

STUDENT/PARENT HANDBOOK 2025-2026



BENSON
PRIMARY
SCHOOL

FRANZEN
INTERMEDIATE
SCHOOL



ITASCA SCHOOL DISTRICT #10
ITASCA, ILLINOIS 60143

MISSION AND GOALS

Mission

Together, we are dedicated to academic excellence and the cultivation of talents of all students in a safe, supportive, collaborative community.

Educational Goals

- A. Student Safety and Citizenship - To ensure a safe learning environment that promotes the development of responsibility, ethics, discipline and citizenship
- B. Academic Excellence - To reach the highest level of academic excellence by promoting an environment for the growth and learning of all students and the district
- C. Fiscal Responsibility - To efficiently and responsibly manage the district's fiscal resources for short-term needs and long-term stability
- D. Community Relationships - To nurture and advance relationships through collaboration and communication with the whole community
- E. Professional Learning - To support a culture that enhances professional learning and growth
- F. Capital Development - To support safety and learning for all

Vision:

Every Learner, Every Day.

Core Values:

In our community, we are committed to:

Perseverance

Compassion

Hope

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GENERAL INFORMATION

SCHOOL BUILDING HOURS/PHONE NUMBER

Benson School is open at 8:00 A.M. and the doors are locked at 4:30 P.M.

The school office hours are 8:00 A.M. to 4:30 P.M. The telephone is not answered prior to 8:00 A.M. or after 4:30 P.M. The office can be reached at (630) 773-0554.

Franzen School is open at 7:30 A.M. and the doors are locked at 4:00 P.M.

The school office hours are 7:30 A.M. to 3:30 P.M. The telephone is not answered prior to 7:50 A.M. or after 4:00 P.M. The office can be reached at (630) 773-0100.

Peacock School is open at 7:20 A.M. and the doors are locked at 4:00 P.M.

The school office hours are 7:20 A.M. to 4:00 P.M. The telephone is not answered prior to 7:20 A.M. or after 4:00 P.M. The office can be reached at (630) 773-0335.

The Itasca Library has some of our curricular resources available, but most curricula can be accessed online via your student's Chromebook.

STUDENT ABSENCE HOTLINE/ATTENDANCE

Parents have two options when reporting their child's absence from school.

OPTION 1

This option allows parents to be connected with the District #10 Administrative Center Voice Mail System.

To report an absence at BENSON PRIMARY dial 630-773-0554 and Extension 7003.

To report an absence at FRANZEN INTERMEDIATE dial 630-773-0100 and Extension 7004.

To report an absence at PEACOCK MIDDLE SCHOOL dial 630-773-0335 and Extension 7002.

By pressing the extension number you will gain access to the Student Absence Hotline. Upon gaining access to the Hotline, please state:

1. Your child's full name
2. His/her teacher's name
3. Reason for absence
4. Dates and/or amount of time your child will be absent from school
5. Telephone number where you may be reached during the day
6. Requests for homework need to be made by 9:00 A.M. or we cannot guarantee it will be ready. Homework can be picked up after 3:15 P.M. and before 4:00 P.M.

OPTION 2

Parents may call the school offices between the following hours and give the appropriate information to the school secretary.

BENSON PRIMARY 8:15 A.M. - 8:45 A.M.

FRANZEN INTERMEDIATE 7:50 A.M. - 8:20 A.M.

PEACOCK MIDDLE SCHOOL 7:20 A.M. - 7:50 A.M.

SCHOOL HOURS

BENSON PRIMARY (K-2)

Monday - Friday 8:45-3:35
Early Release 8:45-1:35

Students arrive at school at **8:35 A.M.** (1st bell)
Second bell rings at **8:45 A.M.** (2nd bell)
The tardy bell rings at **8:50 A.M.**

Supervision begins at 8:35 A.M., therefore students are not to arrive prior to 8:35 A.M.

FRANZEN INTERMEDIATE (3-5)

Monday - Friday 8:25-3:10
Early Release 8:25-1:10

Supervision begins at 8:10 A.M., therefore students are not to arrive prior to 8:10 A.M.

Students will enter the school at **8:20 A.M.** (1st bell)
The tardy bell rings at **8:25 A.M.**

PEACOCK MIDDLE SCHOOL (6-8)

Monday- Friday 7:50 A.M.-2:50 P.M.
Early Release 7:50 A.M.-12:40 P.M.

Students will enter the school at 7:30 A.M.
The tardy bell rings at 7:50 A.M.

Supervision begins at 7:30 A.M., therefore students are not to arrive prior to 7:30 A.M.

EARLY DISMISSAL

During the year it may be necessary for a student to leave school prior to the regular dismissal time. If the early departure is anticipated by the parents (i.e. appointments or vacations), a note should be sent to the school a day before the anticipated change in the regular schedule. In the case of illness during school or other unforeseen situations, the school office will notify the parent to pick up the child.

It is required that the parent or legal guardian sign out their child in the school office. Students will not be permitted to leave school unless accompanied by a parent or legal guardian.

VISITORS

Adult visitors are welcome at school. We encourage all members of our community to visit and view the educational

process in action. However, **ALL INDIVIDUALS WISHING TO ENTER THE BUILDING, MUST REPORT TO THE OFFICE, PRESENT A DRIVER'S LICENSE, AND RECEIVE A VISITOR'S PASS BEFORE PROCEEDING ANY FURTHER INTO THE SCHOOL.** A photo ID is required. If a parent wishes to confer with a teacher, an appointment must be made.

Student visitors are not permitted during regular school hours. An adult must supervise all children in the building after school hours or pre-school children brought to the school during school hours.

CHANGES IN AFTER SCHOOL PLANS

Children need consistency. In order for the office to effectively communicate these changes, we need parents to plan ahead and do the following:

- 1. **In the morning**, write a note to the school, tell your child about the change, and have your child give the note to their classroom teacher stating the needed change.

Written notes are to be sent whether a child does or does not take a bus and will be going home to another student's house. Notes are needed from both sets of parents, the sending and the receiving parent, so that neither parent gets a "surprise visitor" or gets worried thinking that their child is lost.

- 2. If a phone call must be made by a parent regarding a change in dismissal, the office must be contacted **before 1:30** in the afternoon. Since the office gets very busy, especially near the end of the day, a message called after that time may not reach your child in time for dismissal.

BUS INFORMATION

PLEASE NOTE: District #10 recommends students be picked up and dropped off at the same stop each day. Even so, District #10 will attempt to accommodate special bus pick-up and drop-off requests if they occur on a regular schedule for the entire year. Week to week changes and requests involving more than two locations will not be allowed.

You must fill out a transportation change form before you can have your child's pick up or drop off location changed. You will get confirmation either by email or a call from the building office stating when the changes will begin. It will take up to five days for the confirmation to be received. Transportation needs are completed during the online registration process. Please contact the school first before any day care arrangements are made.

Students are only allowed to ride the bus they are assigned to.

LUNCH SCHEDULE:

Benson Lunch Times

Grade K	12:05 - 12:30 Lunch 12:30 - 12:55 Organized Physical Activity
Grade 1	11:15 - 11:40 Lunch 11:40 - 12:05 Organized Physical Activity
Grade 2	11:40 - 12:05 Lunch 12:05 - 12:30 Organized Physical Activity

Franzen Lunch Times	
Grade 3	11:30 - 11:55 Organized Physical Activity 11:55 - 12:20 Lunch
Grade 4	11:30 - 11:55 Organized Physical Activity 11:55 - 12:20 Lunch
Grade 5	11:30 - 11:55 Lunch 11:55 - 12:20 Organized Physical Activity

Peacock Lunch Times	
Grade 8	11:09 - 11:39 Lunch
Grade 6	11:57 - 12:27 Lunch
Grade 7	12:44 - 1:14 Lunch

LUNCH DROP OFF

You may use the classroom phone or office phone to call home for lunch. Your parents should bring your lunch to the office. At lunch, you should come and get it. **Parents, when you bring your child's lunch, please make sure their name is on it.** We do not have the personnel, materials, or time for making a student's lunch. Only those children who are under the Illinois Free Lunch Program will have lunch provided for them.

HOMEWORK

It is expected that every teacher at Benson and Franzen will help guide and encourage each student to strive for academic excellence. It is understood that each teacher will use wise and considered judgment in determining the individual student potential, level of expertise, and level of development.

The mechanics of written work will be evaluated in accordance with appropriate school-wide standards. Appropriate school-wide standards will be defined and detailed in writing by each classroom teacher at Curriculum Night held in the fall.

Homework is not assigned with the idea of keeping a student busy. We believe that there is a time for school, a time for play and a time for family living. Students who put in a good solid day of work at school should not be burdened with a large amount of homework. Homework assignments that we do give, are for the purpose of reinforcing certain skill development, and/or for fostering habits of independent study. Deadlines (both in and out of school) will be set, and students will be expected to meet them.

As homework is assigned, please provide the necessary encouragement needed for the work to be completed. Especially in fourth and fifth grade, unfinished homework slows down a child's academic progress. Please inform the classroom teacher if there is a problem with the amount of homework assigned to your child.

Requests for homework in advance of a scheduled absence will not be honored.

ATTENDANCE PROCEDURES

In order to attend school, students must be in compliance with all DuPage County Health regulations. See the Health section for more information related to deciding when your child is too ill to be in school.

Attendance patterns are monitored regularly by school staff. If the number of days missed to school is equal to 5% of the total days that school has been in session, a referral will be made to the DuPage County Truancy Office. This means that the truancy officer will contact you for problem solving in order to improve the child's school attendance. A student who misses 5% or more of school every year will lose ONE FULL ACADEMIC YEAR of learning before reaching high school graduation.

If your child has a medical condition that is contributing to missed school days, contact the school nurse.

Please refer to the supplementary handbook for more information.

ABSENTEEISM AND TRUANCY

Students who attend school regularly feel more connected to their school community and are more engaged in the learning process. Students who have low absence rates typically are 3-4 times more likely to perform at grade-level or above than students who are chronically absent. School attendance is required in the State of Illinois. An average attendance target has been set for the district at 95% for all schools. This is inclusive of both excused and unexcused absences. Eligibility for athletics, after school fine arts, extracurricular clubs, Peacock Charger Outings and Field Learning are dependent on meeting attendance goals with 92% being a minimum threshold for participation. The responsibility for attendance primarily falls on the student's parents. Please review the following attendance guidelines and supports for students and families:

What is considered an excused absence?

- Illness
- Observance of a religious holiday
- Death in the immediate family or family emergency
- Other situations beyond the control of the student, as determined by the Board of Education

- Other circumstances that cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student.

How will the district identify the reasons for an absence to be considered unexcused?

- Interviews with the student's parent or guardian
- Interviews with the student
- Interviews with any school personnel who may have information about the reasons for the student's attendance

What interventions are offered to students who are chronically absent?

- Parent conferences
- Student counseling
- Additional school support and attendance-engagement plans
- Information about available community services/resources that support student attendance

All Itasca schools will regularly collect and review its chronic absence data. Attendance data will be used to determine what supports and resources are needed to engage chronically absent students and their families. The district's goal is to identify students who need the most support and then plan the best way to support them. Our goal is to encourage the habit of daily school attendance and promote success in all students. Please contact our school administration or school counselors if you would like more information about how to best support your student's attendance. (Board Policy 7.70 - adopted 2/14/24)

BICYCLES/ MOTORIZED BICYCLES

A bicycle rack is provided at each building. It is the responsibility of the student to make sure that bicycles are properly secured. For safety reasons, always walk your bike/motorbike while on school grounds. Helmets are always recommended when riding a bicycle.

BIRTHDAY CELEBRATIONS

Students may only distribute birthday invitations at school if they are inviting their entire classroom of boys and/or entire classroom of girls. Students are not allowed to leave their class to deliver invitations to other classrooms. Students may only bring non-food items to share with their classmates.

EXTRACURRICULAR ACTIVITIES FOR STUDENTS WITH DISABILITIES

Students with disabilities are given an equal opportunity to participate in extracurricular activities. For students with disabilities, the student's IEP team or Section 504 team will

discuss reasonable accommodations and modifications to ensure that the student has an equal opportunity to participate in extracurricular activities.

CHEATING POLICY

Cheating is not permitted. If you are found to be cheating on a test or classroom assignment, parents will be notified and you may receive no credit for the test or assignment. If any further incidence of cheating occurs, the above procedure will be followed with the addition of a conference including parents, teacher and the principal.

LOCKER POLICY

School lockers are the property of the school district and are subject to periodic cleaning and inspection as needed. A hall locker has been assigned to each student for temporary use during the school year. At Benson and Franzen, no combination lock will be issued or allowed to be placed on the lockers. At Peacock, students are expected to lock their lockers with a school issued combination lock throughout the day. THE SCHOOL WILL NOT ASSUME RESPONSIBILITY FOR LOST ARTICLES.

MEDICINE AT SCHOOL

A **Medication Authorization Form** is required for ALL medications (except inhalers) including those you can buy without a prescription. This form requires **BOTH** a physician signature AND a parent signature.

For inhalers: A **Parent Authorization Form** for Inhalers must be completed by a parent/guardian.

Students will be allowed to self carry their inhalers and epi-pens provided District 10 policy is followed.

Students will be encouraged to self-administer medication whenever possible (under the supervision of a designated staff member).

Students requiring emergency medication will be given their medication by trained staff members in each building when a nurse is not available.

Call the School Nurse if you have any questions about your student's medication needs

COLD WEATHER

All children will go out for recess unless excused with a note from their doctor.

Benson Primary and Franzen Intermediate:

The temperature will be checked daily (if necessary) using a local radio station or the Internet for accurate information. If the temperature (including the wind-chill factor) is below 20 degrees, the children **will not** go outside for recess.

If the temperature is at or above 20 degrees, the children will have recess outdoors.

CHILD SAFETY AWARENESS

The Village of Itasca, its police department, and numerous community oriented organizations are vitally committed to the protection and welfare of our most precious resource, our children.

Interwoven within our society are individuals that engage in criminal activity, victimizing children. All incidents of this nature impact traumatically upon the community and undermine the community's perception of well being and safety.

In order to effectively utilize the many community resources, rapid communication with youth oriented organizations and community educational facilities is imperative.

The Child Safety Awareness Program is established to:

1. Promote and encourage active community involvement in child safety threats.
2. Heighten community awareness of real and potential child safety threats.
3. Provide accurate and timely information concerning police reported incidents involving children.
4. Reduce the potential for rumor and misinformation related to incidents.
5. Maintain a viable network of community resource organizations committed to child safety.

Each of the participating organizations will be incorporated into a network system with the responsibility of notification to assigned associated participants. The Itasca Police Department will be the sole originator of all communications disseminated for network publication. The network will rely on each participant to communicate information by FAX machine or telephone. The information is to be relayed in the exact message format of the original document issued by the Itasca Police Department.

TRANSPORTATION SERVICES

District 10 provides free transportation for students living 1.5 miles or more from school. Students living less than 1.5 miles are allowed to ride the bus to school for a fee. For students living across a Board approved designated hazardous area, no fee is assessed.

In order to make necessary arrangements with the transportation company, a minimum five day waiting period is required from the time a bus student registers for service or changes to their present service. A transportation change form must be filled out before any changes are made. Please contact the school first before making any day care arrangements. If we don't have a bus form on file, your child/ren **CANNOT** ride the bus.

All paying riders are charged a fee of \$225.00 per student per year.

Paying riders will be required to pay for service prior to being assigned a bus route/stop. Pay riders must sign up for bus

service for the entire year at the beginning of the school term or they cannot be guaranteed a seat. When a paying rider registers for bus service, the rider will be placed at the closest existing stop to their home on the route.

District #10 recommends students be picked up and dropped off at the same stop each day. Even so, District #10 will attempt to accommodate special bus pick-up and drop-off requests if they occur on a regular schedule for the entire year. Week to week changes and requests involving more than two locations will not be allowed.

It is the parents' responsibility to provide supervision for their children at the return stop for all Benson students. Scheduling does not permit the bus to wait at the stop if there is no supervision.

SCHOOL CLOSING INFORMATION

With our School Reach phone system, all families will be notified via phone call and/or text if school is canceled. It is imperative that the school always have your updated phone number. You may also check out our district website at www.itasca10.org.

In addition, District 10 is a member of the (ECC) Emergency Closing Center. District 10 reports school closing information to the ECC and it is then broadcast on WGN-AM (720), WBBM Radio 780 AM, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, WGN Ch. 9, WFLD FOX and CLTV cable.

HEALTH

Illness/Accident

If students become ill during the school day, they should see their teacher immediately. Students who are too ill to attend classes will be sent to the office and the parents contacted. The same basic procedures apply in the case of an injury. However, in the event of serious injury, the school nurse, principal, or delegated assistant will notify the parents or legal guardian at the earliest possible opportunity. In the event they cannot be reached, the emergency telephone number listed on the student emergency form will be used. A physician may be called or the child taken to the hospital if in the opinion of the principal or nurse, it is imperative to have immediate medical attention. If the possibility exists that the parent may file a claim against the district for an accident, it is the parent's responsibility to request a claim form from the school within 15 days of the accident.

It is of utmost importance that parents complete the emergency information form at the time of registration and notify the school if any changes in address, phone number, or emergency numbers listed, occur during the year.

Regular attendance and on-time arrival to school are critical to a child's success in school. Lifelong patterns are developed in the early years and last throughout one's lifetime. We encourage parents to ensure that children come to school on time, as even a few minutes tardy disrupts the child's day and his or her classroom.

When children have minor discomforts and are not suffering from a contagious illness, they should be sent to school. If you

are ever uncertain about whether or not a child should be sent to school, please call the office to speak to our nurse.

[Link to Parent Authorization for Inhaler Form](#)

REGISTRATION

STUDENT FEES

Itasca District 10 charges a Registration Fee and Technology Fee to help offset the cost of student instructional materials. The fee does not cover the total cost of all materials and supplies used by students in the district.

[Fees for the 2025-2026 school year can be found here.](#) Other fees for milk, yearbook, and special events may be charged and will vary in cost from year to year. Some of those fees are optional.

[Fee Waiver and Free Lunch Application form can be found here.](#)

SPECIAL EDUCATION COMPREHENSIVE PLAN

District #10 has developed a comprehensive special education plan to provide free and appropriate services to children ages three to fifteen who have exceptional needs.

District #10 provides a continuum of services for children with mild to severe handicaps including speech and language, learning disabilities, behavioral disorders, cognitive impairment, vision, hearing and orthopedic handicaps. To the extent possible, students are educated within the mainstream of the school community.

District #10 is a member of the North DuPage Special Education Cooperative, most often referred to as NDSEC. Through NDSEC, students with certain learning problems attend special classes in cooperating districts. These classes are specifically designed for students who have hearing, vision, intellectual, behavioral, physical, or multiple handicaps. District #10 houses some of these special classes as part of the district's responsibility as a member of NDSEC.

The district also authorizes placement in private school programs for children whose needs cannot be met in the existing public school programs.

A student unable to attend school because of a temporary or long-term medical disability may be eligible to receive home/hospital tutoring. Contact the building principal for further information.

The district has on file: district procedures for the identification, evaluation, and special education placement of exceptional children; the ISBE Rules and Regulations to Govern the Administration and Operation of Special Education; Parents' Guide to Educational Rights of Handicapped Children printed in English and Spanish; policy for the collection and use of confidential information; and special education records. A copy of the Rules and Regulations is available to parents upon request.

Parents may refer a child for an evaluation or other special services by contacting the building principal. Evaluations are conducted in the student's primary language.

SCREENING PROGRAMS

Early Childhood

Preschool children, ages three through five, residing within District #10 are encouraged to participate in the early childhood screening program. The program screens for normal and delayed development in the areas of physical, social, intellectual, perceptual and speech and language skills.

Notices of screening dates are sent home with primary-age students and included in the building newsletters.

Incoming kindergarten students participate in a similar screening program.

Vision/Hearing

Vision – As part of the student health program, District 10 provides vision screening to preschool age children, children enrolled in special education, students in grades K, 2nd, and 8th, referrals from teachers or parents, transfer students and foster children. This is only a screening and is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an eye examination has been administered within the previous twelve months.

Hearing- District 10 provides hearing screening to students in preschool, K, 1st, 2nd, 3rd grade, children enrolled in special education, referrals from teachers or parents, transfer students and foster children.

Speech/Language

Students new to the State of Illinois are screened for articulation and language. Kindergarten students are not screened unless referred by a parent or teacher.

Educational Adjustment

Teachers and other professional staff annually review the educational needs of students to determine the need for a special educational referral.

PROBLEM SOLVING TEAM (PST)

I. Concept

A school's PST is a formalized communication system developed to support teachers as they deal with students in the classroom exhibiting learning and behavior difficulties. To be effective, the PST:

- * creates a dynamic problem solving climate in which support staff and classroom teachers cooperate in a joint effort to develop strategies;
- * provides immediate and relevant support to teachers in developing classroom modifications and instruction plans;
- * serves as an ongoing screening mechanism for special education referrals;

- * serves as an early intervention mechanism with a range of resources to be tapped inside and outside the school;
- * increases teacher insights and perceptions as they gain understanding of the nature of learning difficulties.

II. Purpose of Individual Case Study Evaluation

The primary purpose of conducting an individual case study evaluation of a student initially referred for case study evaluation is to gather information sufficient to permit the Multi-disciplinary Conference (MDC) team members to determine whether the student is a student with disabilities for whom a free, appropriate public education must be made available.

In order to determine that a student who has been assessed is a student with disabilities, the MDC must conclude that:

1. the student has a physical or mental impairment; and
2. the presence of such physical or mental impairment has adversely affected the educational performance of the student; and
3. because of such physical or mental impairment the student is in need of special education and related services.

There are several outcomes of conducting an individual case study evaluation which include:

1. identification of the student's skills;
2. identification of the actual disability/disabilities a student might have;
3. collection of sufficient information to measure the adverse effect of the disability on educational performance.

NDSEC CHILD FIND PROCEDURES

District #10 conducts activities for creating public awareness of special education programs, advising the public of the rights of eligible children and parents, and alerting community residents of the need to identify, locate, and evaluate children aged birth through twenty-one, who are suspected of having a disability.

Screening is an activity to locate children in the general school population who may need special services to maintain satisfactory educational performance. The result of the screening process is a systematic collection of information for every child screened which helps determine whether there is a need for referral to a school's Student Support Team (SST) for further consideration.

TALENT DEVELOPMENT PROGRAM

A key mission of Itasca District 10 is to develop the academic abilities and personal attributes of all students.

We believe that:

- within our student population are high-ability learners
- those who possess either high levels of performance or high levels of potential in a variety of academic areas and/or expressions of talent.

Because these high levels are found in children from all backgrounds and experiences, homes and schools must work together to discover these students, meet their educational needs, and monitor their academic, social, and emotional growth.

The school district will strive to provide a challenging, appropriate curriculum for all learners, including those who perform (or have the potential to perform) at high levels.

This intent is best accomplished within the school district through a variety of services and settings targeting specific learner needs; some of which might not ordinarily be provided in the core curriculum. The district and schools will make it a priority to match services and settings inside and outside of the general classroom with the unique intellectual, social, and emotional needs of high-ability students.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL) program is offered to English Language Learners (ELL) who need additional assistance in learning the English language. All students, upon initial enrollment in Illinois public schools, are screened for possible entry into the ESL program. As identified through specialized testing, these students receive instruction weekly. The program emphasizes further development of a student's use of English.

FAMILY LIVING

Family Living (Developmental Health Education) curriculum is taught in grade five. Parents will be given an opportunity to preview the curriculum, film and meet with the instructors at a pre-scheduled Family Living parent meeting. All students will participate in this program unless the principal is notified in writing by the parents.

SEXUAL ABUSE

Parents of District #10 students will be given five (5) days advance notice prior to the start of instruction in the prevention of sexual abuse. All students will participate in this program unless the principal is notified in writing by the parents.

STUDENT RECORDS

Parents have access to all information and records kept by the school about their child. All temporary records will be transferred to the records' custodian of another school in which the student has enrolled after transfer upon request of that school. Release of information to other agencies or persons requires the specific written and dated consent of the parent, designating the person or agency to whom the records will be released. Student records which consist of basic student identifying information (name, address, birthday, parent name(s), academic transcript, attendance, and health records) are kept in the student's permanent file. Records such as intelligence and achievement scores, special education confidential records, disciplinary records, teacher anecdotal notes, extra-curricular participation awards, and honors will be kept in a temporary file and maintained in a child's school for one year and one day following the end of the school where that student was last enrolled in District #10.

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary records are maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parents(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

Parents wishing to inspect and/or challenge any or all of their child's records should call for an appointment with the building principal. Student records may be copied at a minimal cost. These rights of parents and students are insured in "The Family Educational Rights and Privacy Act" of 1974.

DESTRUCTION OF RECORDS

Itasca School District #10 complies with Illinois Local Records Act. School district will obtain official permission from the Illinois Secretary of State's office before removing or destroying records.

1. Secretary of State's local records unit will be contacted
2. The local records unit will approve all records to be destroyed
3. A records disposal certificate will be prepared by Secretary of State's office
4. The certificate must be submitted to local records commission for approval 60 days in advance of records destruction
5. Reasonable notice provided to parents and eligible students that records are intended for destruction

PARENT NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student's education records within 10 days of the day the District receives a request to access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parents or eligible students of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parents or eligible student believes is inaccurate or misleading. The parents or eligible students may ask Itasca School District 10 to amend records that they believe are inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by District 10 as an administrator, a supervisor, an instructor, or a 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 attorney, an auditor, a medical consultant, or a therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another

school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon the request, District 10 discloses education records without consent to officials of another school district in which a student intends to enroll.

4. 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 address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-460

ENTRANCE AGE TO SCHOOL

Illinois State law requires that students be five years of age on or before September 1st to be admitted to kindergarten.

ACCEPTABLE USE POLICY

Itasca School District 10 Technology Use Guidelines for Students

District 10 has made a significant commitment to technology and provides these resources to its students and staff for educational and other appropriate professional activities. The goal in providing these resources is to develop thoughtful, efficient and responsible users of technology by promoting educational excellence and fostering high quality personal learning. District 10 firmly believes that technology resources, including the use of the Internet, are of great importance in today's environment. At the same time, School District 10 recognizes the need to develop guidelines in relation to the use of these resources.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

To this end, the following acceptable practice guidelines have been developed to protect District 10's investment in technology and to inform users of appropriate and responsible usage. Since access to the technology resources of School District 10 is a privilege and not an entitlement or right, these guidelines are provided so that users are aware of the responsibilities they are about to acquire.

Definition of District Technology Resources

The information systems and technology resources covered by these regulations include all of the District's computer systems, software, access to the Internet, and networks and their various configurations. The systems and networks include all of the computer hardware and peripheral equipment, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, and externally accessed databases (such as the Internet), clip art, digital images, digitized information, communications technologies which include audio and video capability and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

Digital Student Accounts

- I give permission for Itasca School District #10 to create/maintain a G Suite for Education core and additional services account for my child
- I give permission for Itasca School District # 10 to create COPPA compliant technology accounts

Authorized Use

- Authorized use of the School District's technology and the Internet shall be governed by administrative procedures developed by the Superintendent and the Board of Education.
- Access to the District's technological resources will be granted only upon receipt of the appropriate consent form agreeing to adhere to the acceptable use guidelines.

- The District's Technology Resources are a part of the District 10 curriculum and have not been provided as a public access service or a public forum. The District has the right to place restrictions on the material that users access and post through its technological resources. Users of these resources are expected to follow the general use policy, any rules found in District or school handbooks, any Board, teacher or administrative directives and all applicable local, state, federal and international laws.

No Expectation of Privacy

All technological resources, along with associated network wiring and management devices, are owned in their entirety by Itasca School District 10. All information, correspondence and communication contained in the files that reside on District 10's technological resources, or that was sent or received using District Technology resources, are owned by District 10. Therefore:

- Users waive their right to privacy with respect to their files and communications and consent to access and disclosure to them by authorized District personnel and those external personnel designated by the Superintendent. Authorized district personnel shall be identified by the Board or Superintendent and shall include, but not be limited to, the Superintendent and Principals. Technical support personnel also have access to files while performing their roles.

No Warranties

The District makes no warranties of any kind, whether express or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Authorization.

Student Responsibilities

- Students utilizing District-provided technology resources must first have the permission of and be supervised by District 10 staff. Individual students are responsible for their use of the network. Students must practice appropriate behavior and judgment when on-line or using other technology resources just as they do in a classroom or other areas of the school. The same general rules for behavior and communication apply. Since network communication is often public, students are responsible for behaving as appropriately on the network as they are in school. Students may be disciplined up to, and including, suspension from school for inappropriate use.
- All resources should be handled with care. Hardware and software must not be modified, abused or misused in any way. Students shall not load anything onto the District's network or Internet without prior approval. Students shall be aware of using resources responsibly such as file space.
- Students are responsible for reporting any unauthorized software that they observe on the network. Failure to report to their teacher may result in disciplinary action.
- The District does not provide students with personal email accounts. Thus, all student use of e-mail shall be under the supervision of a staff member and shall be consistent with the District's curriculum and educational mission. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communications unrelated to the school program. Students may be disciplined up to, and including, suspension from school for the creation of inappropriate emails sent via the school network and may also be disciplined up to, and including, suspension from school for receiving and not reporting inappropriate e-mail.
- Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.
- Students shall not use the District's computer network or District means of access to the Internet for personal, financial or commercial gain.
- Network passwords are to be used exclusively by the authorized owner of the password. Passwords must never be shared with others. Students shall not attempt to gain access to others passwords, modify the passwords of other individuals, attempt to gain access to any files or other data belonging to others or misrepresent others on the network. Disclosure of an individual password or utilization of another student's password or attempting to gain access to files and data of others shall be the basis for disciplinary action. If you are logged into the network, leaving a computer not password protected enables anyone to potentially access your files which makes you responsible. The owner of a password shall be responsible for actions using the password.
- Students shall not attempt to access the District's network or technological resources in a way that compromises the security of the network by trying to gain unauthorized access or going beyond authorized access to District resources.
- Students are responsible to inform professional staff of any unauthorized use of their password, any unauthorized installation of software, the receipt of inappropriate electronic transmissions, knowledge of any copyright violations, and any other inappropriate issues involving use of hardware or access.

Internet Filtering

- School District 10 subscribes to an Internet filtering system to filter out sites with content considered unacceptable for educational use. While using District 10 technology resources, no user may attempt to bypass this filtering system or attempt to access the Internet in any other way. It is recognized that no filtering software is completely reliable. District 10 does not represent that users will not have access to inappropriate or objectionable material. The responsibility for appropriate use of the Internet lies with the user.

Software & Hardware Use & Installation

- Only authorized persons (Technology Team) are permitted to install software and/or hardware on District technological resources.
- No software or hardware is to be installed on District resources without the licensing agreement that allows the installation. Users must not connect or install any computer hardware or software which is their own personal property to or on the District's resources without prior approval of building or district level administrators. In addition, such hardware or original media software purchased by individual users must be accompanied by a legitimate proof of purchase. Users must not download any material or software from the Internet without the approval of appropriate building or district level administrators.
- The District Technology Team is responsible only for installing District purchased and approved software. Assistance with installing and troubleshooting personally purchased software that has been approved by an administrator will be available by the Technology Team as time permits and as District resources allow. It is the policy of District 10 to abide by all software licensing agreements and the District Technology Team will be responsible for maintaining a licensing agreement file.
- At times, it is necessary for the District Technology Team to reformat hard drives. Reformatting completely erases all contents of a hard drive. District software will be reinstalled but the District Technology Team will not reinstall unapproved copies of software nor will they be able to retrieve any data files, which are required to be saved to a user's home drive. With this in mind, please keep any installation disks of specific school-purchased software in an identified location at each school. Users are personally responsible for making backups of any data files that may have been stored on a local hard drive.

Copyright Issues

- Users must abide by all copyright laws and their accompanying guidelines and respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright.
- Under the "fair use" doctrine, unauthorized reproduction or use of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. All users must follow the "Fair Use" guidelines when using information gained from the Internet.
- Users shall not plagiarize. This also applies to works that are found on the Internet or through other electronic resources. Plagiarism is presenting the ideas or writings of others as one's own. It is important for users of technology to cite sources used in papers and presentations both from an ethical and legal standpoint.

Publishing on the Web

- Users publishing information on the Internet using the District's technology resources are, in effect, publishing such information on behalf of the District. Consequently, information may be published on the Internet using the District's resources only when approved by an administrator or other authorized District personnel.

Parent/Guardian Responsibility

It is the responsibility of the parent/guardian to:

- Read the technology use guidelines and school/District policies as they apply to network/Internet access and agree to their son/daughter's access by signing the consent form.
- Be aware of the contents of the policy set out by the school and the District for unacceptable and inappropriate use.
- Be aware of the risks inherent in that access, while encouraging safe and acceptable practices.

District Responsibility

- Although it is the District's goal to develop responsible users of technology, it must be understood that making network and Internet access available, even with the use of an Internet filtering service, carries with it the potential that network users will encounter sources that may be considered controversial or inappropriate. Because of this the District is not liable or responsible for the accuracy or suitability of any information that is retrieved through technology. Additionally, because no technology is guaranteed to be error-free or totally dependable, the District is not responsible for any information that may be lost, damaged or unavailable due to technical difficulties.
- Again, it is important to remember that the use of District technology is a privilege and not a right. Because of this, the District has the right to determine consequences for the abuse and/or misuse of its technological resources or properties.

Acceptable Use of the Chromebook Guidelines

These guidelines list the requirements that apply to all students who are issued a Chromebook by District 10. Parents/guardians and students must sign and return both the *Agreement Regarding Technology Use Guidelines for Students* and *Acceptable Use of the Chromebook Guidelines* and the *Students Accessing Technology and Online Tools* (Board Policy 6:235) before the Chromebook will be issued to the student. Students and their parents/guardians are bound by the terms of the *Agreement Regarding Technology Use Guidelines for Students* and *Acceptable Use of the Chromebook Guidelines* and the *Students Accessing Technology and Online Tools* when a Chromebook is issued, whether the forms are signed or not.

Responsible Use Expectations

- o The District 10 *Acceptable Use of the Internet Guidelines* applies to use of the Chromebook.
- o Parents/guardians are responsible for monitoring home Internet access.
- o Parents/guardians agree to supervise their children's Chromebook use at home and agree to discuss Internet safety with their children.
- o Once issued, students are responsible for maintaining the Chromebook device and all peripheral devices issued with it, including the case, charger cord, etc.
- o Students and parents/guardians are prohibited from installing, or attempting to install, any programs or files without the approval of District 10 personnel.
- o Students are prohibited from attempting to bypass the District 10 Internet filters.
- o The student will keep his/her passwords private and not disclose them to others, except for District 10 personnel and parents/guardians. Students are prohibited from using another student's username/password to log in to a device.
- o The student will not lend the Chromebook to anyone, including members of the student's family, for any reason.
- o Cyberbullying will not be tolerated. Cyberbullying is bullying by use of any electronic device, including the Chromebook.
- o Messages and/or Internet content relating to or in support of illegal activities will subject the student to discipline. This conduct may also be reported to the authorities if appropriate.
- o Accessing, submitting, posting, publishing or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material will subject the student to discipline.
- o Students are expected to immediately notify adults of any messages or other information viewed or accessed through the Chromebook that is inappropriate, dangerous or threatening.
- o Students may not download, copy or share copyrighted material using the Chromebook, including music files, images or software.
- o Student Chromebooks should arrive at school fully charged each school day.
- o District 10 reserves the right to take back possession of a Chromebook from a student on a case-by- case basis.
- o Students will not be allowed to bring their Chromebooks into locker rooms. Chromebooks must be locked in the hallway lockers during PE classes and after-school sports.
- o Students who graduate early, withdraw or terminate enrollment at school for any reason must return the Chromebook, charger, case and all District 10-provided peripherals that were issued to them.
- o Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.
- o Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

Privacy/Inspection

- o Students have no expectation of privacy relating to the Chromebooks that are issued to them. The Chromebooks are District 10 property and may be confiscated and inspected by District 10 staff at any time.
- o Reasons for Chromebook inspections may include, but are not limited to, the following: functionality, maintenance, service, suspected violations of the *Acceptable Use of the Chromebook Guidelines*, and suspected violations of the *Agreement Regarding Technology Use Guidelines for Students* and *Students Accessing Technology and Online Tools*.
- o Any of the student's email accounts accessed by the student with the Chromebook can be monitored by District 10.

- o The Chromebook does contain tracking and monitoring software that may from time to time provide District 10 with information concerning the student's use of the Chromebook and the student's activities on the Internet with the Chromebook.
- o The student and the parents/guardians understand that District 10's issuance of the Chromebook does not create any duty on the part of the district to provide supervision or protection outside of school

Damage/Repair/Loss

- o Parents and students will agree and abide by the *Damage/Repair/Loss Guidelines*

Student Acknowledgements

- o The student understands that the use of the Chromebook is a privilege, not a right, and is for educational purposes only.
- o Students understand that obscene language and/or materials, including music, screensavers, backdrops or pictures are prohibited.
- o District 10 may revoke the student's use of the Chromebook at any time it deems appropriate.
- o Violation of these guidelines or other District 10 policies and procedures may result in disciplinary action, whether the violation occurs on or off school grounds.
- o Students have no expectation of privacy in the contents of the Chromebook or communications made using the Chromebook

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

Extra-curricular activities, school events and field trips in Itasca District 10 are considered an important supplement to the district's total educational program. As such, coaches, sponsors and volunteers in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities, school events, and field trips is a privilege. Students are representatives of Itasca District 10 and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, School District 10 supports as broad a program as possible for its students.

8 Keys of Excellence

At our school, we are proud to integrate the 8 Keys of Excellence into our daily practices and overall educational philosophy. These keys are:

1. **Integrity**
2. **Failure Leads to Success**
3. **Speak with Good Purpose**
4. **This is It!**
5. **Commitment**
6. **Ownership**
7. **Flexibility**
8. **Balance**

The 8 Keys of Excellence serve as guiding principles for our students and staff. By fostering integrity, we encourage honesty and strong moral character. Recognizing that Failure Leads to Success, we promote resilience and the understanding that mistakes are opportunities for growth. Speaking with Good Purpose, we cultivate a culture of positive communication and respect. Embracing This is It!, we inspire students to be present and make the most of each moment. Through Commitment, we stress the importance of dedication and follow-through in all endeavors. Ownership instills a sense of personal responsibility and accountability. Flexibility teaches adaptability and the importance of being open to change. Finally, Balance emphasizes the need for a well-rounded approach to life, ensuring that students can manage academics, extracurricular activities, and personal well-being effectively. These keys are embedded in our curriculum, extracurricular programs, and everyday interactions, helping to create a supportive and empowering environment for our entire school community. Please visit 8keys.org/8keys-defined to learn more about our new expectations.

8 Key of Excellence Expectation	Definition	Students will..
Integrity	Matching your behaviors with your values Demonstrate your personal values in all you do and say Be sincere and real Do the right thing even when no one is watching	Be honest Tell the truth Be loyal Be reliable
Failure Leads to Success	Learn from your mistakes View mistakes and challenges as feedback to help you learn, grow, and succeed. Positive growth Mindset	Excel without fear of making mistakes Learn from your mistakes and strive to improve See failures as opportunities to grow Persevere
Speak with Good Purpose	Speak honestly and kindly Think before you speak Make sure your intention is positive and your words match	Speak positively and with good intent Develop safe, honest, and direct communication skills Understand everything they say has an impact on others
This is it	Make the most of every moment. Focus your attention on the present moment and keep a positive attitude	Remain focused in class Maintain a positive attitude Put your best effort forward
Commitment	Make your dreams happen Take positive action Follow your goals and work towards them Do what it takes to be successful	Keep their word Try their best Complete their work Create goals
Ownership	Take responsibility in your actions Be responsible for your thoughts, feelings, words, and actions	Take responsibility for their choices, actions, and words. Students will "live above the line"

	Own the choices you make and the results that follow	
Flexibility	Be willing to do things differently Reflect and recognize when change needs to occur	Be prepared for change Be willing to do things differently than before to achieve the desired outcome
Balance	Live your best life Be mindful of yourself and others while focusing on what's important Happiness and fulfillment occur when your mind, body, and emotions are nurtured by the choices you make	Manage time and energy effectively to ensure all aspects of life (school, home, extracurricular) are creating a happy and healthy lifestyle

Adapted from Windsor Academy 8 Keys of Excellence Program

Code of Conduct Matrix

<u>Warning Behaviors</u> (Addressed in the classroom and hallways)	<u>Minor Behaviors</u> (Teacher or Administration assigned consequence with documentation)	<u>Major Behaviors</u> (Administration assigned consequence or potential law enforcement involvement)
	Persistent Warning Behavior	Persistent Minor behaviors
May result in warnings, contact home, detentions	May result in ineligibility, detentions, or in-school suspension.	May result in detentions, in-school suspension, out of school suspension, or expulsion.
Inattention and failure to stay on task.	Disrespect to an adult -mocking -ignoring staff directive	Severe disrespect to an adult -physical contact -inappropriate language
Classroom violations -misuse of school property	Area violations -misuse of hallway pass -Leaving class early -throwing of items	Skiping class Leaving campus
Mild disruptions in class	Consistent mild disruptions in class -talking out of turn -blurting out -making noises	Continual or deliberate disruption of class

Noncompliance with classroom or school expectations, procedures, routines	Ongoing noncompliance after three redirections	Refusal to comply with adult directive after multiple redirects or when safety is concerned
Bickering and disagreement between students	Persistent or continued conflict between two students or with staff including intimidation	Physical violence, threats, or intimidation with students or staff
Mild Horseplay -annoying peers -running around -touching other belongings	Moderate Horseplay -running -tripping -pushing -pranks -play fighting -simulating violence, imitation use of weapons	Fighting (when physical contact is made)
Gossiping -name calling -rumor spreading -exclusion	Repeated gossiping, naming calling, rumor spreading, and exclusion	Bullying as defined in Itasca District 10 Board Policy
Personal devices (cell phone, smart watch, personal handheld, gaming device) -If student is observed with a personal handheld or gaming device, student will be asked to place the item in their backpack/locker -if phone seen, heard, or used in the classroom, students will be asked to place the item in their locker/backpack -if watch is heard or used as a communication device in the classroom, students will be asked to place the item in their locker/backpack	Personal devices (cell phone, smart watch) multiple reminders -if phone seen, heard, or used in the classroom, the device will be taken to the office -if watch is heard or used as a communication device in the classroom, students will be asked to place the item in their locker/backpack	Continuous usage of personal devices (cell phone, smart watch) in class will result in parent contact or meeting.
	Forgery Plagiarism Cheating	Multiple occurrences of: -forgery -plagiarism -cheating
	Bus Referral -behavior that coincides with other minor behaviors	Multiple Bus referrals -bus behavior that coincides with other major behavior
	Inappropriate or offensive	Racial, sexual, or cultural

	language	harassment (physical or verbal) -offensive language about race, culture, sexual orientation, intelligence, etc.
	Property damage	Vandalism Destruction of property
	Minor PDA	Severe PDA
	Computer violation	Theft or Illegal Substances
		Possession of a weapon or illegal substance

*Adapted from Leading a High Reliability School
Alignment with 8 Keys of Excellence*

Major and Minor Infractions Process

Minor Infractions <i>*Administrative judgment will be utilized throughout this process and in all disciplinary actions</i>	
Student Action	Action Taken By Teacher or Administrator
Student has been redirected three times in class and is noncompliant.	Take 5 <ul style="list-style-type: none"> Student will take a five minute pause to reset
Student has surpassed the warning behavior and will be issued a first minor based on the Code of Conduct Matrix.	First Minor <ul style="list-style-type: none"> Student will receive a blue minor note describing the behavior. That note will be sent home for parents to sign and return.
Student has surpassed their first minor and will be issued a second minor based on the Code of Conduct Matrix.	Second Minor <ul style="list-style-type: none"> Student will receive a blue minor note describing the behavior. That note will be sent home for parents to sign and return. Phone call home by teacher to parent.
Student has surpassed their second minor and will be issued a third minor based on the Code of Conduct Matrix.	Third Minor <ul style="list-style-type: none"> Student will receive a blue minor note describing the behavior. That note will be sent home for parents to sign and return. Parents will be contacted by the teacher or administration to notify about ineligibility for field trips and extra-curricular activities. Problem Solving Team will meet internally to discuss strategies to help with behavioral concerns.
Student has surpassed their third minor based on the Code of Conduct Matrix	Fourth Minor & Beyond <ul style="list-style-type: none"> Student will be written up with a blue minor note. Parents will be notified by the teacher or administration. Problem Solving Team will meet internally to discuss strategies to help with behavioral concerns. Ineligibility for field trips and extra-curriculars

Major Infractions

****Administrative judgment will be utilized throughout this process and in all disciplinary actions***

It is the hope and intent that this system will deter future misconduct and engender in students a respect for the rights of others and the need for safety and structure in school and society. Should minor infractions continue to be repeated or should student behavior infringe upon the rights/safety of others or include illegal behavior, the following may be a result:

- Meeting with the school Problem Solving Team to discuss strategies to assist with behavioral concerns
- Ineligibility of field trip and extra-curricular activities
- In-School Suspension
- Out of School Suspension
- A recommendation to the Board of Education for Expulsion (up to 2 years)
- Police notification/involvement

Major Infractions

Student Action	Action Taken By Teacher or Administrator
Student has reached their fourth minor for repeating the same behavior or have committed a first major infraction according to the Code of Conduct Matrix.	First Major <ul style="list-style-type: none"> • Student will receive an orange major note & parents will be notified by teacher and/or administration. • Student Support Team will meet internally to discuss strategies to help with behavioral concerns. • Ineligibility of field trip and extra-curriculars.
Student has surpassed their first major and will issued a second major according to the Code of Conduct Matrix.	Second Major <ul style="list-style-type: none"> • Student will receive an orange major note & parents will be contacted by administration. • In-person parent meeting to discuss a behavior contract & ineligibility of extra-curriculars. • If the behavior contract is not followed, an In-School Suspension will be served.
Student has surpassed their second major and will be issued a third major according to the Code of Conduct Matrix.	Third Major <ul style="list-style-type: none"> • Student will serve an In-School Suspension. • Ineligibility of field trips & extra-curriculars.
Student has surpassed their third major and will be issued a fourth major according to the Code of Conduct Matrix.	Fourth Major <ul style="list-style-type: none"> • Student will serve an Out of School Suspension • Ineligibility of field trips & extra-curriculars.
	Out of School Suspension will be automatic for any egregious actions and student will be ineligible for field trips & extra-curriculars.

Eligibility for Participation

Extra-curricular activities, school events, and field trips at Itasca District 10 are considered an important supplement to the district's total educational program. As such, coaches, sponsors, and volunteers in the various activities are considered teachers in their respective areas and will conduct themselves in a professional and ethical manner at all times. Participation in extra-curricular activities, school events, and field trips is a privilege. Students are representatives of Itasca District 10 and will conduct themselves in a positive fashion at all times. Recognizing the importance of extra-curricular participation to the development of the student, School District 10 supports as broad a program as possible for its students.

The general objectives of the extra-curricular programs in Itasca District 10 are:

1. Provide an enriching experience grounded in sound educational practice.
2. Assist in the healthy development of the body and mind of the student and help promote healthy living and lifelong wellness.
3. Provide academic support to ensure student success.
4. Create an enjoyable experience for the participants, student body, fans and community by promoting wellness, sportsmanship, morale, and school spirit.
5. Instill qualities such as teamwork, pride, work ethic, personal responsibility, self-sacrifice and discipline in its participants.

Students are encouraged to participate in the following activities. This list may not reflect all offered at Benson Primary or Franzen Intermediate School.

Talent Show	Band	IMSA Fusion
Chorus	Battle of the Books	Education Fair
Assemblies	Field Trips	Field Day
Service Workers		
IPTO sponsored dances/events		
Audience member or spectator at any District 10 event		

Students who are ineligible for an activity for any reason (academic, attendance or behavior) will be provided with an alternative learning experience. Families will be notified when applicable.

Eligibility Guidelines

Half Day for Eligibility	<ul style="list-style-type: none">• Must be in attendance for at least half a day to participate in after-school extra-curricular activities such as clubs, band/choral performances, field trips, dances, etc.
Leaving ill or sick from school	<ul style="list-style-type: none">• The student becomes ineligible for participation in any after-school extra-curricular activities that day.• Exceptions are made due to a funeral of a family member.• If a child leaves school early due to injury the student will not be able to participate in the after school event without a doctor's note releasing them to engage in the activity.
Code of	<ul style="list-style-type: none">• The student must have less than three minor referrals prior to any school extra-curricular activity,

Conduct Violations	<ul style="list-style-type: none"> school event, or field trip. The student must have less than one major referral prior to any school extra-curricular activity, school event, or field trip.
Incomplete Assignments	<ul style="list-style-type: none"> Late assignments and work completion may impact eligibility.
Excused absences	<ul style="list-style-type: none"> This includes absence for illness, observance of a religious holiday, and death in the immediate family.
92% or higher attendance rate	<ul style="list-style-type: none"> Overall attendance (excused or unexcused) is expected to be at 92% or higher. Attendance percentage less than 92% may impact a student's ability to participate in field trips, school events, and after school activities. Excused absences that exceed the 95% threshold may require documentation explaining the reason for the child's absence. Routine tardiness to school also may impact participation and eligibility for field trips, school events and after school activities. Students and parents will receive communication and the request of an in-person meeting if attendance and tardiness are areas of concern. Supports will be discussed and offered.

Academic Eligibility

Students are expected to have their assignments completed on time. *All individual learning needs will be taken into consideration.* **Ineligible means that the student may be required to attend quiet lunch with academic support or miss an in-school event until the work is completed. Support will be offered to students who are ineligible.** If a student is deemed ineligible, parents will be notified one week prior to the event and students will be offered academic supports to resolve the eligibility prior to the activity.

Behavioral Eligibility

Behaviors that will impact eligibility for participation are listed in the CODE OF CONDUCT MATRIX.

In addition to usage of the school discipline code, several of these actions may require making a report to the Itasca Police Department for further investigation and possible action. A Safety Plan and additional social and emotional support will be provided to students that have threatened self-harm. However, Safety Plans may impact eligibility and limit participation in afterschool activities, school events and field trips till consistent safe conduct at school has been demonstrated.

Phone Access and Usage

Phones, earbuds and smart watches (that may receive texts) are not to be used anytime at school. Personal technology must be silenced or powered off. Texting and phone usage is not allowed during school time including before school, after school, recess, lunch and on the bus. Students are encouraged to invest that time in building strong peer relationships in-person, not through a screen, and in investing their attention fully in the educational program. Students may request phone usage from an adult staff member and if granted will be directed to the main office, for instance if they need to call home. Parents may always call the Main Office if they need to contact a child, but should not call or text their child during school time as this interrupts instruction and normal school procedures.

- Phone infractions where students are observed using their phone, smart watch and/or earbuds will result in a warning and direction to place the item(s) in their backpack or locker.
- Repeated infractions will result in the device being turned into the main office, where it may be retrieved at the end of the school day. Parents will be notified if this occurs.
- Inappropriate phone usage, such as recording or posting will result in technology restrictions during school time and may result in a Itasca Police report.
- Further ongoing problems will result in a meeting between student, family and administration and may impact eligibility for school events, field trips and other activities in addition to restrictions of personal technology at school.

Bus Safety

Students should display safe and appropriate behavior on the bus at all times. This starts with lining up to enter the bus. This helps the bus driver to drive safely and attend to traffic. The following behaviors impact student safety and are not allowed:

- Opening windows, throwing items out or waving hands outside of the bus
- Leaving your assigned seat
- Shouting and loud communications
- Open food or drink
- Phone usage
- Fighting, pushing, teasing or harassing other students

HANDBOOK VERIFICATION

WE'VE READ AND UNDERSTOOD

We strive to help students understand that responsibility must be a large part of their lives. Within reason, we will expect students to be responsible for their actions; however, it is neither fair nor reasonable to hold a student responsible for something they do not know about or do not fully understand.

Please indicate that you have read and discussed the information in the Handbook, the Acceptable Use Policy and Chromebook Guidelines, and Itasca District 10 Code of Conduct with your child by completing and returning the verification form to your child's teacher by September 12th, 2025.

If we can be of any assistance in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call us.

Itasca School District 10's policies and procedures may be amended during the year without notice to parent(s)/guardian(s).

**PLEASE FILL OUT THE LAST PAGE OF THE HANDBOOK
AND RETURN TO SCHOOL BY SEPTEMBER 12th, 2025 .**

Itasca District 10

Policy Appendix



2025-2026

School Year

Itasca District 10 Policy Library is linked [HERE](#)

Handbook Verification

Full Name of Student

Grade Level

Date

We have read and discussed the information in the *Student/Parent Handbook* and agree to follow the procedures.

Signature of Student

Signature of Parent/Guardian

We have read and discussed the information in the *Acceptable Use Policy and Use of Chromebook Guidelines* which outlines students accessing technology and online tools. I agree to follow the District's acceptable practice guidelines regarding permissible use of technology resources. I understand that failure to follow District acceptable practice guidelines regarding permissible use of technology resources will result in appropriate disciplinary action. Violations of the contract will be subject to loss of the device and other potential disciplinary action. I also understand that if there is negligent or intentional damage to the device or District 10-issued peripherals, I could be held financially responsible for the cost of repair or replacement.

Signature of Student

Signature of Parent/Guardian

My signature signifies that my child and I have read the Code of Conduct including information about School Events, Extra-Curricular Activities, Field Trips, and Student Expectations and agree to follow the policies and guidelines.

Signature of Student

Signature of Parent/Guardian

Please sign and return ONLY this page to your child's homeroom teacher.

Please return by September 12, 2025