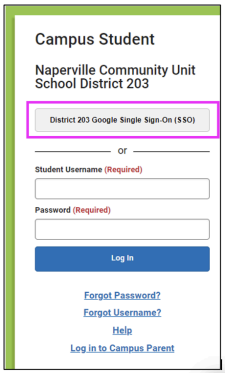
Access Google Classroom using the following link: https://classroom.google.com/ or at the quick link on their "waffle."



Infinite Campus Student Portal

As a student of Naperville School District 203, you will have access to Infinite Campus, a student information system. The URL to the student portal is:
https://infinitecampus.naperville203.org/campus/portal/students/naperville.jsp

Click the District 203 Google Single Sign-On (SSO) button to log in.



Student Infinite Campus Portal Help
For any technical assistance, please visit the technology office (in the learning commons). Helpdesk Hours: M-F 8:00 am to 3:00 pm

Acceptable Use
Policy 6:235 – Exhibit – Authorization for Use of Computers and Electronic Networks District 203 is committed to educational excellence. Students need to collect and synthesize information from a variety of digital sources, as well as collaborate and communicate with peers and colleagues in a global community. The District will assist students in developing the skills and knowledge to navigate this rapidly-changing world. Additionally, the District will reinforce the ideals of digital citizenship and what it means to access various devices, tools, networks, technologies and apply the Internet responsibly. This document pertains to any and all district-issued "computers," "electronic devices," "mobile devices," and each of these is interchangeable for the purposes of this policy exhibit. The contents of this exhibit and authorization forms are aligned with the District Policy 6:235, Access to District Computers and Electronic Networks to promote the appropriate and responsible use of technology in support of the District's mission and goals. Additionally, other relevant District policies play a role in the successful use of District computers and electronic networks, including but not limited to: 6:235 AP-1 on Acceptable Use of District Computers and Electronic Networks and 7:180 on Preventing Bullying, Intimidation, and Harassment. Any employee, student, or other individual engaged in activity that involves the use of the District's electronic resources (systems and/or network and/or district-issued computer (or personal computer for school use)) must comply with the established Board of Education policies as well as these supplemental guidelines and all relevant state and federal laws. Said laws and policies are subject to change without notices.

Naperville 203 requires signatures from all students at all levels as well as from parents/guardians of students from Early Childhood through 8th grade before any electronic device is assigned to a student and/or brought home by a student. These Acceptable Use Guidelines or AUGs, outline responsibilities for the use of electronic devices.

PARENT/GUARDIAN RESPONSIBILITIES and PERMISSION
for DISTRICT 203-ISSUED DEVICES

1. I understand that any District issued device is to be used as a tool for learning and that my student will comply with the Principles of Good Digital Citizenship and the Naperville Community Unit School District 203 Acceptable Use Guidelines as stated below and signed during enrollment.

2. I will ensure the safe and timely return of devices, consistent with procedures for end of year collection or if we transfer to another District. I understand that I am financially responsible for any malicious or willful damage to a Naperville 203 device that is not considered normal wear and tear and that failing devices must be brought to the attention of the school's Technology Support Associate immediately.

3. I understand that my student may lose privileges if the device is damaged, brought to school inconsistently, or if the device is not properly charged for the school day.

4. I understand that the District reserves its right to manage content, implement security measures, upgrade operating systems, change user permissions or device settings, disable accounts or take any other administrative or security steps necessary.

5. I understand that Naperville 203 staff members and students, at appropriate grade levels, will utilize generative Artificial Intelligence (AI) tools as a part of the educational process. AI may be used to assist in the development of future-employment and career-focused skills.

   Naperville 203 will continue to make every effort to safeguard student data and privacy. We ask our families to please assist our staff by reminding students that personal, identifiable information should never be shared via any technology tool. Additionally, many AI tools have their own built in filtering system. Parents/ guardians should know that Naperville203 does not have the ability to filter AI tools to the same extent possible in other programs.

6. Due to District anti-malware policies and procedures, I understand that students are to use District-issued devices and are strictly prohibited from using personal devices such as Windows laptops, Apple MacBooks, tablets, etc., in school during the school day.

7. I understand that all student data content can be monitored, erased, or locked by District administration.

8. In compliance with federal regulations, the District provides software that filters Internet access, but due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately and I will ensure that the use of this device will remain in compliance with Good Digital Citizenship and these Acceptable Use Guidelines.

9. I understand that the intentional circumventing of filters, security systems, loading of unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or rogue/malicious software can place the District at significant cybersecurity risk and constitutes a willful disregard for the principles of Good Digital Citizenship and a broken promise made by my signature on these Acceptable Use Guidelines. I understand that these actions may also place the District in a state of non-compliance with federal regulations such as Children's Internet Protection Act (CIPA) and Children's On-Line Privacy and Protection Act (COPPA) and is an immediate cause for disciplinary action and potential confiscation of the device.

10. I understand that any violation of these Acceptable Use guidelines by a student during their 8th grade year is an automatic disqualification for freshman year participation in District high school esports programs. Any violation of these Acceptable Use Guidelines by a high school student will result in immediate removal from any esports activities and/or disqualification from participation in further esports activities.

11. I understand that my student should follow all parameters that individual teachers set for daily use.

12. I understand that Naperville Community Unit School District 203 is not liable for damages that may be caused by the intentional misuse of the device, or its use in a manner contrary to these Acceptable Use Guidelines.

13. If present District Internet filters or security systems block access to credible material needed for a bona- fide research purpose or project with teacher sponsorship and oversight, a student may request temporary access to unfiltered Internet browsing. I understand that this is a privilege of high trust and that my student must follow the principles of Good Digital Citizenship and these Acceptable Use Guidelines. Intentional violation will result in immediate consequences.

STUDENT RESPONSIBILITIES and PERMISSION for DISTRICT 203-ISSUED DEVICES

1. I agree to read and abide by these Acceptable Use Guidelines (AUGs) as well as the principles of Good Digital Citizenship and use my device in the appropriate manner and for educational purposes.

2. I agree to charge my device at home and come to school each day with a fully-charged device.

3. I will not intentionally throw, drop, or damage my device in any way, and exercise care when transporting it in my backpack. I understand that I am responsible for the security of my device. When not in use, I will keep my device secure and stored properly.

4. I will not give my device to another student for his or her use, login to my account on another student's device or use another student's account or password. I will not share my personal user information or passwords with anyone.

5. I will not personalize or deface my device in any way (stickers, marker, etchings, etc.). I agree to return the District-issued device in good condition, fully charged, at the end of the semester or school year as determined by individual schools.

6. I understand that it is my responsibility to save my work often and that malfunctions or forgetting the device at home are not acceptable reasons for not having assignments completed on time.

7. I will only connect to District provided wireless (Wi-Fi) facilities when using my device in school or on campus. I understand that this promise means I will not use personal cell phone hotspots or other non- District provided products for wireless (Wi-Fi) connectivity when using my device in school or on campus.

8. Due to strict District anti-malware policies and procedures, I understand that I am not to use a personal device such as Windows laptop, Apple MacBook, etc., in school during the school day in place of my Chromebook or iPad.

9. I understand that the District provides software that filters Internet access. I also understand that due to the constantly changing availability of Internet content, websites and website addresses, not all objectionable material may be filtered immediately by this software and I will use my device within the principles of Good Digital Citizenship and these Acceptable Use Guidelines.

10. I understand that if I try to bypass Internet filters, security systems, load unapproved software, alternate Internet browsers, operating systems, proxy bypass mechanisms or other rogue/malicious software programs, applications or extensions, I can place the District at significant cybersecurity risk. This also means that I intentionally disregarded the principles of Good Digital Citizenship; broke the promise made by my signature on these Acceptable Use Guidelines and have chosen to behave in an unethical manner. I understand that consequences for these actions are serious, and an immediate cause for disciplinary action and potential confiscation of my device.

11. I understand that if I violate these Acceptable Use Guidelines when I am in 8th grade, I will be ineligible for freshman year participation in District high school esports programs. I realize that any violation of these Acceptable Use Guidelines while in high school will result in immediate removal from any esports activities and/or disqualification from participation if further esports activities.

12. I understand that if District Internet filters or security systems block access to credible material needed for a bona-fide research purpose or project with sponsorship and oversight by a teacher, I may request temporary access to unfiltered Internet browsing. I realize that this is a privilege of high trust and will follow the principles of Good Digital Citizenship and these Acceptable Use Guidelines. I understand that intentional violation will result in immediate consequences.

13. I understand that graduating high school senior Google accounts will remain active for at least 4 months after graduation and then data files will no longer be available. If I wish to copy any data I may need for college or career, I know that it must be copied prior

to this date. Regardless of my grade level, if I leave the District or wish to copy my student account data, I should contact my school's Technology Support Associate.

Internet Safety

The District shall have a filtering device that blocks entry of computers connected to the Internet to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the superintendent or designee. The superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the superintendent or system administrator. The superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use and dissemination of personal identification information.

The failure of any student, teacher or staff member to follow the terms of the acceptable use for Access to Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

The superintendent or the student designee is authorized, as the student determines necessary, to revise the regulations governing the use of electronic networks.

Chromebooks

Students should report any device damage to the school's Computer Support Associate in the Learning Commons as soon as it is recognized. Students will be required to compensate for damages that are beyond the reasonable wear and tear that is expected from daily use.

The following actions will result in a warning, temporary loss of technology privileges, and/or office referral following the **first offense**:

- Visiting inappropriate sites on the Internet. This includes gaming sites, blogging sites, or any other non-instructional sites on district-provided devices.
- Printing webpages from the Internet (only student work should be printed). Pages will be confiscated.
- Touching anyone else's device or keyboard without permission.
- Inappropriate or disrespectful behavior.
- Installing or modifying computer-related hardware and/or configurations, such as third-party extensions, browsers, games, etc.
- Sending or receiving communication, such as email, to/from sources outside of the district.
- Logging onto another student's account or device, or modifying another student's files or settings without the student permission.
- Changing or damaging any device, hardware, peripherals, or components.

Repeated acceptable use violations will result in progressive disciplinary measures, ranging from the extended or permanent loss of technology privileges to school disciplinary consequences, such as an in-school suspension.

TESTING

District 203 administers several batteries of standardized tests to junior high students in order to assess students' achievement and aptitude, as well as to assist in determining placement in special programs and classes. Families will be notified in advance of specific dates.

TEXTBOOKS

The student is responsible for keeping textbooks/learning resources and other school issued materials in the same physical condition they were when they received them except for normal wear. We ask that students cover the books and handle them with care throughout the year. Fines are assessed for damaged and lost textbooks/learning resources.

VIDEO CAMERAS AND/OR MONITORS

To assist in maintaining security and to deter inappropriate conduct, the School District have positioned video cameras and/or monitors in public areas of school property, such as hallways, stairwells, gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year, you will be involved in many school activities that may be captured on video or photographed for sharing and/or placement of the school website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parent/guardian consent. Outside of special education settings, students may be videotaped or photographed by parent/guardian(s), observers, school employees, students, and news media personnel from time to time while participating in school activities. If your parent/guardian(s) desire that you not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to have them update this within the permissions portion of the online annual update. The online annual update also provides for a parent/guardian to choose exclusion of family contact information (address and phone number) in the Home and School Directory. If your permission status needs to change, parent/guardian(s) should contact the main office of your school.

VISITORS

All visitors will be required to produce a state issued ID which will be screened to ensure student safety. A visitor's badge will be printed prior to accessing the building. The badge must be worn for the duration of the visit. All visitors are required to check out with the office prior to leaving the building. Due to the tremendous responsibility to staff and liability to the school district, students who are not enrolled at the school can no longer be approved as "guests" unless the student visit has been prearranged with a teacher.

Naperville Community Unit District 203 Board Policies

Below are additional Board of Education policies and regulations that outline expectations and procedures for students and families.

Topic	Board Policy
Transportation	**4.110**
Transportation reimbursement eligibility and dispute resolution **Note: this program has been withdrawn due to lack of funding**	**4.110**
Eligibility criteria for free and reduced lunch	**4:130**
Waiver of school fees along with the fee waiver application form	**4:140**
Names of designated Prioritization of Urgency of Need for Services (PUNS)-trained employee(s) in each school within the District.	**5:100**
Employee Ethics; Code of Professional Conduct; and Conflict of Interest	**5:120**
School Wellness (required if the District participates in the National School Lunch Program or Breakfast Program)	**6:50**
Alternative learning opportunities	**6:110 Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Programs**
Notification to parent/guardian(s) of English Learners regarding the student child's placement in, and information about, the District's English Learners programs	**6:160**
Parent/guardian involvement under Title I (only when the district receives Title I funds)	**6:170**
Surveys that request personal information from students	**7:15, Student and Family Privacy Rights**
Birth certificate requirements for enrollment	**7:50, School Admissions and Student Transfers To and From NonDistrict Schools**

	7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
Dental examinations	**7:100**
Eye examinations (K and students enrolling in public school for the first time only)	**7:100**
Vaccinations (influenza and meningococcal)	**7:100**
Administration of medications (includes asthma inhalers and epinephrine injectors, opioid antagonists, and glucagon)	**7:270**
Notice of instruction in recognizing and avoiding sexual abuse (K-8 only)	**6:60**
Free appropriate public education to students with disabilities **Special education services to eligible children whether or not enrolled in the District**	**6:120, Education of Children with Disabilities** **6:120-AP1, Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities (downloadable from IASB website, www.iasb.com)** **6:120-AP1, E1, Notice to parent/guardian(s) Regarding Section 504 Rights**
IHSA policy on banned substances (required only for IHSA schools)	**6:190, Extracurricular and CoCurricular Activities** **6:190-AP, Academic Eligibility for Participation in Extracurricular Activities** **7:240, Conduct Code for Participants in Extracurricular Activities** **7:240-AP1, Code of Conduct for Extracurricular Activities**
Absenteeism and Truancy	**7:70, Attendance and Truancy** **7:70-R**
Statement of district ownership of and right to search student lockers	**7:140, Search and Seizure**

Search procedures for school grounds and lockers	**7:140, Search and Seizure**
Notification regarding access to student accounts or profiles on social networking websites	**7:140, Search and Seizure**
Bullying prohibited and reporting encouraged	**7:180, Prevention of and Response to Bullying, Intimidation, and Harassment**
Teen dating violence prohibited and reporting encouraged	**7:185**
Prohibition of electronic paging devices and making threat by Internet	**7:190, Student Behavior**
All prohibited conduct in the school discipline code, including, but not limited to: **1. Controlled substances** **2. Firearms and other weapons** **3. E-cigarettes** **4. Gangs and gang-related activity** **5. Sexting prohibited**	**4:170-AP2, E4, Letter to parent/guardian(s) About Preventing and Reducing Incidences of Sexting** **7:190, Student Behavior** **7:190-AP5, Student Handbook - Electronic Devices** **7:190-AP6, Guidelines for Investigating Sexting Allegations**
Inform parent/guardian(s) when the student child engaged in aggressive behavior along with the school's early intervention procedures	**7:190-E1, Aggressive Behavior Reporting Letter and Form**
Suspension and expulsion, and due process requirements	**7:200, Suspension Procedures** **7:210, Expulsion Procedures**
School bus safety	**7:220, Bus Conduct** **4:110-AP3, School Bus Safety Rules**
Videotape surveillance of buses (if applicable)	**7:220, Bus Conduct** **7:220-AP, Electronic Recordings on School Buses**
Behavior interventions (these may be developed through the Spec. Ed. Coop if the district belongs to one)	**7:230, Misconduct by Students With Disabilities**
Guidance and Counseling	**7:250, Student Support Services**
Ensuring Student Success Act	**7:255, Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual**

	Violence
Exemption from Physical Education	**7:260**
Dress code	**7:160, Student Appearance**
All other conduct prohibited by Board policy - school discipline code	**7:190, Student Behavior**
Student Rights	
Notice of non-discrimination coordinator(s) and making complaint of discrimination or sexual harassment	**2:260, Uniform Grievance Procedure** **2:265, Title IX Grievance Procedure**
Prohibits discrimination, harassment, and retaliation in Illinois regarding employment, housing, financial credit, and public accommodations based on protected classes including race, sex, sexual orientation, disability, age (40+), and pregnancy.	**Illinois Human Rights Act (IHRA)**
Prohibition of discrimination on the basis of race, color, national origin, sex, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parent/guardianal status, including pregnancy	**7:10, Equal Educational Opportunities** **2:265, Title IX Grievance Procedure**
Sex equity and grievance procedures	**2:260, Uniform Grievance Procedure** **2:265, Title IX Grievance Procedure** **7:10, Equal Educational Opportunities** **7:20, Harassment of Students Prohibited**
Sexual harassment prohibited and grievance procedures and age-appropriate information about the sexual harassment policy	**2:260, Uniform Grievance Procedure** **2:265, Title IX Grievance Procedure** **7:20, Harassment of Students Prohibited** **7:185, Teen Dating Violence Prohibited**
Board policy prohibiting discrimination and harassment based on race, color, and national origin, and retaliation, and an accessible and age-appropriate summary of the policy.	**2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.**
Notify parent/guardian(s) of the student	**5:190-E1, Notice to Parents of the student**

right to request the student child's classroom teachers' qualifications	**Right to Request the student Child's Classroom Teachers' Qualifications**
Educational rights of homeless students in the location where homeless children receive services	**6:140, Education of Homeless Children** **6:140-AP, Education of Homeless Children**
Notice of parent/guardian and student rights under the Children's Privacy Protection and parent/guardian Empowerment Act	**7:15, Student and Family Privacy Rights** **7:15-E, Notification to Parents of Family Privacy Rights**
Notice to parent/guardian(s) about social network passwords	**7:140, Search and Seizure** **7:140- E, Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act**
Notice concerning privacy and access rights to school student records	**7:340, Student Records** **7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records** **7:340-AP1, E2, Using a Photograph or Video Recording of a Student**
Disclosure of directory information	**7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records** **7:340-AP1, E2, Using a Photograph or Video Recording of a Student**
Information classified as directory information and for objecting to disclosure of information	**7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records**
Military recruiting	**7:340-AP1, E3, Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary**
Student biometric information (when applicable)	**7:340, Student Records** **7:340-AP1, E5, Biometric Information Collection Authorization**
Residence	**7:60**
Notice of disability accommodation	**8:70, Accommodating Individuals**

	with Disabilities
General Information	
Notice before a pesticide application	**4:160, Environmental Quality of Buildings and Grounds** **4:160-AP, Environmental Quality of Buildings and Grounds**
Availability of information concerning sex offenders	**4:175-AP1, Criminal Offender Notification Laws; Screening** **4:175-AP1, E1, Informing Parents/Guardians About Offender Community Notification Laws**
School bus safety	**4:110-AP3, School Bus Safety Rules**
Asbestos management plan, notice of availability	**Notice**
Notice to parent/guardian(s) and staff of IHSA's online training video about hands-only CPR and AED	**4:170, Safety 4:170-AP6, E1, School Staff AED Notification Letter**
Notice that a student athlete and their parent/guardian must sign acknowledgement of receiving the concussion policy (required only for IHSA schools)	**7:305, Student Athlete Concussions and Head Injuries** **7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries**
School visitation rights notice	**8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights** **8:95-E2, Verification of School Visitation**
Employee code of professional conduct	**5:120, Employee Ethics; Code of Professional Conduct, and Conflict of Interest**
Notice to parents/guardians of the availability of the Ill. State Board of Education's Sexual Abuse Response and Prevention Resource Guide, at www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf	**5:120, Employee Ethics; Code of Professional Conduct, and Conflict of Interest**