Dear Parents and Students,

Welcome to Evergreen School! The Evergreen staff is committed to providing a quality education to each of our students. We look forward to working with our entire community of learners to make this a successful and productive year.

This handbook has been prepared to provide information concerning school policies and procedures. We ask that all Evergreen students accept the responsibilities listed in this handbook and adhere to the rules presented. We would ask that parents and students take time together to read and discuss the material, and keep this handbook for reference throughout the year. We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is neither fair nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

We look forward to a positive working relationship with each of you. Close cooperation between home and school is essential to promote the best interest of our students. If we can be of assistance at any time during the school year, please call us at (630) 876-7810.

“The greatest gifts you can give your children are the roots of responsibility and the wings of independence.”

-Dennis Waitley

Sincerely,

Laura Pfanenstiel
Principal
Mission Statement

We are committed to all students achieving at the highest level and building character to prepare them to be successful throughout their lives.

Evergreen School Vision Statement

Evergreen School is committed to providing a nurturing community in which students, teachers, and parents respect and support each other. Each individual is challenged to learn and grow in a safe environment.
Contents

ARRIVAL AND DEPARTURE .......................................................................................................................... 1
   SCHOOL HOURS ...................................................................................................................................... 1

ATTENDANCE POLICY AND PROCEDURES ................................................................................................. 2
   ATTENDANCE AT SCHOOL ..................................................................................................................... 2
   STUDENT ABSENCES ............................................................................................................................ 2

BEHAVIOR/DISCIPLINE ............................................................................................................................... 3
   EVERGREEN SCHOOL’S GOOD CHARACTER STANDARDS ................................................................... 3
   SCHOOL BEHAVIOR ............................................................................................................................... 4
   BUS BEHAVIOR ....................................................................................................................................... 4
   CLASSROOM BEHAVIOR ....................................................................................................................... 4
   HALLWAY BEHAVIOR ........................................................................................................................... 5
   INDOOR RECESS BEHAVIOR ................................................................................................................ 5
   LUNCHROOM BEHAVIOR ....................................................................................................................... 5
   PLAYGROUND BEHAVIOR & EXPECTATIONS ...................................................................................... 6
   SPECIAL ACTIVITY BEHAVIOR ............................................................................................................ 7
   WASHROOM BEHAVIOR ........................................................................................................................ 7

BULLYING/HAZING ..................................................................................................................................... 7
   BULLYING ................................................................................................................................................ 7
   HAZING .................................................................................................................................................. 7

CHEATING .................................................................................................................................................... 7

ROLES ......................................................................................................................................................... 7
   THE BOARD OF EDUCATION’S ROLE ...................................................................................................... 7
   THE STAFF’S ROLE ................................................................................................................................. 8
   THE STUDENT’S ROLE ............................................................................................................................ 8

TRUANCY, SUSPENSION AND EXPULSION ............................................................................................. 14
   TRUANCY .............................................................................................................................................. 14
   SUSPENSION ......................................................................................................................................... 14
   EXPULSION ........................................................................................................................................... 15

BENJAMIN DISTRICT BOARD OF EDUCATION ............................................................................................. 15

BIRTHDAY TREATS ..................................................................................................................................... 15

CHARACTER CREW ..................................................................................................................................... 15

ELECTRONIC DEVICES AND COMPUTER RULES .................................................................................... 16
   ELECTRONIC DEVICES ........................................................................................................................ 16
   COMPUTER LAB RULES ...................................................................................................................... 16
   TECHNOLOGY GUIDELINES .................................................................................................................. 17

ENGLISH LEARNERS .................................................................................................................................. 18

ENROLLMENT/RESIDENCY ........................................................................................................................... 18

EQUAL OPPORTUNITY AND SEX EQUITY .................................................................................................... 21

ERIN’S LAW ................................................................................................................................................ 25

FINES, FEES, CHARGES AND WAIVER OF STUDENT FEES .................................................................... 25
WE UNDERSTAND THE RULES...
ARRIVAL AND DEPARTURE

School Hours

<table>
<thead>
<tr>
<th>Grades</th>
<th>Starts</th>
<th>Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preschool A.M.</td>
<td>8:30 A.M.</td>
<td>11:05 A.M.</td>
</tr>
<tr>
<td>Preschool P.M.</td>
<td>12:20 P.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>8:30 A.M.</td>
<td>2:55 P.M.</td>
</tr>
<tr>
<td>Grades 1-4</td>
<td>8:30 A.M.</td>
<td>3:05 P.M.</td>
</tr>
</tbody>
</table>

2-Hour Late Schedule – Start of day is two hours later, including bus service. No AM Preschool.

If you are a bus rider, you will arrive at school at approximately 8:15 A.M. If you walk or are brought to school in a car, you should plan to arrive at 8:15 A.M. Supervision does not begin until 8:15 A.M. Students are to be dropped off in the designated areas only. In the morning, cars are to stay in a single file line and children are to exit cars as soon as the car is in place. Children are to walk on the yellow lines and cross with instructions from the adult supervisor. Safety patrols are on post and help students in the morning and afternoon. Please cooperate and respect the patrollers. The goal of Evergreen is to instill responsibility at all age levels. Saying goodbye at the drop off areas or in front of the building is highly suggested. Encouraging your child to walk independently to the back of the building is advised and will be stressed by all staff members. When the first bell rings, students are to line up in their assigned class lines with voices off. The next bell signals students to enter the building. Morning announcements begin promptly at 8:30 A.M. Students entering after 8:30 A.M. will need a parent to sign him/her in at the office.

At the end of the day, children who ride the bus or day care busses will be dismissed first at 3:05 P.M. Bus #3 will be released at the second bell at 3:07 P.M. Walkers and car-poolers will be dismissed at 3:09 P.M. Specific doors are designated for dismissal for all grades. All students are encouraged to adhere to these designations to enable a safe exiting of the building. The third Wednesday of the month is Early Dismissal. Students will be dismissed as follows, Pre-school & Kindergarten (2:00), Grades 1st-4th (2:15). For more effective exiting of the building, we ask that parents wait for their child outside. Older brothers and sisters who attend Evergreen should also meet outside. A consistent designated meeting place seems to be most effective. If you are picking your child up in the drop off/pick up area, you must remain in your car, and if weather permits turn off car. If you need to exit your car, you must park in the lot or on the street. Students cannot be picked up in the parking lot if you are not in a permanent spot. Parents need to walk students to their car in the permanent parking spot. If pick up plans change due to various circumstances, please send a note to the office. Last minute changes are difficult to manage for classroom interruptions need to kept to a minimum.

Children must go home directly from school either on the bus, in a car driven by a parent/guardian (or an adult specified by the child’s parent/guardian), or walk. If arrangements, other than the norm are necessary, a note must be sent to the teacher. The teacher will then send it to the office to be copied.

Please discuss pick up arrangements with your child before arriving at school. Messages cannot be relayed to your child unless it is an emergency. It is imperative that classroom interruptions are kept to a minimum.

To keep the front door clear for students to exit quickly and to get assistance when needed, we ask parents to wait in front of the school by the Evergreen sign. Thank you in advance.
ATTENDANCE POLICY AND PROCEDURES

ATTENDANCE AT SCHOOL

Good attendance is an expectation. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child’s age, shall assure that the child attends school during the entire time school is in session.

Please refer to the school calendar in planning vacation trips. Regular attendance in school is very important. Taking children out of school for vacation is strongly discouraged. Operational funding for schools is based upon the daily attendance of students.

The Illinois Every Student Succeeds Act (ESSA) plan is including chronic absenteeism as a student success indicator. The chronic absenteeism definition is taken from “Attendance Matters.” Chronic absenteeism is defined as 10% or more of excused and unexcused absences in the prior academic year. This definition does exclude medically certified home/hospital instruction and absences pertaining to the death of a family member.

Coming in school late and leaving early are logged as ½-day absences. These add up quickly and should only be done when necessary.

STUDENT ABSENCES

There are two types of absences: excused and unexcused. Excused absences include illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student’s absence.

In the event of any absence, the student’s parent or guardian is required to call the school at 1-630-876-7810 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student’s absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Children who have been absent from school due to an extended illness (beyond one week’s duration) must obtain a re-admittance slip from the school office before going to their classroom. This is to protect other students from possible contagions and the contagious student from returning to school too soon.

In order to participate in any school practice, contest or game, performance, etc., on a school day, a student must be in attendance that entire day. This does not apply to field trips or prearranged absences for doctor and dentist appointments. If the absence is due to unusual circumstances, permission to participate may be requested from the Principal.

In the past, we had many students upset because they had to go home when they were sick. This made them ineligible for a perfect attendance award. We will not be including this award for this reason stated above. We have many opportunities for students to earn end of the year awards.
# EVERGREEN SCHOOL’S GOOD CHARACTER STANDARDS

Students are responsible for good behavior and self-control in the building, on the playground, and on the busses.

## BEHAVIOR:

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students will follow classroom, bus, lunchroom, and playground rules</td>
<td>1</td>
</tr>
<tr>
<td>2. Students will walk safely at all times, in the school building</td>
<td>1</td>
</tr>
<tr>
<td>3. At recess, students will line up promptly when signaled to do so by the teacher on duty</td>
<td>1</td>
</tr>
<tr>
<td>4. Students will use inside voices when inside the building</td>
<td>1</td>
</tr>
<tr>
<td>5. Students will be responsible for cleaning up after themselves</td>
<td>1</td>
</tr>
<tr>
<td>6. Students will not wear head cover during school, or at any school events</td>
<td>1</td>
</tr>
<tr>
<td>7. Students will return completed homework when due</td>
<td>1</td>
</tr>
<tr>
<td>8. Students will keep hands and feet to themselves</td>
<td>2</td>
</tr>
<tr>
<td>9. Students will use appropriate language and gestures</td>
<td>2</td>
</tr>
<tr>
<td>10. Students will speak and write respectfully to others (no name calling)</td>
<td>2</td>
</tr>
<tr>
<td>11. Students will get permission before taking and posting a picture of someone</td>
<td>2</td>
</tr>
<tr>
<td>12. Students will not use objects in a way that may cause harm to others</td>
<td>3</td>
</tr>
<tr>
<td>13. Stealing, vandalism and cheating are not allowed</td>
<td>3</td>
</tr>
<tr>
<td>14. Fighting - real or play - is not allowed</td>
<td>3</td>
</tr>
<tr>
<td>15. Students will not threaten or intimidate other students or school personnel (This includes biting and/or spitting.)</td>
<td>3</td>
</tr>
<tr>
<td>16. Inappropriate items brought to school (knives, sharp objects)</td>
<td>3</td>
</tr>
</tbody>
</table>

## LEVEL ONE CONSEQUENCES:

1\textsuperscript{st} Offense: Student will be given a verbal warning and student will correct behavior at that time.

2\textsuperscript{nd} Offense: A Discipline Notification Form (DNF) will be issued and sent home for parent signature.

Four (4) DNF’s will result in a detention before or after school.

## LEVEL TWO CONSEQUENCES:

Communication with parents. Detention issued.

Four (4) detentions may result in, student, parent, principal conference, or an in-school or out-of-school suspension.

## LEVEL THREE CONSEQUENCES:

Immediate referral to principal. Principal will contact parent. After school detention or, in accordance with School Board Policy, an in- or out-of-school suspension may be instituted.
SCHOOL BEHAVIOR

As an Evergreen Eagle, you are expected to adhere to all rules and respect your fellow classmates and all staff members. The following of rules and consequences in the area of bus behavior, playground behavior, and lunchroom behavior can be seen on our Good Character Standards.

BUS BEHAVIOR

If you ride a bus to school, you must be aware of and follow several rules that will ensure you a safe, enjoyable trip to school. RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT, and as such, you must cooperate in the following ways:

1. The driver is in full charge of the bus at all times, and of its riders. You must cooperate with and obey the driver always.
2. Unless you arrange a special situation through the office (by parent letter or phone call), you must ride your assigned bus, and get on and off at your assigned stop. Students who are not bus riders will not be permitted to ride a bus home with a friend.
3. Be at your bus stop at least 5 minutes before assigned time.
4. Stay off the road while waiting for the bus, and behave in a safe manner while waiting. Also, stay off private property.
5. DO NOT ACCEPT RIDES FROM STRANGERS!
6. Board the bus in a single line. The front seats are reserved for kindergarten students ONLY! It is the driver’s choice to assign seats for all students depending on the riders’ behaviors.
7. Use the handrail when stepping on and off the bus.
8. Move quickly to your seat. No one may save seats.
9. Remain in your seat at all times while the bus is in motion.
10. Do not extend your hands, arms, or objects through the bus window.
11. No loud talking, fighting, or unnecessary confusion is allowed.
12. No paper or rubbish is to be thrown on the floor. No eating on the bus.
13. No deliberate damage may be done to the bus, or you will pay for the damage.
14. You may not transport animals or other living creatures on the bus.
15. Keep your feet and other objects out of the aisles. If you leave something on the bus, let the office know immediately.
16. In case of emergency, you are to stay on the bus and follow the driver’s instructions.
17. Get off the bus quickly and quietly. Do not crowd or push. Also, do not linger around the bus loading and unloading zones.
18. If you do not choose to follow the above rules, you may expect the following to happen:
   a. Inappropriate behavior will result in a written referral from the bus driver.
   b. The Principal will conference with the student(s) and the student(s) will be given the opportunity to explain what happened. Consequences will be handled in accordance with the school discipline policy.
   c. If an offense is of a serious nature, it may result in an immediate loss of bus privileges for a length of time determined by the Principal after consulting with your parents. It is the discretion of the Principal and Bus Company to revoke bus-riding privileges due to inappropriate behavior.

CLASSROOM BEHAVIOR

Your teacher will be discussing rules with you that will make your room a good place to learn, and an enjoyable place for all to spend the day. By following class rules and cooperating with your teacher at all times, you earn the right to participate in special activities with your classmates. Breaking class rules may result in not being able to participate in special activities or having to spend time in the office.
**HALLWAY BEHAVIOR**
At all times, you are to be quiet in the hallways so you don’t disturb other classes. Hallways are learning zones.

**INDOOR RECESS BEHAVIOR**
Students have plenty of activities to take part in during indoor recess. One of the activities might be to play games on computers/iPads depending on the grade level. In order to monitor our students’ activities on the computers in grades 3-4 during recess, we will be asking them to access games/websites listed under student resources on our website or access the sites available through Canvas.

**LUNCHROOM BEHAVIOR**
The lunch/recess times are as follows:

<table>
<thead>
<tr>
<th>11:35-11:55</th>
<th>12:20-12:40</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:35-11:55</td>
<td>12:20-12:40</td>
</tr>
<tr>
<td>11:55-12:15</td>
<td>12:40-1:00</td>
</tr>
<tr>
<td>KIND. &amp; 4th EAT / 1st OUTSIDE</td>
<td>2nd EAT / 3rd OUTSIDE</td>
</tr>
<tr>
<td>1 EAT / KIND. &amp; 4th OUTSIDE</td>
<td>3rd EAT / 2nd OUTSIDE</td>
</tr>
</tbody>
</table>

For one-half of this time you will be in the small gym eating your lunch. For the other half you will be at recess. In case of rainy or cold weather, recess will take place in the classrooms.

Lunch is a time to relax and refresh yourself for the remainder of the school day. In order for lunch to be held in the proper manner, you will be expected to follow these rules:

- You must file into the lunchroom in an orderly manner. Running is not allowed. You will pick up your drink and straw and go directly to an assigned table.
- Once you are seated, you must not leave your seat without raising your hand and asking permission from a supervisor.
- You are to eat your own lunch. Trading food items and sharing will not be allowed (many students have allergies).
- An appropriate level of noise will be maintained. If the noise level becomes too high, a supervisor will call for quiet, and remind students to lower their voices.
- If the supervisors call for quiet one or more times in a lunch, that grade level will risk losing minutes of recess.
- In order to help the custodians keep our lunchroom as clean as possible, each student is responsible for his/her area. If food is drops on the floor, you must pick it up and/or let a supervisor know.
- To ensure, as much as possible our students get the nourishment they need, the first five minutes of lunch will be quiet time.
- Individual students who cannot follow the rules will be noted and the principal will talk with you about lunchroom procedures. If this happens 3 times in a quarter, the students will be required to eat in the office for one week.
- You will be dismissed by class, leaving in a single file line with your voice off.
If you walk home for lunch, a parent must accompany you. You should not return to school until the conclusion of your lunch period. You should check in at the office and tell a lunch supervisor you are back and join your class outside for line-up or in the classroom if recess is over.

**PLAYGROUND BEHAVIOR & EXPECTATIONS**
The school playground is a place to enjoy yourself, take part in physical activities, and take a break from classroom work. In order for the playground to be safe and enjoyable for all students, you must obey the following rules:

- You are responsible for returning all playground equipment to the equipment when you are finished with it. Equipment should be carried (not played with) going in and out of the building.
- You are to share equipment fairly with your fellow students.
- For your safety, tackling games of any type are not permitted. Fighting or other types of rough behavior will not be tolerated. Fighting will result in a school detention.
- You are to stay on school grounds at all recess times. On rainy/wet days, the “Blacktop Only” recess rules must be followed. Balls can be used for basketball and four square. No tag games on the blacktop before school or during recess times.
- Continue to be respectful at all times. You must line up promptly when signaled to do so by the supervisor on duty. Once you are in line, no talking is allowed. Continual tardiness when lining up is unacceptable and will result in a loss of recess privileges. You are to enter the building with voices off and walking in a single file.
- You are expected to behave appropriately on the playground equipment cart by taking turns and being careful. On the slide, you must climb to the top only using the stairs with your feet forward. In addition, no stones from beneath the equipment may be picked up or thrown. In the winter, “the bridge” will be closed due to safety per supervisor request.
- In case of bad weather, the following rules should be followed for indoor recess: You should be seated at your desk or quietly on the floor if playing a group game. Acceptable indoor activities include seatwork, coloring, reading, or board games.
- If you choose not to follow the above rules, you can expect the following to happen:
  a. You will be given an explanation of what you have done wrong. If a problem is serious enough, you may lose your playground privileges immediately for a time to be determined by the supervisor on duty or the Principal.
  b. If you break a rule of a less serious nature, consequences will be handled in accordance with the school discipline policy.
- Students will go out for recess if the temperature is 10 degrees or feels like 10 degrees or above. Be dressed accordingly. Jackets must be on if the temperature is 60 or below.
- Snowballs and throwing snow are not allowed on the school property. No climbing on snow mounds and playing “King of the Mountain.”
- If snow is present, students need to wear boots and snow pants in order to play on the equipment or field.
• Going to the restroom should be taken care of during lunch.

**SPECIAL ACTIVITY BEHAVIOR**

During the year, you will have the opportunity to participate in some special activities such as Hot Lunch, Field Trips, Assemblies, Field Day, etc. During a special activity, you must cooperate with your teacher by listening carefully and following directions. By doing this, you will get the most enjoyment possible out of the activity. Misbehavior at a special activity will result in being removed from the activity and possibly the loss of attendance at future ones.

**WASHROOM BEHAVIOR**

If you need to go to the washroom, you must ask your teacher and/or take a pass. While in the washroom, you are not to bother other students. Talking is to be kept at a minimum, and writing on or defacing the washrooms is forbidden. Parents will be contacted immediately if you are writing on stalls or walls!

**BULLYING/HAZING**

**BULLYING**

Bullying involves repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. Bullying can be either direct or indirect. Direct bullying usually is seen and felt easily. Indirect bullying (deliberate exclusion, name-calling, etc.) is much more difficult to see and often is more difficult to remedy, and should be seen as different from the more "traditional" direct bullying but still is recognized clearly as bullying. If repeated incidences of bullying occur, a conference including your parents, your teacher, and the principal will take place.

**HAZING**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

**Range of Actions:** Parent conference, removal from the extracurricular activity, police referral, loss of privileges, OSS for up to 10 days, Board of Education expulsion hearing.

**CHEATING**

Cheating of any kind is not permitted at Evergreen. If you are found to be cheating on a test or assignment, you will meet with the principal. Your parents will be notified and you will receive no credit for the test or assignment. If any further incidences of cheating occur, the above procedure will be followed with the addition of a conference including your parents, your teacher, and the principal.

**ROLES**

**THE BOARD OF EDUCATION’S ROLE**

The Board of Education and staff believe that a good discipline system in the school is extremely important to the educational program. The Board and staff also believe that the right to an education is a privilege not to be withheld without cause. They state, however, that the enjoyment of this privilege depends on each individual's willingness to obey reasonable rules and regulations.
The Board of Education directs the school to develop a set of rules and regulations that reflects the staff’s philosophy, the school’s environment and its educational leadership. At the Middle School, the Board of Education expects that high standards of conduct, consistent with the emotional and social development of adolescents will be maintained at all times.

**THE STAFF’S ROLE**

Administrators, teachers, certificated employees, and other staff members shall maintain discipline in the schools, including the school grounds, the bus and bus stops. Efforts will be made to contact and work with the parents and students regarding infractions considered as serious by the staff or administration. Although we try to refrain from involvement in student behavior outside of school, we will address it if it affects school time, energy and ultimately academics.

**THE STUDENT’S ROLE**

Each student is responsible for his/her own behavior. Students are responsible for knowing and abiding by the contents of the discipline policy and student handbook all year. Students are expected to communicate with parents concerning behavior infractions or interventions such as loss of privileges or detentions.

Reference: Benjamin School District 25 Board Policy 7-190 Revised January 2017:

**Student Behavior**

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student’s misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

**When and Where Conduct Rules Apply**

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student’s conduct is reasonably related to school or school activities, including, but not limited to:

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

**Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish). Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   b. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
   e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
   f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or
another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

8. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.

10. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.

11. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property.

12. Entering school property or a school facility without proper authorization.

13. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

15. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

18. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual
because of his or her duties or employment status or status as a student inside the school.

19. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

**Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.

11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

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

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

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are
licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students
The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices
A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student’s parent/guardian. “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

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

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

Student Handbook
The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

TRUANCY

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

TRUANCY PROCESS DEFINED
Adopted March 1998

The following are general guidelines for implementing truancy interventions. It should be noted that principal discretion may be used to alter the process at any point.

1. More than ten minutes tardy to school equals truancy.
2. With two truancies, the parents are to be contacted by the principal, teacher or middle school team.
3. With five truancies, a letter from the principal is to be sent to the parent, noting that the truancy situation has been referred to the PST team.
4. With eight truancies, a meeting is to be held, if it has not already been held, with the parents to explore and establish options to resolve the situation. The superintendent is to be informed of the level of concern and may become involved in the process at this point. (The nature of the involvement may have been outlined at the PST meeting.)
5. With ten truancies, the Board of Education, in Executive Session, is informed to the situation and may choose to request the presence of the student and their parent for a discussion with the Board on the situation.
6. With anything over fifteen truancies, and pending the situation, the parents and student are to be referred to the county truancy officer and/or DCFS.

SUSPENSION

The superintendent and the school principals are authorized to suspend from school any students who are guilty of misconduct, such suspension to be for a period not to exceed ten (10) school days. Each suspension shall be reported with the reasons to the Board of Education and to the parents or guardian of the suspended student.

A parent or guardian of a suspended student may request a hearing with the Board of Education or its hearing officer. Prior to the hearing, a conference is recommended with the principal to discuss the suspension and procedure to be followed.
After a review by the Board and its hearing officer, appropriate action concerning the suspension will be taken.

EXPULSION

Upon a recommendation by the superintendent, the Board of Education will consider the expulsion of any student whose continued presence at school is a threat to the health and welfare of other students, whose behavior is continuously and incorrigibly disruptive to the school’s educational program.

BENJAMIN DISTRICT BOARD OF EDUCATION

President: Vince Engstrom
Vice President: Jodi Krause
Secretary: Anna Taylor
Members: Dennis Peterson, Tammy Mastroianni, Jack Buscemi, Lisa Willuweit

Superintendent: Dr. James Woell
Business Manager: Dr. Cheryl Witham
Special Education Consultant: Dr. Debra LeBlanc
Technology Coordinator: Greg Martin

BIRTHDAY TREATS

In previous years many students celebrated their birthdays by providing food items (cookies, cupcakes) for their classmates. Due to an increase in a variety of food allergies, we will no longer continue the practice of passing out food treats. In order to minimize risking the safety of children, we ask that your child bring in non-edible treats such as stickers, pencils, or a small party favor (cost effective if purchased at the Dollar Store or Oriental Trading Company). May we also suggest donating your child’s favorite picture book in his or her name to their classroom.

If birthday invitations are handed out at school, please make sure to invite all the boys in the class, or all the girls in the class or the whole class. We do not want any student to feel left out.

Evergreen students will have their birthdays announce on the PA. Summer birthdays will be celebrated in December (June), January (July), and February (August).

CHARACTER CREW

1. This program was developed to improve the good character in our school.
2. Character crew members focus on the following:
3. Help out at lunch recess when they can.
4. Help maintain the garden.
5. Help younger students get organized.
8. Help with jobs in the office.
10. Model and involve students in great character

15
ELECTRONIC DEVICES AND COMPUTER RULES

ELECTRONIC DEVICES
The use of cell phones/electronic communication devices shall be limited to after school hours only, and prohibited while riding on all District provided transportations. Prior to and during the course of the school day, cell phones/electronic devices must be turned to off mode, and out of sight in backpacks. The district is not responsible for lost, stolen, or devices that break.

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provide herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod, iPad, laptop computer, tablet computer or other similar electronic device.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP) or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. During this time, electronic devices can be used following the discretion of the club supervisor or coach the student is with at the time.

The district is not responsible for personal devices that get lost, stolen or broken if brought to school.

RIGHT TO PRIVACY IN THE SCHOOL SETTING ACT
School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

COMPUTER LAB RULES
- No foods, candy, gum or drinks are allowed in the Computer Lab.
- The equipment in the Computer Lab is very expensive, both to purchase and to repair. Follow your teacher’s instructions on computer operations completely. Do not start experimenting or exploring on the machines. Please use only what you have been taught to use, both with hardware and with software.
- Handle the computer with care, do not pound on the mouse and keyboard.
- The computer desktop is not to be played with. Under no circumstances are application or folder icons to be dragged around the desktop screen or put into other folders. Leave all software folders and files exactly where they are located at all times. Notify your teacher if the desktop is not as it should be.
- The control panel is set and should not be touched. There is no reason to experiment with and change screen savers, screen settings, sound options, alarm clocks, etc.
The lab should always be left as you found it: computer keyboards in front of computer, each mouse on their mouse pad, pad to the right of the keyboard, and chairs pushed in. Equipment should only be turned off when indicated by the teacher.

Please clean up your area before leaving. Do not leave garbage, papers with mistakes that are reprinted, etc., lying around.

Absolutely no non-school owned programs are to be brought in from home and run on the lab computers.

Unsupervised students may not use the lab.

Open only those applications pertinent to the class you are using in the lab.

If students cannot follow all lab rules and show respect for the computer equipment in the lab, they will not be allowed to use the facility.

TECHNOLOGY GUIDELINES

STUDENTS WILL:

- Use the Internet for appropriate educational research
- Use the Internet for appropriate communication between students, educational faculty, resource staff, and other professionals as needed
- Adhere to all district policies of conduct when using the Internet
- Conduct themselves in a positive manner reflecting the values of the student body, faculty, and the community while using the Internet
- Be aware that school personnel may review files and communications to insure proper use of the Internet
- Keep the computer secure and damage free.
- Use the provided protective book bag style case at all times.

STUDENTS WILL NOT:

- Cause or contribute to the damage or modification of computer hardware, software, or data
- Access, display, or send written or graphic information which is obscene, inflammatory, derogatory, or offensive
- Plagiarize or violate copyright laws
- Access the work of others without proper permission
- Use the district’s computer resources for commercial purposes
- Transmit personal information of others such as name, address, or phone number
- Do not loan out the computer, charger or cords.
- Do not leave the computer in your vehicle.
- Do not leave the computer unattended.
- Do not eat or drink while using the computer or have food or drinks in close proximity to the laptop.
- Do not allow pets near the computer.
- Do not place the computer on the floor or on a sitting area such as a chair or couch.
- Do not leave the computer near table or desk edges.
- Do not stack objects on top of the computer.
- Do not leave the computer outside.
- Do not use the computer near water, such as a pool.
- Do not check the computer as luggage at the airport.
- Back up data and other important files regularly. Benjamin School District 25 will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

ENGLISH LEARNERS
The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact Mrs. Nordengren at 1-630-876-7810 x3304.

ENROLLMENT/RESIDENCY
Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided by Board Policy 7:60. A student’s residence is the same as the person who has legal custody of the student. Students must be of a certain age for entering school or entry/grade level will be determined upon an assessment of his or her readiness, as provided in Board Policy 7:50.

Reference: Benjamin School District 25 Board Policy 7:50 - Revised June 2018:

School Admissions and Student Transfers To and From Non-District Schools
Age [Elementary or Unit Districts only]
To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child’s readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be six years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, Accelerated Placement Program.

Admission Procedure
All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. A student will be enrolled without a birth certificate.
When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student’s permanent record, and return the certified copy to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student’s birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ten-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U.S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District’s school year, or (b) the grade level following the last grade completed.

Homeless Children
Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students
The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Dept. of Children and Family Services when enrolling in or changing schools.

Student Transfers To and From Non-District Schools
A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [High School or Unit Districts only]
The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted,
exchange students become subject to all District policies and regulations governing students.

**Re-enrollment** [High School or Unit Districts only]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent’s or designee’s discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.


**Residence**

**Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student’s residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child’s natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child’s natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student’s change of residence is due to the military service obligation of the student’s legal custodian, the student’s residence is deemed to be unchanged for the duration of the custodian’s military service obligation if the student’s custodian made a written request. The District, however, is not responsible for the student’s transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

**Requests for Nonresident Student Admission**
Nonresident students may attend District schools upon the approval of a request submitted by the student’s parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student’s parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law. The student’s parent(s)/guardian(s) will be responsible for transporting the student to and from school.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student’s health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

Challenging a Student’s Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10 20.12b.

New Students

State of Illinois Public Act 84-1430 requires that schools be furnished with a certified copy of the student's birth certificate within thirty days of the enrollment. Schools will make a copy of the original and return the original to the parent.

All health records including required physicals and documentation of required immunizations must be received within 30 days of enrollment to remain in school.

**EQUAL OPPORTUNITY AND SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. (Board Policy 7:10, 2:260)
Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

Reference: Benjamin School District 25 Board Policy 7:10 - Revised December 2017:

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities.

Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board’s resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Reference: Benjamin School District 25 Board Policy 2-260 - Revised December 2017:

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
13. Provision of services to homeless students
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused’s parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired
The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines
All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District’s main office is open.

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

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

Investigation
The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed.
except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within five school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within five school business days of the Board’s decision, the Superintendent shall inform the Complainant and the accused of the Board’s action.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

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

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Name
Address
Email
Telephone

Complaint Managers:
ERIN’S LAW
Public schools must provide training for school personnel on child sexual abuse, as well as age-appropriate education for the students in the mandated age range. Schools provide information to parents and guardians on the warning signs of child abuse, along with any needed assistance, referral, or resource information.

FINES, FEES, CHARGES and WAIVER OF STUDENT FEES
The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student’s family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

* An illness in the family;
* Unusual expenses such as fire, flood, storm damage, etc.
* Unemployment;
* Emergency situations; or
* When one or more of the parents/guardians are involved in a work stoppage.

The superintendent’s office will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the superintendent’s office. (Board Policy 7:10)

Reference: Benjamin School District 25 Board Policy 4:140 - Revised June 2018:

Waiver of Student Fees
The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials. Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy.
order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification
The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria
A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:
- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification
The Superintendent or designee shall establish a process for determining a student’s eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student’s parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal
Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

Health
Health Examinations and Immunizations
Unless the student is homeless or transferring from out-of-state, failure to provide the health examination and required immunizations by October 15, of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunizations.
Student Medication Guidelines
For the safety and welfare of all students, the school district has developed the following board 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 believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District’s procedures on dispensing medication.

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. 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 physician must also complete the form. The medication form must be renewed annually or when there is a change in the prescription. A responsible adult must transport medication to school. Administration of the first dosage of medication must be done at home to observe for side effects. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. A safe, locked place is provided for the storage of the medication. If medication is necessary for a food or insect bite allergy, the parent and physician must complete the consent form for emergency treatment and an allergy action plan; parents will provide the appropriate medication.

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 parents/guardians of students.

Please remember that the primary responsibility for administering medication lies with the parents. Parents may come to school to administer any necessary short term medication to their child. For the safety of all of our students, a student may not carry or self-administer any medications, unless as indicated below.

Self-Administration of Medication
A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/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.

The student must demonstrate knowledge of proper use of the inhaler and/or auto-injector, and show responsibility for the care and handling of the medications. All self-administer medications
must be labeled with the student’s name. Please provide the school with an asthma action plan and/or allergy action plan. Asthma inhalers need only a copy of the prescription or inhaler box with parent signature on the school medicine authorization form to carry an inhaler while in school. The auto-injector still requires a physician and parent/guardian signature. These must also be renewed annually.

**School District Supply of Undesignated Epinephrine Auto-Injectors**

The Superintendent or designee shall implement Section 22-30(t) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District’s prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

**Student Illness**

**ANTIBIOTIC TREATMENT** - If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc., keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). If they are going to continue on antibiotic treatment at school, be sure to follow the school’s medication policy. Please follow your doctor’s orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help insure the infection has been treated and no longer communicable.

**CHICKEN POX** - Students will remain out of school not less than six (6) days after the appearance of the first eruption.

**HEAD LICE** – Student may return to school after lice treatment has been completed and proof of medication is shown. Parents must remove all nits (eggs). The child must also be free of nits and checked by the school nurse or health aide before admittance to class.

**MONONUCLEOSIS** - Student does not need to be excluded unless fever of 100 degrees is present or if child is not feeling well enough to participate in class. A note from the physician is required for participation in gym classes or other contact sports.
PERTUSSIS (WHOOPING COUGH) – Students may return to school after completing the full five (5) days of antibiotic treatment. If continuation of antibiotic treatment is necessary at school, please be sure to follow the school’s medication guidelines.

RASH - Students with any type of rash, sore or other skin condition should not come to school until the condition has been evaluated and identified by a physician and a written physician release to return to school has been provided to the school health office. The release should include the diagnosis, treatment plan and any information about precautions/restrictions to take at school.

STREP THROAT, IMPETIGO, SCABIES AND CONJUNCTIVITIS (pink eye) – Students may return to school twenty-four hours after treatment has begun, student is 24 hours fever free, and proof of medication is shown.

VIRAL ILLNESS – Students ill with a fever greater than 100 degrees, vomiting and/or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine.

After a student has provided a written physician release for a student to return, any open wound or sore must be covered with a dressing taped on all four sides. Students will benefit from being taught to never share personal items when active in the community, at home or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

If a student is diagnosed with one of these ailments, please notify the health office as soon as possible. The school district reserves the right to request a physician’s note for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.

First Aid
Benjamin School District 25 has a full-time nurse and an LPN employed. Children developing an illness or becoming injured during the school day will be evaluated by a nurse. Parents will be notified to pick up their child if the student is severely ill or injured or appears contagious to others. In addition, the district nurse will be available for consultation as needed.

In the event of an emergency, we will transport a child to the hospital via an ambulance if we are unable to contact parents.

Concussions
Each school board is mandated to adopt a policy regarding student athlete concussions and head injuries that comply with the protocols, policies and by-laws of the Illinois High School Association (IHSA). A concussion is defined as a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion.

This policy requires the collaboration of a concussion oversight team to establish a return-to-play protocol and a return-to-learn protocol. Additionally, the team develops and maintains school-specific emergency action plans for athletic activities; requires all coaches to have training every two years; provides information to parents and student athlete; requires a signed concussion information receipt prior to athlete participation; and, requires athletes to view IHSA’s concussion video.
Coaches and/or the oversight team will remove a student from a practice or competition immediately, and/or implement its return-to-learn protocol for a student’s return to the classroom if believed to have sustained a concussion, “whether or not the concussion took place while the student was participating in an interscholastic activity.”

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

**Symptoms may include one or more of the following:**
- Headaches
- Nausea or vomiting
- Balance problems or dizziness
- Sensitivity to light or noise
- Feeling foggy or groggy
- Change in sleep patterns
- Don’t feel right
- Sadness
- More emotional
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

**Signs observed by teammates, parents and coaches include:**
- Appears dazed
- Confused about assignment
- Is unsure of game, score or opponent
-Answers questions slowly
- Shows behavior or personality changes
- Can’t recall events after hit
- Can’t recall events prior to hit
- Any change in typical behavior or personality

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery or event to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete’s safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or
concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branched prior to returning to play or practice following a concussion or after being removed from interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child’s coach if you think that your child may have a concussion. Remember it is better to miss one game than miss a whole season. In addition, when in doubt, the athlete sits out.

For current and up-to date information on concussions you can go to:
http://www.cdc.gov/concussioninyouthsports/

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

Exemption from PE Requirement [K-8]
Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

HOLIDAY PARTIES
The PTA and staff collaborate to provide special activities for Fall Theme Day, Holiday Party (December) and Valentine’s Day (February).

The Head Room parent and the teacher will discuss crafts and refreshments. Individual goodie bags will not be allowed or distributed to students. In February, students may attach individual candy to the valentine’s card only. (No goodie bags)

HOMELESS CHILDREN ACT
Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A “homeless child” is defined as provided in the McKinney Vento Homeless Assistance Act and State law. Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required to establish residency. For further information and/or questions, please contact Dr. Debra LeBlanc, Special Services/Intervention Consultant, at 630-876-7800.

Reference: Benjamin School District 25 Board Policy 6-140 Revised January 2017:

Education of Homeless Children
Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act. The
Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy’s implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school’s attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.

**HOMEWORK**

Homework will require more time and effort as student’s progress through each grade. The students are expected to use their time and energy wisely, in order to make a reasonable effort to complete all homework assignments. If absent from school, arrangements can be made to have work sent home. Parents should call the school office by 10:00 A.M. and request homework. This gives the teacher enough time to compile the homework. If the child will be back to school soon (after one or two days), the teacher can help make up any work missed during school time or after school if necessary. Students are responsible for completing homework assignments. If a student fails to complete homework or return homework, a discipline notice (DNF) can be issued.

There are always questions in regards to make up work due to student absence when on vacation. If you will be gone from school for more than one week for a reason other than illness, the principal must be notified in advance. Teachers are not required to supply assignments before students leave on vacation. Students will be required to make up assignments and will be given the assignments the first day he/she returns to school. The student has one day to make up assignments for each day missed.

**MISSED HOMEWORK**

Please refer to teachers for grade level expectations. In third and fourth grade, a DNF will be issued after the fourth missed assignment.

**LINES OF COMMUNICATION**

Phone calls to teachers can be made throughout the day. If the teacher is not available, please leave a voice mail and the teacher will respond during a free period.

If you wish to communicate with an Evergreen teacher via e-mail simply address your note to the appropriate teacher by using first initial, last name@bendist25.org. Do not leave urgent messages via e-mail.
LOST AND FOUND
Lost articles can be found in our school entryway. Children may claim them there. At the end of the month, the principal will eliminate unclaimed articles by giving them to a recognized public agency.

NUTRITIONAL SNACK
Sometime between 9:00-10:30, without interrupting the flow of normal class work, students in grades K-4 have a nutritional food break. Our emphasis is on nutritional foods, which restore energy to you by replacing lost energy. Even though many times items are labeled as natural, often there is much sugar or added chemicals in them, which are not good for you. In order to make your preparations for this break as easy as possible, we are stressing the importance of fruits and vegetables. Whole grain granola and cereal bars that are low in fat and sugars will be deemed appropriate. By eating nutritional snacks, we hope you will learn that food which is good for you can taste good too!

PEST CONTROL PROCEDURES AND HERBICIDE APPLICATIONS AT BENJAMIN SCHOOL DISTRICT 25
In the spring of 1999, the Illinois Legislature passed amendments on the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests are controlled in schools. The legislation affects schools in two ways: 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM; and 2) Schools are required to notify staff, students and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication within the school. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program, but does involve use of nontoxic control methods such as sticky traps and baits. The methodology does not require notification to anyone requesting to be notified. If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two (2) business days prior to the application. The only exception to the two-day notice would be if there were an immediate threat to health or property. Then notice will be posted as soon as practicable.

We will establish a registry in each school for those who desire to be notified of certain pesticides and/or herbicide applications. Each school has its own registry. If you wish to be placed on the list to receive written notification prior to the applications of any pest control materials subject to the notification requirements, please call the school or schools that your child or children attend, and ask for a copy of the request form from each school. Once you receive the form(s), please complete and return it to the appropriate school.

PETS
Dogs and other pets are not allowed on school property. This is a student safety safeguard.

PHYSICAL APPEARANCE/SCHOOL ATTIRE

STUDENT APPEARANCE
The students are expected to be groomed and dressed neatly for their age level. Students are not to come to school with shoes on wheels, washable tattoos on their faces, or other items or fads that may be deemed disruptive to the educational process. Apparel with inappropriate words or symbols will not be permitted. Shorts that are deemed inappropriate in length and tank tops that are deemed inappropriate will also not be permitted. If this occurs, parents will be called and students will be asked to remove the distraction. HATS/HEAD COVERINGS are not permitted in school. Hats, bandanas, and all types of earmuffs should be removed when
entering the building for both boys and girls. Although bandanas are very stylish, they must not be worn at school. Resisting this rule will result in a warning, confiscation, and/or parent contact.

**PHYSICAL EDUCATION**
Always have a pair of non-marring soled shoes in your classroom for gym classes.

**OUTDOOR RECESS**
Students must wear snow pants and boots in order to play in the snow during winter months.

**PROGRESS REPORTS**
Student report cards are issued three times a year. Parent-Teacher Conferences for all grades take place in November. The purpose of the progress reports is to identify strengths and challenges in your child’s educational experience.

**SAFETY PATROL PROGRAM**
The Safety Patrol Program at Evergreen is made up of fourth grade students. These students began studying and training for their jobs at the end of third grade. Students in third grade pair up with fourth grade students to learn the most effective safety measures. We at Evergreen School, encourage all students to listen and follow the directions of the Safety Patrollers. They may ask students to walk and cross at specific corners. Students are not to cross at Fox Court and Evergreen. Students will be asked to walk to the crossing guard at Evergreen and Buffalo Circle. Safety Patrollers do not cross students at any corners. Students who do not follow the rules and do not show respect toward the Safety Patrollers will be reported to the Safety Patrol advisor. Repeated offenders will be sent to the office and your parents will be notified.

**SCHOOL SONG**
Evergreen is our School  
We work hard every day  
Evergreen is our School  
We learn something new every day  
Cause we WORK, STUDY, HELP OTHER PEOPLE  
Cause Evergreen is our school.  
GREEN, WHITE, GREEN WHITE, GREEN WHITE

Evergreen is our School  
We work hard every day  
Evergreen is our School  
We make the world a better place.  
Cause we WORK, STUDY, HELP OTHER PEOPLE  
Cause Evergreen is our school.  
GREEN, WHITE, GREEN, WHITE, GREEN, WHITE  
YEAH!

**SCHOOL STORE**
The school store is opened every (Tuesday and Thursday from 8:15-8:30). Many items are available such as; notebooks, pencils, glue, erasers, notebook paper, folders, and pencil grips. Fourth grade students operate the school store.

**SPIRIT DAY**
Once a month our school holds a Spirit Day. This day is designated for students to wear our school colors of green and white.
1. **TOBACCO FREE SCHOOLS**
   Pro-Children Act of 1994
   Law July 19, 1995

On July 19, 1995, Governor Edgar signed into law Public Act 89-181. This Act amends Section 10-20.5 B of the School Code which relates to the prohibition of the use of tobacco on school grounds.

The Public Act prohibits, without exception, the use of tobacco on all school property. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, before or after regular school hours, or on days when school is not in session. The prohibition applies to all school buildings and grounds, and is not limited to buildings and grounds where students are present.

2. **GUN FREE SCHOOLS**
   Improving America’s Schools Act
   Law October 20, 1994

Any student possessing, selling, distributing, making, receiving the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon and can include facsimiles of weapons, shall be expelled from school for a period of not less than one year. Actions include parent conference, ISS, OSS, police referral, PPS referral, expulsion hearing.

If a child is found with firearms and drugs or have committed battery against teachers, teacher personnel, administrative personnel or educational support personnel this information will be reported to the Department of State Police no later than 3 days after the occurrence or attack and to the State Board of Education.

3. **Sex Offender Registration Act**
   P.A. 94-994
   July 31, 2006

Parents may access information regarding registered sex offenders that is available to the public. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the available information. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at [http://www.isp.state.il.us/](http://www.isp.state.il.us/).

4. **Access to Student Records: Board Policy 7:340**

The District shall grant access to student records as follows:

The parent(s) /guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child’s school records; a student less than 18 years old my inspect or copy information in their permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District’s receipt of such a request.

Where the parent/s guardians are divorced or separated, both shall be permitted to inspect and copy the student’s school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either’s request, unless the District has actual notice of a court order indicating otherwise.

1. Academic progress reports or records
2. Health reports
3. Notices of parent-teacher conferences
4. School calendar regarding the student
5. Notices about open houses, graduations, and other major school events including student-parent/guardian interaction

5. Aggressive Behavior and Bullying: Board Policy 7:190-AP4
The no-bullying program within District 25 schools aims to accomplish the following goals:

1. To foster a secure, comfortable and positive environment free from threat, harassment and any form of bullying behavior.
2. To take positive, proactive measure to stop bullying from happening.
3. To inform school personnel of their role in developing and fostering the knowledge and attitudes which are necessary to achieve these goals.
4. To make parents and students aware of the District’s expectations and to promote an effective team approach to maintaining a bully-free climate.

6. Corporal Punishment: Board Policy 7:190
Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Electronic video and audio recordings will be made on the busses. The viewing of the recordings is limited to individuals having a legitimate educational or administrative purpose.

8. Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
Board Policy 7:100
Required Health Examinations and Immunizations
A student’s parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student’s grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was “risk-assessed” or screened for lead poisoning.
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by October 15 of the current school year will result in the student’s exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child’s report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy’s requirements for:

1. Religious or medical grounds if the student’s parents/guardians present to the Superintendent a signed statement explaining the objection;

2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student’s parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student’s parents/guardians show an undue burden or a lack of access to a dentist.

**SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT**

Laura Pfadenstiel is the official records custodian of the Evergreen Elementary School.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Paragraph 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60* years after graduation or permanent withdrawal. [ISSRA, Paragraph 50-2(e); 50-4(e)]

2. The student temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four years or upon a student’s change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within 5** years after graduation or permanent withdrawal. [ISSRA, Paragraph 50-2(f) and 50-4(f); Rules Section 375.10)]

3. Parents or any person specifically designated as a representative by a parent have the right to:

a) Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record.*** The school charges five cents per page for copies.**** No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. [ISSRA, Paragraph 50-5)

b) Have present at the option of either the parent or the school a qualified professional, who may be a psychologist, counsel or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. [ISSRA, Paragraph 50-5(b)]
c) Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.

I. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.

II. An informal conference will be held within 15 school days of receipt of the request for a hearing.

III. If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

IV. Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials at the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record; or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

V. Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevancy or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, Paragraph 50-7; Rules, Section 375.90)

4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:

(a) To a parent or student or person specifically designated as a representative by a parent [ISSRA, Paragraph 50-6(a)(1)]

(b) To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in
(c) furtherance of such interest[(ISSRA, Paragraph 50-6(a)(2))]

(d) To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school [ISSRA, Paragraph 50-6(a)(3); Rules Section 375.70 (a)]

(e) To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records [ISSRA Paragraph 50-6(a)(4); Rules, Section 375.70(d)(2)]

(f) Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the items of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records [ISSRA, Paragraph 50-6(a)(5); Rules, Section 375.70(c)(3)]

(g) To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents [ISSRA, Paragraph 50-6(a)(6); Rules, Section 375.70(b)]

(h) Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release [ISSRA, Paragraph 40-6(a)(7); Rules, Section 375.60]

(i) To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records [ISSRA, Paragraph 50-6(a)(8); Rules, Section 375.70(d)]

5. Parents may insert in their child’s school student record a statement of reasonable length setting forth their position in any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute [ISSRA, Paragraph 50-7(d)]

6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted the reform and an opportunity to copy the record or information proposed to be destroyed or deleted. [ISSRA, Paragraph 50-4(h)]
7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Paragraph 50-6(a)(8). [ISSRA, Section 50-6(d)]

8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release. [ISSRA, Paragraph 50-6(c)]

9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student’s permanent school record. [ISSRA, Paragraph 50-2(g)]

10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: Student’s name and address, gender, grade level, birth date and place, parent’s name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student’s major field of study, and period of attendance in the school. (ISSRA, Paragraph 50-6(e); Rules, Section 375.80)

11. No person may condition the granting or withholding of any right, privilege or benefit, or make as a condition of employment, credit or insurance the securing by any individual of any information form a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, Paragraph 50-8)

12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record, which may be of continued assistance to the student, may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. [Rules, Section 375.40(d)]

13. (Any policies of the school relating to school student records, which are not included in the Act or Rules.)

14. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

*Schools shall by law maintain such records for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.
** Schools by law shall not maintain such records for longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

*** Section 375.20 of the Rules provides that schools may afford students similar rights in regard to their temporary records, as well.

****Section 375.50 of the Rules provides that such cost shall not exceed 35 cents per page.

**Continuum of services**

Children with disabilities have the right to a free and appropriate public-school education in the least restrictive setting. District 25 can implement various supports and monitor a student’s progress when academic and/or behavioral concerns arise prior to determining if special education services are warranted. This process is called Response to Intervention (RtI) and is consistent with state and federal legislation. Students who require further evaluations meet with members of an educational team of specialists to determine the scope of the evaluation. District 25 provides an extensive continuum of special education services for children with a variety of individual needs in cooperation with SASED (School Association for Special Education in DuPage County). Children are eligible for public school special education services beginning at three years of age.

The district provides free developmental screenings for preschool-aged children in all developmental areas to include speech and language, learning, social interaction, and motor skills. If you have concerns about your child’s developmental skills, please call the school to make a screening appointment for your preschooler. Appointments are required so that staff can appropriately address developmental concerns.

If you have questions about special education services, contact your building principal or Debbie LeBlanc, Consultant for Special Education in District 25 at 630-247-2060 for additional information.

**PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS**

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor’s degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within 10 school days.
### School Calendar
#### 2019-2020

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug.</td>
<td>2</td>
<td>PTA School Supply Pick-Up (2:00 P.M. – 5:00 P.M.) Administration Office, Door #17</td>
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<tr>
<td></td>
<td>9</td>
<td>PTA School Supply Pick-Up (9:00 A.M. – 5:00 P.M.) Administration Office, Door #17 Class List Posted, 1:00-3:00 P.M. (inside Evergreen School)</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Rm.</td>
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<tr>
<td></td>
<td>15</td>
<td>New Student Orientation, 10:00 A.M., Evergreen PTA Mtg., 7:00 P.M., Admin. Center</td>
</tr>
</tbody>
</table>
|       | 19   | **Institute Day – No Student Attendance**  
Parent and Student Technology Meeting – 3:30-4:30 P.M.-lg. gym (Third or Fourth Grades)  
Parent and Student Technology Meeting – 5:30-6:30 P.M.-lg. gym (Third or Fourth Grades) |
|       | 20   | **Institute Day – No Student Attendance**  
Meet & Greet-drop off school supplies & meet your teacher  
Grades 1-4 2:00-3:00 P.M.  
Parent and Student Technology Meeting – 3:30-4:30 P.M.-lg. gym (Third or Fourth Grades)  
Parent and Student Technology Meeting – 5:30-6:30 P.M.-lg. gym (Third or Fourth Grades) |
|       | 21   | First Day of School, Grades 1-4  
Kindergarten Orientation  
Last Name begins with A-L 9:00-9:45 A.M.  
Last Name begins with M-Z 10:00-10:45 A.M.  
PTA will be will be hosting a breakfast treat for parents and students during the Kindergarten registration |
|       | 22   | **First Day of Kindergarten**  
Preschool Drop School Supplies Off  
AM Preschool – 9:00-10:00 A.M.  
PM Preschool – 1:00-2:00 P.M. |
|       | 23   | Preschool Screening, (8:30-10:30 A.M. & 12:30-2:30 P.M.) (Call the Evergreen Office to schedule an appt. (630) 876-7810 |
|       | 26   | **First Day of Preschool** |
|       | 29   | Back-To-School Night (Pre-K, 1st & 2nd) |

### Sept.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>2</td>
<td><strong>Labor Day – No School</strong></td>
</tr>
<tr>
<td>5</td>
<td>Back-To-School Night (3rd &amp; 4th)</td>
</tr>
<tr>
<td>6</td>
<td>Preschool - Grandparent’s Day</td>
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<tr>
<td>9</td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Room</td>
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<tr>
<td>10</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td></td>
<td>Activity</td>
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<tr>
<td>11</td>
<td><strong>Early Dismissal, Preschool &amp; Kind.(2:00), Grades 1-4 (2:15)</strong></td>
</tr>
<tr>
<td></td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td>12</td>
<td><strong>Leadership-First Semester, 3:10-4:00 P.M.</strong></td>
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<tr>
<td>17</td>
<td><strong>Health – First Grade Hearing</strong></td>
</tr>
<tr>
<td>18</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td>19</td>
<td>PTA Treat Day</td>
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<tr>
<td>20</td>
<td><strong>PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.</strong></td>
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<tr>
<td>24</td>
<td><strong>PTA Open Gym Night, Evergreen Large Gym, 6:30 – 8:00 P.M.</strong></td>
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<tr>
<td>25</td>
<td><strong>Chess Club, 7:40 A.M. – 8:15 A.M.</strong></td>
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<tr>
<td></td>
<td>PTA Book Fair</td>
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<tr>
<td>26</td>
<td>Fourth Grade Intramurals, 3:15 – 4:00 P.M.</td>
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<tr>
<td>30</td>
<td><strong>PTA Book Fair</strong></td>
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<td><strong>Health – First Grade Rescreen</strong></td>
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<tr>
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<td><strong>Oct.</strong></td>
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<tr>
<td>1</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td></td>
<td>Health – First Grade Rescreen</td>
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<tr>
<td>2</td>
<td><strong>NO CHESS CLUB TODAY</strong></td>
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<td>Picture Day</td>
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<td><strong>NO TREAT DAY DUE TO PICTURE DAY</strong></td>
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<td>Health – First Grade Rescreen</td>
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<tr>
<td>3</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td>4</td>
<td><strong>Mid-Terms Go Home</strong></td>
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<tr>
<td>8</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td>9</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
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<td>PTA Hot Lunch</td>
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<td></td>
<td><strong>Early Dismissal, Preschool &amp; Kind.(2:00), Grades 1-4 (2:15)</strong></td>
</tr>
<tr>
<td>10</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td></td>
<td>Leadership-First Semester, 3:10-4:00 P.M.</td>
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<tr>
<td>11</td>
<td><strong>Half-day School improvement, 11:40 dismissal- Grades K-4</strong></td>
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<tr>
<td></td>
<td><strong>No A.M. or P.M. Preschool</strong></td>
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<tr>
<td>14</td>
<td><strong>Columbus Day, No School</strong></td>
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<tr>
<td>15</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
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<tr>
<td></td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Room</td>
</tr>
<tr>
<td>16</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>PTA Treat Day</td>
</tr>
<tr>
<td></td>
<td>Health – Third Grade Hearing</td>
</tr>
<tr>
<td>17</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Health – Third Grade Hearing</td>
</tr>
<tr>
<td>18</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>22</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Event Details</td>
</tr>
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</tr>
</tbody>
</table>
| 23 | Chess Club, 7:40 A.M. – 8:15 A.M.  
    | Health – Kindergarten Vision & Hearing  
    | PTA Hot Lunch  
    | Fourth Grade Intramurals, 3:15 – 4:00 P.M. |
| 24 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Leadership-First Semester, 3:10-4:00 P.M.  
    | Health – Kindergarten Vision & Hearing |
| 25 | Fall Theme Day |
| 28 | Health - Third Grade Rescreen |
| 29 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Health – Third Grade Rescreen |
| 30 | Chess Club, 7:40 A.M. – 8:15 A.M.  
    | Health – Third Grade Rescreen  
    | PTA Treat Day  
    | Fourth Grade Intramurals, 3:15 – 4:00 P.M. |
| 31 | BOKS, 7:40 A.M. – 8:15 A.M. |

**Nov**

<table>
<thead>
<tr>
<th></th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Health – Kindergarten Rescreen</td>
</tr>
</tbody>
</table>
| 5  | Health – Kindergarten Rescreen  
    | BOKS, 7:40 A.M. – 8:15 A.M. |
| 6  | Health – Second Grade Vision, Hearing & Color  
    | Chess Club, 7:40 A.M. – 8:15 A.M.  
    | PTA Hot Lunch |
| 7  | Health – Second Grade Vision, Hearing & Color  
    | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Evening Parent/Teacher Conferences  
    | End of 1st Trimester |
| 8  | **Institute Day – No Student Attendance** |
| 11 | Veteran’s Day – Red, White & Blue Day  
    | Board of Education Mtg., 7:00 P.M., Admin. Board Room |
| 12 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Evening Parent/Teacher Conferences |
| 13 | Chess Club, 7:40 A.M. – 8:15 A.M.  
    | PTA Treat Day  
    | Fourth Grade Intramurals, 3:15 – 4:00 P.M. |
| 14 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Evening Parent/Teacher Conferences |
| 15 | Spirit Day |
| 18 | Health – Second Grade Rescreen |
| 19 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Health – Second Grade Rescreen |
| 20 | Chess Club, 7:40 A.M. – 8:15 A.M.  
    | Health – Second Grade Rescreen  
    | PTA Hot Lunch |
| 21 | BOKS, 7:40 A.M. – 8:15 A.M.  
    | Evergreen Preschool & Best Buddies Preschool Thanksgiving Feast  
    | Leadership-First Semester, 3:10-4:00 P.M.  
<pre><code>| PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M. |
</code></pre>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov. 22</td>
<td>Report Cards Go Home</td>
</tr>
<tr>
<td>Nov. 25-29</td>
<td>Thanksgiving Break – no student attendance</td>
</tr>
<tr>
<td>Dec 3</td>
<td>Club EverGREEN, 3:15-4:00 P.M.</td>
</tr>
<tr>
<td>Dec 4</td>
<td>PTA Treat Day, Health – Preschool Vision &amp; Hearing</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Health – Preschool Vision &amp; Hearing, Leadership-First Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Dec 6</td>
<td>PTA Holiday Bazaar, 9:00 A.M. – 5:30 P.M.</td>
</tr>
<tr>
<td>Dec 7</td>
<td>PTA Holiday Bazaar &amp; Breakfast with Santa 9:00 A.M. -12:00 P.M.</td>
</tr>
<tr>
<td>Dec 9</td>
<td>Board of Education Mtg., 6:30 P.M., Admin. Board Room</td>
</tr>
<tr>
<td>Dec 11</td>
<td>PTA Hot Lunch, Fourth Grade Intramurals, 3:15 – 4:00 P.M.</td>
</tr>
<tr>
<td>Dec 12</td>
<td>Leadership-First Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Dec 16</td>
<td>Health - Preschool Rescreen</td>
</tr>
<tr>
<td>Dec 17</td>
<td>Health – Preschool Rescreen, Holiday Teacher Luncheon, Club EverGREEN, 3:15-4:00 P.M.</td>
</tr>
<tr>
<td>Dec 18</td>
<td>Health – Preschool Rescreen, PTA Treat Day</td>
</tr>
<tr>
<td>Dec 19</td>
<td>First and Second Grade Musical, 6:30 P.M.</td>
</tr>
<tr>
<td>Dec 20</td>
<td>Holiday Parties (2:00 P.M. – 2:50 P.M.)</td>
</tr>
<tr>
<td>Dec 23-30</td>
<td>Winter Break – No School</td>
</tr>
<tr>
<td>Jan. 1-3</td>
<td>Winter Break – No School</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Club EverGREEN, 3:15-4:00 P.M.</td>
</tr>
<tr>
<td>Jan. 8</td>
<td>PTA Treat Day, Early Dismissal, Preschool &amp; Kind.(2:00), Grades 1-4 (2:15)</td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Leadership-First Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>STAR Testing/AimsWeb Testing</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Week of Jan. 13</td>
</tr>
<tr>
<td>Jan. 13</td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Room</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>PTA Hot Lunch</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Mid-Terms Go Home, PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Half-day School improvement, 11:40 dismissal- Grades K-4</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>No A.M. or P.M. Preschool, Preschool Screening, (8:30-10:30 A.M. &amp; 12:30-2:30 P.M.)</td>
</tr>
<tr>
<td>Jan. 17</td>
<td>Call the Evergreen Office to schedule an appt. (630) 876-7810</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>Martin Luther King Day - No School</td>
</tr>
<tr>
<td>Jan. 21</td>
<td>Club EverGREEN, 3:15 P.M. - 4:00 P.M.</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>PTA Treat Day</td>
</tr>
<tr>
<td>Jan. 23</td>
<td>Leadership-Second Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Jan. 29</td>
<td>PTA Hot Lunch</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>Feb. 4</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Club EverGREEN, 3:15 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>PTA Treat Day</td>
</tr>
<tr>
<td>Feb. 6</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Leadership-Second Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Feb. 7</td>
<td>Spirit Day</td>
</tr>
<tr>
<td></td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Room</td>
</tr>
<tr>
<td>Feb. 10</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Early Dismissal, Preschool &amp; Kind. (2:00), Grades 1-4 (2:15)</td>
</tr>
<tr>
<td></td>
<td>PTA Hot Lunch</td>
</tr>
<tr>
<td>Feb. 13</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td>Feb. 14</td>
<td>Valentine Parties (2:00 P.M. – 2:50 P.M.)</td>
</tr>
<tr>
<td></td>
<td>Preschool – Donuts with Dad</td>
</tr>
<tr>
<td></td>
<td>Morning Class 10:00-11:05 A.M.</td>
</tr>
<tr>
<td></td>
<td>Afternoon Class 1:45-2:55 P.M.</td>
</tr>
<tr>
<td></td>
<td>Preschoolers attend all day. These times are for dads.</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>President’s Day – No School</td>
</tr>
<tr>
<td>Feb. 18</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Club EverGREEN, 3:15 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td>Feb. 19</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>PTA Treat Day</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>Leadership-Second Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td>Feb. 26</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>PTA Book Fair</td>
</tr>
<tr>
<td></td>
<td>PTA Hot Lunch</td>
</tr>
<tr>
<td></td>
<td>Fourth Grade Intramurals, 3:15 – 4:00 P.M.</td>
</tr>
<tr>
<td>Feb. 27</td>
<td>BOKS, 7:40 A.M. - 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>End of 2nd Trimester</td>
</tr>
<tr>
<td></td>
<td>Family Reading Night/PTA Book Fair</td>
</tr>
<tr>
<td>Mar. 28</td>
<td>Institute Day – No Student Attendance</td>
</tr>
<tr>
<td>Mar. 3</td>
<td>Club EverGREEN, 3:15 P.M. – 4:00 P.M.</td>
</tr>
<tr>
<td>Mar. 4</td>
<td>Chess Club, 7:40 A.M. – 8:15 A.M.</td>
</tr>
<tr>
<td></td>
<td>PTA Treat Day</td>
</tr>
<tr>
<td>Mar. 5</td>
<td>Kindergarten Round-Up, 4:00-7:00 P.M., Kindergarten Room</td>
</tr>
<tr>
<td></td>
<td>Leadership-Second Semester, 3:10-4:00 P.M.</td>
</tr>
<tr>
<td>Mar. 9</td>
<td>Second Grade – CoGats</td>
</tr>
<tr>
<td></td>
<td>Board of Education Mtg., 7:00 P.M., Admin. Board Room</td>
</tr>
<tr>
<td>Date</td>
<td>Event Details</td>
</tr>
<tr>
<td>------</td>
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</tr>
</tbody>
</table>
| 11   | Chess Club, 7:40 A.M. – 8:15 A.M.  
*Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)*  
PTA Hot Lunch  
Kindergarten Screening, 2:30-5:30 P.M. |
| 12   | Report Cards Go Home  
PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M. |
| 13   | Spirit Day |
| 17   | Club EverGREEN, 7:40 A.M. – 8:15 A.M.  
PTA Hot Lunch |
| 18   | Chess Club, 7:40 A.M. – 8:15 A.M.  
PTA Treat Day |
| 19   | Leadership-Second Semester, 3:10-4:00 P.M.  
PTA Movie Night, 6:30-8:00 P.M. |
| 20   | **Half-day School improvement, 11:40 dismissal- Grades K-4**  
No A.M. or P.M. Preschool  
**Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)** |
| 25   | Chess Club, 7:40 A.M. – 8:15 A.M.  
PTA Hot Lunch  
Fourth Grade Intramurals, 3:15 – 4:00 P.M. |
| 26   | Third & Fourth Grade Musical, 6:30 P.M.  
**Spring Break – No School** |
| March 30-31 | Spring Break – No School |

**April**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
</table>
| 1-3  | Spring Break – No School  
BOKS, 7:40 A.M. – 8:15 A.M.  
Club EverGREEN, 3:15 P.M. – 4:00 P.M. |
| 7    | BOKS, 7:40 A.M. – 8:15 A.M.  
Club EverGREEN, 3:15 P.M. – 4:00 P.M. |
| 8    | Chess Club, 7:40 A.M. – 8:15 A.M.  
PTA Treat Day  
*Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)* |
| 9    | BOKS, 7:40 A.M. – 8:15 A.M.  
Leadership-Second Semester, 3:10-4:00 P.M. |
| 10   | **Non-Attendance Day**  
**Week of April 13**  
STAR Testing/Aimsweb |
| 13   | Board of Education Mtg., 7:00 P.M., Admin. Board Room |
| 14   | BOKS, 7:40 A.M. – 8:15 A.M. |
| 15   | Chess Club, 7:40 A.M. – 8:15 A.M.  
PTA Hot Lunch |
| 16   | BOKS, 7:40 A.M. – 8:15 A.M. |
| 17   | Principal for the Half Day – Trivia Night Winners |
| 21   | BOKS, 7:40 A.M. – 8:15 A.M.  
Club EverGREEN, 3:15 P.M. – 4:00 P.M. |
| 22   | Chess Club, 7:40 A.M. – 8:15 A.M.  
PTA Treat Day |
| 23   | BOKS, 7:40 A.M. – 8:15 A.M.  
Leadership-Second Semester, 3:10-4:00 P.M.  
Mid-Terms Go Home |
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>24</td>
<td>Spirit Day</td>
</tr>
<tr>
<td>28</td>
<td>BOKS, 7:40 A.M. – 8:15 A.M.</td>
</tr>
</tbody>
</table>
| 29   | Chess Club, 7:40 A.M. – 8:15 A.M.  
     | PTA Hot Lunch  
     | Fourth Grade Intramurals, 3:15 – 4:00 P.M.  |
| 30   | BOKS, 7:40 A.M. – 8:15 A.M.  |

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| May 1 | Half-day School improvement, 11:40 dismissal- Grades K-4  
     | No A.M. or P.M. Preschool  
     | Preschool Screening, (8:30-10:30 A.M. & 12:30-2:30 P.M.)  
     | Call the Evergreen Office to schedule an appt. (630) 876-7810 |
| 5    | Club EverGREEN, 3:15 P.M. – 4:00 P.M.  |
| 6    | PTA Treat Day  
     | Book Fair |
| 7    | Evergreen Spring Showcase, 6:00-7:30 P.M.  
     | Book Fair |
| 8    | Half-day School improvement, 11:40 dismissal- Grades K-4  
     | No A.M. or P.M. Preschool |
| 11   | Board of Education Mtg., 7:00 P.M., Admin. Board Room  
     | Kindergarten – Hawaii Day |
| 13   | Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)  
     | PTA Hot Lunch |
| 14   | Leadership-Second Semester, 3:10-4:00 P.M.  
     | PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M. |
| 15   | Fourth Grade Springfield Trip – Tentative  
     | Preschool – Muffins with Moms |
| 19   | Club EverGREEN, 3:15 P.M. – 4:00 P.M.  
     | Kindergarten Music Program, 6:30 P.M. |
| 20   | PTA Treat Day  |
| 22   | Spirit Day  |
| 25   | Memorial Day, No School |
| 26   | Field Day for all grade levels |
| 27   | Last Day for Preschool/Picnic  
     | Field Day for all grade levels, Rain Date |
| 28   | Last Day of School, Grades K-4  
     | Half-day School improvement, 11:40 dismissal- Grades K-4  
     | Awards Assembly, 8:45-9:45 A.M.  
<pre><code> | Report Cards Go Home |
</code></pre>
<p>| June 11 | Board of Education Mtg., 7:00 P.M., Admin. Board Room |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAURA PFANENSTIEL</td>
<td>PRINCIPAL</td>
</tr>
<tr>
<td>DEBBIE SCHAEFER</td>
<td>SECRETARY</td>
</tr>
<tr>
<td>KIM CLARK</td>
<td>SECRETARY/SUBSTITUTE COORDINATOR</td>
</tr>
<tr>
<td>TINA QUEALY</td>
<td>EARLY CHILDHOOD</td>
</tr>
<tr>
<td>CECI FRYDRYCH</td>
<td>KINDERGARTEN</td>
</tr>
<tr>
<td>SUSAN MCGINNIS</td>
<td>KINDERGARTEN</td>
</tr>
<tr>
<td>ANDREA MALDRE</td>
<td>KINDERGARTEN</td>
</tr>
<tr>
<td>MERCEDES DRAFTZ</td>
<td>FIRST GRADE</td>
</tr>
<tr>
<td>CINDY KUSSWURM</td>
<td>FIRST GRADE</td>
</tr>
<tr>
<td>PEGGY RAUSCHER</td>
<td>FIRST GRADE</td>
</tr>
<tr>
<td>CHERYL BOUDREAU</td>
<td>SECOND GRADE</td>
</tr>
<tr>
<td>SHERI GREENHAGEL</td>
<td>SECOND GRADE</td>
</tr>
<tr>
<td>JENNIFER ROSIGNOLO</td>
<td>SECOND GRADE</td>
</tr>
<tr>
<td>ANN CLAUDE</td>
<td>THIRD GRADE</td>
</tr>
<tr>
<td>LISA GOZDZIEWICZ</td>
<td>THIRD GRADE</td>
</tr>
<tr>
<td>JULIE MARTINEZ</td>
<td>THIRD GRADE</td>
</tr>
<tr>
<td>DAN BAKER</td>
<td>FOURTH GRADE</td>
</tr>
<tr>
<td>KIMPHA KEOBORAKOT</td>
<td>FOURTH GRADE</td>
</tr>
<tr>
<td>CARRIE WILLIAMS</td>
<td>FOURTH GRADE</td>
</tr>
<tr>
<td>SHARON ABELS</td>
<td>SPECIAL ED.</td>
</tr>
<tr>
<td>NATALIE FIERCE</td>
<td>SPECIAL ED.</td>
</tr>
<tr>
<td>RUTH MORGANO</td>
<td>MUSIC TEACHER</td>
</tr>
<tr>
<td>SHERRY DOUGLAS</td>
<td>ART TEACHER</td>
</tr>
<tr>
<td>MATT TYLK</td>
<td>PHYSICAL EDUCATION TEACHER</td>
</tr>
<tr>
<td>LORI PETERSON</td>
<td>LMC TEACHER/ENRICHMENT</td>
</tr>
<tr>
<td>MISSY DAY</td>
<td>LMC ASSISTANT</td>
</tr>
<tr>
<td>JOSH KAIRIS</td>
<td>TECHNOLOGY</td>
</tr>
<tr>
<td>ANGELA ANTHONY</td>
<td>TECH COACH</td>
</tr>
<tr>
<td>DONNA POPE</td>
<td>RESOURCE/INTERVENTIONIST</td>
</tr>
<tr>
<td>ALLISON AGRES</td>
<td>READING SUPPORT &amp; INSTRUCTIONAL COACH</td>
</tr>
<tr>
<td>ANGELICA STEINKE</td>
<td>INTERVENTIONIST</td>
</tr>
<tr>
<td>MELISSA EVANS</td>
<td>SPEECH &amp; LANGUAGE TEACHER</td>
</tr>
<tr>
<td>MEGAN DUSING</td>
<td>SPEECH &amp; LANGUAGE TEACHER</td>
</tr>
<tr>
<td>ELLEN LOCKE</td>
<td>SOCIAL WORKER</td>
</tr>
<tr>
<td>NICOLE COLBURN</td>
<td>SOCIAL WORKER</td>
</tr>
<tr>
<td>TODD HUENECKE</td>
<td>PSYCHOLOGIST</td>
</tr>
<tr>
<td>BETTY NORDENGREN</td>
<td>EL TEACHER</td>
</tr>
<tr>
<td>NICOLE JOHNSON</td>
<td>EL TEACHER</td>
</tr>
</tbody>
</table>
MARCIA REAVLEY  NURSE
JIGNASA RAWALJI  LPN
ELVA ALLERUZZO  TEACHER ASSISTANT
DENISE FLAGG  TEACHER ASSISTANT
MARIA PARISI  TEACHER ASSISTANT
LINDA PIERPOINT  TEACHER ASSISTANT
ANNA D’ANNA  TEACHER ASSISTANT
LYNN PAVNICA  TEACHER ASSISTANT
TERESA JOTAUTAS  TEACHER ASSISTANT
BEN NELSON  TEACHER ASSISTANT
LISA WEISS  TEACHER ASSISTANT
CARRI CHAMBERS  TEACHER ASSISTANT
KARIN SHEEHY  TEACHER ASSISTANT

PAT CONLON  LUNCHRM. ASSISTANT
TAMMI STANCIK  LUNCHRM. ASSISTANT
LORI EDLER  LUNCHRM. ASSISTANT
LINDA VOIGHT  LUNCHRM. ASSISTANT
TARA MCGOLDRICK  LUNCHRM. ASSISTANT
JENNIFER NELSON  LUNCHRM. ASSISTANT

DENISE FLAGG  CROSSING GUARD
LAURA PAUP  CROSSING GUARD
LINDA PIERPOINT  CROSSING GUARD
MARIA PARISI  CROSSING GUARD
WE UNDERSTAND THE RULES

We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is not fair, nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

Please indicate that you have read and discussed the information within this handbook with your son(s) or daughter(s), and return this page to his/her classroom teacher before August 30. If we can be of any help in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call (630) 876-7810.

Laura Pfannenstiel
Principal

PLEASE REVIEW, SIGN AND RETURN THIS SHEET ONLY TO YOUR HOMEROOM TEACHER

Name________________________ Date________________________

Grade ______________________ Homeroom Teacher ________________

_________________________________ Student Signature

_________________________________ Student Name (Please Print)

_________________________________ Parent Signature

_________________________________ Parent Name (Please Print)