



Gardner Elementary

Parent & Student Handbook

2023-2024

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Arrival Time,
7:35-8:00 am
 Our doors open for students at 7:50 am.

Dismissal Time,
2:30 pm for town students and 2:57 for bus students

The mission of Gardner Elementary School is to provide a safe and positive learning environment filled with educational opportunities that will assist all children in reaching their fullest potential.



Gardner Elementary School

Home of the Bulldogs

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SCHOOL HOURS

ARRIVAL TIMES. Students are welcome to arrive at school at 7:35 am. Students should not be at school before 7:35 am. All students must be in the classroom and ready for instruction at 8:00 am. Our doors open at 7:50 am for all students. The gym will be used if it is raining and/or if the temperature or the wind chill is 20 degrees or less. After 8:00 am, students must report to the office to sign in and obtain a tardy slip.

DISMISSAL TIMES. For students who walk, get picked up, or participate in band/chorus students, dismissal time from the classroom is 2:30 pm. 2:57 pm is the dismissal time for students who ride the bus. All students are expected to leave the school grounds before 3:10 P.M. unless prior arrangements have been made or he/she is participating in a scheduled after-school activity.

HALF DAY/SCHOOL IMPROVEMENT DAY DISMISSAL TIMES. Town Students for 11:10 am. Bus Students at 11:25 am (or later depending on arrival time of buses). **If you are dropping off your child in the morning or picking your child up after school, please pull forward as far as possible so that you do not impede the flow of traffic. There is a lot of traffic before and after school. We want everyone to be safe.**

GENERAL INFORMATION

Volunteers. All parents/volunteers that will help in the school setting and/or attend field trips will need to have a completed background check on file. There is a one time \$20 fee to be paid when submitting the background check form. Once a background check has been completed, it will remain valid through your student's entire school career at WCUSD#5.

Accident Insurance. Student accident insurance is made available to students for a nominal fee. It is recommended for any student whose family does not have such insurance coverage. The school cannot legally assume any liability for medical expenses due to student injuries sustained in regular school activities. Student insurance claims are processed by the school nurse in the health office. All students having coverage should report any accident to the school nurse immediately.

Announcements. The Gardner Gazette and Calendar of Events are located on the Gardner School website. School email will also be used to send all-school messages.

Emergency School Closing. Skylert Automated System will simultaneously contact our parents/guardians/staff that are listed in our system and will deliver a recorded message that will come from your principal or superintendent. The service will deliver the message within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start. It will deliver the message to both live answer and answering machines along with the capability of texting and emailing the message. After you answer the phone, there is a pause before the message begins. If you receive a call from the school, please check to see if a message has been left before calling the school back. TV Channels: (2) (4) (5) and Radio Station: KMOX 1120 AM will be notified directly of a WCUSD5 school closing, and they will begin announcements as soon as possible. Please do not call the office as there will likely be no one there to answer the phone.

Lost and Found. If your child is missing a jacket, hats, mittens, lunch carrier, etc. please remind him or her to check out the Lost and Found in our cafeteria. Toys and stuffed animals should remain at home unless requested in the classroom for a special event.

Parent Conferences. Parent/teacher conferences may be arranged at any time of the school year. Parents are urged to call or email the school any time for an appointment whenever they

wish to speak with teachers, our social worker, or principal concerning their child's progress. Please call the office at 939-3060 to make an appointment or email your teacher directly. Email addresses are available on our school's web site.

Fire/Disaster/Intruder Safety Drills. Safety drills will occur throughout the school year. Students are required to be silent and shall comply with the directives of school officials during emergency drill. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill to address an active shooter incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

The purpose of school safety drills is to provide students and staff with techniques should they encounter an emergency situation. Each scenario may be different and require different responses. School evacuation drills prepare students and staff for situations that occur when the conditions outside of the building are safer than the conditions inside of the building. The mandated drills are to ensure practice times for students' safety.

Change of Address. Changes in student addresses or phone numbers should be reported to the Gardner Office as soon as possible along with acceptable proof of residency (ie. utility bill).

Progress Reports. Parents will be notified only by email when mid-term reports are available on Skyward each quarter. The report may reflect a student's outstanding work, notable improvement, or an academic problem. If an academic problem is indicated, parents are strongly encouraged to contact the Gardner Elementary office to set up a conference with their child's teacher. Plans for remediation can be discussed at that time. A hard copy of a mid-term report may be requested by a parent.

Report Cards. Report cards will be issued four times during the school year. Please refer to the school calendar handed out at registration for specific dates. Students receive grades based on their performance according to the following scale (no rounding of grades):

A 100 – 90%, B 89 – 80%, C 79 – 70%, D 69 – 60% , E Below 60%

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

Advancement/Promotion of Students. Students not meeting grade-level standards and expectations will be referred to the Problem Solving Team. Parents will be notified and a meeting will be held to discuss the student's appropriate grade-level placement for the following school year. The school has the right to retain any student not meeting expectations.

Section 105 ILCS 5/10-20.9a of the Illinois Code states school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. Students shall be assigned to the appropriate grade level which best meets the educational and psychological needs of the student. The Waterloo School District maintains the absolute right to promote and/or retain students based on, but not limited to, successful completion of curriculum, student attendance, daily classroom performance, performance of state mandated assessments, or achievement tests. In addition and where applicable, records from previous school enrollment will be reviewed and considered for placement.

Online Parent Link. Parents of Gardner students are now able to use the Internet to access their children's grades, attendance, etc. Any parent needing a login or password may contact the Gardner office. Below is the link for access to Skyward:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwaterlooil/fwemnu01.w>

If you have any questions/problems regarding accessing this site, please feel free to contact the school at 939-3060 for assistance.

Withdrawal from School. If a student intends to withdraw from school, parents should contact the Gardner office and obtain the necessary paperwork for the student's transfer and return them to the office before leaving.

Pandemic Preparedness, Management, and Recovery. 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 other 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 a 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. Students who do not participate in blended or remote learning 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 disrupting 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 measures 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 educational 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 on 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 if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

ATTENDANCE POLICIES

Illinois law requires that whomever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whomever 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 two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, 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 mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.

Absence from School. If a student is absent for a reason other than a planned event (Planned Absence Form required), the parent should call the office and follow the attendance prompts each day stating the reason for the absence. Failure to do so will result in the absence being classified as unexcused. An unexcused absence will not be changed to an excused absence unless the parent calls the school the day of the absence or the following school day. A message can be left on the office's phone messaging system by dialing 618-939-3060 and selecting option 1.

Students who enter or leave school throughout the day, for any reason, must sign in or out in the office, with the permission of the parents and the office staff. Failure to do so will result in the absence being classified as a truancy. **In the event of any absence, the student's parent/guardian is required to call the school at 618-939-3060 before 8:00 a.m. to explain the reason for the absence.** If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so

shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Attendance Accounting. Attendance is taken every day. This information is kept in each student's permanent record. The school's average daily attendance is reported to the state, and it is used to determine the amount of state aid we receive. A student must be present at least 300 minutes to be credited with a full day of attendance (no matter the reason for the absence). Under the "normal" school day schedule, a half-day of attendance is credited if the student is in school between 150 and 299 minutes. If a student is present for less than 150 minutes, the student will be counted as missing a whole day.

Absence Classifications. An **excused absence** is one due to personal illness, death in the immediate family, observance of a religious holiday, or an emergency situation beyond the control of the student as determined by the building principal will be considered an excused absence. An excused absence entitles a student to make up all assignments missed. The student will have one day, plus the number of days absent to turn in makeup work. It is the responsibility of the student to contact the teacher on the day he/she returns to complete a plan for doing work that was missed. In the event that a student has an excused absence on the day that a specific long-term assignment is due and the student was previously informed of the predetermined due date, the student may be required to submit such assignment on the day that the student returns to school from the excused absence. The teacher may extend the due date with unusual circumstances.

For an **excused partial day absence**, parents will contact the office to offer permission to miss class for personal emergency, important business, or medical and dental appointments that cannot be scheduled during non-school hours. The office must have parental permission for the student to leave, and the student must provide verification upon return. In no case should a student leave the school grounds without reporting to the office, nor shall a student report late to school without first checking into the office. **FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND DISCIPLINARY ACTION.** Students who become ill at school should report to the nurse to be excused for the remainder of the day. An **unexcused absence** is due to truancy or to any cause which the administration cannot approve is classified as unexcused. In such matters, the teacher has no responsibility for assisting the student in making up the work missed, and the student receives no credit.

In order for a student to participate or attend a scheduled extracurricular practice or activity on a school afternoon or night, he/she must be in attendance at school for the entire day. The only exception will be a pre-arranged administrative approval (i.e. funeral, doctor's appointment, etc.) If a student misses any part of the day due to illness, he/she will not be permitted to participate or attend that afternoon or evening's activity. A student that is too sick to attend the full school day is too sick to participate in or attend any after-school activity.

Truancy. Student attendance is critical to the learning process. Therefore, truancy is 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 days without a recognized excuse are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

1. Referral to the truancy officer
2. Reporting to officials under the Juvenile Court Act
3. Referral to the State's Attorney
4. 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.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students. State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, state law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance. "Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems. Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

Planned Absences. If for any reason, other than illness, your child will be absent, please obtain and complete a *Planned Absence Form*. This form should be completed, signed by the parent, and submitted to the principal for approval. If approved by the principal, the teacher will then be notified. Given reasonable notice, the homework for the days missed will be given to the student in advance of the absence. The homework should be turned in upon his/her return to school. This form can be found at wcusd5.net under the parent tab then listed under "Useful Forms." **If a child has truancy concerns, a planned absence request may be denied and/or marked as an unexcused absence.** If the absence is approved, you DO NOT need to report the absence on the Absentee Mailbox voicemail.

Tardiness. Students will be counted tardy if not present by 8:00 A.M. Please check your child in at the office if arrival is after 8:00 A.M.

Religious Observances. Students desiring to attend religious services will be allowed to do so. In order for an absence to be excused, the parent/guardian must complete the Planned Absence Form and submit it to the office one-day prior to the absence.

Exemption from Physical Education Requirement [K-8]. In order to be excused from participation in physical education, a student must present an appropriate excuse from his or

her parent/guardian or from a person licensed under the Medical Practice Act. Please email a doctor's note about missing PE to our school nurse at mthorpe@wcusd5.net and our PE teacher at jhogan@wcusd5.net with the return to PE date. The excuse may be based on medical or religious prohibitions. Please email a copy of a doctor's note to our school nurse and principal if your child needs to stay inside for recess due to an illness.

An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.1 Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

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

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

STUDENT SERVICES

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

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 educational program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact Angie Huels at 618-939-3060.

Problem Solving Team. Gardner has a team of adults from the staff who have formed a student assistance program. The team was formed to assist students dealing with at-risk behaviors. Their focus is on the student's behavior, academics, health and attendance where the school has a legal and ethical responsibility. The team will work with the human resources available and provide any linkage needed to local and state agencies.

PBIS. Gardner Elementary utilizes a program known as Positive Behavior Interventions and Supports (PBIS) to teach and positively reinforce behavior expectations across all school settings. Students may be rewarded with Dog Dollars when they display appropriate behavior. At Gardner Elementary, we are raising the level of expectations and expect more out of our students. Some behaviors are expected at this age; therefore, rewarded behavior must be “Above and Beyond” expectations. Additionally, all classrooms have positive behavior systems in place. These systems emphasize learning expectations, rewarding students who meet these expectations, and consequences for not following expectations. In addition to teaching expectations and promoting appropriate behavior through positive rewards, the PBIS team will meet on a regular basis to make decisions based on school-wide data. The goal is to continue decreasing the number of office referrals using this approach.

Social Work Services. A certified school social worker is available to talk with any parents/guardians about concerns they may have with their child. Behavior and emotional issues and social skills are dealt with in small groups or on a one-on-one level, depending upon the student’s situation. If you feel that this service would benefit you and your child, please call the office at 618-939-3060 and request to be transferred to the social worker. All information is kept strictly confidential.

Accelerated Placement. The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

NOTIFICATIONS

Section 504. Section 504 of the Rehabilitation Act of 1973, as amended, is a civil rights law that prohibits discrimination against individuals with disabilities. The statute ensures that a qualified student with a disability receives reasonable accommodations necessary for that student to access education or school related programs and activities.

Any child suspected of needing a Section 504 Plan should be referred to the district’s Section 504 coordinator. The coordinator will then initiate the process for determining whether the student meets the qualifications under this federal law.

District Annual Budget. The District's final annual budget is posted on the District's website, at www.wcusd5.net, under the School Board section.

Student Records. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member’s sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

1. **The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student’s academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student’s academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.
3. **The right to request the amendment of the student’s education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
4. **The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual

obligation with the district.

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

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

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

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

6. The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to:

Name

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

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

7. The right contained in this statement: No person may condition the granting or

withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

U.S. Department of Education
 Student Privacy Policy Office
 400 Maryland Avenue, SW
 Washington DC 20202-46058520

Student Privacy Protections. The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

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

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

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

1. Political affiliations or beliefs of the student or the student's parent/guardian
2. Mental or psychological problems of the student or the student's family
3. Sexual behaviors or attitudes
4. Illegal, 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 program eligibility

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

Instructional Material. A student's parents/guardians 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.

Body Safety Education. A prevention lesson on Body Safety will be presented to 4th and 5th grade students. This is in compliance with Erin's Law, an Illinois law mandating sexual abuse prevention education for grade K-5 (Public Act 96-1524). The objective of the lesson is to educate children about their personal safety and empower them to tell a trusted adult if someone says or does something that makes them feel uncomfortable.

Standardized Testing. Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: IAR.

Parents/Guardians 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/Guardians can assist their students achieve their best performance by doing the following:

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

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

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification;
4. 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.

Notice of Non-Discrimination. Notice is hereby given that Waterloo Community Unit School District No. 5, Monroe County, Illinois does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, gender identity, religious beliefs or disability in admission or access to its programs and activities. Any person having inquiries concerning the Waterloo Community Unit School District No. 5's compliance with regulations implementing the Americans with Disabilities Act, Title IX, or Section 504 of the Rehabilitation Act is directed to contact Mr. Brian Charron at 302 Bellefontaine Drive Waterloo IL, 62298, 939-3453, who has been designated by the Waterloo Community Unit School District No. 5 to coordinate the District's efforts to comply with the regulations implementing the Americans With Disabilities Act, Title IX and section 504.

According to the Americans with Disabilities Act, the following individuals are considered to have a disability:

1. An individual is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
2. The definition makes clear that the ADA applies to persons who have impairments and that these must substantially limit major life activities such as seeing, hearing, speaking, walking, breathing, performing manual tasks, learning, caring for oneself, and working. An individual with epilepsy, paralysis, HIV infection, AIDS, a substantial hearing or visual impairment, mental retardation, or a specific learning disability is covered, but an individual with a minor, non-chronic condition of short duration, such as a sprain,

broken limb, or the flu would not be covered.

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

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 ineffective 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.

Asbestos Management Plan. Waterloo C.U.S.D. #5 has adopted an Asbestos Management Plan. This is available for public review upon request. The plan may be viewed in the building principal’s office during normal business hours.

Pest Control Management. Waterloo School District #5 is required by the “Illinois Structural Pest Control Act” to develop and implement an integrated pest management program. We are required to notify students and parents when spraying for pests inside the schools. Along with spraying, we will install glue traps and other types of traps to help minimize the use of any chemicals. Obviously, the safety of the children and staff is our first priority.

The following periods have been scheduled for spraying: Spring Break Holiday, Summer Holiday, Thanksgiving Holiday, Christmas Holiday For questions, please contact Will Hulett, Director of Buildings and Grounds 939-9770 ext: 430.

Fines, Fees, and Charges; Waiver of Student Fees. The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parents or guardians to pay fees or certain charges. Students whose parents or guardians are unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

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

prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; 2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children);
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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

1. An illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal employment
4. Emergency situations
5. 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 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 for a meal or snack.

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
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, you may contact the building principal at Gardner Elementary School 939-3060.

Homeless Child's Right to Education. 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
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

Sex Offender & Violent Offender Community Notification Laws. State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on

the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry,

www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders,

www.isp.state.il.us/sor/faq.cfm

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

SCHOOL POLICIES AND REGULATIONS

Cell Phones in School Zones. According to Illinois statute (Public Act 096-0131) usage of cell phones by drivers in school zones is not permitted.

Bus Transportation. Students are provided free bus transportation. Drivers have the authority and responsibility to maintain order on the bus; they may assign seats. Drivers will process incidents of misconduct to the administration through their supervisory chain.

To achieve safe and efficient transportation, the Superintendent of Public Instruction of the State of Illinois has provided these regulations.

1. The driver is in charge of the pupils and the bus. Students must obey the driver promptly. Transportation is provided to students as a privilege. Should any student persist in violating any of the rules and regulations, the driver shall notify the school administration and appropriate disciplinary action will be taken
2. Pupils must be on time at the designated bus stops. Bus drivers have specific instructions not to wait for those who are tardy. This is especially important at those stops on pavement where traffic tie-ups may result
3. Pupils should refrain from unnecessary conversation with the driver since it is necessary that the driver's attention to the road be diverted as little as possible. Be courteous to fellow students and to the bus driver
4. Students must stay in their seats and must not move on the bus while it is in motion. Remain in the bus in the event of a real emergency until the driver gives instructions
5. Be silent when approaching a railroad-crossing stop.
6. Stay off the road at all times while waiting for the bus. Be careful while approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop
7. Students are not to place their feet on the seat, mark, mutilate or manipulate bus equipment, or stand on the seats
8. Pupils must not, at any time, extend their hands, arms, or heads out of the bus window
9. For safety purposes, bus windows are not to be lowered below the marked line
10. Keep books, packages, coats, and all other objects out of the aisles
11. Students must not throw objects out of the windows or on the floor; keep your bus clean
12. Food is not to be eaten on the bus at any time

13. Classroom conduct is expected on the bus; ordinary conversations are permitted 14. Misconduct on the bus may result in bus transportation privileges being suspended 15. Students riding the bus will not be discharged at any other location than the regular bus stops; students will not be permitted to ride the bus unless they are regularly assigned passengers
16. Students are prohibited from taking live animals or glass containers on the bus
17. Cell phones may not be used while on the school bus

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

The riding of the bus is a privilege granted to District #5 students by the Board of Education. Any serious violation of the bus rules will result in the removal of the individual from the bus. Bus suspension may be extended to include the remainder of the current school year. 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.

Cafeteria/ Lunch. To call the cafeteria without going through the Gardner Office: 939-3060 ... Press Ext 339. Costs are below.

Breakfast: \$1.25

Lunch \$2.50

Milk: \$.55

Juice: \$.45

Outside food from a restaurant may not be ordered or brought into the cafeteria (McDonald's, Pizza Hut, etc.).

Water bottles are allowed at school. Students should bring them to school filled with water. Students who bring them filled with soda, Koolaid, coffee, etc. will be asked to empty their bottle and fill it with water.

Gardner Elementary participates in the "Free and Reduced Lunch and Breakfast Program." Applications for the program may be picked up from the office or cafeteria and completed at any time during the school year. We encourage all those students entitled to free or reduced price meals to utilize the benefit as often as possible. Please note that this entitlement includes 1 free or reduced breakfast and 1 free or reduced lunch per day. Any purchase other than or in addition to a full meal will be the responsibility of the student.

Cell Phones and Other 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 instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off^[1] and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the

safety of students, staff, or other individuals. During breakfast, lunch, hallway, and recess time, the same policy applies.

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.

GARDNER ELEMENTARY DISCOURAGES STUDENTS FROM BRINGING ELECTRONIC DEVICES TO SCHOOL. THE WATERLOO BOARD OF EDUCATION, WATERLOO COMMUNITY UNIT SCHOOL DISTRICT #5, OR GARDNER ELEMENTARY IS NOT AND WILL NOT BE RESPONSIBLE FOR THE DAMAGE, LOSS, OR THEFT OF ANY COMMUNICATION DEVICE OR ELECTRONIC DEVICE BROUGHT TO SCHOOL EVEN IF THE ITEM HAS BEEN CONFISCATED. THIS POLICY ALSO HOLDS HARMLESS WCUSD, BOARD OF EDUCATION, AND GARDNER ELEMENTARY FROM ALL CLAIMS ARISING FROM PAST AND FUTURE INCIDENTS.

Closed Campus. Students are to remain in their assigned building and on the school grounds continuously from the time they arrive to the time of departure for the day unless permission to leave is granted by the building administration or a designee.

Communication Authorization. Students who wish to hand out or post various announcements, bulletins, newsletters, or written material of any kind must get approval from Gardner Elementary administration. The administrator's signature or initials must appear on all materials posted. All information posted without proper signatures will be removed.

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

Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.

Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.

Hats, hoods, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day. Hats and pajamas are encouraged during special event dress up days. Please save them for that purpose. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.

Clothing with 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. Appropriate footwear must be worn at all times.

If there is any doubt about dress and appearance, the building principal will make the final decision.

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

Recess and Inclement Weather. Students need fresh air and exercise on a daily basis. With this in mind, we will try to allow them to go outside as much as possible even during the winter months. When students are to be outside for extended periods of time (i.e. 20 minutes or more), we will use **20 degrees** real temperature or wind chill as our guide. Teachers may take students outside for short periods of time even if the temperature or wind chill falls below 20 degrees. **Please ensure that your child is dressed appropriately during the winter months.**

Gift Deliveries. Deliveries of flowers and gifts for students will remain in the office until the end of the school day.

Birthdays. Pre-packaged treats for birthdays are allowed. Please consult your teacher before sending birthday treats to school. All food items brought to school and served to students during school hours must be individually wrapped, prepackaged items or purchased from a bakery. Bakery items brought to school must be sealed in the original bakery package. **Please do not bring cakes or large cookies that need to be divided.** Classroom treats that are already individually portioned are required. A classroom is not conducive to cutting and distributing cakes, giant cookies or scooping ice cream. Homemade items are also not acceptable.

While recognizing your child's special day is important, please do not bring balloons, treat bags, etc. for your child's classmates. Classrooms and school buses are not conducive to housing these items. If a parent or grandparent wishes to eat lunch with their Gardner student, they may eat outside at the picnic table, or they may take them out to eat.

Visitors. All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied 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. 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.

Annual Notice to Parents About Educational Technology

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

TECHNOLOGY USE & INTERNET SAFETY POLICY

Waterloo Community Unit School District No. 5

The Board of Education hereby determines that it is in the best interest of the district, its personnel and its students, and members of the Waterloo Community Unit School District No. 5 community to promote use of and familiarity with the District Technology System and with the services which are available through that system to support learning, enhance instruction, and to improve communications between the school and community.

Knowledgeable and appropriate use of the District Technology System can facilitate access to information resources available online, create innovative learning environments, and provide for worldwide communication. For purposes of this policy, implementing rules, and acceptable use guidelines, the term "District Technology System" or "System" shall include all computer hardware and software owned or operated by the district, district electronic mail, district web sites, and district online services and bulletin board systems. "Use" of the District Technology System shall include use of or obtaining access to the system from any computer terminal whether or not owned or operated by the district.

The District Technology System was established to comprise part of the school curriculum and is intended by the Board of Education to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The district reserves and retains the right to regulate the content of and links to the District Technology System. The district also has the right to and does monitor use of the District Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System shall have the expectation of privacy in connection with the use thereof.

The Board of Education recognizes that although the Internet and online services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the internet shall be consistent with the district's educational mission and the curriculum adopted by the Board of Education.

With respect to any of its computers with internet access, the district will use technology protection measures to (1) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (2) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

The Board of Education further recognizes that the effective operation of the District Technology System depends upon the existence and enforcement of guidelines for the efficient, ethical and

legal use of its resources. The administration is authorized to and shall adopt and enforce guidelines which limit the use of the System to educational purposes, and describe acceptable and ethical use of the system. The guidelines shall, among other points, address:

1. Access by minors to inappropriate matter on the internet and electronic mail
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication
3. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online
4. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors
5. Measures designed to restrict minors' access to materials harmful to minors

Such guidelines shall be distributed to district employees and students (and other members of the Waterloo Community School District No. 5 community) who are afforded access to the system.

Violation of the acceptable use guidelines shall be subject to consequences including, but not limited to, discipline, loss of system use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

HEALTH SERVICES

Health Examinations/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
3. Enrolling in an Illinois school for the first time, regardless of the student's grade

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination. All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination or (2) that an eye examination will take place within 60 days after October 15.

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

A student will be exempted from the above requirements for:

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

Care of Students with Diabetes. If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal, Angie Huels, at (618) 939-3060 or ahuels@wcusd5.net.

Parents/guardians are responsible for and must:

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

For further information, please contact the building principal.

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal, Angie Huels, at (618) 939-3060 or at ahuels@wcusd5.net.

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

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

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."

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.

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

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school. Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school. Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

Administration of Medical Cannabis. In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The 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.

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.

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 parental resources on suicide and depression awareness and prevention. Information can also be obtained from the school office.

DISCIPLINARY PROCEDURES

Student Discipline. Teachers and other certified educational personnel shall maintain discipline in the schools. In all matters relating to the discipline in and the conduct of the school and the school children, they stand in the relations of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents and guardians (Illinois School Code). Cooperation among parents, teachers and administrators is both desirable and necessary. In order for the student to benefit from disciplinary procedures, it is most important that they understand the reasons for such actions. Discipline should be fair and constructive, not arbitrary or excessive.

The development of discipline is a major element of the maturation process. As a child matures, he/she must progress from the need of external control to internalized self-discipline necessary to become an effective, responsible adult. The goals of a disciplinary policy are to develop self-control, orderliness, and change the behavior. The elements of a disciplinary policy must focus on these goals in its corrective, behavior modification measures.

An individual has the right to the opportunity of public supported education. However, an individual does not have the right to interfere with the rights of others to an education in a safe, secure, and orderly manner. The rights of an individual and the institution must be balanced.

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

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

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

including searches conducted through the use of specially trained dogs.

Student Searches. School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property. If a search produces evidence that the student has violated or is violating either the law and/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.

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 questioning.

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

Possible Consequences. Students who choose not to follow the expectations are choosing negative consequences. We believe that a consequence should change behavior. These consequences include, but are not limited to, the following options: student/teacher conference, parent/teacher conference, loss of privileges (recess time, field trip attendance, incentive time, lunch detention, after school detention, community service, in-school suspension, Saturday, detention, and out of school suspension).

Suspension (Out of School). Suspension out of school is a disciplinary action taken by school officials to separate a student from school for a period of ten days or less. Students who are suspended are not permitted to be on or near campus, to use school transportation, or to attend school sponsored activities. For a student who is suspended the first occasion in a given school

year, it shall be the responsibility of the student to request assignments for the duration of the suspension, and the student must turn in all work and complete tests for his/her teachers on the day the student returns from the suspension in order to earn credit. Furthermore, a student will have the opportunity to earn 100% credit on all academic work during the suspension if completed and turned in upon return. Assignments made during the suspension but due after the suspension is over will be accepted. There will be no due date extension. In addition, a student who is suspended from school is exempt from earning extra credit beyond what is typically offered to all students in a particular class.

Suspension Due Process. The Superintendent and Building Principal are authorized to suspend students guilty of gross disobedience or misconduct from school and all school functions for a period not to exceed ten (10) school days. The student and/or parents are due the following procedural protection:

1. Prior to suspension, the student shall be provided oral or written notice of the charges
2. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident
3. Prior notice and hearing, as stated above, may not be required, and the student may be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the academic or educational process. In such cases, the necessary notice and hearing shall follow as soon as it is practical
4. Any suspension shall be reported to the parents or guardian of the student. Such reports shall contain a full statement of the reasons for suspension and a notice to the parents or guardian of their right of review. Also, a copy of the notice shall be given to the Superintendent and the Board of Education
5. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board. After the hearing or upon the receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

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 unless the student is authorized to be administered a

medical cannabis infused product under Ashley's Law.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below: A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:
 - (a) 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
 - (b) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case by-case basis
- 5. Using or possessing an electronic paging device
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search
 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores. Students providing the unauthorized materials and the students accepting the materials are liable for disciplinary action. Plagiarism is considered to be an instance of cheating. No credit will be given for this work and additional disciplinary consequences will be assigned
 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct
 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault
 12. Engaging in teen dating violence
 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property
 14. Entering school property or a school facility without proper authorization
 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity
 16. Being absent without a recognized excuse
 17. Being involved with any public school fraternity, sorority, or secret society
 18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia
 19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing
 20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
 21. Making an explicit threat on an internet website against a school employee, a student, or any school related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school
 22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds

or at any school event unless granted permission by the building principal 23. Hate crimes: the commission of one or more crimes against another by reason of race, religion, gender or other such classification

24. Committing arson or distribution of narcotics while associated with a school activity will result with an automatic recommendation for expulsion
25. Public display of affection
26. Profanity
27. Using a proxy, removable device or executable to bypass content filtering in an attempt to access blocked or inappropriate content
28. Beverages and food (exception of lunch) brought from outside the school will not be permitted. All food and drink must be consumed in the cafeteria during the school day. Exemptions from this policy will be reviewed on a case-by-case basis

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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

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

When and Where Conduct Rules Apply. These grounds for disciplinary action apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On school grounds before, during or after school hours and at any time when school is being used by a school group
2. Off school grounds at school activities, functions or events
3. Traveling to or from school or a school activity, function or event
4. Anywhere if the conduct may reasonably be considered to be a threat or an attempted intimidation of staff member, or an interference with school purposes or an education function

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

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen or damaged property

6. In-school suspension
7. After-school detention
8. Community service
9. Seizure of contraband: confiscation and temporary retention of the personal property that was used to violate school rules
10. Suspension of bus riding privileges
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under state law
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the district and local law enforcement agencies

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

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

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

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his/her conduct.

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 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.

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 cause bodily harm, including "look alike" of any firearm as defined above.

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.

Gang & Gang Activity Prohibited. "Gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or 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.

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

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including

communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

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

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. Warning signs of child sexual abuse include the following.

Physical signs

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs

- Excessive talk about or knowledge of sexual topics
- Keeping secrets

- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs.

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors. School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

Sexual or romantic invitations to a student, dating or soliciting a date from a student, engaging in sexualized or romantic dialog with a student, making sexually suggestive comments that are directed toward or with a student, self-disclosure or physical exposure of a sexual, romantic, or erotic nature, sexual, indecent, romantic, or erotic contact with a student, failing to respect boundaries or listening when a student says "no", engaging in touching that a student or student's parents/guardians have indicated is unwanted, trying to be a student's friend rather than filling an adult role in the student's life, failing to maintain age-appropriate relationships with students, talking with students about personal problems or relationships, spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student, expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors, giving a student gifts without occasion or reason,

spending a lot of time with a student, and restricting a student's access to other adults

Warning Signs of Boundary Violations. School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include the following:

Favoring a certain student by inviting the student to "hang out" or by granting special privileges, Engaging in peer-like behavior with a student, Discussing personal issues with a student, Meeting with a student off-campus without parent/guardian knowledge and/or permission, Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role, Transporting a student in a school or private vehicle without administrative authorization, Giving gifts, money, or treats to an individual student, Sending a student on personal errands, Intervening in a serious student problem instead of referring the student to an appropriately trained professional, Sexual or romantic invitations toward or from a student, Taking and using photos/videos of students for non-educational purposes, Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting, Inviting a student to an employee's home, Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose, Privately messaging a student, Maintaining intense eye contact with a student, Making comments about a student's physical attributes, including excessively flattering comments, Engaging in sexualized or romantic dialogue, Making sexually suggestive comments directed toward or with a student, Disclosing confidential information, Self-disclosure of a sexual, romantic, or erotic nature, Full frontal hugs, and Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Drugs. The illicit use, possession or distribution of non-medical drugs, the use, possession or distribution of "look alike" drugs, illicit possession, use or distribution of prescription drugs is not permitted on school buses, in school buildings, or on school property at any time. This includes all school sponsored and related activities, whether held during school hours or after. Students will not be permitted to attend school under the influence of illicit drugs. Any student in violation of this policy shall be recommended for suspension and/or expulsion according to the requirements of the Waterloo Board policy 7.190. Parent and juvenile authorities shall be promptly notified. When a substance is determined to be an illicit or "look alike" drug, the identity of the student shall be given to the proper authorities for possible prosecution.

If there is any reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the students and parents. All prescription drugs, medicine and stimulants must be turned into the nurse's office for dispensing with a Medical Dispensation Form. A letter from the parent must accompany the medicine stating the dosage and duration the student is to be taking the

prescription. The letter will be kept on file in the nurse's office.

Delegation Of Authority. Each teacher and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers may use reasonable force as needed to maintain safety for other students and remove students from a classroom for disruptive behavior.

The Superintendent and the building administration are authorized to impose the same disciplinary measures as teachers and may also suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a period up to 2 years as determined by the Board.

Guidelines for Student Distribution of Non-School-Sponsored Publications. A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

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

f. Incites students to violate any Board policy.

7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.

8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

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