

A HANDBOOK
for
PUPILS and PARENTS
2011-2012

Center Cass School District 66

Calendar 2011-2012

August 22	Monday	Teachers Institute – No School
August 23	Tuesday	Teachers Institute – No School
August 24	Wednesday	District Open House 9 – 11 a.m.
August 25	Thursday	First Full Day of Classes
September 05	Monday	Labor Day – No School
September 30	Friday	SIP Day/Early Dismissal
October 10	Monday	Columbus Day – No School
October 11	Tuesday	Teachers Institute – No School
October 27	Thursday	SIP Day/Early Dismissal
November 11	Friday	Veteran's Day – No School
November 18	Friday	End of Trimester (59 days)
Nov. 23, 24, 25	Wed/Thurs/Fri	Thanksgiving Holiday – No School
November 29	Tuesday	Report Cards
December 02	Friday	P/T Conferences – No School
December 19	Monday	Winter Break Begins
January 03	Tuesday	Classes Resume After Winter Break
January 16	Monday	M.L. King's Birthday – No School
January 25	Wednesday	SIP Day/Early Dismissal
February 20	Monday	President's Day – No School
February 28	Tuesday	SIP Day/Early Dismissal
March 02	Friday	End of Trimester (59 days)
March 05	Monday	Casimir Pulaski Day – No School
March 07	Wednesday	Report Cards
March 09	Friday	P/T Conferences – No School
March 20	Tuesday	Teacher Institute – No School
March 26	Monday	Spring Break Begins
April 02	Monday	Classes Resume After Spring Break
April 06	Friday	No School
April 25	Wednesday	SIP Day/Early Dismissal
May 18	Friday	SIP Day/Early Dismissal
May 28	Monday	Memorial Day – No School
June 04	Monday	Graduation
June 05	Tuesday	Last Day/Report Cards (58) days)
June 6, 7, 8, 11, 12	May be declared nonattendance days	

Dear Parents and Students:

You have been furnished this booklet to inform you of various items concerning our schools. Please keep it handy for reference.

We sincerely hope that your child will have a rewarding experience in our schools. We are looking forward to a most exciting school year.

If you have questions concerning items not mentioned in the booklet, please don't hesitate to ask them. Questions concerning academic work and instructional programs should be referred to the respective building principal.

Sincerely,

*L. Jay Tiede, Ed.D.
Superintendent*

DIRECTORY

District Administration Office

Center Cass School District 66
699 Plainfield Road, Downers Grove, IL 60516
(630) 783-5000 FAX (630) 910-0980
Dr. Jay Tiede, *Superintendent of Schools*
jtiede@ccsd66.org

Lakeview Junior High School (Grades 6-8)

701 Plainfield Road, Downers Grove, IL 60516
(630) 985-2700 FAX (630) 985-1545
Attendance Phone: (630) 783-5180
Mr. Paul Windsor, *Principal*
pwindsor@ccsd66.org

Mrs. Kimberly Liles, *Assistant Principal*
kliles@ccsd66.org

Prairieview Elementary (Grades 3-5)

699 Plainfield Road, Downers Grove, IL 60516
(630) 783-5100 FAX (630) 910-0803
Attendance Phone: (630) 783-5290
Mrs. Janeise Schultz, *Principal*
jschultz@ccsd66.org

Elizabeth Ide School (Grades K-2)

2000 Manning Road, Darien, IL 60561
(630) 783-5200 FAX (630) 971-3367
Attendance Phone: (630) 783-5199
Mrs. Jill Hansen, *Principal*
jhansen@ccsd66.org

B.A.C.C. (Grades K-5)

Prairieview Elementary School
Mrs. Cheryl Novotny, *Director*
(630) 783-5162
cnovotny@ccsd66.org

Transportation

Prairieview
Mr. Tom Tiede, *Coordinator*
(630) 783-5093
ttiede@ccsd66.org

Technology

Mrs. Kathleen Kucera, *Coordinator*
(630) 783-5166
kkucera@ccsd66.org

Board of Education

Robert Koch	President
Cathie Killian	Vice-President
Suzanne Armato	Secretary
Mark Motuelle	Treasurer
Linda Millbrandt	Member
Alison Murphy	Member
Charles Blazeovich	Member

SCHOOL VISITORS

The Board of Education and Staff of the School District welcome members of the community and other interested persons to visit the schools. Visitors are required to register in the school office upon entering the school building.

Please do not go directly to your child's classroom.

SCHOOL BOARD MEETINGS

School Board meetings are held on the second Tuesday of each month. The meetings begin at 7:00 p.m. at Prairieview Elementary School, 699 Plainfield Road, Downers Grove. Time and location are subject to change. Please call 630-783-5000 for confirmation.

BEGINNING SCHOOL AGE

A child entering kindergarten in Center Cass District 66 must be five (5) years of age on or before September 1st of the year in which he or she seeks admission.

A child who will attain the age of five (5) years after September 1st and on, or before, October 31st after the first day of a school term, may be admitted to kindergarten provided certain conditions are met. Information about this early admissions policy may be obtained at the school office.

A child entering first grade in District 66 must be six (6) years of age on, or before, September 1st of the year in which he or she seeks admission. A certificate of the child's birth will be required as evidence of age.

PHYSICAL/DENTAL/VISION EXAMINATIONS

Illinois statute requires that all students, upon entrance into kindergarten and upon entrance into sixth grade, have a complete medical examination. The same requirements shall apply to all students (irrespective of grade) transferring into the Center Cass District 66 schools, who have not previously been examined in accordance with the aforementioned in another public school in Illinois. Dental Exams are required for students entering kindergarten, second and sixth grades. Vision Exams are required for students entering kindergarten.

ATTENDANCE/TRUANCY

The District's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian(s) and school personnel. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work may be made up.

This District considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the School Code of Illinois. A "chronic or habitual" truant is a student who is absent without valid cause for 10% or more of the previous 180 regular attendance days. If it is determined that the student is a "chronic or habitual" truant, services which must be provided to the chronic truant may include, but are not limited to: parent-teacher conferences; counseling services by psychologists;

counseling services by social workers; psychological testing; alternative educational programs; and alternative school placement.

ABSENCES AND EXCUSES

Parent(s)/guardian(s) are asked to telephone the attendance line of their child's school between 7:30-8:30 a.m. whenever their child is to be absent. If the parent/guardian does not call, school personnel will call the parent(s)/guardian(s) within two (2) hours. When a parent/guardian "calls in", it is not necessary to send a note when their child returns to school.

DENTAL AND MEDICAL APPOINTMENTS

When dental and medical services cannot be satisfactorily rendered outside of regular school hours, pupils may be excused from school for such services. The note of permission for absence must have official approval by the parent/guardian and the principal of the school in which the child is in attendance.

PHYSICAL EXAMINATIONS FOR SPORTS

It is School Board policy that each student who wishes to try out for an athletic extracurricular activity (e.g., football, cross country, volleyball, basketball, softball, soccer, cheerleading, etc.) must have on file a Sports Physical Form with a physician's signature indicating he/she is capable of participation in sports. The required physical is valid for the entire school year and no additional exam is necessary with each new sport.

No student will be able to try out for an extracurricular activity until a completed Sports Physical Form is on file in the school nurse's office.

EMERGENCY CLOSING OF SCHOOL

Except in cases of emergency, school will be kept open in accordance with the school calendar. When necessary to close schools because of extreme weather or other emergencies, the following AM radio stations will be notified before 7:00 a.m. to make the announcement: WMAQ (670) WGN (720) WBBM (780) WLS (890)

Besides being able to hear school closings on the above radio stations, all families will be notified by phone regarding the closing of school by our computer-generated system called "Expedite."

REPORTING TO PARENTS

Parents/guardians will be informed at regular intervals (usually during November, March and June) of the progress of their children's achievements in school. In addition to the report cards, parent-teacher conferences will be scheduled to discuss the student's progress.

BICYCLE USE

Students are permitted to ride bicycles to and from school. The bicycles are to be parked in those areas designated at each building. The school will work in cooperation with parents/guardians to emphasize proper safety procedures related to bicycle riding.

LUNCH PROGRAM

A hot lunch program is available to students at each school in the District. In addition, milk can be purchased separately without the purchase of a hot lunch. Information regarding costs, participation and menus will be distributed to all students through the school office. Guidelines and application forms for Free and/or Reduced Priced Meals and Free Milk will be distributed by the District and are available in the district office upon request.

HOME INSTRUCTION

In cases whereby a student is unable to attend school because of prolonged illness or an injury, the Board of Education can provide homebound instruction for the student. All requests for such instruction should be made to the principal of the school which the student attends.

TRANSPORTATION

Bus service is provided for all students. Bus schedules will be distributed at Open House. Children who misbehave or become a serious disciplinary problem are subject to having their transportation privileges suspended or cancelled. Pupils will board and discharge the bus at designated bus stops only. Written permission is required from the building principal for any student to change buses.

LOST & FOUND ARTICLES

“Lost & Found” areas have been designated in each school building. Students who cannot locate a textbook, article of clothing, etc. should check the Lost & Found immediately. Items turned into Lost & Found are kept for a period of two weeks. If they are not claimed within that period of time, they are placed in cartons and donated to organizations dealing with the underprivileged, etc.

NO SMOKING POLICY

Smoking is prohibited in all District buildings and on school property. This policy applies to students and adults.

FIRE AND DISASTER DRILLS

District 66 has a disaster plan for the guidance of teachers and pupils. A “signal system” directs pupils to:

1. Leave the building orderly and promptly in case of fire.
2. Take refuge in designated areas in the building in case of severe weather.

Parents are requested to adhere to the following guidelines in the event of an extreme emergency:

1. Keep school telephone lines open for emergency calls.
2. Keep civilian cars out of the school area. (This will keep the streets open for emergency vehicles.)
3. Tune the radio to 640 or 1240 for instructions.

CARE OF SCHOOL MATERIALS

To insure that our textbooks and other instructional materials withstand normal use, we ask the cooperation of parents/guardians in teaching children to care for books and materials. Appropriate fines will be assessed in cases of deliberate damage to or loss of school books and other school property. End-of-year fines are assessed for misuse of textbooks and materials.

PROJECT CHALLENGE AND PROJECT ENRICHMENT

Project Challenge and Project Enrichment are provided for identified students in the elementary and junior high schools. Specific criteria for entrance into the program are available from the District’s Gifted Coordinator.

STUDENT HEALTH SERVICES

Center Cass School District has established a School Health Services Program. Student health services are an integral part of the District’s educational program. Physical, dental, eye examinations and immunizations as prescribed by law shall be followed in detail by the school

administration in maintaining the cumulative records of students. In addition, the student health programs provide the following services:

1. Vision & hearing screening annually (grade levels screened are established by state law)
2. Emergency procedures
3. Homebound instruction
4. Home visits and staffings
5. Formal instruction in health and safety
6. First aid by qualified personnel

Administering Medicine to Students

Students should not take medication during school hours or school-related activities unless it is necessary for a student's health and well-being. When a student's 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 employer 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 student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided that 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.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

HEALTH/SEX EDUCATION

As required by the School Code of Illinois, no pupil shall be required to take or participate in any class or course in comprehensive sex education (including avoiding abduction, recognizing and avoiding sexual abuse, drugs and alcohol, the use of anabolic steroids, infectious diseases including AIDS and sexual abstinence before marriage) if his/her parent(s)/guardian(s) submit a written objection.

SPECIAL SERVICES FOR DISTRICT 66 STUDENTS

Center Cass District 66 is presently providing services to students through the employment of social workers, psychologist, reading specialists and speech and language therapists. Special Education services are developed with our participation in S.A.S.E.D. from age 3 through eighth grade.

There is an annual screening of general development available for three (3) and four (4) year-old children. Speech and language screening is also conducted each year for:

1. Children in kindergarten

2. Children in first grade
3. Children new to District 66
4. Children referred by the classroom teacher
5. Children who were dismissed from speech the previous year

Kindergarten children will be screened for general academic readiness. Additional information about special services for children in Center Cass 66 can be obtained by contacting the school principal.

RESIDENCY STATEMENT

Parents/guardians must complete and sign the Statement of Residency. Students found to be attending Center Cass schools and not living within District boundaries will be disenrolled. Parents/guardians will receive a tuition bill for the number of days the student was enrolled in our school system. Two (2) proofs of residency will be required at the time of registration. These documents must be current. Examples include: mortgage papers, renter's lease, previous month's or current utility bill, home insurance policy, real estate tax bill or rent receipt.

STUDENT INSURANCE PROGRAM

A group plan of pupil accident insurance is available on a voluntary basis to every pupil registered in District 66. The specific plan is approved by the Board of Education. Premium costs for the insurance will be paid by those students who participate in the program.

COMMUNICATION

Teachers may be contacted via their voice-mail or e-mail addresses. The teachers will give voice-mail numbers to the parents or you may contact your respective school office for this information. Teachers' e-mail addresses are their first initial + the first seven letters of their last name + @ccsd66.org. For example, jtiede@ccsd66.org would be the e-mail address for Dr. Tiede.

Messages for pupils should be limited to emergencies and those messages will be delivered promptly. Only authorized calls relating to school business and emergency calls will be permitted from the school offices.

STUDENT FEES AND CHARGES

The following fees and charges have been established by the Board of Education.

Mandatory Fees

E.C./K	\$ 70.00
Grades 1-8	\$130.00

Band Participation Fee—grades 5-8	\$100.00
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NOTIFICATION OF SEX EQUITY IN ACTIVITIES

No person, including a District employee or agent or student shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance or that creates an intimidating, hostile or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. Inquiries regarding

compliance or grievance procedures associated with the Illinois Sex Equity Rules and Title IX may be directed to the Superintendent.

STUDENT RECORDS

Center Cass District 66 has an extensive policy on student records. Questions regarding student records should be directed to the building principal. The following is a summary of the Student Records Policy:

The district maintains two types of school records, for each student: *permanent record* and *temporary record*. These records may be integrated.

The permanent record shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parents/guardians

Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations

Attendance record

Accident and health reports

Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

The permanent record may include:

Honors and awards received

School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60-years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

A record of release of temporary record information in accordance with 105 ILCS 10/6(c)

Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit

Completed home language survey

The temporary record may include:

Family background information

Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recordings relating to special education placement hearings and appeals

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18-years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records within 15- school days of the day the District receives a request for access.

The degree of access a student has to his/her records depends on the student’s age. Students less than 18-years of age have the right to inspect and copy only their permanent record. Students 18-years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parents/guardians or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

2. The right to request the amendment of the student’s education records that the parents/guardians or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents/guardians or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parents/guardians or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as, to any person as specifically required by state or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parents/guardians can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4-years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

Name, Address, Gender, Grade level, Birth date and place, Parents'/guardians' names and addresses, Academic awards, degrees, and honors
Information in relation to school-sponsored activities, organizations & athletics
Major field of study, Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30-days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student are specifically informed otherwise.

A photograph of an unnamed student is **not** a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

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

RESPONSIBILITIES OF STUDENTS

Students are expected to meet the following basic responsibilities as outlined in the *Illinois Office of Education Handbook on the Rights and Responsibilities of Students*.

- Know and follow the rules and regulations established by the Board of Education and enforced by the school administrators and teachers.
- Respect the rights and individuality of other students, school administrators and teachers.
- Refrain from using libel, slanderous remarks and obscenities in verbal and written expression.
- Dress and groom in a manner that is appropriate and meets reasonable standards of health, cleanliness and safety.
- Be present and on time in the regular or assigned school program. (School attendance is the responsibility of both the students and the parents/guardians.)
- Refrain from gross disobedience, misconduct or behavior that disrupts the educational process.
- Maintain the best possible level of academic achievement.
- Respect the reasonable exercise of authority by school administrators and teachers as they strive to maintain discipline in the schools and at school-sponsored activities.

STUDENT DISCIPLINE

Teachers and other certified employees shall maintain discipline in the schools. In all matters relating to discipline in the schools, they stand in the relation of parents/guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents/guardians (The School Code).

There shall be no corporal punishment of students. Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

Students shall be entitled to due process in all discipline-related incidents.

DISCIPLINARY PROCEDURES

Children need certain ground rules and limitations established for them but good discipline is more than simply strict control. It is based on respect and high expectations for responsible behavior. Good student discipline is an important goal, both for the sake of the student's own development and for an optimum learning situation at the school. Good discipline can best be developed through cooperation and communication between the parents/guardians and the school.

When a student commits acts of gross disobedience or misconduct, that student's right to an education may be temporarily forfeited. Students whose presence poses a continuing threat to persons or property, or disrupts the academic process, may immediately be removed from school. The school will not, and may not, deprive a student of certain rights without observing applicable standards of due process of law.

DISCIPLINARY ACTIONS

Detentions

A student who has not behaved properly may be requested to remain after school hours. A detention or referral slip, indicating the date, time and reason for the detention, may be issued to the student. This slip must be signed by a parent/guardian, and the student must return it the following school day. If there is a question concerning the detention, the individual who issued it should be contacted.

Exclusions

If a student misbehaves, a teacher may exclude the student outside of the classroom. If a student is excluded from the classroom, the teacher will send the student to the office with a referral note which will indicate the student's name, class, nature of the problem and the teacher's signature. If the disciplinary action warrants, parents/guardians may be notified.

Suspensions

A suspension is a punishment for a student who is guilty of gross disobedience or misconduct. Examples of behaviors for which suspension may be imposed include verbal or physical abuse of a staff member or student; theft or destruction of property; and other circumstances of gross disobedience or misconduct. Suspension denies the student the right to attend school for a period of one to ten days. In the event of a suspension, a parent/guardian is expected to escort the student from school and attend a conference with the principal or assistant principal. Proper notification will be provided.

Parents wishing more complete information regarding discipline policies and procedures should refer to each attendance center's Student Handbook or contact the building principal.

DISCIPLINE PLAN FOR BUS RIDERS

Center Cass District 66 has adopted a discipline plan for bus riders. To insure safety of all bus riders, it is of the utmost importance that all students conduct themselves in a well-disciplined manner when riding the school bus. The following general rules of conduct must be obeyed by all students:

1. Students will be assigned a seat for the entire year
2. No food or drink on the bus
3. Students will **remain seated** at all times
4. Students may **not change seats** once they board the bus
5. Students will **obey the bus driver** at all times
6. Students **will keep limbs and heads inside** the bus
7. Students may talk to those around them but **may not shout, scream or sing on the bus**
8. Students will be **courteous and respectful** to other students on the bus
9. Students may not engage in conduct that interferes with the safe operation of the bus
10. School officials reserve the right to change students' seats for all or part of the school year

Center Cass District 66 has purchased a video monitoring system for the district school buses. This equipment allows the district to monitor students' and drivers' behavior and to aid in the enforcement of district discipline and safety policies. Cameras will be used on a rotation basis. Based on the number of incidents of misconduct or the seriousness of these reports, video monitoring of a bus route may be done more frequently. Such additional monitoring is meant to supplement the written disciplinary reports by the bus driver, not to take the place of the written reports.

Students failing to obey the bus rules or conduct will be subject to disciplinary measures. Such measures may include warning letter, after-school detentions, ***suspension from the bus, suspension from school and possible revocation of all bus riding privileges.***

Parents wishing more complete information concerning bus discipline guidelines should contact Mr. Paul Windsor at Lakeview Jr. High School (630-985-2700)

CHILD CARE PROGRAM

Purpose

The Before and After Child Care (B.A.C.C.) program is a child-care program offered by Center Cass School District 66. The purpose of this program is to provide a safe, convenient and stimulating environment for those children who need before and/or after school supervision. The program is available to District 66 children in grades K-5 and is housed at Prairieview Elementary School.

Program Format

The B.A.C.C. program operates five (5) days per week during the school year, excluding the following holidays; Thanksgiving, Winter and Spring break, Memorial Day and Labor Day. The B.A.C.C. program will offer full-day childcare during other holidays of the school year.

Hours of operation:

Before school	7:00 a.m. to 9:00 a.m.
After school	2:30 p.m. to 6:00 p.m.
After kindergarten	11:45 a.m. to 6:00 p.m.

Questions should be directed to Cheryl Novotny, *B.A.C.C. Director*, at 630-783-5162 or e-mail her at cnovotny@ccsd66.org

PRESCHOOL PROGRAM

Center Cass School District 66 offers a preschool program at Prairieview School. The program operates three (3) days a week; Tuesday, Wednesday and Thursday. The 3-year old children will attend the a.m. session from 9:00 to 11:30 a.m. and the 4-year old children will attend the p.m. session from 12:00 to 2:30 p.m. beginning with the first day of school and ending with the last day of school. Preschool is offered to District residents. Children must be three (3) years of age by September 1st of the upcoming school year. Contact Jennifer Shearer at 630-783-5162 or e-mail her at jshearer@ccsd66.org