

**ROWVA CUSD #208**

**ROWVA Central Elementary School**

2021-2022

Student Handbook



# ROWVA Central Elementary

ROWVA #208 Superintendent	Joe Sornberger	483-3711
ROWVA Central Elementary Principal	Kerry Danner	483-6376
ROWVA Central Elementary Secretary	Sarah Anderson	483-6376

fax: 309-483-6378

Nickname: Tigers

Colors: Gold, White, Black

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<http://www.rowva.k12.il.us/>) or at the Board office, located at: 335 N Joy St., Oneida, IL 61467

The School Board governs the school district, and is elected by the community.

Current School Board members are:

- Jim Haynes, President
- Scott Lake, Vice-President
- Rob Kalb, Secretary
- Ryan West, Member
- Matt Johnson, Member
- John Kuelper, Member
- Melissa Shepherd, Member

This school year will provide students an exciting and productive educational experience. Many plans have been made to ensure all students experience success at school. You will find the staff very friendly and helpful. Teachers at our schools are very dedicated and plan many special activities to help students learn in both traditional and non-traditional ways.

We are proud of our schools and hope that you will respect them. We all work as a team to help keep the buildings safe.

Our sincere wish is for a wonderful school year. Our schools are available to assist both students and parents with any questions or concerns that might occur during the year.

It is our hope that all students have a safe, productive and rewarding school year!

*The mission of ROWVA CUSD #208 with the support of our communities is  
Kickstarting the future one relationship at a time: Engage, Empower, Educate.*

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## **Section 1 – Introductory Information & General Notices**

### **Visitors**

Parental involvement is critical to the success of our students and our school, and we welcome your participation. Parents are welcome to visit school and to eat lunch with their students. Please let the school know in advance.

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 should 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, the classroom or location they are visiting, and wear a visitor badge. The secretary will be responsible for calling a child to the office for parents and will also deliver items and messages to students in their classrooms at times that will not disrupt instruction in the building. All visitors must return to the main office and sign out before leaving the school.

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 trespassing and/or disruptive behavior.

Cross-reference: PRESS 8:30, <i>Visitors to and Conduct on School Property</i>
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### **Equal Opportunity and Sex Equality**

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

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

Cross-Reference: PRESS 7:10, <i>Equal Educational Opportunities</i> PRESS 2:260, <i>Uniform Grievance Procedure</i>
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### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## School Volunteers

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and wear a visitor’s badge while assisting at the school.

Cross-Reference: PRESS 6:250, <i>Community Resource Persons and Volunteers</i>
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## Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference: PRESS 4:110, <i>Transportation</i>
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## Section 2 – Attendance, Grades & Promotion

### Attendance

The Board of Education, staff, and administration of ROWVA #208 believe regular attendance in school is of extreme importance to a student’s success. Absences for whatever reason are missed learning opportunities, and make up work can replace only some of the day’s learning. Research has shown that regular attendance and promptness are necessary for good school progress. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) 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. Most parents go to great lengths to see that their children are in school every day. Sometimes family problems, illness, and other emergencies often make “getting the kids to school” a difficult task, but the dividends to the child’s education are well worth the effort!

There are two types of absences: excused and unexcused

Excused absences include:

- \* illness            \*death in the immediate family            \*family emergency
- \* or other reasons as approved by the principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The principal and secretary must be notified in writing or e-mail of the student’s intended absence including reason for the absence and dates the student will not be in attendance.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence a parent or guardian must:

- Call the school at 483-6376 or e-mail the secretary before 7:30 A.M. to explain the reason for the absence.
- Make arrangements to pick up homework assignments.

If a call has not been made to the school on the day of a student's absence, a school official will call the home to inquire why the student is not at school or an attendance alert will be sent via text. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**Any consecutive three (3) day period of absences will require a doctor's excuse for the absences to be considered excused.**

- *After the 10<sup>th</sup> absence of the current school year, a medical/professional note is required, stating the student has been seen and/or treated by the appropriate professional and given a release date to return to school, otherwise it will be considered an unexcused absence.*

When it is necessary for a student to leave during the school day due to illness, health appointments that can't be scheduled at another time, or an unexpected situation which makes it necessary for a student to leave school, a parent or authorized adult must report to the office to sign the student either in or out of school. When the student returns, they must turn in a note from the physician's office stating time seen.

If a student is absent from school or leaves school during the day due to illness, they are expected **NOT** to attend after school events that day. This is inclusive of ALL ROWVA School activities.

Doctor and dentist appointments are considered excused absences **with** a note from Dr. stating time seen. However, the student will be counted as absent during that time as per state law. To get credit for a full day at school, K-1 must be in attendance 4 hours (240 minutes), and grades 2-6 must be in attendance 5 hours (300 minutes.) Noon hour and recesses do not count as time applied toward attendance.

Prearranged absences for family vacations or other approved absences will be made under the following conditions:

- Notification of dates in writing from parents at least one week in advance.
- Missed assignments will be completed prior to or upon the student's return.
- The student is allowed one day for each day of absence to complete missed assignments.
- Vacation days will be excused only when the child is accompanied by his/her own parent or guardian.
- Students will be excused only one time during the year during one hunting season. Students **MUST** bring in their hunting tag prior to the day they will be gone along with a parental note in order to be excused.

**If a student is late to school, a parent **MUST** come into the office and sign him/her in.**

**Students who do not ride the bus should not come to school before 7:30 AM.**

Cross-reference:  
PRESS 7:70, *Attendance and Truancy*

### **Perfect Attendance**

In order for a student to earn perfect attendance for the quarter he or she must have zero tardies, zero days absent, and be at school for the full length of the school day which is 8 A.M. to 2:30 P.M. The school secretary must be notified of a student absence for any reason by 8 A.M. either by calling 483-6376 or by emailing [bsallee@rowva.k12.il.us](mailto:bsallee@rowva.k12.il.us).

### **Attendance Letters**

You may receive a letter from the school informing you of your child's current attendance if he or she has missed more than five days of school. This is simply a policy the district has to keep parents informed if their student has multiple absences.

### **Make-Up Work**

Any student absent will be expected to make up all work missed.

### **Truancy**

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. If chronic truancy persists the school and district will take further action, including:

- Referral to the truancy officer after three unexcused absences.
- After 9 unexcused absences the truancy officer will issue a ticket.
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

Cross-references:  
PRESS 7:70, *Attendance and Truancy*

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Parents should check student planners daily (for grades 3-6). Please encourage students to do their homework by providing a quiet place, and by setting a specific study time.

## **Grading & Promotion**

School report cards are issued to students on a quarterly basis every nine weeks. Midterm reports will be sent home halfway through each quarter. Grades are available at any time on the ROWVA website/SchoolInsight connection. For questions regarding grades, please contact the classroom teacher.

The grading scale for students in grades 1<sup>st</sup> thru 6<sup>th</sup> follows:

100%-90% - A

89%-80% - B

\*60% of Grade based on Test Scores

79%-70% - C

\*40% of Grade based on Daily Work

69%-60% - D

59% - Under – F

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests, and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. The retention policy will help to determine if a student is promoted to the next grade level.

Elementary students who have been retained at least once and do not meet the current promotion criteria can be retained again. However, the student's case will be evaluated by a committee consisting of support staff, teachers, and the principal. This committee will recommend an appropriate setting for the student with accommodations being made to bridge the student into the appropriate curriculum.

Cross Reference:

PRESS 6:280, *Grading & Promotion*

## **Honor Roll**

An Honor Roll is announced for each nine week period for students in grades four through six. Students having all "A"s will be placed on the A Honor Roll. Students with "A"s and "B"s will be placed on the B Honor Roll. Required classes, which are Reading, Spelling, English, Math, Social Studies, and Science will count toward the Honor Roll. Students are encouraged to work toward the Presidential Academic Award that is awarded during his/her sixth grade year.

## **Testing**

1. STAR 360 is a benchmark test that is used to measure student growth. Testing will be administered a total of three times during the school year.
2. Illinois Assessment of Readiness (IAR) testing will be administered to students in grades 3-6 in the spring (usually April).
3. Illinois Science Assessment (ISA) will be administered to 5<sup>th</sup> grade students in the spring (usually April)

All test results will be reviewed with parents at Parent-Teacher Conferences in the fall.

## Conferences

Parent-Teacher conferences are held at the end of the first quarter (October) and again during third quarter (March). The first quarter conferences parents/guardians will be required to conference with their student's teacher. During the planned conference days, elementary conferences are scheduled by the teacher. Additional conferences are available any time upon parent request.

## Section 3 – Student Fees

### Fines, Fees, and Charges; Waiver of Student Fees

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. A written payment agreement may be made if necessary. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. School fees left unpaid at the end of the school year will be applied to the next school year's fees.

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

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

Cross-references:

PRESS 4:110, *Transportation*

PRESS 4:140, *Waiver of Student Fees*

PRESS 4:140-AP, *Fines, Fees, and Charges – Waiver of Student Fees*

PRESS 4:140-E1, *Application for Fee Waivers*

PRESS 4:140-E2, *Response to Application for Fee Waiver, Appeal, and Response to Appeal*

### School Breakfast & Lunch Program

Breakfast is served every school day from 7:30 a.m. to 7:55 a.m. Lunch is served every school day at the following times: 12:00 - 12:30 p.m. (Pre K Expansion – 6<sup>th</sup>).

A student may purchase breakfast for \$1.25. A student may bring a sack lunch from home or may purchase a school lunch (which includes milk) for \$2.50. A student may purchase an extra milk or milk to have with their sack lunch for \$0.30. Pop is not allowed at lunch time. Please send money for lunches in a sealed envelope with your child's name on it. Payment may also be made online through School Insight. There will be no charging of lunches.

Free or reduced price meals are available for qualifying students. For an application, contact the building secretary.

School menus are published on the ROWVA website, ROWVA App, and School Insight.

Cross Reference:

PRESS 4:130, *Free and Reduced-Price Food Services*

## **Section 4 – Transportation & Parking**

### **Bus Transportation**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, the Transportation Director will contact parents regarding the infraction. If the discipline problems continue, the student bus problems will be investigated and handled by the building principal.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smartphones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact: Transportation Director, Matt Fink at 483-8307.

## **Bus Conduct**

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

## **Parking**

Vehicles may drive through the lane to drop off students. Please do not park in the bus lanes or fire lanes, not even for a quick trip inside. This helps to alleviate congestion during morning bus unloading. Please park in one of the school's two locations available for school visitor parking. There are a few spaces in front of the school and several on the east side of the school in the parking lot. For dropping off and picking up your children please pull all the way up the lane to allow for better traffic flow in and out of the driveway. During pick up time (2:45 - 3:15 PM) do not park on Holmes street due to traffic congestion.

## **School Cancellation and Early Dismissal**

In the event of school cancellation or early dismissal due to weather or another emergency, the announcement will be made on Blackboard Connect, Galesburg radio stations – WGIL, WAAG, WAIK, and area TV stations. Bus students will be returned home where road conditions allow. Students unable to be taken home will be returned to the Administration Office in Oneida until other arrangements can be made. Small children will not be left at home alone without supervision.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

Depending on circumstances, we may have a remote learning day. A district alert will be issued in these instances.

Cross-Reference: PRESS 4:170, <i>Safety</i>
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## **Section 5 – Health and Safety**

### **Pandemic Event**

In the event of a global pandemic or public health emergency ROWVA CUSD #208 will follow CDC and IDPH guidelines.

### **Immunization, Health, Eye and Dental Examinations**

#### **Required Health Examinations and Immunizations**

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;
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.

Failure to comply with the above requirements by Labor Day 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. 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 Labor Day, the student must present, by Labor Day, 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.

A transfer student from a school within the state of Illinois, can be admitted by transferring his/her physical exam records from the previous school. The student must also be in compliance with the immunization laws of Illinois. An out-of-state transfer student is required by state law to get a physical examination upon entering ROWVA and must be in compliance with the Illinois immunization laws.

#### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by Labor Day of the current school year of an eye examination performed within one year. Failure to present proof by Labor Day, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after Labor Day.

#### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

## **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **Vision and Hearing Testing**

Testing for vision and hearing is provided for:

- All new students
- Grades one and two for hearing
- Grades one, two, and three for vision
- Special education students
- Any student referred by a teacher or parent.

## **Illness**

No student shall attend the school while affected with any contagious or infectious disease.

- **Fever: 100 Degrees or Greater:** A child should have normal temperature and be in normal health and fever free for 24 hours without medication before returning to school.
- **Vomiting or Diarrhea:** No vomiting or diarrhea for 24 hours before returning to school.
- **Strep Throat or a sore throat that is accompanied by fever and enlarged nodules in the neck:** Your child may return to school 24 hours after beginning antibiotic treatment and being fever free.
- **Conjunctivitis/Pinkeye:** A reddening of the white of the eye and inner eyelids is noted along with drainage, itching, pain, and matting of the eyes. Your child should not attend school until the eye has been treated with medication.
- **Head lice or Nits:** Your child may return to school after proper treatment. Please notify the school if your child has head lice so that the school can do a proper cleaning.

## **Medication**

Whenever possible, all medication should be given at home under parental supervision and not during school hours. If it becomes necessary for a student to take any form of medication at school, including Tylenol and cough drops, a signed note must accompany the medicine where it will be administered and stored by school personnel. A Medicine Policy form is available for long term medication needs. The

district does permit the self-administration of medication by a pupil with asthma or the use of an epinephrine auto injector by a pupil at risk of anaphylaxis.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal or school nurse at 483-6376.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Nut Free Zones Policy**

ROWVA Central Elementary recognizes that nut allergies represent a health and safety hazard which can have serious consequences for those with such an allergy. In order to protect those students, starting with the 2021-2022 school year new policies will be in place in Nut Free Zones. Students, staff, and visitors to ROWVA Central Elementary must maintain an environment that will not cause harm to students having such an allergy. There will be clearly marked Nut-Free Zones in the building. In the Nut Free Zones the following policies apply:

- The use and serving of any nut product will be prohibited.
- Read all labels on food products every time you purchase even if it has been safe in the past as manufacturers change ingredients.

Cross Reference:

PRESS 7:285, *Food Allergy Management Program*

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal and nurse. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the nurse.

## **Emergency Care**

In case of emergency, we must have your home, cell and work phone numbers, plus those of a relative or friend, in the event that we cannot reach you. This information, plus your doctor's name and phone number, should be included on the school registration card. St. Mary's will be the hospital used unless you state otherwise.

## **School Insurance**

ROWVA does not endorse the student insurance offered by ISDA. Prospective policy holders should be advised that this is an excess policy. It does not provide "first dollar coverage" or pay all hospital and doctor bills.

## **Accidents and Insurance claims**

Any school injury must be reported to the teacher in charge or school nurse. If the student has school insurance, parents may request the school to send the details for the accident report.

## **Section 6 – Discipline and Conduct**

### **Dress Code**

Students whose dress or appearance is considered disruptive to class, creates a concern for safety, is derogatory, vulgar, or too revealing will be given clothes to wear or a parent/guardian will be contacted to bring a change of clothes.

- The length of shorts, skirts, or dresses must be appropriate for the school environment (end of the student's fingers when their arms are down along their side).
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- Jeans of any sort may not have holes above the knees.
- Tank tops can be worn if they have wide straps and cover the body appropriately. (Spaghetti straps are considered unacceptable).
- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, inappropriate images, or display vulgar, obscene or offensive language or symbols.
- Sturdy tennis shoes are required for Physical Education and must be left at school.
- Appropriate footwear must be worn at all times. Flip Flops are not appropriate for playground participation for safety reasons.

Cross Reference:

PRESS 7:160, *Student Appearance*

### **General Building Conduct**

- Students are to be quiet, respectful, and walk in the classrooms and hallways.
- Students will not use profanity.
- Students shall not write on walls, desks or deface or destroy school property.

- Public display of affection has no place in our schools
- Loitering in restrooms or hallways is not permitted.
- Fighting, play fighting, pushing/shoving or hitting is not permitted.
- Water guns, play guns, and/or real guns are not permitted at school.

### **House System (Positive Behavioral Program)**

Our House System benefits our classrooms and school dynamic by fostering an environment focused on: Diversity, Friendship, Compassion, Teamwork, Confidence, Leadership, Camaraderie, and Accountability. Through this program we have establish clear expectations and encourage a sense of community in which we all play a positive role in our school's success and safety. This school-wide program utilizes proactive strategies in defining and supporting appropriate student behaviors to create a positive school environment. These expectations are implemented throughout the school including the classrooms, cafeteria, bathrooms, hallways, recess and the bus. The focus of our expectations are be respectful, be responsible, and be safe.

Every house has a range of elementary students in all grades (Kindergarten - 6th). Houses meet once a month to build camaraderie, teamwork, and character skills. House members can earn points for their house. Points can be earned for numerous positive behaviors, following school expectations, and challenges. House points can be awarded by anyone in the school. A leaderboard will be updated weekly with a quarter winner announced at the end of each quarter. Every Thursday is house color day! On House meeting days, the students are encouraged to dress head to toe in their house color.

#### **The Houses**

***The House of Demiourgós (Greek)*** - The House of Creators - Blue

***The House of Donatore (Italian)*** - The House of Givers - Orange

***The House of Tänkare (Swedish)*** - The House of Thinkers - Yellow

***The House of Soñadores (Spanish)*** - The House of Dreamers - Green

***The House of Sekoh (Mohawk)*** - The House of the Communicators -Red

***The House of Lernanto (Esperanto)*** - The House of Learners - Purple

### **Bullying/Harassment/Aggressive Behavior**

ROWVA will endeavor to provide all students with a safe school environment that promotes learning. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. The use of any form of aggressive behavior that does physical or psychological harm to someone else, and/or disrupts the learning environment, and/or encourages students to engage in such conduct is prohibited. ROWVA will seek to prevent such incidents, will investigate and will take corrective actions, which could include suspensions, for violations of this policy. Furthermore, retaliation against those who seek remedies under this policy is prohibited and will result in disciplinary action.

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) 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. Aggressive behavior or bullying is any behavior that may subject a student o insults, taunts, or challenges, whether verbal, online, written, or physical in nature, which are likely to intimidate and/or provoke a violent or

disorderly response from the mistreated students. The main types of aggressive behavior may be, but are not limited to:

- Physical: hitting, kicking, grabbing, spitting, etc.
- Verbal & Written: name calling, derogatory slurs, racist or sexual remarks, put-downs, threats, etc.
- Indirect: spreading rumors, wearing/possessing items depicting or implying hatred or prejudice, taking and hiding/destroying other's school work, and/or possessions, etc.

Any faculty member, staff member, or student at ROWVA who has witnessed, experienced, or has reliable information that a student has been subjected to "bullying" as defined above, shall immediately report such incidents to a teacher, playground supervisor, bus driver, or building principal.

Cross-references:

PRESS 7:20, *Harassment of Students Prohibited*

PRESS 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

PRESS 7:190, *Student Discipline*

PRESS 2:260, *Uniform Grievance Procedure*

### **In-School Suspension**

The purpose of an in-school suspension is to provide a disciplinary and educational alternative to the regular classroom for students who are disobedient, commit an act of misconduct, or fail to complete assignments.

- Students will be assigned an in-school suspension by the principal or authorized representative.
- ISS begins at the start of the school day and completed at the end of the school day.
- Students must bring all supplies they will need to the in-school suspension.
- Students will be required to work on school assignments only.
- Failure of a student to comply with the rules of the in-school suspension will result in further disciplinary action.
- Credit will be given for work completed.

### **Out of School Suspension**

Out of school suspension is a disciplinary tool that is used for acts of gross disobedience or misconduct, when earlier attempts to correct a student's behavior have been unsuccessful, or the behavior warrants an immediate, temporary exclusion from school.

- A suspension is for a period not to exceed ten (10) school days.
- Students will be assigned an in-school suspension by the principal or authorized representative.
- Any suspension shall be reported immediately to the parents or guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review by the School Board or a hearing officer appointed by it. (Illinois School code Ch. 122, Sec. 10-22.6)
- Students may not attend or participate in any school activity during a suspension. Violation of these rules will result in further disciplinary action.
- Credit will be given for work completed.

## Expulsion

Expulsion from school is a formal process whereby an individual has his or her right to an education withdrawn for a period in excess of ten (10) days for an act(s) of gross disobedience or misconduct. An expulsion from school may not exceed two calendar years, as determined on a case by case basis.

1. Only the local Board of Education may expel a student, and no action shall lie against them for such expulsion.
2. Students are suspended from school pending expulsion procedures. Anytime an expulsion offense is committed, an expulsion hearing will be conducted within ten (10) school days of the suspension.
3. Expulsion shall take place only after the parents/guardians and the student are notified of the reason(s) for the proposed expulsion by registered or certified letter from the appropriate administrative official which will state:
  - The rules and regulations allegedly violated.
  - The date, time and place of the Board of Education hearing.
  - The right to have an attorney present (at the parent/guardian's expense) at the hearing.
4. The expulsion shall not take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it and the Board has had the opportunity to hear the case and render a decision.
5. No student under 18 years of age shall leave school until a parent, guardian or responsible adult is notified. However, a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practical.
6. At a hearing by the Board of Education:
  - The student has a right to counsel at his/her own expense.
  - The right to question the person who made the recommendation to expel.
  - The right to present and question witnesses as determined to be appropriate by the district.
  - The right to make a statement in his/her own behalf.
  - The Board, or a hearing officer appointed by it, at such a meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective if the student is to be expelled.
7. If a hearing officer is appointed by the Board, he/she shall report to the Board a written summary of the evidence heard at the meeting, and the Board may take such action thereon as it finds appropriate.
8. If a student is expelled from District #208, the student's temporary record has the date of the expulsion hearing recorded and the term expulsion is placed in the permanent record. The temporary record is reviewed every four years to eliminate out-of-date information and is destroyed entirely within five years after graduation or permanent withdrawal. No school shall maintain any student temporary records or the information contained therein beyond its period of usefulness to the student and the school and in no case longer than five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. {Chapter 122 50-4(f)}.
9. The Board of Education may recommend principal's probation as a part of an expulsion. If the terms of the probation are violated, the expulsion shall immediately go into effect. The principal will notify the Board of Education as to whether or not probation is successfully completed. If

the probation is successfully completed all references to expulsion will be removed from the permanent record.

10. A student who is expelled from school will lose any and all credit for work done in classes for the semester(s) expelled.
11. In the interest of helping students, the school district may assist in providing or locating alternative educational opportunities for the expelled student. Other districts are not obligated to accept a student serving an expulsion or suspension.

### **Suspension and Expulsion Policies**

Legislation was approved to allow a school district to adopt a policy providing that if a student is -complete the entire term of the suspension or expulsion before being admitted into the school district, ROWVA District #208 will adhere to this policy.

### **Prohibited Student Conduct**

- Truancy, defined as continued absences from school without proper reason.
- Theft
- Vandalism of school property.
- Use of profane or obscene language.
- Physical or verbal abuse or threat to other students or faculty.
- Smoking or having tobacco in one's possession on school property or at school functions.  
E- Cigarettes are prohibited on school grounds as well.
- Use or possession of drug paraphernalia, drugs (including look-alike drugs), or controlled substances. Supplying or making arrangements for delivery of paraphernalia, drugs, or controlled substances.
- Medical marijuana is prohibited.
- Flagrant abuse of dress regulations.
- Use or possession of alcohol on school property or at school functions.
- Possession of dangerous weapons on school property.
- Improper, violent, or unruly conduct on school property.
- Deliberate refusal to obey an order given by faculty or administration concerning a school matter.
- Any persistent violations of regulations or school authority.
- *(Board Policy 7:190)*

### **Disciplinary Measures**

School officials shall limit the number of duration of out-of-school suspension and expulsions to the greatest extent practicable. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.

- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- 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.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- 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.

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

Acts not covered by the previous procedures will be handled at the discretion and judgment of the building principals, who will act for the good order and protection of the school. Repeated discipline infractions may result in recommendations for expulsion from school.

### **Corporal Punishment**

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

### **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.

Cross-references:  
PRESS 7:190, *Student Discipline*

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade or give food.
- Students shall not drink pop at lunch time.
- Students shall follow the instructions of the lunchroom aides.
- Students shall show respect toward all cafeteria personnel and other students.

Misbehavior will result in disciplinary action according to the school’s disciplinary procedures.

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross-references:

PRESS 6:240, *Field Trips*

PRESS 6:240-AP, *Field Trip Guidelines*

### **Access to Student Social Networking Passwords & Websites**

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

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*

## **Section 7 – Internet & Technology**

### **Internet Acceptable Use**

All use of electronic network use must be consistent with the school’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** – Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District’s educational objectives, (b) for legitimate business use, or (c) a student Health Plan.

**Privileges** – The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

**Indemnification** – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** – Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

Cross Reference:

PRESS 6:235, *Access to Electronic Networks*

## **Section 8 – Search and Seizure**

### **Search and 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 when necessary. "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.

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.

#### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, backpacks, 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.

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.

## 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.

Cross-reference:

PRESS 7:140, *Search and Seizure*

## **Section 9 – Special Education**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

ROWVA provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

ROWVA belongs to the Knox-Warren Special Education cooperative, which provides instructional programs that allow students the opportunity to learn to the best of their ability. Following the RtI process, if a student is thought to need special assistance because of a physical or mental limitation, the parents are notified, and, after receiving permission, the student will be tested by the school psychologist. After testing, a staffing will be held with the parents to review the results and formulate any steps to be taken concerning the student's education. Special Education students will be evaluated in Individualized Education Plan (IEP) growth, mastery of IEP goals, and the objective assessment goal(s) established for each student as recorded in the IEP.

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

### **Speech Instruction**

Speech instruction and language development are provided for students when a need is determined.

### **Response to Intervention Process (RtI)**

Each student in ROWVA District #208 will be instructed by qualified personnel utilizing research-based methods matched to student need as determined through assessment data. When data indicates additional instruction is needed, students will participate in academic and behavioral interventions. Progress will be consistently monitored, and additional data will be collected. When making decisions concerning student progress data will be utilized to help ALL students reach their fullest potential.

Response to Intervention (RtI) and Multi-Tiered Systems of Support (MTSS) - integrate assessment and interventions within a three-tiered system to maximize student achievement and to reduce behavior problems. With RtI/MTSS, school identify students at risk for learning outcomes, monitor student progress, provide evidence-based interventions and adjust those interventions based on a student's responsiveness.

RtI is not a permanent placement. It is a process designed to ensure adequate progress and to eliminate failure as an option.

**Tier I – 80% of student population**

All students, in every classroom, receive high-quality, scientifically based instruction, differentiated to meet their needs, and are screened on a periodic basis to identify struggling learners who need additional support.

**Tier II – 15% of student population**

In Tier II, students not making adequate progress in the core curriculum are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance. This instruction will be with an interventionist 2 to 3 days a week for 20 to 30 minutes in a small group or individually.

**Tier III – 5% of student population**

It is our practice that all students will participate in Tier II interventions before Tier III interventions.

At this level, students receive intensive interventions that target the students' skill deficits for the remediation of existing problems and the prevention of more severe problems. These interventions are every day for 20 to 30 minutes and will be individual or small group.

## **Section 10 – Programs**

### **Title I**

Title I reading services are available to identified K-3 students. Parents of students who qualify will be notified. Title I is incorporated into the STRIPE (Students and Teachers Reading Instruction Providing Excellence) Program. STRIPE provides small group reading instruction tailored to the child's reading level. Progress is noted quarterly. Parents of children in the Title I Program have the right to know about the qualifications of their child's teachers and paraprofessionals.

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the ROWVA District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## Drug and Alcohol Program

ROWVA continues to recognize the need to provide an educational program D.A.R.E. It envisions a world in which students everywhere are empowered to respect others and choose to lead lives free from violence, substance use, and other dangerous behaviors. D.A.R.E. is offered to 6<sup>th</sup> grade students each Spring.

## PTO

The staff of ROWVA Central Elementary encourages parents to be actively involved in their children's education. You can do this by participating with the PTO. PTO meetings are the first Thursday of every month.

### **Room Party Policy**

There will be signup sheets available at Backpack Night, or another designated time by PTO, for each party. Parents will be able to sign up at that time for each party for the year. **Treats must be store bought and individually wrapped.** The head room parent will notify those sending treats if there are allergies or medical issues to be aware of in the classroom.

### **Homecoming:**

**Date varies each year - See school calendar for exact date:**

**Parade Participation:** Students who are in the parade will need a signed permission slip that will be sent home prior to the parade. An adult representative of the organization will need to come to the Elementary to pick up the students beginning at 1:00 PM on the day of the parade. The representative needs to return PreK to 3rd grade students at the end of the parade to the Elementary office. 4th to 6th grade students will be returned to their classroom teachers. The representative will be told where that return location is when they pick up students for the parade. All students not participating in the parade will be watching the parade with their classroom. You are welcome to join your child and class to watch the parade but they must stay with their classroom and follow the rules established by the school and classroom.

PreK-2nd will be sitting on the East side of the Elementary building to watch the parade. Grades 3-6 will be sitting on the grassy area between the playground fence and the road straight across from the Jr. High building.

**Party:** After the parade PreK-3rd grade students will return to their classrooms for a snack and drink. Many grades will be going to one of the playgrounds after they finish their snack and drink.

Grades 4th to 6th will go to their student council planned activities. The location will vary each year so the office will have the location information.

**PTO responsibility:** At Backpack night there will be 3 signup options for this. They will be: send in treat, send in drink and or send in paper products (plates, forks, cups and napkins - as needed for drink and snack). No parent volunteers will be needed for Homecoming.

**Sign Out:** You will need to see your child's classroom teacher in order to sign your child out after the parade and or snack break.

## **Halloween:**

**Oct. 31 every year. If the 31st falls on a Saturday or Sunday the party will be the Friday before the 31st.**

**Grades PreK - 3rd = 1:30 is party - 2:00 start dressing in costume - 2:15 parade**

**Grades 4th - 6th = 1:30 Costume Contest (location - Cafeteria)**

**Costume** - PreK-3rd students are to have costumes appropriate for school. Costumes should not have blood, gore, and weapons. No clown costumes are allowed. Students need to be able to put on their costume with minimal assistance. Costumes should be able to go over their school clothes. Costumes should also have room to wear coats underneath or else coats will need to be worn on top of the costume for the parade. All costumes need to be sent with the child the morning of the party in their backpack. Grades 4th - 6th will send a note home prior to Halloween explaining their costume contest with the rules and prizes listed.

**Party/PTO Responsibility** - PreK - 3rd grade students will begin their party at 1:30. From the sign up earlier in the year there will be a snack provided by one parent, a drink provided by one parent, and paper products provided by one parent. Those attending the classroom party will be the head room parent, parent providing the game/craft, and one other parent volunteer. These were also people who had signed up at the beginning of the year. A list of these parents will be given to the office and these will be the only parents allowed into the building during the party. Grades 4th to 6th will need a snack, drink and paper products. All snack, drinks and paper products need to be sent to school prior to noon. These items may be dropped off in the office and the office will get them to the appropriate classroom.

**Extra Treats** - Treat bags or extra treats must be packaged so that they are able to be sent home. If you wish to send these extra treats they need to be sent to school on the morning of the Halloween party. Students need to give them to their classroom teachers at the beginning of the school day.

**Parade** - When weather permits a parade will be held outside. The parade will consist of students in grades PreK to 3rd. The students in grades 4th - 6th will view the parade after their costume contest. Students in the parade will exit the building on the north side of the PreK-2nd wing. The route will be to take the sidewalk on the west side of the building to the corner and cross over to the sidewalk on Holmes St. We will cross over to the post office side of the street and proceed to the corner and cross over to the ball diamond. We will follow the sidewalk down to the corner for the fire station. We will pass the fire station and head to the playground across the street from the Elementary building. Parents are welcome to view students along the parade route. Pictures can be taken in the playground area after the parade. If the weather does not permit the parade will be held in the elementary gym.

**Sign out** - See the classroom teacher after the parade to sign your child out.

## **Winter Party:**

**The last school day in December before the winter break. Grades PreK - 2 will have their party from 12:30 to 1:30. Grade 3 will have their party from 11:00 to 12:00. Grades 4-6 will have their party from 10:30 - 12:00.**

**Party/PTO responsibility** - From the sign up earlier in the year there will be a snack provided by one parent, a drink provided by one parent, and paper products provided by one parent. Those attending the classroom party will be the head room parent, parent providing the game/craft, and one other parent volunteer. These were also people who had signed up at the beginning of the year. A list of these parents will be given to the office and these will be the only parents allowed into the building during the party. Grades 4th to 6th will need a snack, drink and paper products. All

snacks, drinks and paper products need to be sent to school the morning of the party. These items may be dropped off in the office and the office will get them to the appropriate classroom.

**Extra Treats** - Treat bags or extra treats must be packaged so that they are able to be sent home. If you wish to send these extra treats they need to be sent to school on the morning of the Winter party. Students need to give them to their classroom teachers at the beginning of the school day.

### **Valentines Day**

**Feb. 14 - If the 14th is a Saturday or Sunday the party will be the Friday before. Party begins at 2:00 for all grades.**

**Party/PTO responsibility** - For grades PreK to 6th - From the sign up earlier in the year there will be a snack provided by one parent, a drink provided by one parent, and paper products provided by one parent. Those attending the classroom party will be the head room parent and one other parent volunteer. These were also people who had signed up at the beginning of the year. A list of these parents will be given to the office and these will be the only parents allowed into the building during the party. All snacks, drinks and paper products need to be sent to school by noon the day of the party. These items may be dropped off in the office and the office will get them to the appropriate classroom.

**Extra Treats** - Treat bags or extra treats must be packaged so that they are able to be sent home. If you wish to send these extra treats they need to be sent to school on the morning of the Valentine's party. Students need to give them to their classroom teachers at the beginning of the school day.

## **Section 11 – Miscellaneous Information**

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference: PRESS 5:90, <i>Abused and Neglected Child Reporting</i>
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### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Cross-References:  
PRESS 4:170-AP2, *Criminal Offender Notification Laws*

### **Money and Valuables**

When sending money or a check to school, please put it in a sealed envelope with the student's name, amount of money and the purpose on the outside. Checks should be made to ROWVA unless instructed otherwise. Students are advised not to bring personal items to school. The school does not take responsibility for lost or broken items.

### **Parties/Celebrations**

Parents/guardians are asked to remember the following guidelines when planning for an upcoming party/celebration:

- Birthday treats should be scheduled with the classroom teacher and must be **individually wrapped and store bought**.
- Having balloons, flowers, etc. delivered to school is **NOT** allowed. If these items are delivered to the school, they will be returned with the delivery driver.
- Students bringing party invitations to school must distribute them to either every boy or every girl, or the entire classroom only. Parents wishing to invite only selected students to parties are asked to mail the invitations or hand them out outside of school.
- Students attending a classroom party (Halloween, Christmas, Valentine's Day, etc.) must be in attendance for the **entire** day of the party.

### **Telephones**

A student will not be allowed to use the office phone for personal calls except in an emergency and with staff permission. Cell phones need to be kept in students' book bags and turned off during school hours. Parents will be required to come to the school to pick up phones that have not been kept turned off and in lockers during school hours.

### **Fire and Disaster Drills**

Fire drills and severe weather drills are held from time to time at different periods of the day. It is important that students follow the rules. Move quickly and in an orderly manner from the room to the assigned exit as soon as the alarm sounds. In case of fire, some exits may be closed and information to this effect will be

given. In case of a disaster, students will remain in the building. Parents should be advised that in the event of severe weather, students are not released from school, but are located to safe areas within the building.

### **Teacher Qualification**

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

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

### **Transferring and Withdrawal**

When a student transfers to another school or withdraws from ROWVA, he/she must return all property owned by the school, including textbooks and library books. These materials must be returned before a student's official records can be transferred.

A student who withdraws and has not met all obligations will not receive a refund of his student fees. Refunds will be made by check and will be mailed to the student's parents from the Administration Office. Upon request, a transcript will be sent to the student's new school.

### **School Admissions and Student Transfers to and From Non-District Schools**

#### **Age**

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

#### **Admission Procedure**

All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. Upon the failure of a person enrolling a student to provide a copy of the student's birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence.
3. Proof of disease immunization or detection and the required physical.

#### **Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.

### Student Transfers To and From Non-District Schools

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

The parent(s)/guardian(s) of a student who is transferring from an Illinois public school shall present a completed Good Standing Form from the Illinois public school from which the student is transferring.

The Good Standing Form indicates whether the student's medical records are current and whether the student is currently being disciplined by a suspension or expulsion.

If the student is transferring from any private school (whether located in Illinois or not) or any non-Illinois public school, the parent(s)/guardian(s) shall certify in writing that the student is not currently serving a suspension or expulsion imposed by the school from which the student is transferring.

### Foreign Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. F-11 visa student admission is limited to high schools and attendance may not exceed 12 months.

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

### Transferring Out

The parent(s)/guardian(s) of a student shall notify the Building Principal of their intent, pay outstanding fees or fines, sign a release form authorizing the release of student records, and return all school-owned property.

The Building Principal or designee of the transferring school must forward, within 10 days of the notice of the student's transfer, a copy of the student's school record. However, if the student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an unofficial record of the student's grades will be sent in lieu of the student's official transcript of scholastic records.

### Re-enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21<sup>st</sup> birthday. However, at the Superintendent or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program or an alternative learning opportunities program. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs, that lead to graduation or receipt of a GED

diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities in Education Act or accommodation plans under the Americans with Disabilities Act.

#### School Student Records Notification Statement

The student Permanent Record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of award and a listing of participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for 60 years after graduation or permanent withdrawal.

The Student Temporary record consists of all information that is of clear relevance to the student, but not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, or information regarding serious disciplinary infractions.

A record of release of temporary record information must be included in the student temporary records. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four years or upon a student's change in attendance centers, whichever occurs first. The temporary records will be destroyed entirely within 5 years after graduation or permanent withdrawal.

## ROWVA CENTRAL ELEMENTARY STAFF

Principal:	Kerry Danner
Administrative Assistant:	Sarah Anderson
Pre K PFA (Half Day):	Hannah Sunderland
Pre K Expansion (Full Day):	Kaitlyn Calderone
Kindergarten:	Missy Clevenger, Valerie Erickson, & Colleen Ferry
First Grade:	Rebecca Brown, Jena Cramer & Ali Strom
Second Grade:	Cara Arch & Katie Sexton
Third Grade:	Hannah Johnson & Jen Trone
Fourth Grade:	Sarah Grant & Amanda Walden
Fifth Grade:	Heid Libby & Alex Ball
Sixth Grade:	Kelly Adamson & Kelly Borkgren
Music:	Brodie Ordaz
Band & K Music:	Dena Baity
Physical Education:	Mary B. Clark (K-6)
RtI Coordinator:	Dawn Pelton
Technology Instructor:	Jennifer Carlson
Instructional Coach:	Carly Oto
LMC Aide:	Brooke Cokel
Title I/STRIPE Teacher:	Sarah Manecke
Aides:	Kayla Godsil, Renee Hart, Amy Hatch, Jessica Kirby, Tiffany Lindsey, Annette Mills, Adria Ostrander
Special Education:	Sarah Koss & Laura Rees
Speech:	Ellen Reed
School Nurse:	Kelli Kistler
Elementary Counselor:	Alexandria Imming
Janitors:	Dale McKillip, Brett Knuth, & Cade Clark