

Policies

Frequently Asked Questions...

Can a student be shadowed by a student from another school?

Generally no. Please check with your student's Dean.

Dean & Secretary for Students	A – FE	6435
William Seiple Sandy Henkelman		
Dean & Secretary for Students	FI - LI	6435
Roger Strausberger Sandy Henkelman		
Dean & Secretary for Students	OI - RO	6437
Mike Stock Vicki Sadowski		
Dean & Secretary for Students	RU - Z	6437
Kathy Howat Vicki Sadowski		

May NCHS alumni visit the school during their holiday breaks and other times?

Alumni must call in advance to the Dean's office (see numbers above) and gain permission before visiting Central.

May students use pagers, cell phones or other electronic devices at school?

Use of pagers, paging devices, portable phones and any electronic communication devices is prohibited from the time students enter the building until the end of the last class period unless authorized or approved by the building administration. Use of electronic devices such as camera phones and PDA's, to take, display, or send images or text messages is prohibited on school grounds during the course of the school day. Inappropriate use of such devices to take, display, or send images or text messages is prohibited at all times on school grounds and at all school sponsored activities. iPod's, MP3 players, portable disc/tape players, and other like devices should not be in student possession from the time students enter the building until the end of the school day. NCHS takes no responsibility for these items if students bring them to school and they are lost or stolen.

Students in violation of this policy will be given a 2 hour Saturday detention.

RESOURCES TO ASSIST PARENTS

NCHS has personnel available to assist parents and students who have various concerns. Our goal is to remediate these concerns before they have a serious effect on the student or the school.

- Conferencing with individual teacher
- Counselors
- Deans
- School Nurse
- Social Workers
- Psychologist
- Non-School District resources-see your counselor
- For Phone numbers, see *pages 9 and 10*

In addition to the personnel indicated above, the following services are available to assist with academic and/or personal concerns:

- Computed-Assisted Instruction Lab
- Reading Specialist and Peer Tutoring Programs
- Peer Helper Program
- Writing Center
- Peer Mediation Program
- Crisis Team (see below)

If you have question regarding services available, please call 420-6420.

Peer Mediation

In line with peaceable schools philosophy, District 203 has implemented a conflict resolution program within all junior and senior high schools. By teaching students techniques to help them manage and resolve conflicts, we can avoid many significant interruptions to the educational program. The technique used is peer mediation. Trained students help their peers resolve conflicts by working through a group problem-solving process. It is a proactive/preventative approach designed to build decision-making skills and help avoid violent situations.

It should be clear that peer mediation is a process which helps resolve conflict. It does not take the place of the consequences for a disciplinary incident.

Crisis Team

Unfortunately, throughout the school year students and/or staff may experience a crisis. The students and/or staff may need emotional support to deal with this crisis. Individually this support is provided appropriately by the Student Services (SS) Department. As the affected individuals exceed the capabilities of SS, the Crisis Team will be activated. A very dedicated group of NCHS professionals have freely volunteered their willingness to help provide this support. The Crisis Team may be contacted through the Principal at 420-6422.

HARASSMENT

No person, which includes district employees, agents or students, has the right to intimidate another person based on local, state, and federal laws and regulations that prohibit discrimination.

Sexual harassment of students is prohibited. Anyone engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors and engages in other verbal or physical conduct that:

- Denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the effect of interfering with a student's educational environment; creates an intimidating, hostile or offensive environment.

Students who believe that they have been victims of sexual harassment are encouraged to discuss the matter with the Equity Coordinator, Building Principal, Assistant Principal, or Dean of Students.

SEX DISCRIMINATION

It is the policy of the Board of Education of School District 203 to prohibit discrimination in educational programs, activities, services or benefits against any student on account of race, color, religion, national origin, sex, or handicap. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form. Anyone who believes a student has been discriminated against may file a complaint using the School District's Student Discrimination Complaint Procedure found in Administrative Regulations 7.20. For these procedures, please see your student's Redbook.

VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school or website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is sent annually in the registration packet and return it to school. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed at: <http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>

DISCIPLINE POLICY

The Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board of Education and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

Consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board of Education and parents) and respect for oneself and others are the basic principles guiding student behavior.

Rules and guidelines established by District 203 should encourage positive, constructive, and responsible student behavior and an environment conducive to learning. It is the responsibility of all members of the school community to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior problems in our schools will be reduced and a better educational environment will prevail.

Student Discipline

The primary responsibility for student discipline within the school rests with the individual Building Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. 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.

The Board of Education has established specific rules and regulations to govern the discipline of its students when conduct of a student constitutes gross disobedience or gross misconduct.

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct shall, where appropriate, be referred for a multi-disciplinary conference and disciplined in accord with Special Education placement/Individualized Educational Program procedures.

Students who are suspended externally are to be excluded from all District 203 activities and property for the duration of their suspension.

Each parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy.

It is important that parents/guardians and students read and understand the classifications of violations for which students are subject to disciplinary action. **Please see your student's Redbook for these important classifications, and the various consequences for violations of each classification.**

Due Process Procedures

Students and parents/guardians who have concerns with disciplinary rulings should follow the steps listed below:

1. Parent/student may request a hearing with the Principal and Dean. Contact may be made by calling the Principal's office at 420-6422.
2. If parent/student still have concerns, they may request a formal hearing at the district level by contacting the Associate Superintendent for Secondary Education at 420-6313.

TRUANCY AND TARDINESS

If your child has a problem with truancy or excessive tardiness, there are serious consequences:

1. Does not receive make-up privileges.
2. Four incidents of truancy from a class, student may be dropped from that class and lose credit for the class.
3. May also receive a penalty as stated in the truancy ordinance for the city of Naperville.

A notification system exists to inform the student and their parent/guardian of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

Refer to the student Redbook for a more detailed description of procedures, policies, consequences and supportive services.

PART-TIME STATUS/EXPULSION

If, due to truancy, a student is enrolled in less than four classes, including physical education, he/she will not be considered a full-time student. He/she may be dropped from school for the remainder of the semester. On those occasions where the student has been truant from school on eighteen separate days per school year, that student will be recommended for expulsion.

SCHOOL RESOURCE OFFICER

The School Resource Officer, Jon Pope, is a member of the Naperville Police Department who is assigned to NCHS full-time. This officer serves as a community resource to student, faculty, and staff. The SRO may be contacted through the Dean's Office. Duties include helping parents with runaways and consulting on matters of law enforcement and juvenile procedures. Need Help? Don't hesitate to call.

CONTROVERSIAL SPEAKERS

To accomplish a special course objective, speakers are invited to talk on topics which a student or parent may find objectionable. If a topic is judged to be controversial, the teacher will inform the students. If the parent requests an exception, the student will not participate in the class on the day of the presentation. There will be no grade penalty for the nonattendance if the proper procedure is followed.

WORK PERMITS

Work permits are obtained from the secretary in the Student Services (SS) office. When applying for the work permit the student needs to bring a copy of the following: Birth certificate, Social Security number and a letter from the prospective employer.

STUDENT EMPLOYMENT

The Superintendent shall develop procedures and present them to the Board of Education for its approval, for excusing from attendance those students necessarily and lawfully employed.

RIGHTS CONCERNING STUDENT SCHOOL RECORDS

The District maintains two types of school records for each student: *Permanent* records and *temporary* records. The *permanent* record includes:

- Prairie State Achievement Examination scores
- K-8 permanent record card (including identifying information and attendance records)
- High school academic transcript
- Health records
- Information pertaining to release of temporary and permanent records
- Notification of process for destruction of temporary and permanent records

The *temporary* record includes:

- Enrollment form
- Photograph sheet
- Illinois Goals and Assessment Program Test Scores
- Report cards (annual)
- Illinois Standards Achievement Test results
- Copy of birth certificate
- District testing record card
- Reading comprehension test results
- Disciplinary Information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to others
- Special education files
- Other relevant information not required to be in the permanent record

The Family Educational Rights and Privacy Act (FERPA) and Illinois Student Records Act afford parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources. In addition, no student may be required to submit to any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources and which reveals the information specified in 20 USC 1232h, without prior written consent of the students parent or, if the student is eighteen (18) years of age or emancipated, prior written consent of the student. Thus, this law prohibits a survey, analysis or evaluation funded, wholly or in part, by the Department of Education which reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual behavior and attitudes; illegal antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Copies of this law and Board of Education Policy 5125, which has been adopted pursuant to 34 CFR99.6, are available in the District office for inspection during regular business hours by contacting the District Compliance Officer.

Of course, students enjoy other privacy rights and parents have other rights to review materials under provisions of the Illinois School Code. FERPA creates additional rights and does not preempt those rights afforded by state law.

HEALTH SERVICES

Physical Examination and Immunization

Freshman Requirements:

Illinois School code requires all freshmen to present evidence of a physical examination and immunizations. The examination must have been completed one year prior to entering date into 9th grade. These completed forms, which are mandated, are to be presented at registration in August. It is to the students' advantage to telephone early for a doctor's appointment in order to register on time. **KEEP A COPY FOR YOUR RECORDS AND MAKE AND GIVE A COPY TO THE ATHLETIC OFFICE IF YOU ARE IN SPORTS.**

Requirements for Students New to District 203:

1. If transferring from an Illinois School: required submission of a physical examination report completed within one year prior to entering 9th grade. Documentation of required immunizations is also mandated by Illinois School Code.
2. Transferring from an out-of-state school: required submission of a State of Illinois Department of Human Services Certificate of Child Health Examination on report completed within one year of the date of enrollment at NCHS, irrespective of grade. Documentation of required immunization is also mandated by Illinois School Code. A student new to District 203 must present these complete forms within 30 days of the date of enrollment to insure continued attendance at school.

Emergency Information

Students are asked to return their Emergency Card on their August registration day. These forms are included in the registration materials mailed to students during the summer. Please make a notation on the card of any medications, chronic illnesses and allergies, or any other medical information necessary for medical/emergency use.

Elevator Use

The convenience of an elevator will be provided to student/staff that have a permanent or temporary physical disability. During emergency/drills the elevator cannot be in use.

Procedures for securing a key:

1. Please contact the school nurse.
2. A deposit of a \$25.00 check is required. No cash will be accepted.
3. When the key is returned, the same check will be returned.
4. Loss of a key will result in the loss of the deposit

Medication

Students are expected to comply with the District 203 policy regarding medication. Please read carefully the policy indicated below. **HIGH SCHOOL STUDENTS ARE EXPECTED TO COME TO THE HEALTH OFFICE AT THE PRESCRIBED TIME FOR THEIR MEDICATION ON THEIR OWN ACCORD.**

Guidelines for Administering Medication at School

When a student requires daily or regular medication, parents must make every effort to give prescribed doses of the medication at home. It is recommended that parents consult with their doctor to see if midday medication can be adjusted and given at another time. Therefore, only medications (prescription, nonprescription, and herbal) which are prescribed by a physician and which are essential for the student to remain in school shall be given, providing that the conditions outlined below are followed. Standing orders {written protocol for general use of medication} may not be used as a basis for administration of medication.

- A. Prior to giving any medication (long term, short term, over the counter, or herbal) at school, the school medication permission form shall be completed authorizing the school to administer the medication.

Permission forms shall be renewed every school year or whenever changes in medication or the health of the child occurs and filed in the health office. Permission forms are available in the school health office and are subject to revision and approval of the certified school nurse.

- B. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or school district medical advisors, as appropriate, and accept the written order or seek further clarification of the order if necessary. An appeal regarding the denial of any order prescribing the administration of medication may be made by the parent or guardian to the Principal of the school and then to the Superintendent.
- C. Each dose of medication shall be documented in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record. Medication log information is documented on the permanent health record, and the log is generally discarded at the end of two school years.
- D. Medication shall be brought in a **current pharmacy container** clearly marked with student's name, prescription number, medication name/dosage, administration route, date, and refill, licensed prescriber's name, pharmacy address and phone number. Over-the-counter medication shall be in the **original container** with ingredients listed and child's name affixed to the container.
- E. Administration of the medication will be started when the medication and permission are approved by the certified school nurse.
- F. Medications and special items necessary to administer medications, such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in a school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.
- G. A medication supply will be accepted on the first school day when the doctor's and parent's permission are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication at the end of the school year. Parents should bring new supplies of medication to school or call to inform the health office that the student is bringing medication.
- H. The certified school nurse, school administrator, or other designated school personnel may administer medications under these guidelines. Any certified employee, any health aide, or principal's designee may supervise self-administration of medication by a student under these guidelines. Any certified employee or principal's designee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication. Parents may administer medications with the approval of the school nurse or the principal of the school.
- I. The parent must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.
- J. Self-administration of medication shall be accomplished as follows:
 - 1. Self-administration may occur only in places designated by the school nurse or principal.
 - 2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place, and make a record of the administration in accordance with C. above. A health technician or health clerk may be the authorized employee.
- K. The certified school nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication including potential benefits and side effects.
- L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.
- M. Administration of medication for treatment in an emergency situation may be used by the student with assistance as necessary from school personnel. If provided for on an approved permission form, students requiring such medication are:
 - 1. To use an auto-injector which contains the proper dosage for their body weight.

2. To carry the medication on their person at times of high risk for contact with the allergen.
3. To be encouraged to leave an additional auto-injector in the Health Office to use in event of emergency.
4. To submit the consent and indemnity agreement relative to the administration of such medication to the institution of the above procedures.

N. High school students may have the medication guidelines modified to reflect their increasing responsibility for health care.

- O. Parents will submit the authorization and indemnity agreement to allow the administration of any injectable medication by a certified school nurse in a non-emergency situation.

INSURANCE FOR STUDENTS

Naperville Community Unit School District 203 maintains student accident school time insurance that includes any school sponsored and/or supervised activity, including athletics (including football). This plan is secondary to any health insurance the student has. Claim forms are available in the athletic trainer's office or the health office.