

# **Avon Elementary School Student Handbook**



**2018-2019**

## **Principal's Message**

I am excited to serve as your principal and be a part of the fantastic team at Avon Elementary School. We are dedicated to the success of every student. This handbook will provide an explanation for the daily operations that occur at A.E.S. The content of this handbook is designed to provide a safe environment that is conducive to learning. It is expected that each student will develop skills to become productive citizens within the community. This is a central focus for Avon Elementary School. Should you have concerns throughout the school year, the school office is always open during the school day for assistance to parents and students.

Kristi Anderson  
Principal

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**Chapter 1 - Introductory Information & General Notices**

Here you will find policies that are designed to put parents, students and visitors on notice of the general rules and regulations of the school and district. Also included in this chapter are parent and student “sign-offs,” indicating receipt of the handbook.

**1.10 - GENERAL SCHOOL DISTRICT INFORMATION**

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 at the Board office, located at:

401 W. Latimer St.  
Abingdon, IL 61410

The School Board governs the school district, and is elected by the community. Current School Board members are:

- |                              |                              |
|------------------------------|------------------------------|
| Anthony Brooks, President    | Frank Craver, Vice-President |
| Carol Kreider, Secretary     | Brittany Terwilliger, Member |
| David Serven, Vice-President | Rick Quinn, Member           |
| Dedra Mannon, Member         |                              |

**FOREWORD**

This handbook is designed to assist students and their families in planning and understanding procedures at Avon Elementary School. Students and their families are urged to read this handbook together and to discuss the many rules and regulations necessary for the operation of the school. You are urged to call the A.E.S. Office if you have a question concerning any of this material.

**THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACTUAL RELATIONSHIP WITH THE STUDENT/PARENTS; RATHER, IT IS INTENDED TO DESCRIBE THE SCHOOL, ITS CURRENT PRACTICES**

## **1.20 DIRECTORY & SCHOOL INFORMATION SECTION**

### **Directory**

To obtain information concerning any of the following, you may call the A.E.S. Office at **(309)-465-3851** from **7:45 a.m. – 3:40 p.m. Monday - Friday**. Our Fax number is **(309)-465-7194**.

- A. Principal – Mrs. Kristi Anderson
- B. Secretary – Mrs. Suzanne Batson
- C. Transportation Director - Mr. Stewart Powell
- D. Maintenance Director – Mr. Ronnie Featherlin

\*All school handbooks can be accessed by clicking on “Parent Resources” link on our district website at [www.d276.net](http://www.d276.net).

## **1.30 ENTRANCE REQUIREMENTS**

To enroll in Kindergarten, children must be five years old by September 1<sup>st</sup> of the year of enrollment. A full day program is provided by the Abingdon-Avon School District. A legal certified copy of proof of birth (usually obtained from the courthouse in the county in which the student was born) must be brought to register for Kindergarten or within 30 days of enrollment. A physical exam and up-to-date immunizations are also required to enter school. These must be completed by August 31 or students will be excluded from school (Ill Rev. Stat. Ch. 122, Para 27-8.1 Dist. Policy 705.05, 720.16, 720.17-Dec. 11, 1996).

## **1.40 SCHOOL DAY**

Students can arrive at school at 7:30 a.m. and report directly to the cafeteria through the front, main doors of the school. This is especially important during extremely cold weather. Students should not be on school grounds before 7:30 a.m. or after 3:30 p.m., when school is dismissed, unless prior arrangements have been made with school staff.

## **NORMAL DAILY SCHEDULE (8:10 a.m. – 3:24 p.m.)**

<b>7:30 a.m.</b>	<b>Students may arrive on school grounds;Breakfast is served</b>
<b>7:45 a.m.</b>	<b>A.E.S. Main Office opens</b>
<b>8:05 a.m.</b>	<b>Breakfast is over; Warning Bell rings</b>
<b>8:10 a.m.</b>	<b>All classes begin</b>
<b>11:15-12:00</b>	<b>Grades PreK – 5 Lunch</b>
<b>3:24 p.m.</b>	<b>All classes are dismissed</b>
<b>3:40 p.m.</b>	<b>A.E.S. Main Office closes</b>

## **1.50 VISITOR REGISTRATION/ENTRANCE ON WOODS STREET (MAIN DOORS)**

Illinois Law requires parents and others who visit Avon Elementary School to register in the office. All visitors (parents, volunteers and others) must enter the building through the main entrance located on Woods Street, next to the office. You must sign in at the office upon entering the building. You must sign out when leaving. If you do not follow this procedure, you will be asked to do so or you may be escorted from the building. This procedure must be followed for the safety/security of students and staff of Avon Elementary School. **\*Parents/Guardians or visitors must make arrangements in advance of the day visiting with the teacher of the classroom you plan to visit.**

## **1.60 RECESS POLICY**

Students will stay inside for recess when it is 20 degrees or below (Fahrenheit).

## **1.70 EMERGENCY SCHOOL CLOSING**

Our automated phone and email messaging system will contact your designated phone number or email address in the event of a school delay or cancellation. If you have a change in your telephone number or email address or wish to change how you receive your Sky Alert messaging, please call the A.E.S. Office at

(309)-465-3851. You may also listen to the local radio station WGIL/WAAG or WAIK for information pertaining to early dismissal of school or the canceling of school because of bad weather or road conditions. Do not call the principal, teachers, or secretary, since they find out this information the same as you.

In the event that we must have an early dismissal for weather related reasons, you will be contacted at your designated phone number or email address. This information will also be made available to the local radio stations. In the event school is let out early, please instruct your student where he/she should go. Also, please talk with your child regarding what the child should do if he/she arrives home and no one is at home.

### **1.80 END OF THE DAY ANNOUNCEMENTS**

If you have a change of plans for the end of the school day, please send a note to your child's teacher. If you need to get a message to a child or have a general announcement made, then **please call the school office by 2:30 p.m.**

### **1.90 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 principal 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.

### **1.110 BIRTHDAY INVITATIONS**

If your child would like to bring birthday invitations to pass out during school, please be sure that the entire class is invited.

### **1.120 P.T.A.**

The P.T.A. (Parent Teacher Association) is open to all parents/guardians of students at Avon Elementary School. Involvement in activities available throughout the year is encouraged. If you have any ideas to share for activities, feel free to contact an Avon P.T.A. Officer and/or the principal. Please call the school at (309)-465-3851, if you would like to join the Avon P.T.A.

### **1.130 FIELD TRIPS**

Prior to out-of-town field trips, parents/guardians will be notified of the field trip and will be asked to sign a parental permission slip for that particular field trip. Please sign and return these permission slips for your student.

### **1.140 PERSONAL BELONGINGS**

The school is not responsible for lost, stolen or broken materials. Please mark all items brought from home such as coats, hats, and bags. Students should not bring items to school of sentimental or monetary value. Trading and/or buying of personal items between students are not permitted. Personal items may be confiscated and parent(s) called to pick up the item if a student is caught bringing and/or misusing these items at school without permission from school staff.

### **1.150 SCHOOL GROUNDS/PLAYGROUNDS**

**STUDENTS SHOULD NOT PLAY ON SCHOOL GROUNDS BEFORE OR AFTER SCHOOL OR WHILE WAITING FOR SOMEONE TO PICK THEM UP.** They should wait at the main entrance. Students should go home and not return to school grounds unless accompanied by a parent/guardian and/or for school-related purposes. No one should be on school grounds after sunset (dusk).

## **1.160 - VIDEO AND AUDIO MONITORING SYSTEM**

A video and/or audio monitoring systems 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.

## **1.170 SERVICES AVAILABLE TO CHILDREN AGES BIRTH TO THREE YEARS**

### **Family Rights**

All families with a child age birth to 3 years who is eligible for early intervention services in Illinois are guaranteed rights by federal law.

#### **1. Families Have the Right to an Evaluation**

Eligibility is decided by an evaluation of the child within 45 days of referral, unless the family requests more time. The evaluation is done by a multidisciplinary team of professionals who examines the child's medical history, development and current abilities. If the child is eligible for services, the child and family also have the right to ongoing assessments of the child's strengths, skill levels, progress, and needs.

#### **2. Eligible Families Have the Right to a Coordinated Plan**

Also within 45 days of being determined eligible for services, each child and family should have a written Individualized Family Service Plan for providing early intervention services that include the family's resources, priorities, and concerns for their child. The Individualized Family Service Plan is written and then reviewed every six months.

#### **3. Families Have the Right to Consent**

Consent or permission must be obtained in writing from the family before conducting an evaluation, assessment, or beginning or ending early intervention services. Parents can choose to refuse a particular service without jeopardizing any other services. Parents may also refuse a service at any time, even after accepting it, without it affecting other early intervention services.

#### **4. Families Have the Right to Prior Notice**

Parents must receive written notice (10) ten working days prior to any changes in their child's early intervention services. This notice, which must also inform parents of their rights, must give details of the decision and any reasons for the action. The notice must be in plain language and easily understood by the parents. Parents must indicate that they have received and understand this prior written notice.

#### **5. Families Have the Right to Privacy**

The law provides for your protection at all times. Any information that personally identifies you, your child or your family cannot be shared with any other agency without first receiving your permission. If the early intervention services providers feel it would be beneficial to share information, they must contact you, explain the situation and ask for your written permission. You don't have to give permission, and refusing will not affect your services.

#### **6. Families Have the Right to Review Records**

Parents may inspect, review, and amend records relating to their child and family. They may also request a copy of any records.

#### **7. Families Have the Right to Understand**

All families have the right to receive early information in a manner they can understand. Notices must be written in a way that is understandable to the general public. If English is not the primary language of the family, that family has the right to receive information in their primary language, unless it is clearly impossible to do so. If a family uses another method of communication, such as sign language or Braille, they have the right to receive information that way.

#### **8. Families Have the Right to Disagree**

You have the right to file a complaint and have it resolved. If parents and the early intervention service providers disagree, the law provides for a timely resolution with three methods: file a complaint; request



mediation at no cost to participants; or request an impartial due process hearing. While the disagreement is being resolved, the child must continue to receive early intervention services unless the parents and services providers agree otherwise.

For more information about the Early Intervention Services System, call 1-800-323-GROW (1-800-323-4769)

## **1.180 OTHER SPECIAL PROGRAMS**

### **1.181 TITLE 1**

Services in reading and/or mathematics are provided to all students at Avon Elementary School. Title 1 is a federally funded program which helps schools with more than 40% of students coming from low-income families by offering more intensive instruction in the areas of reading and mathematics.

### **1.182 PRE-K PROGRAM**

Pre-K (full day) is available at Avon Elementary School for eligible students who meet the criteria to enroll in our Pre-K program. Three-year-old and four-year old students are screened to determine eligibility for this program each year.

## **Chapter 2: Grading, Attendance and Promotion**

### **2.10 PARENT-TEACHER CONFERENCES**

Annual parent/teacher conferences are scheduled in the Fall. These conferences are held to discuss each student's progress in school. Parents are strongly encouraged to attend. Parents are encouraged to request a conference with the teacher whenever questions arise. Usually the best time for such a conference is before 8:00 a.m. or after 3:25 p.m. daily. Arrangements for other conference times may be made with the teacher. Teachers may also contact parents when students are having problems and may request a conference with parents.

### **2.20 GRADE REPORTING**

Report cards are available to view and print out through Skyward Family Access. The grading period for Avon Elementary School is 12 weeks long. Report cards will be sent home at the end of each grading period. A student's grades can be accessed online through the district webpage: [www.d276.net](http://www.d276.net). All parents will be given a username and password for Skyward Family Access to view their child's grades, attendance, discipline, etc. If you have any questions about Skyward Family Access please e-mail Suzanne Batson at [sbatson@atown276.net](mailto:sbatson@atown276.net) and/or call (309)-465-3851.

### **2.30 GRADING SCALE**

Starting the 2018-2019 school year, K-5 will have Standards Based Progress Reports and a Report Card at the end of the third trimester. Student grades will not be based upon a percentage and will reflect each student's level of performance on a particular skill at that time. All standards for each grade level are meant to be achieved by the end of the school year. The following numerical grade marks will be used to communicate a student's performance in all English/Language Arts, which includes Reading, Writing, Phonics, Vocabulary, Grammar and Mechanics, and Speaking and Listening, and in Math.

4--Achieved - The student consistently demonstrates grade-level standards independently.

3-Progressing - The student is progressing towards achieving grade-level standards with minimal to no assistance.

2-Limited Progress - The student is progressing towards achieving grade-level standards with on-going assistance.

1-No Progress - The student shows no progress towards achieving grade-level standards with on-going assistance.

ND-Not Demonstrated - The evidence collected does not demonstrate student' knowledge of the standard

During the course of the year, Science, Social Studies, P.E., Music and Art may be added. Until they are added to Standards Based Reporting they will use the traditional grading scale below.

94-100 = A

85-93 = B

75-84 = C

70-74 = D

0-69 = F

Parent/guardians are encouraged to make an appointment to meet with your student's teacher to discuss classroom progress if you have any questions. The teacher will call the parent/guardian when the teacher feels their cooperation is needed to improve a situation and when the teacher feels the parent/guardian should be better informed.

#### **2.40 HOMEWORK**

Homework shall be an extension of the classroom experience. The type, frequency and quantity of homework shall be based upon the needs of the individual student as determined by the teacher. With the emphasis on improving study skills and work habits, homework shall increase in complexity with the grade level of the student. Please give us until the end of the day to gather homework for an absent child. A student who has been absent will have two days, for every one day of absence, to turn in make-up work from days absent.

#### **2.50 ATTENDANCE**

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 (unless the child has already graduated from high school). 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.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

A student who is absent from school, or whose physician, physician assistant or advance 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. For information on home or hospital instruction, contact Kristi Anderson (309) 465-3851.

Attendance at school is very important. Parents should be aware that repeated absences have a negative effect on learning and many times result in lower grades. **Parents/Guardians must call A.E.S. at 465-3851**

**before 9:00 a.m. each day your child is absent from school.** You may leave a voice message at school giving the student's name, teacher's name, and reason for the absence if you call before 7:45 a.m. After 7:45 a.m. someone in the office will be glad to take your call. When not notified of an absence, state law requires the school to make attempts to contact the parents. If we have not heard from you by 9:45 a.m., you will receive an automated call from our Sky Alert system and/or a school official will call the home to inquire why the student is not at school.

There are two types of absences: excused and unexcused. Excused absences include:

- illness, observance of a religious holiday,
- death in the immediate family,
- family emergency,
- situations beyond the control of the student,
- circumstances that cause reasonable concern to the parent/guardian for the student's safety or health,
- attending a military honors funeral to sound TAPS1 ,
- or other reason as approved by the building principal.

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. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

**\*\*Parents must notify of absence reason per Illinois School Code within 48 hours or student will be marked unexcused.**

**\*After a student has accumulated ten (10) excused absences, a doctor's note will be required for each additional absence to be excused.\***

***Doctor's appointments should be scheduled, if possible, for after school or on a non-student attendance day. However, when it is necessary for a student to be absent for a doctor's appointment, the student should attend as much of the school day as possible.***

## **2.60 TARDY**

**Students are considered tardy after 8:10 a.m. and must report to the office to sign-in upon arrival at school.** Tardiness is unacceptable behavior. All tardies to school are considered unexcused, with the exception of those involving emergencies and/or scheduled appointments. Five (5) tardies within a semester will be considered excessive. Parents will be notified of their child's excessive tardiness and a loss of privileges, which may include loss of recess and/or after school detention, will be assigned to the student to eliminate the tardiness to school. All discipline will be at the discretion of the principal according to district and school policies.

**Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.**

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

### **2.70 PREARRANGED ABSENCES**

Parents must notify the principal and the teacher prior to taking a child out of school for a trip. This includes vacations, weekend trips, family visits, etc. A "Prearranged Absence Form" should be picked up, signed and returned to the A.E.S. office prior to the absence.

Teachers may give general homework assignments prior to a prearranged absence. Any student with a prearranged absence will have the number of days missed plus one to make up homework.

### **2.80 - RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **2.90 DOCTOR'S EXCUSES (P.E./Recess)**

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. The building principal will evaluate requests on a case-by-case basis. 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.

### **2.100 RESPONSE TO INTERVENTION (Rtl)**

Changes in federal and state laws have directed schools to focus more on helping children by addressing problems earlier within the general education setting. These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students. This new process of providing interventions to students who are at risk for academic or behavioral problems is called Response to Intervention, (Rtl).

### **2.110 RETENTION (NO SOCIAL PROMOTION)**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum standards, performance based on Measures of Academic Progress (MAP), Partnership for Assessment of College and Careers (PARCC) and other locally developed assessments. Decisions will be made per teacher recommendation and that of the Rtl (Response to Intervention)/Title Team, including the parents, based on if a student:

- 1) Does not meet grade level standards in the required core academic content areas.

- 2)Does not meet standards on standardized assessment
- 3)Does not show proficiency on school's local assessments
- 4)Does not show adequate gains from Rtl interventions

A student shall not be promoted based upon age or any other social reason not related to academic performance. (105 ILCS 5/10-20.9A, as amended by P.A. 90-548. Each local Board should determine promotion criteria and may augment statute's criteria.)

### **Chapter 3 - Student Fees and Meal Costs**

This chapter includes policies and procedures on student fees and meal costs. Included is a model “fee waiver” application.

#### **3.10 - FEES, FINES & 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. 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.

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 the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

Within 30 days, district personnel will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the district office at 309-462-2301.

#### **3.20 REGISTRATION FEES (K – 5)**

The fees below are charged to all students in grades K-5. A student who qualifies for Free Lunch will have his/her “Book Fee” waived upon completion and return of the “Book Fee Waiver Form.” The “Technology Fee” is required for all students and cannot be waived. All checks given to the school should be made out to “Avon Elementary School.” The Technology Fee cannot be waived, however a payment plan can be made in the office.

Book Fee	\$ 35.00
Technology Fee	\$ 30.00

#### **3.30 LUNCH AND BREAKFAST PROGRAM**

Avon Elementary School offers our students a lunch program. Children may also bring a lunch from home.

**We ask parents not to include caffeinated beverages in cold lunches!** Milk may be purchased by students bringing cold lunch. **Children must eat lunch on campus.** Parents may pick up their child and take them out to lunch.

A breakfast program is available at Hedding and Avon Elementary School beginning the first full day of school. Breakfast will be served in the cafeteria from 7:30-8:05 a.m. each morning. Free and reduced price lunches and breakfasts are available to families who meet the federal guidelines. Applications are made available to all families at the beginning of the school year, and copies may be secured by asking at either the A.E.S. Office or the Superintendent's Office.

### **3.31 BREAKFAST AND LUNCH COSTS**

Student Lunch	\$ 2.35
Reduced Lunch	\$ .40
Student Breakfast	\$ 1.25
Reduced Breakfast	\$ .30
Milk	\$ .30

### **3.40 CAFETERIA RULES**

- Enter and exit the lunchroom in a quiet/orderly manner
- Follow all adult directions in the lunchroom
- Talk in a normal/quiet voice
- Remain in your seat
- Use proper table manners
- Keep hands, feet, and all objects to yourself
- Walk at all times
- Clean up your space after eating
- Food may not be taken out of the lunchroom

You will be able to check your child's balance by using your Skyward Family Access account.

1. You will need to send all money to the AES office
  - in a sealed envelope
  - with your child's first/last name
  - grade level
  - amount in the envelope written on the outside
2. Money for just milk or extra milk must also be put in a sealed envelope and labeled.
3. Money will not be taken in the lunch line.

Parents are always welcome to eat lunch at school with their children except for the first and last weeks of the school year. **Please call the A.E.S. Office before 9:00 am, so you can be included in the morning lunch count if you plan to come eat a school lunch.**

## **Chapter 4 - Transportation & Parking**

Policies in this section include student transportation and bus rules. Also included are procedures for student drop-off/pickup and student parking.

### **4.10 - BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration.

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, student bus problems will be investigated and handled by the building principal.

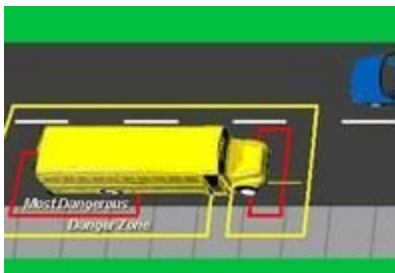
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a

period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

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: Mr. Stewart Powell at 309-462-3284.

#### **4.15 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.

#### **4.20 SAFETY-COMING/GOING TO SCHOOL**

For the safety of children and staff, all outside doors will be locked during school hours. Children should be dropped off and picked up at the front, main (South) door on Woods Street. Please do not drop-off and/or pick-up students at our East, West or North doors!

For the safety of children, bus pick-up/drop-off will be made on the West side of the building. No one should drop-off and/or pick-up A.E.S. students on the West side of the building.

Car license numbers will be taken if picking up while buses are present, per Illinois law, cars passing even parked buses preparing to load or unload will be turned into the police. Even more strict penalties than before have been enacted by the state legislature. Students/adults exiting and coming to the building should use crosswalks near the school entrance. Parents who are picking up their children are urged to wait until all of the children have crossed the street before proceeding down the street. Parents should use caution when picking up/dropping off students. Watch out for students at all times!

#### **4.30 PICKING UP STUDENTS IN EMERGENCY SITUATIONS**

During an emergency/crisis, only parents/guardians, or anyone listed as an emergency contact on Skyward. can pick up their children. Parents must check their students out with the teacher in charge or with the office. Once the emergency is over, babysitters or others may pick up children for whom they are responsible.

#### **4.40 BICYCLES**

While all students at A.E.S. are permitted to ride their bikes to school, it is recommended that parents make sure their children know the safety rules before they begin. Bicycles should be parked in the bike racks. All bikes should have locks. Bicycles must not be ridden on school grounds. Helmets are suggested. Students should walk bicycles at all times anywhere on the school property. Students not following these rules will not be allowed to ride bicycles to school. No motorized vehicles will be permitted on school campus.

### **Chapter 5 - Health and Safety**

This chapter contains student health and safety policies, including physical and immunization requirements, student medication procedures, and State-mandated safety drills. Included are model forms on "self-administration of student medication."



## **5.10 - IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATION**

### 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 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.

Failure to comply with the above requirements by October 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. 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 October 15, the student must present, by October 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.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, 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 October 15.

### **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.

## **5.20 - STUDENT MEDICATION**

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 a medication during school hours or school-related activities, the

parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form." (can be done electronically during registration)

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or nonprescription 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 nonprescription medication on school grounds or at a school-related function other than as provided for in this procedure.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

\*IF YOUR CHILD HAS A FEVER OR HAS BEEN VOMITING, WE ASK YOU TO NOT SEND YOUR CHILD BACK TO SCHOOL UNTIL HE/SHE HAS BEEN FEVER-FREE AND NOT VOMITED FOR AT LEAST 24 HOURS!

### **PRESCRIPTION DRUGS AND MEDICATION AT SCHOOL**

Medicine sent to school with a student must be in a properly labeled container with the name of the child, doctor, doctor's phone number, Pharmacy, Pharmacy phone number, name of the medicine, dosage and the child's room number. The medicine must be accompanied by a note signed by the parent stating the instructions and reason for the medicine.

If you have a need for an on-going prescription drug to be given at school then you must contact the school nurse and/or AES Secretary to obtain and complete the "Prescription Medication Authorization Form."

If your child would like to take any non-prescription pills during school hours, then the student's parent/guardian will be required to complete and turn in a "Non-Prescription Medication Permission Form" to the office. The school district retains the discretion to reject requests for administration of medicine if these guidelines are not met.

### **5.30- 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 at (309) 465-3851.

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.

#### **5.40 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. Parents/guardians are responsible for and must:

1. 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.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. 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 Building Principal and/or 504 Plan Coordinator.

#### **5.50 SUICIDE AND DEPRESSION AWARENESS AND 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 school district's policy, is posted on the school district website. Information can also be obtained from the school office.

#### **5.60 - COMMUNICABLE DISEASE**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

#### **5.70 - HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the

child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school.

### **5.50 - SAFETY DRILL PROCEDURES**

Safety drills will occur at times established by the school board. 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 drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Chapter 6 - Discipline and Conduct**

Here you will find general student conduct requirements, student dress codes and cafeteria rules. Also included are new State mandated notifications on bullying and bullying prevention.

### **6.10 - GENERAL BUILDING CONDUCT**

General Building Conduct

Classes begin at 8:10 a.m. and students are dismissed at 3:24 p.m. on each normal dismissal day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **6.20 - SCHOOL DRESS CODE & STUDENT APPEARANCE**

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. Since the dress code cannot list every eventuality, the administration or designee is the final authority on determination of appropriateness. If the administration or designee determines that a student's dress and/or grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If the problem cannot be corrected at school, the student will be required to notify parents/guardians to bring an appropriate change or be sent home to change to appropriate attire. If the student's attire is not corrected, further disciplinary action may be taken.

Student dress and accessories shall not:

- Be disruptive to the school environment
- Be offensive, obscene or vulgar
- Advertise or promote alcohol, tobacco or drugs
- Contain or be suggestive of gangs, satanic or occult signs/symbols
- Contain or be suggestive of sexual connotations or innuendo
- Contain or be suggestive of ethnic or racial slurs

The following attire is **prohibited**:

- Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting
- Visible undergarments
- Bare midriff shirts, spaghetti strap shirts, or shirts with sides cut out
- Hats and other headwear (ex: hoods) are not to be worn in the building.
- Shorts and skirts that are not a minimum of mid-thigh length.
- Pants with holes higher than mid-thigh, unless worn with tights underneath

## **6.30 - STUDENT BEHAVIOR**

### **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.
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.
  - e. 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.
  - f. "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.
  - g. 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.
  - h. 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.

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.

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. 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 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 or passing period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..

7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. 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.
10. 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.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.

21. 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.

22. 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.

23. Student relations at school shall be in good taste. Public displays of affection shall be limited to hand-holding only. Embracing, kissing, and other activities of poor, questionable taste shall not occur.

24. Violation of the office visit policy - Any student referred to the office will go directly to the office. Failing to do so will result in an in-school restriction, Saturday detention or out-of-school suspension.

25. Inappropriate Language- Use of profanity, obscene language and/or obscene gestures will not be tolerated and will be dealt with by district staff. Repeat offenders will be referred to the office.

26. Disruption of the educational process- Any student whose action(s) detract from the educational process will be subject to disciplinary action.

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: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) 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.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the 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 any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct 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.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where 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 dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school detention or Saturday detention provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. 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.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. 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.

### **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.

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.



(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or nonverbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **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.

## **6.40 - PREVENTION OF AND RESPONDING TO BULLYING, INTIMIDATION, AND HARASSMENT**

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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 school 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*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 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; or
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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Kristi Anderson  
309-465-3851  
[kanderson@atown276.net](mailto:kanderson@atown276.net)

Margie Winski  
309-465-3851  
[mwinski@atown276.net](mailto:mwinski@atown276.net)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

#### **6.45 SEXUAL HARASSMENT**

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Making a Complaint - Enforcement**

Students are encouraged to report claims or incidents of 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.

Nondiscrimination Coordinators:

Kristi Anderson	Margie Winski
309-465-3851	309-465-3851
<a href="mailto:kanderson@atown276.net">kanderson@atown276.net</a>	<a href="mailto:mwinski@atown276.net">mwinski@atown276.net</a>

Complaint Managers:

Kristi Anderson	Margie Winski
309-465-3851	309-465-3851
<a href="mailto:kanderson@atown276.net">kanderson@atown276.net</a>	<a href="mailto:mwinski@atown276.net">mwinski@atown276.net</a>

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

## **6.50 - CAFETERIA RULES**

### **Lunch Rules**

Students may not leave campus during lunch, except with permission granted by administration or authorized staff. During lunch, students must proceed directly to the cafeteria or designated lunch area, and, after getting their lunch, shall immediately sit at a table. Students shall remain seated until dismissed at the end of the lunch period, at which point they shall clean the area in which they are seated, dispose of any trash in the appropriate receptacle, and exit the cafeteria to their assigned location. Students shall follow all cafeteria rules during lunch.

### **Cafeteria Rules**

- Students shall not save seats for other students.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, drinks.
- Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
- Students shall not leave the cafeteria until directed by staff.
- Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.

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

## **6.60 - 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.

### **6.70 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.

### **6.80 - STUDENT USE OF ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

**During school hours, including lunch,** electronic devices must be kept silenced and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) 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, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

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

- A. **If** used in a manner that disrupts the educational environment the cellular phone will be held by the teacher, returning it at the end of the school day.
- B. If disruption becomes repetitive the cellular phone will be turned into the office where it will be kept until the end of the day and further discipline will be determined.

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.

### **Chapter 7 - Internet, Technology & Publications**

This chapter includes a model acceptable use policy and Internet acceptable use sign-off. Also included is a policy on school-sponsored and non school-sponsored publications and websites.

## **7.10 - 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, or (b) for legitimate business use.

**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:

1. 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;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. 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;
8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. 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:

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

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not 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 school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or 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. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. 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.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

**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.

1. 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.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
4. 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.
5. Use of the School District's email system constitutes consent to these regulations.

## **7.20 - GUIDELINES FOR STUDENT DISTRIBUTION OF NON-SCHOOL PUBLICATIONS**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook,
  - d. Is reasonably viewed as promoting illegal drug use; or
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

## **Chapter 8 - Search and Seizure**

Here you will find a comprehensive policy on student searches and seizures. The policy includes student rights under State and federal law and procedures for searching students and their possessions.

### **8.10 - 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. "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.

### **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 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.

### **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.

### **8.15 CONSENT TO SEARCH A VEHICLE**

By parking on school grounds, the driver of any vehicle consents to a complete search of the vehicle for any reason. Such a search may be conducted by school officials at any time or by law enforcement officials when school officials request they do so. If any person in the vehicle other than the driver is the custodian of the vehicle, that person shall also implicitly consent to the search of the vehicle by the vehicle's presence in the area. Such a search may include the entirety of the passenger compartment including compartments in the passenger compartment, the engine compartment, trunk, and undercarriage, whether or not any of these areas is locked.

### **Chapter 9 - Special Education**

This chapter contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities.

### **9.10- 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.

The School 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 22nd 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.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.



## **9.20 - DISCIPLINE OF STUDENTS WITH DISABILITIES**

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

## **9.30 - EXEMPTION FROM P.E. REQUIREMENT**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

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.

## **9.40- ACCESS TO CLASSROOM FOR SPECIAL EDUCATION OBSERVATION OR EVALUATION**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

## **Chapter 10 - Student Records & Privacy**

Policies in this chapter include State and federal student record and privacy notifications. Also included is a policy for schools that collect student biometric information.

### **10.10 - STUDENT PRIVACY PROTECTIONS**

#### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, antisocial, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **10.20 - 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 (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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 10 business 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. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. 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.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. This includes the State assessment that includes a college and career readiness determination. 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 these scores from a student's academic transcript, the parent/guardian or eligible student must submit a written request to the building principal.

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 person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any 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.

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

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.**

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 student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. 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

## **Chapter 11 - Parental Right Notifications**

This chapter includes State and federally mandated notifications. Policies include rights of homeless families, pesticide application notification, and rights of parents to access information about their child's teachers.

### **11.10 - TEACHER QUALIFICATIONS**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **11.20 - STANDARDIZED TESTING**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including PARCC.

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

### **11.30 - HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Assistance and support for homeless families includes:

Educational organizations and schools, Food bank and meal programs, Local service organizations, Family shelters, Medical services, Other support.

#### **11.40 - SEX EDUCATION INSTRUCTION**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

#### **11.50 - ENGLISH LEARNERS**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Michelle Andrews at 309-462-2363.

#### **11.60 - 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. Letters verifying participation in this program are available from the school office upon request.

#### **11.70 - PESTICIDE APPLICATION NOTICE**

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:

Dawn Ginther  
309-462-2301

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

#### **11.80 - MANDATED REPORTER**

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.

#### **11.90 UNSAFE SCHOOL CHOICE OPTION**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education; and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or during a school-sponsored event.

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal, which may or may not require Superintendent/Board of Education approval.

#### **11.100 - 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):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. 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 for any reason – 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.

#### **11.110 - VIOLENT OFFENDER COMMUNITY NOTIFICATION**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.