



2026 - 2027
STUDENT HANDBOOK

Approved by the Board of Education May 7, 2026

Dear Center Cass District 66 Families,

Welcome to Center Cass School District 66. Thank you for choosing us to be your partner for your child's personal and educational success. District 66's mission is to challenge, inspire, and empower students every day, and in doing so, students will be prepared for today, and more importantly, tomorrow.

Challenge: When students have a growth mindset, challenge is fun! Students are challenged to think critically, reflect on their work, and improve every day. Students are encouraged to take risks, branch out, and exit their comfort zones. Learning should occur everywhere; students need to recognize learning opportunities and maximize them. Ultimately, we want to see application of learning through the development of new student skills and dispositions, not just compliance or reciting content memorized to be forgotten.

Inspire: Inspiration is a personal experience; thus, learning needs to be personalized. We work hard to make connections between new learning and prior student experiences to gain a deeper sense of "why" the learning is important and "how" students can use the learning in current or future practice. We also strive to activate a student's head, heart, and hands in the learning process. When a student only engages one intellect, learning is surface level. When a student works to learn through their head, heart, and hands, and then in varied social and cultural environments, learning is transformational.

Empower: When students own their learning, they are empowered to develop self-identify, build self-confidence, and model self-discipline. Students should understand who they are, how to develop their self-interests, and the steps necessary to achieve their dreams. Students are empowered to set lofty, age-appropriate goals, motivated throughout the process, held accountable for results, and celebrated for their successes. The mastery of a student's "self" skills is key to their success.

At District 66, we believe it takes a village to grow our students, both figuratively and literally. In order for students to be prepared for high school, college, career, culture, and life, we backward map our curriculum to ensure that the learning from 8th grade all the way through pre-kindergarten is purposeful, aligned, and relevant to student's current and future success. We are blessed to have three "Villages" full of amazing parents, faith-based organizations, civic organizations, businesses, and first responders from Woodridge, Darien, and Downers Grove, who are ready and willing to contribute any way they can to student learning and success.

We believe in open and effective communication. If there is anything that we can do for you, please reach out to the appropriate school personnel and we would be happy to assist you. Wishing you the very best this school year.

Sincerely,

The Center Cass District 66 Administrative Team

Dr. Andrew Wise - *Superintendent*

Dr. Sean Rhoads - *Assistant Superintendent of Student Services*

Dr. Katie Matthews - *Assistant Superintendent of Learning*

Keith Roberts - *Director of Technology*

Tom Tiede - *Director of Transportation/Buildings & Grounds*

Carrie Fitzgerald - *Elizabeth Ide Principal*

Jake Little - *Prairieview Principal*

Dr. Kimberly Liles - *Lakeview Principal*

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Board of Education

2026-2027 District 66 Board of Education

Brian Liedtke - *President*

Tiffany Watson - *Vice President*

Adam Sage - *Secretary*

Doug Wiley - *Treasurer*

Steve Dluogo - *Board Member*

Megan DuPass - *Board Member*

Darren Spiegel - *Board Member*

This Student Handbook provides a summary of Board of Education policies that guide the school district; it is not a comprehensive listing of all policies. To view the complete set of Board of Education policies, please visit <https://www.ccsd66.org/documents/board-of-education/policy/175198> or contact the District Office.

[CCSD66 Policy 2:240 Board Policy Development](#)

Important Calendar Dates 2026-2027

- August 17–18, 2026 – Teacher Institute / No School
 - August 19, 2026 – First Day of School (SIP/Early Dismissal)
 - September 7, 2026 – Holiday / No School
 - September 25, 2026 – Early Dismissal / SIP Day
 - October 12, 2026 – Holiday / No School
 - October 13, 2026 – No School (Parent Conferences)
 - October 30, 2026 – Early Dismissal / SIP Day
 - November 2, 2026 – Teacher Institute / No School
 - November 3, 2026 – No School – Election Day
 - November 23–27, 2026 – Fall Break / No School
 - December 21–31, 2026 – Winter Break / No School
 - January 1–3, 2027 – Winter Break / No School
 - January 4, 2027 – Teacher Institute / No School
 - January 18, 2027 – Holiday / No School
 - February 11, 2027 – Early Dismissal / SIP Day
 - February 12, 2027 – No School
 - February 15, 2027 – Holiday / No School
 - February 26, 2027 – County Institute Day / No School
 - March 15, 2027 – Early Dismissal / SIP Day
 - March 26–31, 2027 – Spring Break / No School
 - April 1–2, 2027 – Spring Break / No School
 - April 19, 2027 – Early Dismissal / SIP Day
 - May 7, 2027 – Early Dismissal / SIP Day
 - May 31, 2027 – Holiday / No School
 - June 3, 2027 – Last Day of School (Early Dismissal / SIP Day)
 - Emergency Days may be used if needed after June 3
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Mission Statement

District 66 will challenge, inspire, and empower each learner to thrive academically, socially, and emotionally - today and always.

Vision Statements

Vision Statement for Education

District 66 will continue to adapt to the future by providing experiences that allow students to be innovators. Teachers and students work together to create learning experiences that include real-world applications. Students are encouraged to take risks, make mistakes, and be creative and passionate about what they are learning. Our assessment practices and learning outcomes allow for students to demonstrate the skills, dispositions, and knowledge needed to be continuous learners and future citizens.

Vision Statement for Essential Educational Supports

District 66 will empower well-rounded and thoughtful students who are prepared to adapt in an ever-changing world. This will be accomplished through a safe and supportive environment where everyone is valued, differences are celebrated, and life-long skills are fostered.

Vision Statement for Environment

District 66 will continuously grow and allow for our students to succeed, today and always.

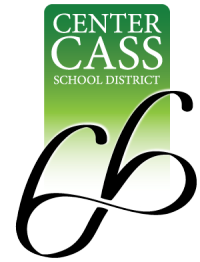
Equity Statement

District 66 believes inclusion plays a vital role in high-quality educational opportunities for all students. We are committed to providing a safe and equitable learning environment that fosters a mindset of empathy, respect, and belonging for all District 66 students and staff. By respecting each person's unique identity, perspective, and learning style, we create a strong community. We honor differences including races and cultures, genders and sexual orientations, abilities and aspirations, identities and affiliations, socioeconomics, and worldview. Valuing each individual's contributions and recognizing diversity prepares our students to thrive in an increasingly complex global community.

Contact Information

District Office

699 Plainfield Rd.
Downers Grove, IL. 60516
Office: (630) 783-5000
Fax: (630) 910-0980
Office Hours: 8:00 a.m. - 4:00 p.m.
Staff Directory: <https://www.ccsd66.org/staff>



Elizabeth Ide Elementary School

2000 Manning Rd.
Darien, IL. 60561
Office: 630-783-5100
Fax: 630-971-3367
Office Hours: 7:00 a.m. - 3:00 p.m.
Staff Directory: <https://prairieview.ccsd66.org/o/prairieview/staff>



Prairieview Elementary School

699 Plainfield Rd.
Downers Grove, IL. 60516
Office: (630) 783-5100
Fax: 630-910-0803
Office Hours: 7:00 a.m. - 3:30 p.m.
Staff Directory: <https://prairieview.ccsd66.org/o/prairieview/staff>



Lakeview Junior High School

701 Plainfield Rd.
Downers Grove, IL. 60516
Office: (630) 985-2700
Fax: (630) 985-2702
Office Hours: 7:30 a.m. - 4:00 p.m.
Staff Directory: <https://lakeview.ccsd66.org/o/lakeview/staff>



General Information

Admission, Registration & Enrollment

Kindergarten

Children turning on or before September 1, 2026 may attend Kindergarten during the 2026-2027 school year. District 66 offers a full-day kindergarten program at Elizabeth Ide School, located at 2000 Manning Road in Darien. Classes are held Monday through Friday, from 7:35 a.m. to 2:30 p.m., with five sections of kindergarten currently available. While the program is tuition-free, registration fees do apply. For more details, please visit our Registration page.

Registration

Parents/guardians must register their student(s) every year. Registration includes completing the student registration form in Skyward, providing residency documents, and paying any required fees. Registration is not considered complete until all of these steps have been completed.

Enrollment

District 66 schools do not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a school attended previously.

Arrival & Dismissal Times & Procedures

Elizabeth Ide (Grades K - 2)

Regular School Hours- 7:35 am - 2:30 pm

Early Dismissal School Hours- 7:35 am - 10:45 am

- **Arrival Procedure**

Students should arrive at school no earlier than 7:25 am. Supervision is provided during this time in the gym and multi-purpose room. At 7:35am, students are dismissed to their classrooms. **Students entering the building after 7:35 am must be signed in at the office with their parent(s) or guardian and will be marked tardy.**

Prairieview (Grades 3 - 5)

Regular School Hours- 8:05 am - 3:00 pm

Early Dismissal School Hours- 8:00 am - 11:25 am

- **Arrival Procedure**

Students should arrive at school no earlier than 7:25 am. Supervision is provided during this time in the gym and multi-purpose room. At 7:35am, students are dismissed to their classrooms. **Students entering the building after 7:35 am must be signed in at the office with their parent(s) or guardian and will be marked tardy.**

Lakeview (Grades 6 - 8)

Regular School Hours- 8:40 am - 3:30 pm

Early Dismissal School Hours- 8:40 am - 12:00 pm

- **Arrival Procedure**

Students should arrive at school no earlier than 7:25 am. Supervision is provided during this time in the gym and multi-purpose room. At 7:35am, students are dismissed to their classrooms. **Students entering the building after 7:35 am must be signed in at the office with their parent(s) or guardian and will be marked tardy.**

Attendance/Absences

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. The State of Illinois requires daily school attendance. Each student is expected to be in attendance except when the student is ill, a death in the family occurs, a religious holiday is observed, or a family emergency arises. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. Attendance is a vital part of a successful educational experience. When a student is too ill to attend school, parents should inform the school Administrative Assistant prior to the start of each day of

non-attendance. If an absence call is not received, parents will be called to determine their child's whereabouts. There are two types of absences: excused and unexcused.

Excused Absenses

The only excused absences are those due to personal illness, death in the family, major religious holidays, attending a military honors funeral to sound TAPS, a family emergency, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student. An absence will be considered excused after we have received a parent phone call to inform the district of the reason that meets our guidelines stated above. The state of Illinois provides students to take up to five (5) mental or behavioral health days per year. A student is not required to provide a medical note and must be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel.

Unexcused Absenses

Unexcused Absences are those that do not meet all of the requirements listed above. All unexcused absences are considered truanancies. Repeated truant absences may be referred to the Regional Office of Education's Truancy Program for assistance. Vacations are considered unexcused absences. District 66 discourages parents or guardians from taking vacations during periods when school is in session. If an absence due to family vacation is unavoidable, parents should contact the building Administrative Assistant one (1) week prior to the scheduled vacation period. Upon your student's return, they will be given the missed work to complete at home under your supervision. Teachers are not expected to provide assignments in advance for extended absences. However, your student can access SeeSaw, Google Classroom, or 6th and 7th grade level rainbow sheets for any assignments that may be posted during their absence. Not all assignments may be posted.

Make-Up Work

It is the responsibility of the student to complete the school work assigned during periods of non-attendance. In order to allow the child to properly complete makeup assignments, it is strongly recommended that parents pick up books and materials from school. A list of work, tests, quizzes and assignments ~~will~~ may be available through SeeSaw, Google Classroom, or 6th and 7th grade rainbow sheets. Students should check with their teacher(s) when they return to school to review and obtain any missed assignments. After returning from an absence, students will be given the same number of days as the length of the absence to complete any missed classwork. For example, a student who is absent for two (2) school days will have two (2) school days to complete and submit assignments upon their return. Special makeup arrangements may be made for absences that exceed five (5) school days. Failure to complete makeup work within the time requirements will negatively impact student progress and learning.

Excessive Absences

Absenteeism is considered excessive when the absences amount to 5% of the school year (9 days out of a 180 day school year) or the absences significantly interfere with a student's learning, as reflected in academic performance or social development. Students who have been absent for more than 5% (9 days) will be required to submit written verification of the student's future absences due to illness from a licensed physician. If no medical verification is provided, the absence becomes unexcused and considered as truancy, which may be referred to the DuPage Regional Office of Education for follow-up.

Truancy & Chronic Truancy

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

The Illinois School code defines "truant", as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

Any student who is absent for 10% of the school year (18 days out of a 180 day school year) of regular attendance days - excused or unexcused - may be considered to have Chronic Truancy. District 66 will take

further action, which may include a truancy letter home and possible referral to the DuPage County Regional Office of Education Truancy Department.

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

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

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

Attendance Monitoring Plan

Attendance is monitored daily by the building Administrative Assistant.

3 Days (Consecutive)	Doctor’s note needed return if absence is due to illness
9 Days	Contacted by school Principal, Social Worker, School Counselor, School Nurse or School Experience Coordinator with intervention strategies to improve attendance developed
18 Days	Truancy referral considered; Review strategies to improve attendance; Conference with parent(s) or guardian; Contacted by School Administrator or School Nurse

Long-Term Absences

If a child's absence from school is due to a prolonged or serious illness exceeds ten (10) school days, special tutoring arrangements may be needed. Parents are asked to discuss such matters with the school principal as soon as possible.

Parental Responsibility

Parents are required to call the district attendance line when their child will be absent from school. In an effort to protect the safety of all students attending school, state law requires that parents or guardians of students notify the school each day that the student will not be in attendance. If the parent fails to notify the school, the school will attempt to contact the parent or emergency contacts to verify the location of the child. Please be sure to report your child’s name, the date of absence and the reason. Upon returning to school after an absence of three or more consecutive school days for illness, the student will be required to present a note from a doctor.

Early Dismissal

If a student is to leave the school building during the school day, a note should be sent to the office stating the date, time, and reason for the early dismissal. Parents must sign the child out at the school office prior to leaving the building.

Tardiness

Timely attendance plays a vital role in maximizing instructional time and overall academic progress. Your student being a few minutes late impacts their learning by missing instruction and interrupting the activities of the classroom. Not only have they missed learning opportunities, but the learning experience of their peers is interrupted due to the distraction.

- **Elizabeth Ide & Prairieview:** Student arrival times are monitored and recorded by the building Administrative Assistant. Any concerns regarding frequent or excessive tardiness are reported to the Building Principal, who will address the issue directly with the student’s parent(s) or guardian(s) to ensure timely arrival and minimize disruptions to the learning environment.
- **Lakeview:** Each student is allowed a total of five (5) tardies per quarter. These tardies apply to all class periods combined, not individually, and the count resets at the start of each new quarter. The following will be disciplinary actions for tardies:

1-5 tardies to class	Warning
6 tardies to class	Lunch detention and letter home regarding tardiness
7 or more tardies to class	Lunch detention per additional tardy in addition to parent/guardian meeting

[CCSD66 Policy 7:70 Attendance and Truancy](#)

Before & After School Child Care (BACC)

Center Cass District 66 does operate an excellent child-care program for district students in grades K-5. This program is housed at Prairieview School. For information about this program, please contact BACC Director Cheryl Novotny at 630-783-5162 or cnovotny@ccsd66.org.

Bicycles

To ensure the safety of all the students, bicycles must be “walked” when on school property. The school is not responsible for the security of bicycles. All bicycles must be parked and locked in the bike rack.

It is illegal for anyone under the age of sixteen (16) to operate a Class 3 motorized bike anywhere, including school grounds. Violators will be turned over to local law enforcement.

Birthdays & Celebrations

Birthdays may be recognized during the school day through school announcements. To help maintain an inclusive environment and avoid disruptions to instruction, students may not distribute invitations for personal parties at school unless all students in the class are invited. Individual classroom birthday parties are not permitted. Families who wish to recognize their child’s birthday at school may do so in ways that follow school guidelines and do not interfere with the instructional day.

Please refer to the “**Food in Schools**” section of this handbook for guidelines regarding food related to birthdays and other celebrations.

Book Bags

Students are allowed to carry their books and materials to and from school in book bags; however, students will not be allowed to use and carry book bags from class to class.

Bus Transportation

Students will be assigned to a specific bus for transportation to and from school. Bus route changes cannot be made without permission by contacting the Director of Transportation, Tom Tiede at 630-783-5093 or ttiede@ccsd66.org.

Students who wish to accompany another student home for any reason must have permission from the parent(s) or guardian(s) of both students and obtain a bus pass from the school office.

Deliveries & Forgotten Items

Classroom instruction will not be interrupted for the delivery of items such as homework, books, projects, lunches, or other personal belongings. Items brought to school during the day will be held in the main office, and staff will notify the student. Students are responsible for picking up their items at an appropriate time.

Fees

Fees for the 2026-2027 school year are set by the Board of Education and are as follows:

Required Fees		
Student Fees	All students grades K-8. Includes a portion of the cost for materials, texts, consumables, software, school experiences, technology and an activity fee at Lakeview.	\$270 - Elizabeth Ide & Prairieview \$295 - Lakeview
Prairieview & Lakeview Band Fees	Only for students in grades 5-8 who are enrolled in band. Includes a portion of the cost for lesson books, uniforms, solo contest fees, clinicians, etc.	\$100
Lakeview Sports Fees	Long Season Sports include Golf, Baseball, Basketball, Volleyball, Softball, Cheer, Soccer and Cross Country. Short Season Sports include Track & Field, Chess, Scholastic Bowl, and Swim.	\$65 - Long Season Sport \$35 - Short Season Sport
Lakeview Club Fees	Additional fees may be required depending on the specific club a student chooses to join and will be collected at the time of participation.	Varies
Lakeview Gym Shirt Fee	Students are required to have both a green and a gold gym shirt when they enter 6th grade. The shirts may be purchased as a set for \$17, and individual replacement shirts (green or gold) are available for \$9 each. Orders will be available for pickup at Lakeview's Meet the Teacher Night.	\$17 - set of green & gold \$9 - replacement green or gold
Other information about Required Fees:		
<ul style="list-style-type: none"> Band Fees are due at the time of registration. Beginning Band students (4th grade) do not need to pay the Band Fee. 		

- Lakeview Sports Fee total not to exceed \$125 per student for the school year.
- All Sports Fees are collected prior to the student's participation in the activity. Students cannot participate in the chosen activity if the fee has not been paid.

Optional Fees		
Elizabeth Ide Yearbook	Orders will NOT be taken later in the year. Yearbooks will be distributed in the spring.	\$13
Prairieview Yearbook	Orders will NOT be taken later in the year. Yearbooks will be distributed in the spring.	\$13
<i>LAKEVIEW YEARBOOKS ARE AVAILABLE FOR PURCHASE LATER IN THE YEAR THROUGH TREERING YEARBOOKS.</i>		
TEAM66 Donation	All families are encouraged to support TEAM66 throughout the year. This organization provides countless opportunities to the students and staff in District 66 and supports the individual school PTO organizations. We thank you for any financial donation amount you would like to make with your registration fees. To learn more about this organization, please see http://team66ef.org .	Chosen Amount

Food Services & Lunch

Students eat lunch at school each day and may bring lunch from home or purchase a hot lunch. Center Cass School District 66 provides hot lunch on all full school days (lunch is not served on School Improvement/SIP days). Monthly lunch menus, including carbohydrate counts, are available online, along with information about meal payments and using Skyward.

The cost of a student lunch is \$4.25, and milk is available for \$0.75 at all schools. À la carte snacks and drinks are available at Lakeview only for an additional cost.

Free & Reduced Price Meals

Our district offers free and reduced-price meal programs to help ensure all students have access to nutritious meals at school. Eligibility is based on family income guidelines set each year by the U.S. Department of Agriculture and shared through the Illinois State Board of Education. Information about eligibility, how to apply, and who to contact for help is shared with families at the start of each school year and when new students enroll.

Student privacy is protected, and students receiving meal benefits are not publicly identified. Families who disagree with an eligibility decision may request an appeal, and students who were previously approved will continue receiving benefits while the appeal is reviewed.

Students who qualify for free lunch must select a complete meal in order for it to be provided at no cost. Any additional or “à la carte” items will be charged to the student’s account.

Parents/guardians are responsible for keeping meal accounts current, including any balances carried over from a previous school year or charges that occur before a student is approved for meal benefits. The district will

make reasonable efforts to notify families and collect unpaid balances. However, students will always be able to receive a standard school meal if they request one, even if their account has a negative balance.

Food Deliveries

Outside food deliveries (e.g., DoorDash, UberEats, or restaurant delivery) are not permitted for students. Please ensure your student brings a lunch from home or participates in our school lunch program. While we discourage "fast food" in alignment with state nutrition guidelines, parents may bring such meals for their own children only. For safety and health reasons, sharing outside food with other students is prohibited.

Nutrition

Congress passed the Child Nutrition and WIC Reauthorization with the objectives of improving the school nutrition environment, promoting student health and reducing child obesity (PL 108-265, Sec. 204). In addition, Public Act 094-0199 requires the Illinois State Board of Education to establish a state goal that all districts promote the improvement of the school nutrition environment.

[CCSD66 Policy 6:50 School Wellness](#)

[CCSD66 Policy 4:120 Food Services](#)

[CCSD66 Policy 4:130 Free and Reduced-Price Food Services](#)

[CCSD66 Policy 4:45 Insufficient Fund Checks and Debt Recovery](#)

Food in Schools

Center Cass School District 66 prioritizes the health, safety, and well-being of all students. To help maintain a safe and inclusive environment—particularly for students with food allergies—the following guidelines are in place for birthday celebrations and food at school.

Due to the number of students with food allergies and in accordance with Illinois health and wellness guidelines, food items may not be brought to school to celebrate birthdays or other personal occasions. If food items are brought to school, they will not be distributed and will be sent home. Families are welcome to send non-edible items, such as pencils, bookmarks, small toys, or similar trinkets, for the class to recognize the occasion.

At times, school-provided treats may be offered during designated school-wide celebrations. Any treats provided will follow health and safety guidelines and will be distributed under the supervision of school staff. When applicable, classroom teachers will communicate with parents/guardians of students with allergies in advance to ensure appropriate accommodations can be made.

Additionally, sharing of food between students is not permitted. Parents/guardians are asked to inform the school if their child has a food allergy or is at risk of a serious allergic reaction so that appropriate precautions can be taken.

These guidelines help ensure that all students can safely participate in school activities while maintaining a healthy learning environment.

Homeless Children & Youth

Any homeless child shall be immediately admitted to school following Board Policy 6:140, even if records normally required for enrollment are not available. Parents seeking support, information, or questions pertaining to the educational rights of homeless children and youth in Illinois should contact our Center Cass District 66 McKinney-Vento Homeless Liaison, Dr. Sean Rhoads at 630-783-5096 or srhoads@ccsd66.org.

[CCSD66 Policy 6:140 Education of Homeless Children](#)

Lockers

Prairieview & Lakeview

Students are personally responsible for their textbooks and any personal materials stored in their lockers and are not permitted to enter another student's locker. Lockers remain the property of Center Cass District 66 and are accessible to school authorities at all times; the administration reserves the right to inspect them. Students may not go to their lockers during class time unless they receive special permission from the principal, a teacher, or another staff member.

Lakeview Only

To help ensure students arrive to class on time, they should carry all necessary books and materials for the entire morning or afternoon. Recommended times to use lockers are before school, before lunch, after lunch, and after school. Frequent trips to the locker area can lead to tardiness and potential detentions. Students must keep their lockers closed, locked, combinations private, and should not share the combination with others. The District is not responsible for lost or stolen items from lockers which are not secure.

Money Collection

To help ensure all money (cash or checks) is handled properly, families are encouraged to deliver payments directly to the school office whenever possible. If students bring money to school, it should be placed in a clearly labeled envelope with the student's first and last name and the purpose of the payment (e.g., lunch money). Center Cass School District 66 is not responsible for any lost or stolen money.

Personal Property & Electronic Devices

Students are discouraged from bringing personal items such as electronic devices, toys, or other personal belongings to school. Personal items of this sort are not allowed in classrooms without teacher permission. Students should not carry these items with them during the school day unless permitted. The use of electronic devices and other technology at school is a privilege, not a right.

An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watch, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, or other similar electronic device.

During instructional time, which includes class time and passing periods, electronic devices must be kept powered off and out of sight unless:

- permission is granted by an administrator, teacher, or school staff member;
- use of the device is provided in a student's individualized education program (IEP); or
- it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to:

1. Using the device to take photographs in locker rooms or bathrooms;
2. Cheating; and
Creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

Items that are misused may be confiscated and returned to the parent/guardian. The school and school district are not responsible for the loss, theft, or damage of any personal property or electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

- **First Offense:** The device may be confiscated by school personnel and a verbal warning will be issued. The student will receive the device back at the end of the day in the school office.
- **Second Offense:** The device may be confiscated and a detention may be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
- **Third Offense:** The device may be confiscated and a detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student may be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.
- **Fourth and Subsequent Offenses:** The device may be confiscated, the student may be assigned a detention, and the student will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.

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

Recess (Elizabeth Ide & Prairieview)

All elementary students will receive at least 30 minutes of daily recess, weather permitting. We prioritize outdoor recess to provide fresh air and sunshine whenever possible.

Since weather conditions can vary, we don't rely solely on temperature to determine if recess will be held outdoors. Factors like wind chill, rain, or extreme heat will also be considered to ensure a safe and enjoyable experience for all students.

Students returning from illness are encouraged to participate in recess with their classmates. However, a written note from a doctor requesting indoor activity will be respected.

Residency

All families, whether returning or new to the district, are required to verify proof of residency within District 66 (along with an Affidavit of Student Residency, if applicable). This practice allows District 66 to be a good steward of taxpayer dollars by ensuring that all registered students live within the correct boundary area.

Returning families with students in 1st grade through 8th grade may choose to provide paper copies to the office or upload their documents in Skyward Family Access during the registration process. However, physical documents may be requested at any time throughout the school year.

You must provide ONE of the following documents:

- Current Mortgage Statement OR Closing Statement or letter from the county assessor
- Current Real Estate Tax Bill
- Lease or Rental Agreement that specifies start and end date of agreement (must go through at least the first day of school); must include name, signature, address, and phone number of landlord and signature of the tenant

- Notarized Affidavit signed by property owner (used if student and legal guardian reside with a friend or relative OR student lives with someone other than the legal guardian) - required each year

You must provide TWO of the following documents:

- Current Gas Bill
- Current Cable/Satellite Bill
- Current Electric Bill
- Current Water/Sewer Bill
- Current Homeowner's/Renter's Insurance
- Current Vehicle Registration

The school district reserves the right to evaluate the evidence presented; merely presenting the documents listed does not guarantee enrollment. Owning property in District 66 where you do not reside does not make you a legal resident and, therefore, does not qualify your child to attend school in District 66. The Illinois School Code mandates that you and your child reside in the attendance area on a permanent basis in order for your child to attend school in the district.

Should a question arise concerning any student's residency in the district while attending, the student's residency will be subject to further inquiry and/or investigation. Such questions concerning residency may arise on the basis of incomplete, suspicious, or contradictory proofs of address, anonymous tips, correspondence that is returned to District 66 because of an invalid or unknown address, or other grounds. Registration of a student who is not a resident is a Class C misdemeanor and carries a penalty of not more than 30 days in jail and/or a fine not to exceed \$1500. Any student found to have been fraudulently registered will be dropped from attendance rolls immediately. Parents or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost.

Illinois law permits only students who are residents of School District 66 to enroll and attend on a tuition-free basis. Under the law, the residence of a student is deemed to be the same as the residence of the person who has legal custody of the student. The person claiming legal custody must also reside in the school district.

Grounds for Legal Custody

The grounds for legal custody are set forth below along with certain exceptions to legal custody and residence requirements. The school district may investigate the residency of any student before or after enrollment and require the involved persons to provide additional information to be considered by the district in determining residency.

- Custody is exercised by a natural or adoptive parent with whom the student resides.
- Custody has been granted by court order to a person with whom the student resides for reasons other than to have access to the educational programs of the district.
- Custody is exercised under a court approved short-term guardianship.
- Custody is exercised by a caretaker adult relative who is receiving aid under the Illinois Public aid code for the student who resides with that caretaker for purposes other than to have access to the educational programs of the district.
- Custody is exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the student and provides the student with a regular fixed nighttime dwelling for purposes other than to have access to the educational programs of the district.

Exceptions:

- The student is homeless.
- The student is a foreign exchange student.
- The student has been placed with a foster parent or child care facility by the Department of Children and Family Services outside the district, but DCFS has determined it to be in the best interests of the student to maintain attendance in the district.

- The student is at least 18 years old.

Active Military

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

Exceptions:

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition-free basis or to knowingly enroll or attempt to enroll a student on a tuition-free basis when the student is known to be a non-resident of the district. The school district will seek prosecution to the full extent of the law of any person who the district believes has committed any residency related crime.

Notarized Affidavit

Illinois law has made it a crime to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling the student to attend on a tuition-free basis or knowingly enroll or attempt to enroll a student when the student is a non-resident of the School District. Additionally, a civil lawsuit may be initiated by the School District. This could result in a monetary judgment against you. Enrolling a child into a district by deceit is a Class C misdemeanor (not more than 30 days in jail and/or a fine not to exceed \$1,500). If District 66 determines non-residency, the parent/guardian will be:

- Notified of the student's immediate removal from school
- Charged the current tuition fee per child per day of attendance
- Reported to the authorities for legal action

Student Conduct & Discipline

Behavior Expectations & Staff Responsibility

Center Cass School District 66 is committed to creating a positive school culture where all students can achieve social, emotional, and academic success. The District uses a proactive, systematic, and data-driven approach to support student behavior. Clear expectations for behavior are taught, modeled, and reinforced by staff across all school settings.

All staff members are responsible for teaching and enforcing school rules and taking appropriate action when rules are broken. Teachers and staff may use disciplinary measures, except suspension, expulsion, or corporal punishment, in accordance with school policies.

Guidelines for Student Conduct & Discipline

Students will be subject to discipline and possible suspension from school for the following reasons:

1. Fighting - including biting and kicking
2. Vulgarity
3. Disrespectful behavior
4. Misuse of technology
5. Smoking or the possession of smoking materials
6. Possession, use or sale of; illegal drugs, alcoholic beverages, matches
7. Defacing or destroying school and/or personal property
8. Theft of school or personal property
9. Lighting fires

10. Possession of weapons, real or look-a-like
11. Pulling the fire alarm device unnecessarily
12. Other behaviors that may endanger the health and safety of the students and the good order of the school

[CCSD66 Policy 7:190 Student Behavior](#)

Behavioral Interventions and Use of Restraint

The use of corporal punishment by school staff is strictly prohibited. However, in situations where a student poses a risk of harm to themselves or others, trained staff may use physical restraint as a last resort to maintain safety. Staff members who implement these interventions are trained through Crisis Prevention Institute (CPI) programs, which provide trauma-informed, evidence-based strategies focused on de-escalation, risk assessment, and safe physical intervention techniques. The primary goal of CPI training is to prevent crises, reduce the risk of injury, and maintain a safe and supportive environment for all students and staff.

Bus Conduct

To ensure the safety of all bus riders, it is of the utmost importance that all students conduct themselves in a well-disciplined manner when riding the school bus. The following general rules of conduct must be obeyed by all students:

1. Students must sit in their seat (or assigned seat if applicable) at all times
2. Students will remain seated at all times
3. Students may not change seats once they board the bus
4. Students will obey the bus driver at all times
5. Students will keep all limbs and head inside the bus
6. Students may talk to those around them but may not shout, scream, or sing on the bus
7. Students will be courteous and respectful to other students on the bus
8. Students may not engage in conduct that interferes with the safe operation of the bus
9. No food or drink on the bus

Students failing to obey the bus rules of conduct will be subject to disciplinary measures. Such measures may include warning letters, after-school detentions, suspension from the bus, suspension from school and possible revocation of all bus riding privileges. School officials also reserve the right to change students' assigned seats for all or part of the school year. For questions regarding school transportation issues, contact Tom Tiede, Director of Transportation, at 630-783-5093 or ttiede@ccsd66.org.

[CCSD66 Policy 7:220 Bus Conduct](#)

[CCSD66 Policy 4:110 Transportation](#)

Cheating/Plagiarism

Cheating in any form or manner, e.g. possession of a test, unauthorized use of a calculator, use of notes or note cards, sharing of information or copying information, will cause all participating students to receive a "zero" on the assignment, test or project on which the cheating occurred. Additional acts of cheating may result in further disciplinary action.

The definition of plagiarism is the practice of copying words, sentences or ideas for use in a written or oral assignment or examination without proper credit or attribution to the source.

When it is determined by a teacher or administrator that an assignment has been plagiarized, the student will receive a failing grade for that assignment. Students who provide their own materials to other students for the

purpose of plagiarism may also be subject to disciplinary action.

Chemical Abuse

The Board of Education recognizes that student use of any mood altering chemical substance, including alcohol, is **illegal** unless prescribed by a physician. The unwarranted use of such substances is detrimental to individual development and undermines the good order of the school.

Being under the influence of any chemical or illegal substance, as defined above, is prohibited by the Board of Education. In addition, student use, possession, planning to possess, sale or transfer of drugs, drug paraphernalia, look-alike drugs, tobacco, alcohol or other controlled substances on school property, while traveling to and from school, at school-sponsored activities, or on buses, is also prohibited. Possession of an illegal substance is also defined as having “reasonable access” to the material or paraphernalia.

Any student found in violation of this policy is subject to a ten (10) day out-of-school suspension and possible expulsion from school. In all such cases, a report will be filed with the local police department when a state or local ordinance has been violated. Further, students found in violation of this policy shall forfeit membership in any extra-curricular activities for a period up to twelve (12) weeks and they will be placed on social adjustment for a period of time determined by the administration.

If the parent or guardian chooses (at personal expense), the student can elect to participate in a substance abuse evaluation at a district approved prevention facility. If this choice is made and the student follows through with the recommendations from a certified drug and alcohol counselor, the suspension will be reduced to five days. This option is only offered on the first offense.

Cumulative Discipline

In an effort to monitor student behavior throughout the course of the school year, the administration will take into account repeated or frequent discipline problems of a minor nature. Such repeated or frequent minor disciplinary infractions that occur will be considered a major disciplinary infraction and subject to the gross disobedience or misconduct policy.

Detention (After School)

Students involved in minor disciplinary situations may be assigned to serve a detention. Students failing to attend an assigned detention will be required to serve one additional detention. Detentions will not be scheduled for student convenience or around sporting events or activities. A detention must be served when assigned.

Disciplinary Options/Measures

The following are possible disciplinary options used by the administration and staff for most cases of student misconduct and disobedience. Depending on the seriousness and frequency of the offense, the penalty may be more severe. All disciplinary matters, however, will be reviewed and handled on a case-by-case basis.

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

1. Student warnings and discussions.

2. Modified seating arrangement in classroom/lunchroom.
 3. Removal from classroom/lunchroom.
 4. Student conferences or counseling.
 5. Parent notification and parent conferences.
 6. Removal from extracurricular activities, practices, events, or functions.
 7. Loss of social privileges - social adjustment.
 8. After school detentions.
 9. Full day detentions.
 10. Behavioral contracts and probationary status.
 11. Suspension from the school bus.
 12. In school suspensions.
 13. Out of school suspensions for up to 10 days. A suspended student is prohibited from being on school grounds.
 14. Seizure of contraband.
 15. Return of property or restitution for lost, stolen or damaged property.
 16. Notification of the police.
 17. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "Look-alikes", alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies.
 18. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
 19. Referral for intervention services.
 20. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
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Fighting

Any student involved in aggressive behavior in school, on the school bus, or at a school-sponsored activity may be suspended for up to ten (10) days. Involvement includes, but is not limited to the following: swearing, verbally provoking, hitting, wrestling or any other form of threat or intimidation as viewed as significant by school officials. Repeated involvement will be viewed as grounds for a recommendation for expulsion. The school will assume no responsibility for establishing the origin of the dispute nor the extent of involvement.

Gang-Related Activities

Membership in or an affiliation with any gang will not be tolerated at Center Cass School District 66. Any student involvement in any unauthorized social groups, gangs and/or gang-related activities on school grounds or at school-related events, including the solicitation of students to become gang members, the display of gang colors, "gang-type dress", symbols, paraphernalia and gestures is strictly prohibited. Students participating in gang-related activities or activities of unauthorized social groups will be subject to disciplinary action, which **will** result in suspension and/or possible expulsion from school.

Gross Disobedience & Misconduct

Gross disobedience and misconduct is any conduct or behavior that causes, or may reasonably lead school authorities to forecast, substantial injury or disruption of school activities or rights of other students, school personnel or related personnel. Gross disobedience or misconduct may occur on the school grounds, school bus, or at school related functions. It may also occur away from school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school, as determined on a case-by-case basis.

Grounds for Disciplinary Action

The following grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On or within sight of school grounds before, during or after school hours or at other times when the school is being used by a school group;
2. Off school grounds at a school-sponsored event or activity;
3. Traveling to or from school or a school activity or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes.
5. During the period of remote learning.

Inappropriate Language

Expressions or statements that are offensive to any racial, ethnic, or religious group are strictly prohibited. Students who fail to exercise care over their choice of language will be subject to disciplinary action.

Isolated Time-Out, Time-Out & Physical Restraint

Isolated Time Out, Time Out and Physical Restraint Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Leaving the Building

Students may not leave the building without permission from the principal or designee. Students may receive an early dismissal for medical, dental, or emergency situations. A note from the child's parent or guardian stating the reason and time of the early dismissal must be given to the office before school begins. Students must check out through the office for all early dismissals. Parents or other authorized adults must enter the school and sign the early dismissal log before the child will be allowed to leave school.

Misconduct by Students with Disabilities

Center Cass School District 66 uses behavioral interventions to help students with disabilities develop positive behaviors and reduce inappropriate actions. A designated committee is responsible for creating, implementing, and monitoring these procedures. When disciplining students with an IEP or 504 plan, the District follows all state and federal laws and will not expel a student if the misconduct is determined to be a manifestation of the student's disability.

[CCSD66 Policy 7:230 Misconduct by Students with Disabilities](#)

Prevention of & Response to Bullying, Intimidation & Harassment

Center Cass School District 66 finds that a safe, civil, and healthy school environment is necessary for all students to learn and achieve. Bullying causes physical, psychological, and emotional harm to students which interferes with this safe, civil, and healthy learning environment. Additionally, bullying has been linked to other forms of antisocial behavior, such as vandalism, shoplifting, skipping, or dropping out of school, fighting, use of drugs/alcohol, sexual harassment, and sexual violence. (105 ILCS 5/27-23.7)

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

Bullying is contrary to State law and the policies of Center Cass School District 66. No student shall be subjected to bullying:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Nothing in this policy is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 of Article I of the Illinois Constitution.

Definitions

Bullying: Includes “cyber-bullying” and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student’s or students’ person or property.
2. Causing a substantially detrimental effect on the student’s or students’ physical or mental health.
3. Substantially interfering with the student’s or students’ academic performance.
4. Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges, provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-Bullying: Bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic

system, photoelectric system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. “Cyber-bullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Restorative Measures: A continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Illinois Human Rights Act.

School Personnel: Persons employed by, on contract with, or who volunteer in a school district, charter school, or non-public, non-sectarian elementary or secondary school, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Report Process

Students, parents, and school personnel are encouraged to immediately report bullying to any administrator within Center Cass School District 66. Alternatively, reports may be made by completing the [Bullying Tip Form](#).

Anonymous reports are accepted by calling the contact listed above and specifically indicating that you would like to remain anonymous. However, formal disciplinary action cannot be taken solely on the basis of an anonymous report.

Response To Bullying Reports

Upon receipt of a report of bullying, Center Cass School District 66 will investigate whether such reported act of bullying is within the permissible scope of its jurisdiction.

Consistent with federal and State laws and rules governing student privacy rights, the parents or guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school within the 24-hour period.

Further, the administrator or report manager will promptly investigate and address the report of bullying by doing the following:

1. Making all reasonable efforts to complete the investigation within ten school days after the date the report of the incident of bullying was received, taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.

2. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
3. Notifying the principal, school administrator, or his/her designee of the report of the incident of bullying as soon as possible after the report is received (if the principal or administrator is not the person who received the report).
4. Consistent with federal and State laws and rules governing student privacy rights, providing the parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal, school administrator, or his/her designee to discuss the investigation, its findings, and the actions taken to address the reported incident of bullying.

The principal, administrator, or his/her designee may implement interventions to address reports of bullying. This includes, but is not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services. Additionally, the principal, administrator, or his/her designee shall provide the victim with information regarding services that are available within the district and community, such as counseling, support services, and other programs.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. Such reprisal or retaliation will be treated as bullying for the purpose of determining appropriate consequences. No person will be subject to consequences for making a good-faith report of bullying. However, making a false accusation of bullying as a means of retaliation or as a means of bullying is prohibited and will be treated as bullying for the purpose of determining appropriate consequences.

Policy Evaluation

This policy is based on the engagement of a range of school stakeholders, including students and parents or guardians. Furthermore, the policy is consistent with the other policies of Center Cass School District 66.

This policy will be posted on Center Cass School District 66 existing, publicly accessible Internet website. Additionally, it will be included in the student handbook and where applicable, posted where other policies, rules, and standards of conduct are currently posted in the school. The policy will be provided periodically throughout the school year to students and staff and will be distributed annually to parents, guardians, students, and school personnel, including new employees when hired.

Center Cass School District 66 shall conduct a review and re-evaluation of this policy every two years to assess the outcomes and effectiveness of this policy and shall make any necessary and appropriate revisions. As part of this process, Center Cass School District 66 shall review various factors including, but not limited to:

1. The frequency of victimization.
2. Student, staff, and family observations of safety at school.
3. Identification of areas of a school where bullying occurs.
4. The types of bullying utilized.
5. Bystander intervention or participation.

Center Cass School District 66 may use relevant data and information it already collects for other purposes in the policy evaluation. The information developed as a result of the policy evaluation must be made available on the Internet website of Center Cass School District 66. If an Internet website is not available, the information must be provided to school administrators, school board members, school personnel, parents, guardians, and students.

No later than September 30 of the subject year, the policy must be filed with the State Board of Education after being updated.

Date of Board Adoption: 06/12/20-24

Date of Most Recent Review/Re-evaluation: 05/08/2026

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

Fully implements and enforces each of the following Board policies:

1. 2:260, Uniform Grievance Procedure. This policy provides a method for any student, parent/guardian, employee, or community member to file a complaint if he or she believes that the School Board, its employees, or its agents have violated his or her rights under the State or federal Constitution, State or federal statute, Board policy, or various enumerated bases.
2. 2:265, Title IX Sexual Harassment Grievance Procedure. This policy prohibits any person from engaging in sexual harassment in violation of Title IX of the Education Amendments of 1972. Prohibited conduct includes but is not limited to sexual assault, dating violence, domestic violence, and stalking.
3. 7:20, Bullying and Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
4. 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:

1. Any school staff member. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.

2. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, Bullying and Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the district's comprehensive health education program in Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the district's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

Discrimination Prohibited

In compliance with Federal law, Center Cass District 66 does not discriminate against anyone on the basis of sex, race, or religion.

Making A Complaint

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

<p>Nondiscrimination Coordinator Dr. Katie Matthews 701 Plainfield Rd. Downers Grove, IL 630-783-5113 kliles@ccsd66.org</p>	<p>Complaint Manger Dr. Sean Rhoads 699 Plainfield Rd. Downers Grove, IL 60516 630-783-5096 srhoads@ccsd66.org</p>	<p>Title IX Coordinator Dr. Katie Matthews 699 Plainfield Rd. Downers Grove, IL 60516 630-783-5113 kliles@ccsd66.org</p>
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Sexual Abuse Response and Prevention Resource Guide

The [Sexual Abuse Response and Prevention Resource Guide](#) Pursuant to Public Act 102-0676, 105 ILCS 5/2-3.1881 is a resource and guide to help you know where to find help in the event sexual abuse is suspected, reported, and/or being investigated. The guide is for students, parents or guardians, or an educator.

[CCSD66 Policy 7:180 Prevention of and Response to Bullying, Intimidation, & Harassment](#)

[CCSD66 Policy 7:185 Teen Dating Violence Prohibited](#)

[CCSD66 Policy 7:20 Harassment of Students Prohibited](#)

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes or other vaping products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
4. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - a. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
 - b. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - c. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - d. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
 5. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 6. Using or possessing an electronic paging device.
 7. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
 9. Disobeying rules of student conduct or directives from staff members or school officials.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
11. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
13. Engaging in teen dating violence.
14. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
17. Being absent without a recognized excuse (truancy).
18. Being involved with any public school fraternity, sorority, or secret society.
19. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
23. Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

1. On the student's person;
2. Contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack;
3. In a school's student locker, desk, or other school property;
4. At any location on school property or at a school-sponsored event; or
5. In the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

Public Displays of Affection

Public displays of affection will not be tolerated in school or during school-related activities. Students engaged in such activities will be subject to school discipline.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will:

1. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 2. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and
 3. If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.
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Reporting Incidents to the School Incident Reporting System (SIRS)

The Illinois State Board of Education (ISBE) and the Illinois State Police have developed the School Incident Reporting System (SIRS). Incidents such as attacks on school personnel, firearms in schools and drug-related incidents in schools will be reported to both the police and ISBE through SIRS. (105 ILCS 5/10-21.7).

Search & Seizure

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as personal effects left there by students School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the

school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

[CCSD66 Policy 7:140 Search and Seizure](#)

Student Dress Code

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may be worn with Principal permission.
- The length of shorts, skirts, or shirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times. For physical education and recess, students should wear properly fitting sneakers, athletic, or tennis shoes with rubber soles to ensure safety and prevent tripping.
- No face paint or masks are to be worn.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

[CCSD66 Policy 7:160 Student Appearance](#)

Student Safety & Student Knowledge of Rule Violations

Students are required to inform the staff or administration about all matters of school safety and school rule violations. This includes knowledge of weapons, drugs and threats to do harm to students, staff, the school or its property.

Suspensions & Expulsions

Students involved in acts of severe misconduct may be suspended from school. Depending on the nature of misconduct, the suspension period could be from 1 to 10 days. When appropriate and practical, in-school suspensions will be used. In all cases of suspension, rules of due process will be followed to safeguard the rights of the student. Students serving an in-school suspension do so in the school building.

Suspension Procedures

Per Board Policy 7:200, in the event of a suspension the following procedures will be used:

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

Expulsion Procedures

Per Board Policy 7:210, in the event of a suspension the following procedures will be used:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Re-Engagement Of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

[CCSD66 Policy 7:200 Suspension Procedures](#)

[CCSD66 Policy 7:210 Expulsion Procedures](#)

Threats

Any student making threats or planning to make threats of bodily harm, force, coercion, intimidation, bullying, fear, or similar conduct toward any member of the student body or staff of the school in general will be subject to disciplinary action under the category of Gross Disobedience and Misconduct. Threats may be verbal, written or electronic in form. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school. The principal or his designee shall notify the police in all such matters involving threats of bodily harm or similar action.

Video & Audio Monitoring Systems

Center Cass School District 66 uses video and audio monitoring systems on school buses and video monitoring in public areas of school buildings. These systems help protect students, staff, visitors, and school property.

Recordings may be used to address discipline issues or, in the case of criminal actions, may be shared with law enforcement. On school buses, video monitoring supplements bus drivers' written reports to help enforce district discipline and safety policies.

Weapons, Look-Alike Weapons or Anything to be Used as Weapons

A weapon is defined as any object that may cause bodily harm including, but not limited to the following: firearms, knives, brass knuckles, billy clubs, etc. Other items such as baseball bats, pipes, locks, pens, bottles and pencils may be considered as weapons if used or attempted to be used to cause bodily harm. The principal or designee shall notify police if any student is found in possession of a firearm or other dangerous weapon.

Students are forbidden to have weapons (or look-a-like weapon) of any kind at school, on school grounds, on the school bus or at any school-related activities. A student, who uses, possesses or transfers a weapon (or look-a-like weapon) or any object that can reasonably be considered to be a weapon may be expelled for a period of time of at least one (1), but no more than two (2), calendar years. The School Board may modify the expulsion period on a case-by-case basis.

Student Learning

Assesment

In Center Cass School District 66, we believe that assessment is an integral part of student learning. In fact, the primary goal of assessments is to improve student learning. Our balanced assessment system includes multiple data sources that are used in conjunction to guide instructional decisions. Professional development for educators is provided so that all staff possess the knowledge and skills necessary to administer and analyze the data gathered from assessments. In order to fulfill the vision of Center Cass School District 66, students are involved in their own academic growth by goal setting and monitoring their progress. Finally, Center Cass School District 66 works collaboratively with students, parents, community, and staff to create an environment

that supports learning. When assessments are used for the purposes identified above, the information provided is valuable and integral to designing educational opportunities that promote excellence in education and meet the needs of all learners.

[CCSD66 Policy 6:340 Student Testing and Assessment Program](#)

Grading

Center Cass School District 66 uses a Competency-Based Education approach to ensure that students and parents clearly understand the specific skills and competencies that are expected, taught, measured, discussed, and demonstrated throughout the school year. This model focuses on students mastering essential skills and applying their learning rather than simply progressing based on time spent in a class. Students take ownership of their learning and are actively engaged in developing and demonstrating their skills. Assessments are designed to allow students to show their understanding, while teachers provide ongoing feedback to support growth and improvement. Students are encouraged to revise their work and continue building their skills as they work toward mastery. This approach emphasizes both learning and application while also providing parents with more specific feedback so they can effectively partner with the school in supporting their child's learning. Grade-level specific information about competencies and "I Can" statements can be found on the district website at <https://www.ccsd66.org/page/i-can-statements-and-competencies>.

[CCSD66 Policy 6:280 Grading and Promotion](#)

Home & Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact Dr. Sean Rhoads, Assistant Superintendent of Student Services.

[CCSD66 Policy 6:150 Home and Hospital Instruction](#)

Homework

Homework is part of the Center Cass District 66 instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience.

Homework is:

- used to reinforce and apply previously covered concepts, principles, and skills;
- not assigned for disciplinary purposes;
- a communication link between the school and parents/guardians;
- use to encourage independent thought, self-direction, and self-discipline; and

- of appropriate frequency and length, and does not become excessive, according to the teacher’s best professional judgment.

[CCSD66 Policy 6:290 Homework](#)

Emergency Day Instructional Plan

Center Cass District 66 values in person instruction and will make an effort to utilize traditional emergency days (snow days) only when necessary. A traditional emergency day will need to be made up at the end of the year. The plan will be revised in June 2026.

Special Education Services & Supports

Center Cass School District 66 offers a variety of support services to help students succeed. These services may include special education instruction, gifted and talented programs, speech and language therapy, social work services, physical and occupational therapy, Title I reading support for grades K–5, and academic learning support at the junior high level. If you have concerns about your child’s progress or adjustment to school, please contact your building principal for information about available services and the referral process.

The District is committed to identifying and supporting students with disabilities and providing the services they need to learn and participate in school. Students who qualify may receive special education and related services based on their individual needs.

Students who receive special education services have an Individualized Education Program (IEP) that outlines their supports and services. The school keeps records of the services provided and shares this information with parents/guardians during the annual IEP review or whenever requested.

Some students who do not qualify for special education may still receive support through a 504 Plan if a physical or mental condition affects their learning or participation at school.

In some cases, services may be provided through specialized programs or placements to best meet a student’s needs. Families who would like more information or support should contact their building principal.

[CCSD66 Policy 6:120 Education of Children with Disabilities](#)

Textbooks & School Equipment

Each student is responsible for the proper use and care of textbooks and school equipment. If textbooks and/or school equipment are lost, damaged or defaced, a charge will be assessed to the student.

Technology

Access to Electronic Networks

Electronic networks are a part of the District’s instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

The term electronic networks includes all of the District’s technology resources, including, but not limited to:

1. The District’s local-area and wide-area networks, including wireless networks (Wi-Fi), District Issued Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District’s networks or to any District Issued online account from any computer or device, regardless of location;
3. District-owned or District-issued computers, laptops, tablets, phones, or similar devices.

The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s).

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

[CCSD66 Policy 6:235 Access to Electronic Networks](#)

Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Authorization for Electronic Network Access

Each student and his or her parent(s)/guardian(s) must sign the Authorization for Network Access before being granted unsupervised use to use the District’s electronic network.

Confidentiality:

All users of the District’s computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

Violations:

The failure of any user to follow the terms of the District’s administrative procedure, Acceptable Use of the District’s Electronic Networks, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

[CCSD66 Policy 6.235, Access to Electronic Networks](#)

Chromebook Support

Repairs

Chromebooks that need repair should be brought to the school office or the LRC (Learning Resource Center). Devices should not be taken to outside repair services. Chromebooks may only be serviced by authorized school personnel, and the Technology Department will determine any necessary repairs. Some repairs may result in a fee if the damage is determined to be due to negligence. Current replacement costs are:

- Total loss: \$280
- LCD screen replacement: \$134
- Keyboard replacement: \$90
- Charger replacement: \$30

Students are responsible for any damage to the Chromebook issued to them.

Daily Loaner Chromebooks

Loaner Chromebooks are available in the LRC for students who forget their Chromebook at home or arrive with an uncharged device. Loaners must be returned by the end of the school day. Chargers are not available for checkout; however, Chromebooks may be charged in designated locations at school.

Repair Loaner Chromebooks

Students will be issued a temporary loaner Chromebook while their device is being repaired. The school office will notify students when their repaired Chromebook is ready to be picked up. At that time, the loaner Chromebook must be returned.

Lost Chromebooks

If a Chromebook is lost, a replacement device will be issued and a \$280 replacement fee will be charged. If the original Chromebook is found after the fee has been paid, a refund will be issued.

Curriculum & Appropriate Online Behavior

The use of the District's electronic networks shall:

1. Be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and
2. Comply with the selection criteria for instructional materials and library resource center materials.

As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to:

1. Interacting with other individuals on social networking websites and in chat rooms, and
2. Cyberbullying awareness and response.⁵ Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

Acceptable Use: All use of the District's electronic networks must be:

1. In support of education and/or research, and be in furtherance of the goals stated herein,
2. for a legitimate school business purpose.

Use is a privilege, not a right. Users of the District's electronic networks have no expectation of privacy in any material that is stored on, transmitted, or received via the District's electronic networks. General rules for behavior and communications apply when using electronic networks. The District's administrative procedure,

Acceptable Use of the District's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Internet Safety Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are:

1. Obscene
2. Pornographic, or
3. Harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator.

The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful
3. materials,
4. Ensure student and staff privacy, safety, and security when using electronic communications,
5. Restrict unauthorized access, including "hacking" and other unlawful activities, and
6. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

[CCSD66 Policy 6:60 Curriculum Content](#)

Email for Students

Email can be a powerful communication tool for students in fifth through eighth grade to increase communication and collaboration. All students will be provided a Google Account to use for school-related activities and communication only.

Uses of Student Email

- Students will have email accounts (ex. js0358@ccsd66.org.)
- Student may receive email from their teachers to communicate reminders, course content, pose questions related to class work, etc.
- Students may send email to their teachers with questions or comments regarding class.
- Students may use their school email accounts to communicate with other students for the purpose of collaborating on group projects or receiving assistance with schoolwork. School email should be used for these purposes only when communicating with other students.

Student Email Permissions

- Center Cass District 66 controls who email messages can be received from.
- Center Cass District 66 students can email Center Cass District 66 students and can email all Center Cass District 66 staff.
- Students cannot receive email from outside the school domain.
- All emails are monitored through the GoGuardian System.

General Email Guidelines for Students

Below is a general summary of guidelines related to email.

- Email is to be used for school-related communication only.

- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send email to share test answers or promote cheating in any way.
- Do not use the account of another person.

Student Emails to Staff

- Students are encouraged to email staff concerning school-related content and questions. This may also include extracurricular clubs and activities.
- Teachers will not be expected to answer student emails outside of their regular work day, although they certainly may do so. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment.

Monitoring and Filtering of Email

- Email that is sent within Center Cass District 66 is monitored and filtered.
 - Rules/filters are setup to monitor student email for profanity, harassment, and other inappropriate content.
 - Student email that is identified as inappropriate will be blocked from delivery.
-

Expectation of Privacy

At any time and without prior notice, the school district reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the school district, no one should have any expectation of privacy regarding such materials.

School Issued Devices

School provided devices are assigned to students to provide opportunities for our students to extend their learning by accessing a variety of educational tools. Once students leave our school, the Firewall content filter disconnects from our network. As the student enters the home setting, the school device then joins that location's personal Wi-Fi routing system and all safety measures in place. To ensure a safe and productive online environment, we encourage parents and guardians to be actively involved in their child's digital activities. This includes discussing appropriate online behavior and monitoring their use of the school-issued device. We also recommend establishing clear guidelines for device use at home, including setting time limits to promote a healthy balance between screen time and other activities.

Student Social Media Privacy

Students and their families have the right to keep social media accounts private. School staff cannot ask for or require a student's password or other account information to access their social media profiles. However, if there is reason to believe a student's social media activity violates school rules or policies, the student may be required to share only the relevant content needed for the investigation.

Health & Safety

Automated External Defibrillators (AEDs)

To comply with the Illinois Automated External Defibrillator Act and District 66 Board of Education Policy 4.170, all district buildings are equipped with an AED, located near the gymnasium. Staff members trained to operate the AED are available at all school events.

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the school district from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the school district.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule

[CCSD66 Policy 7:260 Exemption from Physical Activity](#)

Head Lice (Pediculosis)

Center Cass School District 66 policy reflects standard practices as recommended by the National Association of School Nurses, American Academy of Pediatrics, Dupage County Health Department and the Illinois School Code. These organizations recommend that the management of pediculosis should not disrupt the educational process or create unnecessary absenteeism.

If there are signs of infestation with lice (live lice, nits, and itchy scalp) the child should be treated with a pediculicide. An infected student will be sent home at the end of the day and not allowed back in school until the morning after the first treatment. If the student has siblings in any District 66 school, those children will also be checked by the nurse for head lice. ~~This~~ Proof of treatment must be submitted to the school nurse the day the student returns to school after receiving treatment.

This proof can include:

1. Note from a physician
2. Receipt showing purchase of treatment
3. Box top of product used to treat the lice

The child will be allowed to return to school the next morning as long as proof of treatment has been provided. Upon returning to school, the student's head will be checked by the school nurse 7-10 days later. If there is evidence of live lice still, the parent/guardian will be contacted again and the procedure repeats. If there is evidence of live lice after a second treatment, the parent/guardian will be asked to retreat their child, seek medical advice or try a different product.

Lice facts:

- Lice are spread by head-to-head or close personal contact. School activities do not include this type of contact.
- Lice are not transmitted due to poor hygiene. Lice infestation may occur in any segment of the population, i.e. children as well as adults, regardless of their personal hygiene.
- Lice do not fly or jump. They do not fall off the hair shaft; they are cemented to it. They do crawl.
- Lice are not considered to be dangerous, but rather a public health nuisance.
- Household members and close contacts should be checked, but only those who actually have lice should be treated for it. Never initiate treatment unless there is a clear diagnosis of head lice.
- Studies have shown that excluding students from school does not reduce the frequency of the discovery of lice. School is considered to be a very rare source of transmission. More common means of transmission are family members, overnight guests, playmates, shared hairbrushes, pillows, and sheets. Thus, discourage your child from using combs, brushes or other grooming/hair aids belonging to others.

A letter will be sent home to parents (EC-5 classrooms, 6-8 grade level) and student confidentiality will be maintained. If you believe your child may have lice, or you need further information, please contact the Center Cass District 66 School Nurse. **Please notify the school nurse if your child has lice, even if you have treated them already.**

Illness or Injury at School

If a student becomes sick or is injured at school, they should immediately notify a staff member. Staff will provide basic first aid and ensure the student is as comfortable as possible while the parent/guardian is contacted to arrange for the student to go home if needed. In the event of a serious illness or injury requiring immediate medical attention, 911 will be called and the student will be transported to the nearest hospital.

Medication Policy

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing the [School Medication Authorization Form](#).

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Continuous Medication

Prior to giving continuous medication at school, the [School Medication Authorization Form](#) shall be completed by the parent and physician, authorizing the school to administer the medication. Permission forms must be renewed every year and filed in the student's health record.

Short Term Medication

This is medication prescribed by a physician for a period of less than 15-days following an acute illness. The parental portion of the medication permission form must be completed and signed by the parent authorizing the school to administer the medication. All medication must be sent to school in a container with a pharmaceutical label clearly indicating the name of the child, the physician ordering the medication, medication name, and the dosage and dosage interval for the medication. Nonprescription medication must be sent to school in its original container with the label indicating the ingredients and the students name affixed. Students are not allowed to take any form of medication unsupervised. All medications are to be kept in the Health Room.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector or inhaler (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a [School Medication Authorization Form](#).

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school district may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

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

[CCSD66 Policy 7:270 Administering Medicines to Students](#)

Pesticide Application

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please

contact Mr. Tom Tiede, Director of Maintenance, at 630-783-5100.

Physical & Immunization Requirements

Pre-Kindergarten:

Physical Examination ([Certificate of Child Health Examination Form](#)) dated 08/19/2025 or later.

Minimum Required Immunizations:

- DTP, DTaP 4 doses at appropriate intervals
- IPV/OPV 4 doses or more of the same type (last one after 4th birthday)
- Varicella 1 dose on or after 1st birthday
- MMR 1 dose on or after 1st birthday
- Hepatitis B 3 doses (last one after 6 months of age)
- Haemophilus per schedule, or 1 dose at 15 months of age or older
- Pneumococcal per schedule, or 1 dose if has not received primary series

Kindergarten through 8th Grade:

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by September 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by September 15, the student must present, by September 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

[CCSD66 Policy 7:100 Health, Eye, Dental Examinations; Immunization; & Exclusion of Students](#)

Safety Drill Procedures & Conduct

Safety drills will occur at times established by the Building Principal in conjunction with local authorities following Regional Office of Education guidelines. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Student Illnesses

Under routine circumstances, some illness spread among school communities is expected. Keeping your child home when they are sick can lower the risk of spreading infections within the school communities.

If your child experiences the following symptoms, they should stay home:

- Fever
- Vomiting
- Diarrhea
- Pink Eye or Strep Throat
- A new skin rash without known cause(s)
- Skin sores that are draining fluid on an uncovered part of the body and are unable to be covered with a bandage

When a person can return to school depends on the nature of the illness. For general symptoms described above, your child can return to school if they are:

- Free of fever for 24 hours **without** any fever-reducing medications
- Free of vomiting or diarrhea for 24 hours
- After 24 hours of use of prescribed antibiotics for strep throat and pink eye
- When the skin rash or sore is medically evaluated and confirmed it is not contagious

Any additional communicable diseases and illnesses, the district follows [Illinois Department of Public Health](#).

Student Support Services

Center Cass School District 66 is committed to supporting the academic, social-emotional, and physical well-being of every student. In alignment with the Individuals with Disabilities Education Act (IDEA 2004) and Section 504 of the Rehabilitation Act of 1973, the Center Cass School District 66 provides a continuum of services and supports to ensure all students have access to a free and appropriate public education (FAPE) in the least restrictive environment.

Through a comprehensive system of support, Center Cass School District 66 offers screenings, evaluations, and a range of instructional and related services designed to meet the diverse needs of learners. This includes early intervention and preschool programming, as well as services for students who may be at risk for academic or social-emotional difficulties. Our goal is to support all students in achieving academic success, developing social-emotional skills, and becoming independent, lifelong learners.

Students who qualify under IDEA may receive special education and related services beginning at age three and continuing through age 21, as appropriate. Students who do not qualify for an Individualized Education Program (IEP) may be eligible for supports under Section 504 if a physical or mental impairment substantially impacts a major life activity. In addition, students may receive support through the District's Multi-Tiered System of Supports (MTSS), which provides targeted academic, behavioral, and social-emotional interventions based on student need. Center Cass School District 66 works collaboratively with families and staff to identify, evaluate, and support students through this continuum of services.

Questions about the identification, assessment and placement of students should be directed to Dr. Sean Rhoads, Assistant Superintendent of Student Services, at 630-783-5096 OR srhoads@ccsd66.org

Special Education Services

Center Cass School District 66 provides a full continuum of special education services and programs designed to meet the individual needs of eligible students. Services are determined through a comprehensive evaluation process and delivered in collaboration with families, ensuring students can access and make meaningful progress in the general education curriculum.

Speech & Language Services

Speech and language services are provided to students who demonstrate needs in areas such as articulation, fluency, voice, or language that impact educational performance. Services are available across all schools, including support for preschool-aged students.

Health Services

Center Cass School District 66 provides health services led by licensed school nurses to support student wellness and maintain a healthy school environment. A nurse is available at Lakeview Junior High School (8:00 a.m. – 3:30 p.m.). Elizabeth Ide Elementary provides nursing services from 8:00 a.m. – 2:00 p.m., and Prairieview Elementary provides nursing services from 8:00 a.m. – 3:00 p.m. Nurses assist with vision and hearing screenings, health monitoring, and attendance related to illness. Families are encouraged to contact their child's school nurse with any health concerns.

Social Work Services

School social workers are available in each building to support students' social-emotional and behavioral needs. Services may be provided through classroom supports, small groups, or individual interventions based on student need and aligned to Illinois Social Emotional Learning standards.

School Counseling Services

School counseling services support students' academic, social, and emotional development. Counselors work proactively to identify student needs and provide appropriate supports. Students age 12 and older may access certain services as permitted by law.

Psychological Services

School psychologists support students, families, and staff through consultation, evaluation, and intervention. They apply their expertise in child development, learning, and mental health to help create safe, supportive, and effective learning environments for all students.

Referral, Evaluation, and Eligibility

Center Cass School District 66 fulfills its Child Find responsibilities by actively identifying and supporting students who may have disabilities impacting their academic or functional performance. When a concern is raised by staff or parents, the student's needs are reviewed through a problem-solving process, which may include classroom interventions and targeted supports.

- Center Cass School District 66 actively identifies and supports students who may have disabilities impacting their academic or functional performance. When a concern is raised by staff or parents, the student's needs are reviewed through a problem-solving process, which may include classroom interventions and targeted supports.
- If these interventions are not sufficient, the district may initiate a comprehensive evaluation (case study) to determine eligibility for special education services. Parents may also request an evaluation at any time. Outside evaluations provided by families are

reviewed by the school team, and a determination regarding next steps is made within required timelines.

- If a student is found eligible, an Individualized Education Program (IEP) is developed and reviewed annually, with reevaluations conducted at least every three years.
- Students who do not qualify for special education may be eligible for support under Section 504 if a physical or mental impairment substantially limits a major life activity.
- Additionally, students attending private or parochial schools within Center Cass School District 66 boundaries may be considered for evaluation and services in accordance with federal law.

The School Association for Special Education (SASED)

Center Cass School District 66 may utilize the SASED cooperative to provide services for children with low incidence disabilities. Click [here](#) for more information about SASED.

For more information regarding student support services, including identification, evaluation, or placement, please contact Dr. Sean Rhoads, Assistant Superintendent of Student Services, at 630-783-5096 OR srhoads@ccsd66.org

[CCSD66 Policy 6:270 Guidance and Counseling Program](#)

[CCSD66 Policy 7:250 Student Support Services](#)

[CCSD66 Policy 7:255 Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence](#)

Suicide & Depression Awareness & Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website.

[CCSD66 Policy 7:290 Suicide and Depression Awareness and Prevention](#)

Extracurricular/Athletic Programs

Extracurricular activities are defined as activities that are not part of a graded class and will include: team sports, intramurals, clubs, choir, and some band.

[CCSD66 Policy 7:300 Extracurricular Activities](#)

Extracurricular Athletics Participation (Lakeview)

Eligibility & Expectations

Students who wish to participate in school-sponsored and interscholastic athletics must meet District academic standards and follow all school rules and coaches' directions. The District may establish additional participation requirements and will maintain records to ensure compliance.

Permission and Required Documentation

Participation requires written parent/guardian permission, including acknowledgment of the risks involved. Students and families must complete all required District and athletic association forms, including those related to eligibility and concussion awareness.

Physical Examination and Insurance

A current [Preparticipation Physical Evaluation Form \(IESA Sports Physical\)](#), completed by a licensed medical provider, **must be on file prior to tryouts**. Physical forms are available in the school office and online. Students must also have accident insurance coverage through either a District-approved plan or a family policy.

Interscholastic Athletics

Lakeview Junior High participates in interscholastic athletics as a member of the Southeast DuPage Elementary Athletic Association (SDEAA). A valid [Preparticipation Physical Evaluation Form \(IESA Sports Physical\)](#) must be on file in order to participate in any SDEAA-sponsored sport.

Participation Fees

Participation fees vary by sport. Some sports may include long-season (\$65) or short-season (\$35) fees. A yearly fee cap applies per student. **All fees must be paid before a student may attend practices or participate in competitions.**

Please refer to the Lakeview Extracurricular Code of Conduct Contract or Lakeview Extracurricular Handbook for additional guidelines and expectations.

[CCSD66 Policy 6:190 Extracurricular and Co-Curricular Activities](#)

Band (Prairieview & Lakeview)

Band is available to Prairieview students beginning in 4th grade. Students who plan to participate in band after 4th grade should meet with the Directors for appropriate placement. Students have the opportunity to try several instruments before being recommended one to begin playing in band. All band students will receive a 1/2-hour of lesson time per week during the school day. It is the student's responsibility to makeup all missed classroom work due to band lessons. Failure to make up missed work because band lessons may result in reduced academic growth and lower grades. Students must notify the band teacher when they will miss a lesson due to a test. There is an annual band fee of \$100

Community Relations & Communications

Communications

Center Cass School District 66 communicates important updates and information through a variety of platforms to keep students, staff, families, and community members informed.

It is important that parents/guardians promptly notify the school of any changes to contact information, including home address, phone numbers, emergency contacts, and email addresses. Keeping this information current ensures the school can quickly reach families in the event of an illness, emergency, or other urgent situation, and helps maintain clear and effective communication between home and school.

Parent-Teacher Organization & Education Foundation (TEAM 66)

For information on the organization, please reference [Appendix B](#), visit the website at www.team66ef.org or direct any questions to info@team66ef.org.

[CCSD66 Policy 8:9 Parent Organizations and Booster Clubs](#)

Photo/Video Use & Named Students

District 66 celebrates student success by sharing photos and videos in school publications, websites, and social media. During registration, parents must indicate their preference for the following:

- **General Consent:** Permission to use the student's image in District media.
- **Naming Consent:** Permission to identify the student by their full name in captions or articles.

If naming consent is denied but photo consent is granted, the student's image may still be used anonymously.

Exclusion & Incidental Photos

Students with "No" selections for both options will be added to an internal "No Photo" list. While the District strives to exclude these students from staged media, they may still appear incidentally in the background of large group shots (e.g., assemblies or sporting events) where individual identification is not the focus.

Volunteers

With a continuous focus on safety regulations, Center Cass District 66 promotes the use of school volunteers while working to maintain a safe and secure environment for staff and students. The handbook is in conjunction with our safety improvements as outlined within the following Board Policy: Safety, Community Resources, & Volunteers Policy 6.250 and covers our standard procedures for parent volunteers, including all sign-in and identification procedures, student confidentiality, safety, reporting, and harassment policies. Below is a link that will provide you access to this handbook:

- [CCSD66 Volunteer & Chaperone Handbook](#)

All volunteers that come into our school buildings will be required to sign the following form:

- [Volunteer Information & Agreement Form](#)

The support that volunteers provide helps Center Cass District 66 enhance educational experiences for all students. Whether you volunteer one hour per week, one hour per year, or for specific events, programs, or activities, your sense of commitment and service is appreciated. If you have any questions, please feel free to contact Assistant Superintendent of Student Services Dr. Sean Rhoads at 630-783-5096 or srhoads@ccsd66.org.

[CCSD66 Policy 6:250 Safety, Community Resources, & Volunteers](#)

Virtual Backpack

District 66's Virtual Backpack promotes environmental responsibility by enabling approved organizations to share information digitally instead of printing and distributing thousands of paper flyers. This eco-friendly approach saves time, cuts costs, and reduces waste—helping us all contribute to a cleaner, more sustainable community. By accessing flyers online, families can conveniently stay up to date on local events, programs, and opportunities that enrich the experiences of our students and schools.

Visitors on School Property

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors will be required to present a valid driver's license upon checking in at the school to identify themselves and inform office personnel of their reason for being at school. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Notifications

Equal Educational Opportunities & Sex Equity

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the District Nondiscrimination Coordinator: Dr. Katie Matthews, kmatthews@ccsd66.org or (630)783-5113.

[CCSD66 Policy 7:10 Equal Educational Opportunities](#)

Parental Opt-Out Rights

Parents and guardians have the right to request in writing that their child not participate in any personal health and safety, sexual health education, or sexual abuse prevention instruction. Written requests should be submitted to the building principal, who will work with classroom teachers to make appropriate alternative arrangements. Parents and guardians also have the right to review instructional materials used in these courses. A student's refusal to participate in these classes will not result in disciplinary action or academic penalty.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their

permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations. [1]

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

3. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board;. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

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

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is 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 parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. The right to prohibit the release of directory information.

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

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

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

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

Family Policy Compliance Office

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

[CCSD66 Policy 7:340 Student Records](#)

Toxic Art Supplies

Teachers must be knowledgeable of the properties, use, storage and proper disposal of all art materials that may be judged as hazardous prior to their use in an instructional activity. Art materials containing toxic substances are prohibited from use with students in kindergarten through grade six. In grades seven and eight, toxic art substances should be purchased only when they meet labeling standards. (105 ILCS 135/6).

Appendix

Appendix A - Emergency Day Instructional Plan

D66 values in person instruction and will make an effort to utilize traditional emergency days (snow day) when necessary. A traditional emergency day will need to be made up at the end of the year. The Emergency Day Instructional Plan is being revised for the 2026-2027 school year and will be available upon its approval by the Board of Education.

Appendix B - TEAM 66 PTO & Education Foundation

TEAM 66 EDUCATION FOUNDATION

team66ef.org

WHO ARE WE?

We are a volunteer group made up of current Center Cass School District 66 parents who are dedicated to helping make our district a vibrant and inclusive community for all of our Lions, Panthers, and Spartans.

In 2020, the Team 66 Education Foundation and the Parent Teacher Organizations of CCSD66 merged to work more collaboratively under one organization. This partnership allows us to operate as a 501(c)(3) charitable organization, which provides important benefits such as insurance coverage for volunteers at our events, the ability to receive fundraising support from outside the district, and expanded opportunities to offer resources and programs that support our students and staff.

WHAT DO WE DO?

Team 66 hosts several district-wide and community events throughout the school year. In addition, each we organize events at each individual school designed to bring students and families together, have fun, and strengthen our sense of community.

The success of these efforts depends on the involvement of our families. Whether volunteering at school events, supporting community fundraisers, or attending one of our monthly meetings to share ideas, every contribution helps. By working together, we strive to ensure that all of our students have opportunities to grow, connect, and thrive in an equitable and enriching environment while also supporting our dedicated staff. Together Everyone Achieves More.

ENRICHMENT FUND GRANTS

The other collaborative division of Team 66 is the District Enrichment Fund, which provides grants to support programs and initiatives that address the dynamic and evolving needs of our students. Awarded to staff members each spring after an application and approval process. Some examples of past funded initiatives include:

- Flexible seating for 3rd - 5th grade students
- Lakeview Art and Music Education materials
- STEM Ozobots for Prairieview Library
- Paraprofessional Professional Development
- K-5 STEM materials
- Ide Multicultural Book Library



How Do I Get Involved?

Our community is our greatest strength. Throughout the school year, there are many opportunities to get involved—from volunteering at events to leading committees or even serving on our board. We encourage you to participate in a way that fits your interests, availability, and comfort level.

WE WANT TO HEAR FROM YOU!

Team 66 general information:
info@team66ef.org

Ide Executive:
ide-exec@team66ef.org

Prairieview Executive:
pv-exec@team66ef.org

Lakeview Executive:
lv-exec@team66ef.org

President:
president@team66ef.org