
SMITHTON COMMUNITY CONSOLIDATED SCHOOL DISTRICT #130

2023-2024

GENERAL SCHOOL 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 in the school's main office, located at:

316 South Hickory Street

Smithton, Illinois 62285

618-233-6863

Fax: 618-233-8413

<https://www.sccsd130.com/page/board-policy-manual>

BOARD OF EDUCATION

The School Board governs the school district and is elected by the community. The Board of Education is responsible for the District. Its powers and duties include adoption of the necessary policies for management and governance of the Smithton Community Consolidated School District #130. The Board is composed of seven citizens elected to serve overlapping terms of four years. There is no limit to the number of terms a member may serve. Current Board of Education members are:

Mr. Dale Barschak, President

Mr. Curt Whitworth, Vice President

Ms. Renee Pipher, Secretary

Mr. Brian Lester, Treasurer

Ms. Lori Taylor

Mrs. Shanan Hesseldenz

Mr. Neal Trentman

The Smithton Board of Education typically meets on the third Tuesday of each month at 7:00 p.m. in the Library. Meetings are open to the public and agendas are available on the Monday prior to the meeting on the district's website. Community members who wish to present items for Board consideration are required to personally attend the Board meeting. In order to address the Board, one should sign in at the regular scheduled Board meeting. Citizens may also contact the school Superintendent to be put on the agenda.

PHILOSOPHY

Our school has adopted statements that guide our philosophy, goals and objectives.

Belief Statements

- All students can learn.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

- A safe and physically comfortable environment promotes student learning.
- Teachers, administrators, parents, and the community share the responsibilities for advancing the school's mission.
- The commitment to continuous improvement is imperative to enable students to become confident, self-directed, lifelong learners.

Mission Statement. We are community working together to foster personal growth for all students by providing a positive, rigorous, & engaging learning environment in which students are empowered to achieve their highest potential.

Vision Statement. Smithton CCSD #130 will be a leading school district in the region by maximizing partnerships between district, families, & community in order to comprehensively develop the whole child who will have the skills necessary to be a positive contributor to society.

ADMINISTRATIVE STAFF

The School Board has hired the following administrative staff to operate the District:

Dr. Courtney Castelli, Superintendent
Mrs. Stacy Belosi, Principal
Mrs. Megan Knop, Director of Business
Mr. Ray Lauer, Director of Building and Grounds
Mrs. Meredith Geoppo, Director of Technology

ASBESTOS MANAGEMENT PLAN

Smithton C.C.S.D. #130 is an asbestos-free environment. Accordingly, all school supply/material contracts mandate asbestos-free goods. The building custodian is the person designated to oversee the mandate. A management plan and compliance record may be found in the Superintendent's office. Any person(s) of interest are invited to review this plan, which is available in the Superintendent's office. Additional questions and/or further information may be obtained by contacting the Superintendent's office.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

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 age 16 or older and employed and enrolled in a graduation incentive program.

Absences. There are two types of absences: excused and unexcused. Excused absences include: illness (including mental and behavioral health), 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 TAPS, attend a civic event, or other reason as approved by the 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 his or her return to school following an excused absence. Missed assignments due to a vacation can be completed upon return to school.

All other absences are considered unexcused. Pre-arranged absences, including vacations, must be approved in advance by the principal. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern, academic performance, and/or behavior history as documented by discipline referrals will provide the basis for the decision. The school may require documentation explaining the reason for the student's absence. Examples of required documentation include: 1) for personal illness – a note from a doctor or dentist; 2) for family illness/death matters – a note from a parent/legal guardian; 3) for court appearances – a document from the court system. Excused Absences will **not** count towards a student's total number of absences before receiving a truancy letter; however, all absences are counted for chronic absenteeism letters. Truancy letters will be issued to parents when students have 3, 6, and 9 unexcused days. To be considered excused, documentation (i.e. doctor's note, ER form, etc.) may be asked to be presented to the school office within ten (10) days when your child has been absent for three or more consecutive days.

In the event of any absence, the student's parent or guardian is required to call their school to explain the reason for the absence. Please indicate specific illness symptoms and/or reason for absence. If a call has not been made to the school on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Please notify the office by 9:00 am. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

A note from a medical doctor is required for any student who has missed three consecutive school days.

Student attendance is critical to the learning process. Truancy and chronic absenteeism are therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are 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 ROE truancy review board
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

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

Truancy. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00.

The school routinely examines student attendance. Supportive services offered to students and families may include but are not limited to: discussions with students, parent/guardian meetings, student support through social worker, information about existing community services that are available.

A student who is absent due to excused or unexcused reasons (documented hospitalizations are exempt) for more than 10% of the previous 180 school days (18 days) are considered to be **chronic absentees**. Students who are exhibiting a pattern of chronic absenteeism may be required to submit documentation in order for future absences to be excused. Attendance letters for chronic absenteeism will be sent home after the 10th, 15th, and 18th excused or combination of excused/unexcused absences.

Arrival Information and Dismissal. The school day begins at 8:00 a.m. and ends at 3:00 p.m. Students should be on school grounds no earlier than 7:30 a.m. (unless involved in special morning activities) and picked up when the school day ends. All students are expected to leave the school grounds before 3:15 p.m. (unless participating in a scheduled after-school activity). Administrative action may occur if there are chronic problems with early arrivals and/or late pick-ups. **School doors remain locked until 7:30 a.m.** Prior to 7:50 a.m. students in grades K-5 should report to the cafeteria and students in grades 6-8 should report to the gym where there is supervision. All students must be ready for instruction at 8:00 a.m. Students that are bus riders report to the back door of the new cafeteria (formerly the previous gym door). **ALL** other students are expected to leave through the front doors of the building.

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 with reported, documented absences or excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement within a reasonable time (usually one day for each day of absence).

Tardies/Early Departures. A tardy may be defined as when a student does not arrive to school on time, and an early departure may be defined as when a student leaves prior to the end of the school day. Those students arriving late to school should report to the Main Office. Any student arriving late to school on a school bus shall not be counted as tardy. Students/parents who use/elect to use private transportation may do so; however; any late arrival resulting from the use of private transportation may be counted as a tardy.

Tardiness is cumulative over an entire school year and correspondence will take place after 5, 10 and 15 tardies/early departures. Correspondence may include, but is not limited to, letters of warning, meetings, sharing of available/necessary resources and/or possible court citations. Documented tardies/early departures will **not count** towards a student's total number of tardies/early departures before receiving correspondence. "Documented tardies/early departures" are those tardies/early departures noted by documentation. Documentation includes: 1) for personal illness – a note from a doctor or dentist; 2) for family illness/death matters – a note from a parent/legal guardian; 3) for court appearances – a document from the court system.

Doctor/Dentist Appointments. Every effort should be made to schedule doctor and dentist appointments outside of school time. When this is not possible, students will be excused or given an early dismissal. All early dismissals or appointments must be requested in writing. These notes are to be given to the classroom teacher immediately upon entering the building. It is the student's responsibility for making up any work missed. Parents must make sure children are signed out in the office before departing from the building. A note from a doctor or dentist will document a student's absence.

Special Student Dismissal Procedures. Any student that is going home with another student on a special occasion must have a note from a parent or legal guardian granting permission. The note should include the child's name, the date, and how he/she is getting home (by car, bus, walking). In addition, please send in writing any changes to the student's normal dismissal procedure. All notes should be directed to the school office.

AWARDS AND HONORS

Extra-Curricular Pins and Certificates. Students participating in extra-curricular activities for the first time will receive a Chenille "S" at the Awards banquet held at the end of the year. Pins and certificates are handed out for each extra-curricular activity in which the student participated.

Eighth Grade Graduation.

- Valedictorian – Student with highest grade point average based on the weighted scale.
- Salutatorian – Student with second highest grade point average based on the weighted scale.
- Presidential Award for Educational Excellence – Student with a 90 percent level or higher on the weighted scale, State Tests, Teacher and Staff recommendation.
- Presidential Award for Educational Achievement – Student who achieves outstanding growth, improvement, commitment or intellectual development.
- Tri-Athlete Award – Student who participates in three sports.
- American Legion Award – Student with all around good citizenship. Awarded by the Smithton American Legion GEM Post 937.
- Optimist Award – Most optimistic student. Awarded by the Smithton Optimist Club each month and at graduation.
- Scholar Athlete Award – One male and one female eighth grade student who have participated in junior high sports, maintained a GPA of B or above for the year, given outstanding athletic performance based on the recommendations of the coaching staff, demonstrated a high level of participation (at least two sports), persistence, dedication, positive attitude, and team spirit.

Honor Roll (Grades 6-8).

- High Honor Roll – Straight A's in all subjects or all A's and one B.

- Honor Roll – All A’s and B’s or straight B’s.

National Junior Honor Society. Students who demonstrate the qualities of scholarship, leadership, service, citizenship and character may be nominated and selected for membership in this society by the faculty. The Smithton National Junior Honor Society By-laws detail membership, selection criteria, discipline, dismissal as well as duties of the organization and its officers. **The Smithton chapter is affiliated and subject to the policies and procedures of the National Junior Honor Society. The By-laws can be found on the Smithton District website’s *Activities* page.**

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District’s environment, its school communities, and the community at large, while diminishing a student’s ability to learn. A copy of the full Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations can be found on the District’s website or requested from the Superintendent’s office.

Faith’s Law Notifications - Employee Conduct Standards. School districts are required to include in their student handbook the District’s Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District’s website or requested from the Superintendent’s office.

BICYCLES/SKATEBOARDS/SCOOTERS

Students who wish to ride bicycles to school may do so, but the school assumes no responsibility to lost or damaged bicycles. All bicycles are to be parked in the school bike racks and locked. Students are to walk their bikes at all times when they are on school grounds. Students are not to ride their bikes on lawns of local residents. Skateboards and scooters are not allowed and should not be ridden or brought to school.

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 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 nonschool-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.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7). *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.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of any electronic presence (for example, webpage, weblog, social media profile, etc.) in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. *Cyber-bullying* also includes the distribution by electronic means of a communication or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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 through the "Tell Someone" form on the district website: <https://www.sccsd130.com/page/safe2help>. This information is sent directly to specific district staff who will review and respond.

Individuals can also access the Safe2Help Illinois program via a link on our website: <https://www.sccsd130.com/page/safe2help>. This program is available 24/7 for students to share information about safety and mental health concerns.

The full district policy on bullying as well as an incident reporting form and resources for assistance can be found on the district's bullying webpage which can be accessed from the *Parents/Students* menu. <https://www.sccsd130.com/page/safe2help>

Nondiscrimination Coordinator

Dr. Courtney Castelli, Superintendent
316 South Hickory
Smithton, Illinois 62285
ccastelli@sccsd130.com
618-233-6863

Complaint Managers

Stacy Belosi, Principal
316 South Hickory
Smithton, Illinois 62285
sbelosi@sccsd130.com
618-233-6863

Meredith Geoppo, Technology Director
316 South Hickory
Smithton, Illinois 62285
mgeoppo@sccsd130.com
618-233-6863

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*. A report of bullying and/or harassment under either the Prevention of and Response to Bullying, Intimidation and Harassment Policy (7:180) or the Uniform Grievance Procedure (2:260) that is based on race, color, national origin, sex, disability or age shall be processed and reviewed under the requirements of both the Prevention of and Response to Bullying, Intimidation, and Harassment Policy (7:180) and the Uniform Grievance Procedures (2:260). These policies are available at the following district website: <https://www.sccsd130.com/page/board-policy-manual>.

BUS TRANSPORTATION

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

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, 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 district 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®, smart phones, 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.

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.

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

CAFETERIA RULES

The same rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands and feet to themselves. Students are not allowed to save places in line, go to their lockers, save seats, or throw food. The students are expected to clean their table when they finish eating as well as anything that may have dropped on the floor. Since there are so many students in the cafeteria at one time, students are expected to talk in a quiet tone of voice. Misbehavior will result in disciplinary action in accordance to the school's disciplinary procedures.

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except when given permission to throw away trash.
- 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.
- Students shall be dismissed from the cafeteria by the lunch room monitor.
- Soda, glass containers and knives of any type are not allowed at school.
- Food items from home may not be ones that require refrigeration or heating/cooking.

Students may either buy a lunch or bring food from home. Those who bring lunch may buy milk or juice at school because students are not permitted to bring in any soda or glass containers. Classroom

teachers take lunch count at the beginning of each day. If your child is tardy it is his/her responsibility to order lunch in the office. Menus are posted in each classroom and posted on the web site.

Unpaid Meal Charges Policy. The cafeteria cashier will send weekly account balance notices to parents/guardians to help communicate lunch balance information. The cashier will alert the building principal about any students with negative balances equal to or greater than \$15.00. The principal or her designee will contact the parents and work to arrange a repayment plan.

Pursuant to the Hunger-Free Student's Bill of Rights Act, the school is required to provide a federally reimbursable meal to a student who requests one, regardless of whether the student has the ability to pay for the meal or owes money for earlier meals. Students may not be provided with an alternative meal and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

CHANGE OF ADDRESS OR OTHER PERSONAL INFORMATION

Please notify the school office immediately if there is a change in your address, telephone number or other personal information so that we can maintain accurate school records. When changing your address, current proof of residency is required. Should an emergency arise, it is extremely important that we are able to contact parents/guardians in the quickest manner possible.

CLASSROOM PLACEMENT/STUDENT ASSIGNMENT

Requests for a particular teacher will not be accepted. The educational and administrative staff makes all efforts to create equitable classes. Several variables are considered when creating class assignments each year. In order to assist each student in being successful, consideration is given to the learning style of each individual child.

CLASSROOM PARTIES

Classroom parties are permitted in grades kindergarten through fifth on three occasions each year: Halloween, Christmas and Valentine's Day. Parties are limited to the last hour of the school day. If a child is absent on the day of the party he/she is NOT to be brought to school for the party.

CONDUCT

The goals and objectives of the school's conduct policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

A student is subject to disciplinary action for engaging in prohibited student conduct, as described below, 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) endangers the health or safety of students, staff, or school property.

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

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, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - 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. 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 tablet or powdered form.

- g. “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.
 - h. 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.
 - i. 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. 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, smart phones, smart watches and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 - 6. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
 - 7. 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.
 - 8. Disrupting school events including assemblies or education performances which may embarrass the participants or detract from the performance, such as inappropriate comments, throwing objects, whistling, rowdiness, uncalled for clapping, etc.
 - 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 hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in 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; or tampering with, discharging/employing safety devices and/or any other emergency equipment, including fire extinguishers, smoke detectors, and automated external defibrillators.
16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
17. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia. "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 non-verbal 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.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. 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.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or Principal.
22. 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.

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.

Disciplinary Measures. School-employed personnel who provide services for or with respect to a student have a statutory duty to maintain discipline in school, and on school grounds, at extra-curricular events, and with respect to all school programs. Illinois law grants licensed school officials “In loco parentis” (“in place of parents”) authority while students are under their care. In order for the District to maintain a safe and secure environment for all, the school may determine that a disciplinary response to a situation is necessary. As part of a due process for investigating allegations of student misconduct, students and witnesses may be questioned by school officials without prior notification of parents or guardians.

Discipline is administered on a **CASE-BY-CASE** basis. Potential disciplinary measures include, without limitation, **ANY** of the measures listed below:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Loss of academic credit.
- Temporary removal from the classroom.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Detention (including, but not limited to, lunch, recess, and/or after school). The principal or designee shall ensure the parent/guardian is properly notified. If transportation arrangements cannot be agreed upon for after-school detention, an alternative disciplinary measure must be used. The student must be supervised by the Principal or designee. If a student fails to serve an assigned detention on the day required and the student has not made alternate arrangements, the detention time doubles. If the student again chooses not to serve an assigned detention, a suspension may be assigned.
- In-school suspension. The Principal or designee shall ensure that the student is properly supervised.
- After-school study or Saturday study 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.)

- Suspension of bus riding privileges.
- Community service.
- Out-of-school suspension. A student who has been suspended shall also be prohibited from being on school grounds and at school activities during the period of the suspension.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Expulsion from school and all school activities for a definite time period not to exceed two calendar years. An expelled student shall be prohibited from being on school grounds.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. 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. The Principal shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior. 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.

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

Illinois State law limits the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, school administration considers forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not be permitted to advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. The District does not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code. The District may notify 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.

In addition to the application of appropriate discipline, students (or their parents/guardians) who are found responsible for lost, stolen or damaged property will be required to return the property or make restitution.

Corporal punishment is prohibited. 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.

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

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.

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 two (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 for weapons may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. This policy's prohibitions concerning weapons apply regardless of whether a student is licensed to carry a concealed weapon.

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. Additional re-engagement services may be provided as deemed appropriate by school officials. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion.

Make Up Work. Students who are returning from an out-of-school suspension shall have the opportunity to complete or make up missed work for equivalent academic credit. A student is allotted the same number of days to complete make-up work as days suspended.

Support Services. A student who has been suspended for more than 4 days may be provided with support services during the time of the out-of-school suspension as deemed appropriate by school officials.

CURRICULUM

Smithton C.C.S.D. #130 implements a rigorous academic curriculum aligned with state and national standards. Questions about the curriculum may be addressed to the classroom teacher and/or the building principal.

DESKS AND LOCKERS

Students are provided desks or lockers so they may have a safe place to store books and personal belongings. Each student is responsible for the appearance and the condition of his/her locker or desk. Only soft magnets can be used to decorate and they must remain free from all inappropriate materials. **Personal locks are not permitted on the lockers of students.**

DRESS CODE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment. If there is any doubt about dress and appearance, the building principal will make the final decision.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, tobacco products, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles and dress (including accessories) that pose a safety hazard are not permitted in the classroom or during physical education. The district does not maintain a uniform or dress policy that applies to hairstyles, including hairstyles historically associated with race, ethnicity, or hair texture, including but not limited to protective hairstyles such as braids, locks and twists.
- Clothing with inappropriate holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- NO inappropriate tank tops, bare midriffs, or see-through material allowed. All shirts must cover the entire stomach.
- Appropriate footwear must be worn at all times.
- Students whose dress causes a substantial disruption of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- A student athlete may modify his or her athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of his or her religion or his or her cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform, the student is responsible for all costs associated with the modification of the uniform. The modifications must not interfere with the movement of the student or pose a safety hazard to the student or to other athletes or players.

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, smart phone, 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 the school day, which includes class periods and passing periods, all non-district owned electronic devices must be turned off and left in the student's locker from 7:50 a.m. until the 3:00 p.m. bell 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 event 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:

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

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on 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.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, the following options are available to obtain school closing information:

Automated Telephone System. The District uses an automated telephone system to inform parents of important information, such as school closings and emergencies. To insure you receive these automated telephone messages, please insure that your telephone number is listed accurately with your child's school office. Any telephone number changes should be promptly reported to the school office. Answering machines and voice mailboxes should be set to pick up messages after no more than 4 rings to insure delivery of automated messages to these devices.

Social Media Posting. In addition to the automated telephone system, parents and guardians are encouraged to check the District’s Facebook page for current information of interest to parents and students, including weather related cancellations.

Local Television and Radio Stations. Please listen to any of the following local radio or television stations to be advised of school closings or early dismissals. School closings for any reason will be announced as soon as it becomes available. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information.

KMOX, St. Louis, AM-1120
KTVI, St. Louis, Channel 2
KMOV, St. Louis, TV Channel 4

KDNL, St. Louis Channel 30
KSDK, St. Louis, TV Channel 5

For your child’s safety, make certain your child knows ahead of time where to go in case of an early dismissal. If we dismiss early for an emergency, all after-school functions are automatically cancelled.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. For questions related to this program or to express input in the school’s English Learners program, contact: **Building Principal, Stacy Belosi, 316 South Hickory, Smithton, Illinois 62285; 618-233-6863.**

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extra-curricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability or status as homeless. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact: **Building Principal, Stacy Belosi, 316 South Hickory, Smithton, Illinois 62285; 618-233-6863.**

EXTRA-CURRICULAR ACTIVITIES AND ATHLETICS CODE OF CONDUCT

Students who participate in any extra-curricular activities and/or athletic programs are subject to the District’s Code of Conduct. Students interested in participating in these programs receive a copy of the District’s *Student and Parent Handbook for Athletics – Intramurals – Chess – Scholar Bowl – Clubs - Organizations* which details the Code and information about the extra-curricular and athletic programming. Students and parents sign a form acknowledging receipt of the *Handbook* and agreeing to the *Code of Conduct*.

FEES, FINES AND CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. The District will not withhold a student's grades, transcripts, or diploma because of unpaid balance on the student's school account.

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 are required to ride Smithton C.C.S.D. #130 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine who and how many adult chaperones will accompany the class on the field trip. Adult chaperones are not permitted to have any other children accompany the field trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission.

To attend non-academic related field trips or participate in non-academic school activities, one must have good attendance; all class work turned in, and have not had an out-of-school suspension, in-school suspension, or a bus suspension during the grading period that the trip occurs. Failing grades in one or more classes may result in the loss of privilege to attend non-academic school field trips. Students may also be prohibited from attending field trips for any of the following reasons:

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

GRADING & PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Grading Scale (Grades K-4). Grades K-4 teachers utilize a *standards-based report card system*. Marks are given for areas of specific skills in reading, math, language and spelling, handwriting, social studies, science, music, art, physical education and behavior work habits. There is also a section to communicate if the student is working at, above, or below grade level and if the student is exhibiting good, satisfactory or poor effort.

Grading Scale (Grades 5-8). Letter grades will be administered in core curricular areas beginning in fifth grade. Progress will be assessed according to student mastery of the state learning standards. Letter grades are issued according to the following scale.

Letter Grades and Percentage Scores

Letter Grade	Percentage	Numerical Value
A+	100%	5.33
A	93% - 99%	5.0
A-	92%	4.66
B+	91%	4.33
B	84% - 90%	4.0
B-	83%	3.66

Letter Grade	Percentage	Numerical Value
C+	82%	3.33
C	75% - 81%	3.0
C-	74%	2.66
D+	73%	2.33
D	66% - 72%	2.0
D-	65%	1.66

GRADE PLACEMENT. Smithton C.C.S.D. #130 reserves the right to test or place any student on probation for thirty (30) days, transferring into the Smithton School District for purposes of grade placement.

HEALTH SERVICES

School Health Service provides emergency care and referral services through the Nurse's Office. The health and welfare of every student is important. Regardless of the nature and extent of a student's

illness or injury, it should be reported to the nurse. Staff members can refer students to the nurse's office and students can refer themselves by requesting a pass from a staff member.

Accident Reports. If a student is seriously injured while at school or on the bus, the nurse, the teacher, the bus driver or principal will complete an accident report. The parents will be notified immediately. In the event a child is seriously injured and the parents cannot be contacted, the school nurse will be notified and after an examination and consultation with the principal, a decision may be made to have the child transported to the Emergency Room. Every effort will be made to notify the parents of the decision.

Annual Vision & Hearing Screenings. The Illinois Department of Public Health requires annual screenings for students in the following grades:

- Vision: Early Childhood, Pre-Kindergarten, Kindergarten, Second, Eighth, and Special Education
- Color Vision: Second
- Hearing: Early Childhood, Pre-Kindergarten, Kindergarten, First, Second, Third, and Special Education

Students may also be screened upon request of the teacher based on observable signs of vision or hearing difficulties in the classroom or upon parent request. The School Health staff will conduct these screenings in a professional manner and results will be kept confidential. A student will not be exempt from the screening unless there is a current (within one year) doctor- written vision or hearing exam report in the child's health record. If a student meets "fail" criteria for vision or hearing screenings, the parent will be notified by phone or mail in a timely manner. If you have any questions or concerns, please call the nurse at your child's school.

Asthma Action Plan. Every student identified with asthma should have a written **Asthma Action Plan** approved by the student's healthcare provider. An asthma action plan (also called a management plan) is a written plan that the parent/guardian develops with his/her doctor to help control the child's asthma. The action plan shows the child's daily treatment, such as the kind of medicines the child takes and when the child needs to take them. The plan describes how to control asthma as well as how to handle worsening asthma or asthma attacks. The plan also explains when the health care provider must be contacted and when the child must be taken to an emergency room. Parents/guardians with asthmatic children should contact the school nurse (or school office if the school nurse is unavailable) for more information about the needed *Asthma Action Plan*.

Allergy Management. 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 child has a life-threatening allergy or life-threatening chronic illness, please notify the building principal and/or school nurse. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your child has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your child 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. If your child has a life-threatening allergy, an emergency action plan and health care plan will be developed and implemented in order to provide the best care for your child. If

an EpiPen auto-injector has been prescribed, the parent/guardian will be responsible for notifying the school principal and/or school nurse and providing the necessary emergency medication.

Prevention of Anaphylaxis. While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District's policy may contact the Building Principal.

Automated External Defibrillator (AED). The State requires all public indoor athletic facilities with participants of 100 or more to have AEDs. This includes schools with gymnasiums, wrestling rooms, weight training rooms, etc. An AED (Automated External Defibrillator) is a device that is designed to shock a fibrillating heart back into a normal rhythm. These are safe and effective life-saving devices. There is no danger to students, staff, or visitors. No accidental shock can be given. The device will only shock a fibrillating heart. Several staff members have completed CPR/AED training. Please make your child(ren) aware that the unit is in the building. It is housed in a wall hanging cabinet and should not be tampered with by students. We currently have four AED's in our building.

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

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- 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.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- 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.

School Operations During a Pandemic or Other Health Emergency. A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Student who do not participate will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disruption of the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measure implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any education disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training of health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures should this become necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

Practice Regarding Exclusion from School for Illness.

ALLERGIC CONJUNCTIVITIS – (caused frequently from allergies) May return to school immediately with confirmation from doctor.

CHICKEN POX* - Exclusion from school for sick child for at least 5 days after the eruption of the last vesicles or until all lesions are dry and scabbed over.

COMMON COLD – Cases need not be excluded from school unless fever of 100 degrees Fahrenheit or greater is present.

CONTAGIOUS CONJUNCTIVITIS (PINK EYE) – Exclusion from school until 24 hours after treatment begins or written permission from the doctor to return to school.

COVID-19 – Exclusion from school and quarantined for 5 days. Close contacts, regardless of vaccination status, are not required to be excluded from school but should monitor for symptoms for 10 days after exposure. Parents can choose to keep their student(s) out as precaution but there is no remote learning option.

FEVER – Fever is considered as 100 degrees Fahrenheit or greater. Exclusion from school until the student is **fever-free** for 24 hours without fever-reducing medications.

GASTROENTERITIS, VIRAL – Exclusion from school until 24-hour absence of diarrhea, vomiting and fever of 100 degrees Fahrenheit or greater.

GERMAN MEASLES (3 days)* - Exclusion for 4 days after appearance of rash and with written release from the doctor.

HEPATITIS A VIRUS* - Exclusion from school until written release from doctor is obtained.

IMPETIGO – Exclusion from school until sores are healed over without drainage with permission from the doctor to return to school 24 hours after treatment begins. Note: Lesions must be covered while in school when possible.

INFLUENZA (FLU) – Exclusion from school until absence of fever (fever is 100 degrees Fahrenheit or greater) for 24 hours.

MEASLES* - Exclusion from school and student must be isolated until 4 days after appearance of rash. A written release from the doctor must be presented for the student to return to school.

MUMPS* - Exclusion from school until swelling has subsided and with written release from the doctor.

MENINGITIS, VIRAL* - Exclusion from school until absence of fever and with written release from the doctor.

OXYGEN SATURATION – Fingertip pulse oximetry may be used as a tool for asthmatic episodes, coughing episodes, choking episodes, and/or allergic reaction episodes. *Healthy saturation levels are between 95% and 100%.* If fingertip pulse oximeter indicates an oxygen saturation level below 95%, which does not improve after medication, the student must be sent home and encouraged to call/visit physician or visit the ER.

PINWORMS – Exclusion from school until 24 hours after first treatment confirmed. Written verification from doctor to return to school. Practice good/frequent hand washing.

RINGWORM – Exclusion from school until 24 hours after treatment begins with written verification from doctor or evidence of over-the-counter antifungal treatment has been initiated.

SCABIES – Exclusion from school until 24 hours after the first scabicide treatment confirmed. A written release from the doctor must be presented for the student to return to school.

STREP THROAT and SCARLET FEVER* - Exclusion from school until 24 hours after treatment (antibiotic) begins with written permission from the doctor to return to school, provided that fever is absent without fever-reducing medications for 24 hours.

STAPH and MRSA* - Exclusion from school for minimum of 48 hours after antibiotic treatment has begun and lesions are closed or completely covered. Student must practice good frequent hand hygiene. A written release from the doctor must be presented for the student to return to school.

Illnesses noted with (*) require mandated reporting to the St. Clair County Health Department by Physician/ER/School Health staff.

Concussions and Brain Injuries. Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School

Association before being allowed to participate in any athletic activity, including practice or competition. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

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.

Diabetes Care Plans. 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 school 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. Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Care Plan.
4. Sign the Diabetes Care Plan.
5. 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.

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.

Exemptions. A student will be exempted from physical/immunization/dental/eye exams 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.

Head Lice. The school will observe the following procedures 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 to be checked for head lice.

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.

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."

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. A student may possess and self-administer diabetic testing supplies and insulin if authorized by the student's Diabetes Care Plan filed with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's Seizure Action Plan on file with the school. 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.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School

Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Students are not allowed to carry any type of medications while in school or riding a school bus to and from school (unless the physician agrees that it is medically necessary for the student to carry his/her inhaler or EpiPen).

1. School personnel will not administer medication at school if arrangements can be made so that the student can receive the medication at home. Medications that can be given before and/or after school (such as antibiotics) should be given at home.
2. **Epi-Pens** may not be carried by the student in school unless the physician indicates in writing on the medication request form that it is medically necessary that the Epi-Pen be carried by the student at all times and that the student has been instructed in the use and self-administration of the Epi-Pen and can fulfill the requirements of the procedure.
3. **Inhalers** may be self-administered with a parent's written consent and presentation of the pharmacy label. The "School Medication Authorization Form" does need to be signed by the physician for inhalers that will be kept in the health room. It is recommended to keep an extra inhaler in the health room for emergency use even if the child will carry the inhaler on his/her person.
4. All medications administered to students during school hours must be transported to and from school by a parent or another adult acting on the parents' behalf.
5. **All requests to administer medication (prescription or non-prescription) to students must be in writing on the designated "Student Medication Authorization Form" and signed by the parent or legal guardian and the physician or appointed designee. Medication will not be administered unless a request form is properly completed and the medication is labeled properly.**
6. All medications, prescribed by the physician, must be in the original pharmacy container. **Prescription medication must have the pharmacy label on the medication bottle, box, or administration device. Non-prescription medication must come in a new sealed container.** Any change in the dosage of the medication and/or the directions for use will require a corrected pharmacy label indicating the changes and a signed note from the physician.
7. All medications given at school require a new "School Medication Authorization Form" each year. The medication must be labeled with a current pharmacy label clarifying any changes in dosage or administration directions.
8. **The administration of any medication containing a narcotic is discouraged during school hours.** If a student requires medication of this type for pain, it is recommended that he/she remain at home until a milder form of medication is indicated. It is highly recommended that parents do not administer narcotics before school due to safety issues at school.
9. **Cough drops are permitted at the elementary and intermediate levels (K to 8th) with a medication permission form or dated note signed by parent. All cough drops need to be in a new, sealed package.** Students will be asked to stay in the health room or supervised by the teacher in the classroom while the cough drop is administered.
10. **School personnel will destroy any medication that is not removed from the school at the end of the school year.**

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

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

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

HEALTH AND WELLNESS

The Smithton School District is proud of its continued work toward the health and wellness of its student body. The District's Health and Wellness Committee promotes its work through (a) community involvement, outreach, and communication; (b) nutrition and wellness; and (c) physical activity. The Smithton Community Consolidated School District's Health and Wellness Policy is available to the public on the district's website or by contacting the district office.

HOME AND HOSPITAL INSTRUCTION

A student who is absent or whose physician, physician assistant, or licensed- advanced practice registered nurse anticipates his or her absence for an extended period of time because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed-advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education plan. Instructional time will be provided for a minimum of five clock hours per week when school is normally in session. Contact the Building Principal at (618) 233-6863 for appropriate paperwork.

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

HOMELESS CHILD'S RIGHT TO EDUCATION

The McKinney-Vento Act requires schools to ensure that "homeless children and youths" are identified by school personnel. The purpose of identification is to offer appropriate services to the student and family. When a child loses permanent housing and becomes a homeless person as defined by 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 will be coordinated by the Social Worker at 618-233-6863, ext. 115. For further information, please go to the following: <https://www.isbe.net/Pages/Homeless.aspx>.

HOMEWORK

Homework is used as a way for students to practice what has been learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Homework is an important and necessary part of the educational process. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at home so that the child gets individual assistance and attention. Finally, homework teaches responsibility.

It is not appropriate to bring homework late unless there is illness or other extreme circumstances. All assignments must be handed in when the teacher specifies that they are due. Homework will be counted toward grades and could also affect promotion to the next grade level.

Parental support with homework is absolutely necessary. The teaching staff respectfully requests that all parents and guardians check with their child daily to guarantee that homework is complete. Communication with your child's teacher is encouraged if there are any questions about homework.

K-5 homework can be picked up on the homework table between the front doors after 3:00 p.m. and before 6:00 p.m. Junior High (6-8) can pick up their homework the next day from their teachers. Junior High homework can be picked up, upon request.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will be allowed to make up missed work for 50% credit. A student is allotted the same number of days to complete make-up work as excused or suspended days absent.

INTEGRATED PEST MANAGEMENT

Integrated Pest Management (IPM) is the practice of determining and implementing the most appropriate and least invasive techniques for controlling pests by emphasizing prevention and by employing physical, cultural, biological and only as a last resort, hazardous chemical controls. IPM is the best approach to pest control. Every effort is made to help protect the health and safety of students and staff. Illinois law requires schools to maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school buildings or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least four business days before application of the pesticide application and identify the intended date of the application of the pesticide and the name of the telephone contact number for school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel

must sign a statement describing the circumstance that gave rise to the health threat and ensure that written notice is provided as soon as possible.

If a parent or guardian wants to be notified before a pesticide application is applied, please notify the building principal at: 316 South Hickory, Smithton, Illinois 62285. Please include the student's name, parent/guardian name, address and telephone number. Any questions call the building principal at 618-233-6863. Pesticide applications will take place on a quarterly basis after school has ended for the day.

INTERNET ACCEPTABLE USE AND TECHNOLOGY

The Access to Electronic Networks document must be reviewed and two forms, *Authorization for Electronic Access Form* and *Smithton Technology Agreement*, must be signed upon implementation in Fall 2021 or upon enrollment at Smithton School.

LIBRARY

Students are encouraged to use the library for research and to enrich learning. Students are permitted to check out materials found there. Returning materials in a timely manner and taking good care of articles is the user's responsibility. Fees will be assessed for lost or damaged materials.

LOST AND FOUND

Lost and found articles are placed in a container and kept in the cafeteria. Students are asked to properly identify articles prior to claiming them. Many items of value go unclaimed each year. After a reasonable amount of time, all articles will be donated to the local shelter or charity.

LUNCH PROGRAM

Lunch is served every school day, except when there is an 11:30 a.m. dismissal. Please check the individual school's schedule for times and prices. Free or reduced price meals are available for qualifying students. For an application, contact the building secretary.

MANDATED REPORTING

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.

MESSAGES

It is important for all to understand that due to the number of students in attendance, messages are a monumental task. Communication between the family members before coming to school is needed and appreciated. At no time will a student be pulled out of class to take a phone call from a parent without the consent of the building principal.

MONEY

When sending money to school, please seal it in an envelope that is clearly marked with student name and intended purpose. All money should be given to the teacher or brought to the office at the beginning of each day.

ACCESS TO NON-SCHOOL SPONSORED PUBLICATIONS

Non-School Sponsored Publications Accessed or Distributed On Campus. Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner

that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, 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 the Student Handbook;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus. A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

PARENT TEACHER CONFERENCES

Communication between the home and school is essential in order to provide the best opportunities for the children in our district. Conferences are scheduled in October, but please do not feel these are the only times you may confer with your child's teacher. When the need arises, please call the school in advance to schedule a meeting with the teacher. Most problems that students experience in school can be resolved easily when parents and teachers communicate at the first sign of a problem. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

PHYSICAL EDUCATION

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Students should wear tennis shoes in order to participate in physical education classes. Students who have a written doctor's recommendation will be excused from these classes.

Exemption from Physical Education. Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in

writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Upon written notice from the student's parent/guardian, a student shall be excused from engaging in any physical activity components of a PE course during a period of religious fasting. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law. Students with an Individualized Education Program may also be excused from physical education courses for reasons described below:

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 3-8, (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.

Adapted Physical Education. A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

PLAYGROUND RULES

- Receive permission from a supervisor before re-entering the building.
- Have coats, ball, etc. before going to lunch or outside.
- Play in designated areas.
- Do not play near the windows or doors.
- Stay in the fenced in playground area unless you have permission to be elsewhere.
- **NO JUMPING** from or twisting of the swings. Swing height should not be adjusted.
- Limit play to **NON-CONTACT** games.
- Do not get on the top of any playground equipment or climb up the slide.
- Do not throw wood chips/rocks/tire chips, etc.
- No food or drink on the playground. All food and drink must be finished in the cafeteria.
- Enter the building quietly.
- Show respect to others, property and self. No name-calling.
- Stay out of mud and water.

PUBLICITY RELEASE

At times, Smithton C.C.S.D. #130 has the opportunity to publish the achievements of students at school. Some examples of these activities may include; everyday classroom activities, special awards or projects, school picnics, etc. Publications may occur through school or district web pages, newspapers or other media such as teacher blog pages, the district's social media sites, etc. It is the intent of the Smithton School District to protect all students from harm or injury. If you do not wish your child's picture or student produced materials to be used for this purpose, or you wish to have your child's name omitted, please send a letter outlining your request to the building principal, Smithton School, 316 South Hickory, Smithton, IL 62285.

REPORT CARDS

Report cards are issued quarterly. Please review your child's progress carefully and contact the teacher if you have any questions. Report cards must be signed and returned to school each of the first three grading periods.

RESIDENCY REQUIREMENTS

Students attending Smithton School must live in the school district with a parent, legal guardian or state-authorized foster parent. Any adult registering a student under false pretenses will be prosecuted in accordance with Illinois State Law.

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

Three proofs of residency are required at the time of registration. Items of documentation include:

- Current copy of lease agreement/rental agreement (not a rent receipt) provided by the owner of a residence or a mortgage agreement bearing the name and in-district address of the parent/guardian of the child.
- A utility bill showing the name and in-district address of the parent/guardian of the child.
- Driver's license with address in-district.
- Voter's registration card with in-district address.
- Real estate tax bill with in-district address.
- Public aid card with in-district address.
- All other proofs would have to be approved by the Principal/Superintendent.

Unacceptable proofs include:

- Junk mail;
- Personal/business checks;
- Credit card bill;
- No P.O. Box paperwork.

RESPONSE TO INTERVENTION (RTI) SERVICES

RTI is a federal and state initiative to meet a wide range of student needs through general education services. This is state mandated. All students in Kindergarten through eighth grade will be monitored through a universal screening three times a year (Fall, Winter and Spring) to help determine academic areas of need. Students showing deficits in reading and/or math will receive research-based interventions in addition classroom instruction.

SAFETY DRILL PROCEDURES AND CONDUCT

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

be preceded by a warning to students. The following emergency situation procedures will be followed:

Earthquake. Because earthquakes strike without warning, life-protecting actions must be taken immediately at the first indication of ground shaking. During a major or moderate earthquake, the greatest immediate hazard to people in or near a building is the danger of being hit by falling objects.

During the ground shaking, the school population is safest finding immediate shelter under desks, tables, or counters.

1. Stay inside; move away from windows, shelves, and heavy objects that may fall.
2. In halls or stairways, move to an interior wall. Turn away from windows.
3. In laboratories and kitchens, all burners should be extinguished before taking cover.
4. If outdoors, move to an open space away from building and overhead power lines. Lie down on the ground.
5. Do not leave school grounds without permission.

Fire. Fire drill information and evacuation routes are posted in each room. In the event of an actual fire drill, the teacher in each classroom will give the students specific instructions to follow.

Intruder Lockdown. Lockdown procedures are set in place to respond to situations in which the students and staff are or may be in danger. Lockdowns are used for all hazards, such as medical emergencies, bomb threats, outside safety hazards, police related situations, etc. They are also used for worse case scenarios, such as an intruder: a person inside the school that poses a threat, either real or perceived, to others. Drills are announced, planned, and coordinated during the most controlled times of the school day. Once a year, they are conducted in conjunction with the local police department to ensure communication between the school and law enforcement.

Tornados. In the event school authorities receive information from the Civil Defense or Weather Bureau that extremely severe weather is imminent, notification will be made from the office by announcement for the teachers to move their classes to a predetermined area. Students are to follow the specific instructions given by the teacher.

SCHOOL-SPONSORED DANCES/ATHLETICS/EXTRA-CURRICULAR ACTIVITIES

Attendance at school-sponsored dances/athletics/extra-curricular activities is a privilege. All school rules are in effect during school-sponsored dances/athletics/extra-curricular activities. Students who violate the school's discipline code will be required to leave the activity immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. In order to attend a school-sponsored dance or activity a student must be in attendance the day of the event. Only students who attend the school may attend school-sponsored dances.

SCHOOL DISTRICT WEB SITE – WWW.SCCSD130.COM

The District maintains a website which contains a great deal of valuable information for parents, students, and community. Other information includes Board policies, the school calendar, cafeteria

menus, helpful educational information, and other school-specific information. In accordance to the State law, the district budget is also posted on the website.

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.

Access to Social Networking Passwords and 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. The district may not require a student to provide a password or other related account information in order to gain access to the student’s account or profile.

School Property and Equipment as well as Personal Effects Left 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.

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.

Students. School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Questioning of Students Suspected of Committing Criminal Activity. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student’s parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student’s parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure

that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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, 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.

SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

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/>.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

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

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

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

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence 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 Coordinator

Dr. Courtney Castelli, Superintendent
316 South Hickory
Smithton, Illinois 62285
ccastelli@sccsd130.com
618-233-6863

Complaint Managers

Stacy Belosi, Principal
316 South Hickory
Smithton, Illinois 62285
sbelosi@sccsd130.com
618-233-6863

Meredith Geoppo, Technology Director
316 South Hickory
Smithton, Illinois 62285
mgeoppo@sccsd130.com
618-233-6863

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

SOCIAL WORK SERVICES

A certified School Social Worker can be made available to talk with any parent/guardian about concerns they may have with their child. Behavior/emotional issues and social skills are dealt with in small groups, or on a one-on-one level, depending upon the student’s individual situation. If you feel that this service would benefit you and your child, please call the office at 233-6863 and request to be put in touch with a Social Worker. All information is kept strictly confidential.

STANDARDIZED TESTING

Students and parents/guardians should be aware that students are required to take certain standardized tests as determined by the District and the Illinois State Board of Education (ex., AIMSweb, NWEA, IAR, Illinois Science Assessment, Fitnessgram). 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 to 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.

STUDENT PRIVACY PROTECTIONS

Surveys. All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

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. Behavior or attitudes about sex.
4. Illegal, anti-social, 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 eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) 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.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students’ Personal Information. No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student’s parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following approximate dates:

A complete copy of the District’s Student and Family Privacy Rights policy may be obtained from the Superintendent’s office or accessed on the District’s website.

STUDENT RECORDS

The student’s written records are in two categories: permanent and temporary.

Permanent Record. The term “student permanent record,” according to Illinois School Code, means and shall consist of the following information at the K-8 level:

- Basic identifying information, including the student’s name and address, birth date and place, and gender, and the names and addresses of the student’s parents/guardians;
- Academic transcript, including grades, class rank (if applicable), graduation date, and grade level achieved;
- Removal from the academic transcript of any score received on college entrance examinations;
- The unique student identifier assigned and used by the Student Information System established through Illinois School Code;
- Attendance record;
- Health record;
- Record of release of permanent record information;
- Scores received on all State assessment tests administered at the high school level.

Temporary Record. The term “student temporary record,” according to Illinois School Code, means and shall consist of the following information at the K-8 level:

- A record of release of temporary record information;
- Scores received on the State assessment tests administered in the elementary grade levels (K-8);
- The completed home language survey form;
- Information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act;
- Any biometric information, if applicable, that is collected in accordance with Illinois School Code;
- Health-related information;
- Accident reports;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation or interviews;
- Elementary and secondary achievement level test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received;
- Teacher anecdotal records;
- Other disciplinary information;
- Special education records;
- Records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and/or
- Any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

Student's written records are kept on file in the School Office and are available to students, parents and/or legal guardian for inspection. Students and/or parent(s)/legal guardians may inspect the written records with a designated employee of the school during regular hours of the school day. A parent, student, and/or legal guardian may contact the administrator to gain access to the records. Access will be granted within a reasonable amount of time but not more than fifteen days (15) after receiving the request. "Parent" means a person who is the natural parent of the student or other person who has the primary responsibility for the care and upbringing of the student. All rights and privileges accorded to a parent under this Act shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. The student may also exercise such rights and privileges at any time with respect to the student's permanent school record. If information contained in the records is disputed by the parent, student, and/or legal guardian, a request to meet with the Principal or Superintendent must be made within a reasonable time after the review of the record to provide for the correction, deletion, or further explanation of such information.

In the absence of any court order to the contrary, to require, that upon the request of either parent of a pupil whose parents are divorced, copies of the following reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school initiated parent-teacher conferences, notices of major school sponsored events, such as open house, which involve pupil-parent interaction and furnished by the school district to one parent be furnished by mail to the other parent.

The school will review student's records periodically to make certain they are accurate. Permanent records will be maintained for not less than sixty (60) years after a student has graduated or otherwise permanently withdrawn from school. Temporary records will be retained not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school.

Upon graduation or permanent withdrawal of a handicapped student, the psychological evaluation, special education files and other information contained in the student temporary record may be of continued assistance to the student may, after five (5) years be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents. The school shall explain to the student and the parent the future usefulness of these records.

If a certified copy of an order of protection has been filed with a school district, then the district shall notify its school employees that the student records or information in those records of a protected child identified in the order shall not be released to the person against whom the order was issued.

Release of Information. The school shall transfer the student record to another school in which the student has enrolled or intends to enroll upon a signed parental release form. The parent will receive prior written notice of the nature and substance of the information to be transferred and an opportunity to inspect, copy, and challenge such information. If the address of the parents is unknown, notice may be served upon the records' custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) calendar days after such service, if the parents make no objection, the records may be transferred to the requesting school.

No individual or agency can force an individual to release his/her records. A release of students' written record will not be made to persons or agencies unless written consent is given by parents, students, or a court order is issued. However, a release of records without parental consent could be made due to an emergency release of personally identifiable information from education records to

provide for release of information for medical health or safety. In certain instances where consent is not required, written notification of such information will be given to the parents. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal. The contact must be made by September 15 of each school year or the information will be released at the appropriate time.

Rules Regulating the Inspection of Student's Written Records. The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are: 1) the right to inspect and review the student's education records within ten (10) business days the district receives request for access. Parents or eligible students should submit to the school principal or representative written request that identifies the record(s) they wish to inspect. The principal will make arrangements to access and notify the parents or eligible student of the time and place where the records may be inspected; 2) The right to request the amendment of the student's education records, that, the parents or eligible student believes are inaccurate, misleading, irrelevant or improper. The parents or eligible student may ask Smithton C.C.S.D. #130 to amend records that they believe are inaccurate or misleading, irrelevant or improper. They should write the school principal; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parents or eligible student, the District will notify the parents or eligible student of the decision and advise them of their right to a hearing; 3) The right to consent to disclosures of personally identifiable information contained in the student education records, except to the extent that FERPA authorized disclosure without consent. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. 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; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law; 4) The right of parents, eligible students, and/or guardians to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA (Family Policy Compliance Office, U.S. Department of education, 400 Maryland Avenue SW, Washington, D.C. 20202.

STUDENTS WITH DISABILITIES

Education. 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 which 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.

If you believe your child may have a disability, and this disability is adversely affecting your child’s educational performance, please contact your building principal to receive your full procedural rights. Requests for evaluations must be in writing, and state the reason for the referral.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Related Service Logs. For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child’s IEP and the minutes of each type of related service that has been administered. The school will provide a child’s parent/guardian a copy of the related service log at the annual review of the child’s IEP and at any other time upon request.

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.

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

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.

Students may also access a 24/7 hotline via the district website: <https://www.sccsd130.com/page/safe2help>.

TEACHER QUALIFICATIONS

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher's certification;
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

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

TEXTBOOKS

The textbooks used are the property of Smithton C.C.S.D. #130. The textbooks issued to a student become his/her responsibility until they are returned to the school. If a textbook issued to a student is lost or damaged (regardless of the reason), the student has the financial responsibility to pay the appraised price for a replacement of the lost textbook or for the repair of the damaged textbook.

TITLE I PROGRAM

Smithton C.C.S.D. #130 provides a federally funded Title I program for identified students in grade one through five. The Title I students have demonstrated a need for additional help in reading in order to be successful in school. These students are identified through achievement test scores, teacher recommendation, and classroom grades.

TITLE IX NON-DISCRIMINATION NOTICE

Title IX prohibits discrimination on the basis of sex in education programs or activities by recipients of federal financial assistance. Smithton School District does not discriminate on the basis of sex in any aspect of its educational programs and activities, including admission to or employment in its education programs or activities. The Title IX coordinator for Smithton is Superintendent Dr. Courtney Castelli. The coordinator may be contacted at 618-233-6863 or in person at 316 South Hickory Street, Smithton, Illinois, or at ccastelli@sccsd130.com. Smithton School District has jurisdiction over complaints alleging violations of Title IX and grievance procedure questions to address sex discrimination claims are to be directed to the district coordinator. Inquiries concerning application of Title IX and its implementing regulations may be referred to the Title IX coordinator or to the U.S. Department of Education's Office of Civil Rights, 500 W. Madison, Chicago, IL 60661.

TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. We strongly encourage you to select a treat or snack with nutritional value.

VALUABLES

The teachers and staff cannot be responsible for valuable items brought to school by students. Students should be encouraged to leave all valuable personal items at home. Students are not allowed to trade, buy or sell personal belongings at school.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school buses 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.

Video & Audio Recordings and Work Samples – Student Teachers. Illinois now requires a performance assessment to ensure pre-service teachers (student teachers) have the necessary knowledge, skills and dispositions to be effective educators before teaching licenses are issued. As part of this *Teacher Performance Assessment (edTPA)*, pre-service teachers must video their performances and the impact their instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. Parents who do not want their children recorded or their children's work samples scanned should contact the principal in writing.

VISITORS

To ensure the safety of our students, all parents and visitors must present a valid photo identification to enter the building. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should inform office personnel of their reason for being at school.

Visitors' State-issued photo ID or current driver's license will be scanned using the Raptor system, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and attach the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period. Parents or guardians wishing to meet with a teacher or principal should call the day before, if possible to make an appointment. Teachers cannot meet with parents during class time.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him/herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.

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

VOLUNTEERS

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Any person who is a "sex offender," as defined by the *Sex Offender Registration Act*, or a "violent offender against youth," as defined in the *Child Murderer and Violent Offender Against Youth Registration Act* or who has been convicted of any of the offenses that would preclude his/her employment by the School District per the *School Code* is prohibited from being a volunteer in any capacity.

All school volunteers, who work in the school must complete the "Resource Person and Volunteer Information Form and Waiver of Liability" on an annual basis. Forms are available in the school office. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

VIRTUAL BACKPACK

All of our flyers and other school information is available on our website in the Virtual Backpack. You can access the Virtual Backpack on our website: <https://www.sccsd130.com/page/virtual-backpack>.

HANDBOOK ACKNOWLEDGMENT AND PLEDGE AND CELLULAR PHONE OPT IN/OUT

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures. I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office. I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office. I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent/Guardian Signature

Date

Cellular Phone Permission

The district uses an automated phone system to place calls of importance to parents and guardians including notification of school cancellations, important dates and events, as well as emergency situations. Please indicate whether you grant permission for the District to send these voice and/or text messages to your cellular phone(s).

☐ I grant permission to the District to send school-related notifications to my cellular phone(s).

☐ I wish to have the following cellular phone (list phone number including area code) OPTED out of receiving school-related notifications: _____

Parent/Guardian Signature

Date

General Permission Form

The Smithton Board of Education requires written approval from a parent or guardian for a child to participate in the activities listed below. Further, Illinois State Statutes require that each pupil participating in an educational tour and/or field trip shall have accident and health insurance protecting against bodily injury, disability, or death while participating. The School District by statute has no liability to provide insurance. By signing this consent form you are indicating that either your child is presently covered by such insurance or agree to hold harmless the School District from any such injury that might be received.

My child, _____, has my permission to participate in the following events. I understand that I will be informed prior to activities at school or trips that take my child away from the Smithton School Complex.

Permission is needed for the following activities:

- School sponsored field trips
- Field Day
- Walking field trips within the Smithton Village
- Walk to School Day
- School sporting events and bus trips (6th-8th Grade)
- Classroom videos
- Yearbook pictures
- Candid photos that may appear in local newspapers or on district web pages
- Newspaper article submissions that include children's names

Your signature signifies your agreement to the above listed activities.

Parent Signature

Date