

# UNITY



ELEMENTARY SCHOOL

**2022-2023**

***Parent And Student Handbook***

*Principal: Shelly Sheffler*  
*Secretary: Kim Graham*

Foreword	
General School Information	1
Philosophy, Mission Statement, Goals, Climate	2
Visitors	3
School Volunteers, Equal Opportunity and Sex Equity, Animals on School Property	4
Accommodating Individuals with Disabilities, Suicide & Depression Awareness, Field Trips	5
Student Records	6
Family Education Rights and Privacy (FERPA)	7
School Entrance Regulations, Birth Certificate, Physicals	8
Immunizations, Eye, Dental Examinations, Exemptions	9
School Lunches and Fees	10
Student Insurance, School Cancellation, Early Dismissal, Student Absences	11
Attendance Policy, Tardies	12
Release Time for Religious Observance, Make-Up Work, Truancy, Grading and Promotion	13
Academic achievement, Grading Scale, Honor Roll, Homework	14
Honor Roll, Homework, Report Cards, Parent/Teacher Conferences	15
Cell Phones, Toys / Objects at school, Leaving Grounds, Discipline of Students with Disabilities	16
PE Exemption, Request to Access Special Education, Driving & Parking, Accidents-Emergencies	17
Public Complaints, Medicaid, Important numbers	18, 19
Head Lice, Communicable Diseases	19
Bullying Prevention & Response Plan	20-22
Non-School Publications/Websites, Internet Acceptable Use	22-25
Standardized Testing, Homeless Child's Rights	25, 26

Teacher Qualifications, Parental Involvement-Title I	27-28
English Language Learners, Pesticide Application, Mandated Reporters, Sex Offender Laws	28-29
Safety Drills	29
Student Medication, Bus Transportation, Alternate Transportation	30-31
Parent Responsibilities	32
Student Discipline, Disciplinary Measures	33-35
Weapons/Ammunition, Required Notice, Delegation of Authority, Student Handbook	36
Drugs, Alcohol, Tobacco, General Building Conduct, School Dress Code	37-38
Pupil Rights and Responsibilities	39
Rules/Discipline	40-42
Residence	43-45
Parent/Guardian Handbook Acknowledgement	
Internet Acceptable Use Sign off	

## **FOREWORD**

In many instances, parents and students have questions concerning the day-to-day operation of their school system. Frequently, some parents and students are at a loss as to where to find the answers to these questions. This Handbook is intended to serve as a source of reference for some of the common questions that might arise during the course of the school year. We urge all parents to visit our schools. Communication between students, parents, teachers, and the administration is the best way to promote understanding. By understanding and getting acquainted with various aspects of the programs, policies, and procedures, the student has a better opportunity for a successful educational experience.

## **General School Information**

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website ([www.cusd4.com](http://www.cusd4.com)) or at the Board office, located at:

453 West Collins Street  
Mendon, IL 62351

The School Board governs the school district, and is elected by the community. Current School Board members are: James Farmer, President  
Danielle Flear, Vice-President  
Steve Arnsman, Secretary  
Julie Duke, Member  
Jessica Humke, Member  
Louis Janssen, Member  
Ashley Shaffer, Member

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

Scott Riddle – Superintendent  
Shelly Sheffler – Unity Elementary School Principal  
Josh Arnsman – Unity Middle & High School Principal  
Seth Klusmeyer – Curriculum Director

The schools are located and may be contacted at:

Unity Elementary School - 136 W. Washington St., Mendon, IL 62351  
Phone: 217-936-2512 / Fax: 217-936-2124

Unity Middle School – 453 W. Collins St., Mendon, IL 62351  
Phone: 217-936-2727 / Fax: 217-936-2730

Unity High School – 453 W. Collins St., Mendon, IL 62351  
Phone: 217-936-2116 / Fax: 217-936-2117

## **PHILOSOPHY**

We believe it is the responsibility of Community Unit School District # 4 to provide opportunities, which encourage learning to the maximum potential of each student. All students are accepted with the realization that their instructional needs differ. An environment shall be established which fosters effective interaction between students and staff, encouraging students to become informed decision makers, able to pursue academic, professional, and personal goals. Learning is enhanced when students, teachers, support staff, administrators, school board members, parents, and the community are all engaged in the education process. The most valuable lesson we teach—by word and by deed—is that learning is a lifelong endeavor in a changing society.

### **MISSION STATEMENT**

Community Unit School District # 4, in cooperation with parents and community, will provide opportunities and encouragement for students to acquire skills, knowledge, and a sense of responsibility in a safe educational environment that will prepare them for their roles in a changing global society

### **GOALS**

The Community Unit School District # 4 will:

1. Strive to assess, and then develop, the potential of each student.
2. Offer a curriculum, which enables the students to meet their full potential.
3. Strive to offer a curriculum and provide assistance, which enables the students to meet their full potential.
4. Provide programs that assist individuals with special needs.
5. Promote the physical, emotional, and social growth of students.
6. Strive to maintain effective communication with parents.
7. Strive to increase community awareness of student achievement.
8. Seek community support in maintaining a full range of curricular and extracurricular programs/activities.

### **CLIMATE**

A school reflects the values and culture of the community it serves. To that end, we have embraced Stephen Covey's 8 Habits of Highly Effective People and PBIS (Positive Behavioral Interventions & Supports) to help us move our students forward in an ever-changing society. As an 8 Habits school we feature weekly reinforcement in forming good habits at our morning meetings. PBIS focuses on teaching students the behaviors expected in the classroom, hallways, on the playground, in the bathroom, on the bus and in the lunchroom. Students practicing the expected behaviors will be recognized and rewarded.

### **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. If you would like to meet with the principal or any staff member please call ahead to make an appointment.

Visitors must sign in, identifying their name, the date and time of arrival, and the location they wish to visit. 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.

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.

To encourage parent involvement, we as a staff have created some guidelines to promote parent involvement at school. There are three possible roles a parent could fulfill at the elementary level.

**1. Parent Helper:** (Must be pre-arranged with the principal and the classroom teacher)

- Be a regular helper in the classroom
- Assist the teacher with various tasks
- Assist in the morning or afternoon.

**2. Visitor:** (Contact the teacher at least 24 hours in advance to arrange a visit)

- Be an observer in the classroom.
- Visit the classroom during the afternoon unless arranged differently with the teacher.

Parental visits are to increase involvement by the parent and support the learning environment in the building. If this is not the case the building principal has a right to limit parent visits. The visit will be allowed for ½ day only, however the parent may ask to visit as often as he/she chooses. Although parents are encouraged to visit the classroom, siblings must not be brought along.

A non-guardian parent may visit a student provided he or she first receives permission from the building principal. The building principal may need to check with the guardian parent first and/or school records.

**3. Eat Lunch with your child:**

- We encourage you to come and eat lunch with your child, however we would suggest that you bring your own lunch as we may not have enough food prepared on the day you come.

## **SCHOOL VOLUNTEERS**

All school volunteers must be approved by the building principal prior to assisting at the school. Some teachers utilize parent volunteers periodically in the classroom. The individual teachers make this decision and will contact you if they are in need of assistance. For school-wide volunteer opportunities, please contact

the building principal. Volunteers are required to check in and out at the main office before going to their destination and must fill out the volunteer form.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:  
Unity High School Principal, Josh Arnsman  
Special Education Coordinator, Katie Stegner  
217-936-2116 (ext. 141) 217-936-2727 (ext. 121)

### **ANIMALS ON SCHOOL PROPERTY**

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

## **ACCOMMODATING INDIVIDUALS WITH DISABILITIES**

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

## **SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are on school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Students must ride the bus to the field trip with his/her class. The building principal must approve exceptions. With permission, students may ride home from the field trip with parents. Siblings are to be excluded from attending the field trip.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission, if the school asks for such.

Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- In certain circumstances, a parent may be asked to accompany his/her child on the field trip. Failure of the parent to accompany may mean the child is unable to attend the field trip.

## **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student’s education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.15 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student’s education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **SCHOOL ENTRANCE REGULATIONS**

Any child whose fifth birthday is on or before September 1<sup>st</sup> of the current school year may enter

kindergarten. Exception: any student who moves into the district and is currently enrolled in kindergarten in another state whose fifth birthday will occur during the current school year.

Any child whose sixth birthday is on or before September 1 of the current school year may enter first grade. Exception: any child who has attended a public or private kindergarten for a full school year and whose sixth birthday will occur during the current school year may enter first grade.

**Parents are required to sign a permission form to secure academic and health records from the previously attended school(s). The parent has the final responsibility for these records.**

### **BIRTH CERTIFICATE**

The parent must present a certified copy of a certified birth certificate (from the court house, not a hospital birth certificate) to a school official to verify the birth date on the school records. This applies to all students new to the district, ECE, and kindergarten children. Parents will have 10 school days to comply with this School Code regulation or it will be turned over to law enforcement.

### **PHYSICAL EXAMINATION**

Section 27.8 of The Illinois School Code requires a physical examination by a licensed physician. These examinations are required before entering school, ECE, kindergarten, and all students entering the District from another State or country. If an examination cannot be attained prior to the start of the school year, the student will not be allowed to attend.

Students who enroll after the beginning of the school year will be given 30 days from date of enrollment to secure physical examination.

Examination forms must include a complete record of immunizations to meet state requirements. These examination forms may be obtained from the school.

Students new to the State will also receive a speech screening assessment. This assessment helps to identify students who might need services from the speech/language pathologist.

### **IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS**

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

1. Entering ECE or Kindergarten;

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

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations.

### **EYE EXAMINATION**

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

### **DENTAL EXAMINATION**

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

### **EXEMPTIONS**

A student will be exempt from the above requirements for:

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

### **SCHOOL LUNCHESES**

A hot lunch program is available to all students of Community Unit School District # 4. Parents may send money that will be credited to their child's account. Parents are encouraged to pay for lunches by check. Lunches should be paid for in advance and should not be charged. Applications for free or reduced lunches are available in each school office. Reduced price lunches and free lunches are available for those who qualify. The School Board sets prices for lunches yearly. Elementary school students will be allowed a \$5.00 credit limit. Students who exceed the credit limit will be given an alternative lunch with milk.

## **FINES, FEES, AND LUNCH PROGRAM CHARGES / WAIVER OF STUDENT FEES**

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

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

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

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

- Homeless;
- Unusual expenses such as fire, flood, storm damage, etc.:
- Seasonal employment;
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

### **FEE SCHEDULE**

K-4 School Fees.....	\$150.00
K-4 Lunch Fees.....	\$2.50
K-4 Breakfast Fee.....	\$1.50
K-4 Milk.....	\$0.30

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

### **STUDENT INSURANCE**

The basic policy covers students during school hours, including the time that they are traveling to and from school on the bus. There is no charge for school time coverage. Twenty-four hour coverage is also available as well as dental coverage at additional costs to the parents. Forms for the additional coverage are available in the principal's office. Checks should be made to the insurance carrier listed on the forms. Claims must be turned in within 90 days of the medical treatment. Community Unit School District #4 is not responsible to resolve grievances between the policyholders and the insurance company.

## **CANCELLATION OR EARLY DISMISSAL OF SCHOOL**

Parents will be notified as soon as possible after a decision is made concerning the closing of school. Announcements of school cancellation or early dismissal will be made using the School Messenger program, local radio, and television stations. If there is the possibility of an early dismissal please be aware that your child might be getting home early. If different arrangements need to be made for student drop off, please let the school know as soon as possible.

## **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused.

**Pre-arranged excused absences must be approved by the principal. All doctor's notes must be submitted within 3 school days in order to be counted as excused otherwise the absence will be counted as unexcused.**

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

**In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence.** If a call has not been made to the school by 9:15 a.m. on the day of a student's absence, an automated call will be made to inform you the student is not at school. If the parent or guardian does not respond, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## **ATTENDANCE POLICY**

Because a child's attendance at school has a direct relationship to his/her academic achievement, children need to be at school. A parent/guardian may call the child in ill whenever the child is sick. When a child is ill he/she needs to be kept at home.

- **The parent may call their child in sick up to 8 times per year.**  
***\* After the 8th parent call, the child's absences will be considered unexcused unless a doctor's note is provided to the school within three days.***
- **After the 4<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> unexcused absences, a Truancy Officer from the Regional Office of Education is to be called by the school and a letter will be sent home.**
- **The 9<sup>th</sup> unexcused absence may result in a ticket issued through the Regional Office of Education.**

**If your child has been ill with vomiting, fever, and /or diarrhea they MUST stay home for 24 hours after the last incident of being ill before sending the child back to school.**

When a student is too ill to attend school, he/she is also considered too ill to take part in the evening activities or to attend school activities or games that same day. A student reported out shopping, at games, etc., after staying home from school because of illness will receive an unexcused absence.

In most cases, medical and dental appointments are not reasons for a full day's absence from school. It is expected that a student will be at school for a portion of the day. For example, afternoon appointments would allow the student to attend at least a portion of his/her morning class obligations.

Kindergarten and 1<sup>st</sup> grade students must be in the classroom at least 240 minutes to be counted as a full day of attendance and at least 120 minutes for a half-day of attendance. 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students must be in the classroom at least 300 minutes to be counted as a full day of attendance and at least 150 minutes for a half-day attendance. **Lunch and recess do not count as classroom time.**

### **AM and PM Tardy**

Any kindergarten or 1<sup>st</sup> grade student who arrives between 8:15am-9:45am or leaves school after 1:25pm will be counted as an AM or PM tardy. Any kindergarten or 1<sup>st</sup> grade student arriving after 9:45am or leaving prior to 1:25pm is counted as a half-day absent.

Any 2<sup>nd</sup> or 3<sup>rd</sup> grade student who arrives between 8:15am-8:45am or leaves school after 2:25pm will be counted as an AM or PM tardy. Any 2<sup>nd</sup> or 3<sup>rd</sup> grade student arriving after 8:45am or leaving prior to 2:25pm is counted as a half-day absent.

It is the duty of the parents/guardians to set an example in establishing regular attendance. It is also their responsibility to wisely allow for their youngsters to be absent for good reasons.

**TARDIES** A parent or guardian must personally sign in or sign out students arriving at school after 8:15am or leaving school before 2:55pm.

### **TRUANCY**

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

Students who miss 5% or more of the regular school days without valid cause are considered Chronic Truants.

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

Students who are absent without valid reason are considered truant from school. The parent/guardian must call the school or send a note explaining the absence. Unexcused absence shall be assigned when no note or phone call is received.

Effective January 1, 2005, the Regional Office of Education has steps to deal with truant students. These steps start with warning letters and may end with the State's Attorney Office prosecuting the parent/guardian. The ROE may issue students community service time for their truancy violations.

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

A student will be released from school, as an excused absence, to observe a religious holiday or for religious

instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

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

### **MAKE-UP WORK**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

### **GRADING & PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. Parents who sign up for access to PowerSchool will be responsible for downloading or viewing progress reports and report cards.

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

### **ACADEMIC ACHIEVEMENT**

No student in any grade shall be promoted to the next higher grade for any reason not related to the academic performance of that student. Promotion shall not be based upon the age of the student or for any other social reason.

When a teacher believes a student may possibly be retained, the teacher shall notify the parents or guardians of this possibility and invite the parents to meet to discuss this with involved staff. The building principal shall be notified of such incidents.

Students must meet the following academic requirements in order to be promoted to the next higher grade level:

1. Kindergarten through third grade students must satisfactorily show mastery of the required skills stated on their respective grade level rubrics.
2. Students who have an active IEP must satisfactorily meet the goals contained in the IEP.

### **GRADING SCALE**

Kindergarten and 1<sup>st</sup> grades use a checklist narrative reporting system.

- S = Satisfactory / I = Improving / N = Needs Improvement / N/A = Not Yet Presented

Grades 2-3 A 90-100 Excellent

B 80 - 89 Above Average  
C 70- 79 Average  
D 60- 69 Below Average  
F 0 - 59 Failure

### **HONOR ROLL**

In grades 2, 3, & 4 Honor Roll will be calculated at the end of the school year. Award certificates will be handed out at that time. Students with a grade point average of 3.0 to 3.5 will receive an Honor Roll certificate and students with a 3.51 to 4.0 will receive a High Honor certificate.

### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.<sup>1</sup> As a general rule of thumb, in Kindergarten students might have 10 minutes of homework. 1<sup>st</sup> grade students may experience 15 minutes of homework. 2<sup>nd</sup> grade may have 20 minutes and 3<sup>rd</sup> grade may have 30 minutes per night. Work not completed at school is to be taken home and finished. Once the work is completed per the minutes mentioned above, the work should be placed in the book bag and returned to school the next day.

### **REPORT CARDS**

Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades. First quarter report cards are given to parents at Parent/Teacher conferences in October. Second and third quarter report cards are sent home with students to be reviewed and signed. Once the report card has been signed, the report card is to be returned to the classroom teacher. Fourth quarter report cards will be given out the last day of student attendance.

### **PARENT-TEACHER CONFERENCES**

**A parent/teacher conference is held after the first quarter and during third quarter.** The purpose of the conference is to bring the teacher and parent together in an effort to help the student. Insights into the student's academic, social and psychological growth hopefully will occur. Teachers will be able to explain the strengths and weaknesses of the student. Teachers may also offer suggestions on homework, reading at home etc. Parents will be able to ask questions concerning the student's total development, and bring information to share about their child.

All parents are encouraged to take advantage of the opportunity to help the students and parents to better understand their roles in our school system and how everyone can work-together to make the school the best it can be.

Parents or guardians should feel free to call the school and set up an appointment with the teacher to discuss student's progress at any time during the school year. It is not necessary to wait for the regular conference

time if there is a special concern

### **CELL PHONES**

Although common in our society, cell phones are not encouraged at the elementary level. If you as a parent require your child to have a cell phone at school, the phone will remain off and in the child's book bag during the school day. Cell phones out of the book bag will be confiscated. The first time the phone is taken it will be given back to the student at the end of the day. The second time the phone will be returned to the parent only. The third time a phone is taken from a student, an in school detention or suspension will be imposed.

### **TOYS, RADIOS, PERSONAL ITEMS, ETC.**

Students shall not bring toys, radios, or other personal items to school unless the classroom teacher has given permission. Unless an item is of educational value, students should leave these items at home. If a student has a question as to whether an item belongs at school, he or she should ask the classroom teacher before bringing that item to school.

### **OBJECTS AND CLOTHING BROUGHT TO SCHOOL**

Any objects, particularly clothing, brought to school should be labeled with the student's name. This includes coats, hats, boots, tennis shoes, and school supplies. Each school year many of the previously mentioned items are left at school unclaimed. Students should be aware of his or her responsibility for his or her belongings.

All lost and found items will be turned in to the school office and eventually donated to charity if left unclaimed.

### **LEAVING SCHOOL PREMISES**

In no case will a student be permitted to leave the school with a non-guardian parent or other unauthorized person without prior parent permission. Students desiring to leave must first receive permission from the building principal.

### **EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT**

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services. The agreement or

determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

### **REQUEST TO ACCESS CLASSROOM OR PERSONNEL FOR SPECIAL EDUCATION EVALUATION OR OBSERVATION**

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

### **AUTOMOBILE DRIVING AND PARKING**

Drive with caution when near the school grounds. Protection and safety are our utmost concern. Drivers are reminded that it is illegal to pass a stopped school bus while it is loading and unloading. This includes buses that are loading and unloading on school grounds. Drivers passing stopped school buses may be reported to the proper authorities.

Vehicles are not allowed in the circle drive area of Unity Elementary during the following times; 7:30-8:00am and 2:00-3:00pm. Buses are loading and unloading during this time.

### **ACCIDENTS - EMERGENCY INFORMATION**

In spite of our precautions, accidents sometimes happen at school. If a serious accident occurs, the parents will be notified. If parents are unable to be contacted, the person designated by the parent as an emergency contact will be called.

It is important that emergency information be current and accurate. If at any time during the school year it becomes necessary to change the name of the person to be called when you are not available, please be sure to notify the school. Telephone numbers, including those at work, should also be current and updated in PowerSchool .

### **PUBLIC COMPLAINTS**

The parent/guardian of a District student may confer with the student's classroom teacher(s) should a problem concerning school arise. The School Board recommends that the parent/guardian contact the Building Principal for the purpose of making a conference appointment with the teacher.

Should the school problem remain unresolved following the conference between parent/guardian and

teacher, the teacher shall schedule a meeting involving the student, parent/guardian, Building Principal, and the teacher. In the event that such a meeting does not resolve the issue, the Building Principal shall request intervention by the Superintendent. The Superintendent may choose to bring the matter before the School Board for resolution. In such cases, final action on the matter shall be determined by the School Board.

### **MEDICAID REIMBURSEMENT FOR ELIGIBLE PARENTS/STUDENTS**

Medicaid reimbursement is a source of Federal Funds approved by Congress to help school districts maintain and improve Special Education Services.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Community Unit School District #4 of Adams County will claim Medicaid reimbursement for services provided. These claims will have no impact on a parent’s ability to receive Medicaid funding either now or any time in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing. Thank you.

### **WHO DO I CALL?**

All school personnel are mandated reporters for child abuse in the State of Illinois. If a staff member has reasonable cause to believe that a child has been abused mentally or physically, they are required by law to report such abuse.

Many services are available to families that are experiencing difficult times for a variety of reasons. Many of these services are free and may assist a family through some difficult times.

As a service to staff, parents, and students, the following telephone numbers are listed here to assist you:  
UNITY ELEMENTARY.....1-217-936-2512

#### **EMERGENCY NUMBERS:**

- Child Abuse Hotline.....1-800-252-2873
- Quanada Family Violence Program.....1-800-369-2287
- Sexual Assault Hotline.....1-800-369-2287
- Suicide Hotline.....1-217-222-1166
- Poison Control Hotline.....1-800-222-1222
- Elder Abuse Hotline.....1-800-252-8966
- School Violence Tip Line.....1-800-477-0024

#### **NON-EMERGENCY NUMBERS:**

- Community Counseling Center.....1-217-223-0413
- Adams County Health Department.....1-217-222-8440

Alcohol/Drug Abuse Treatment.....	1-217-224-6300
Department of Children and Family Services.....	1-217-221-2525 Illinois
Department of Public Aid.....	1-217-223-0550 Adams County
Cooperative Extension.....	1-217-223-8380

**HEAD LICE**

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

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide instructions to the parent/guardian regarding appropriate treatment.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal, and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

**COMMUNICABLE DISEASES**

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

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

**BULLYING PREVENTION AND  
RESPONSE PLAN**

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to

the District Complaint Manager or any staff member with whom the student is comfortable speaking. 6. 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.

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall investigate & address reports of bullying, by, among other things:

- a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
- b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
- c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

- d. Consistent with Federal & State laws & rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information and an opportunity to meet with the building principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. 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.

8. A student will not be punished for reporting bullying or supplying information, even if the District'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.

9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.

11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:

- a. The frequency of victimization;

- b. Student, staff, and family observations of safety at a school;

- c. Identification of areas of a school where bullying occurs;

- d. The types of bullying utilized; and
- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:

- a. Uniform Grievance Procedure. A student may use this policy to complain about bullying.
- b. Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics is the same as the list in this policy).
- f. Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school-sponsored activities, and in vehicles used for school-provided transportation.
- g. Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

**Complaint Managers:**

453 West Collins, Mendon, Illinois 62351 453 West Collins, Mendon, Illinois 62351

[Email:](#)

Telephone: 217-936-2116 Telephone: 217-936-2727

**NON-SCHOOL-SPONSORED PUBLICATIONS/WEBSITES**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

- 1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;

2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

#### **INTERNET ACCEPTABLE USE**

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

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

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

Using the network while access privileges are suspended or revoked.

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

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

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

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

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

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

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

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** – The E-mail system is owned and controlled by the school and district. E-mail is provided to aid students in fulfilling their duties and responsibilities, and as an education tool.

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

The district annually reviews its AUP and has the school board adopt it each spring. The AUP contains the Internet Safety Policy required by CIPA that addresses the following:

- Access by minors to inappropriate matter on the Internet
- Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications (such as instant messaging)
- Unauthorized access, including hacking and other unlawful online activities by minors - Unauthorized disclosure, use and dissemination of personal identification information of minors - Measures designed to restrict minors’ access to materials harmful to minors.

**Technology Protection Measure:**

The district technology coordinator periodically monitors and reviews the access logs generated by the filtering system, Net Guardian. This filtering system blocks visual depiction of: a. Obscenity

- b. Child pornography
- c. And Materials considered harmful to minors

Any violations to the district's AUP/Internet Safety Policy are reported to the district superintendent.

### **Monitoring online activities**

Teachers are instructed to continuously monitor and supervise all students, in the classroom or in a lab setting, when they are participating in an Internet activity to ensure that they are not engaged in inappropriate activities such as trying to bypass district filters in order to access obscene websites. They should also monitor students to be sure they are not participating in other unlawful activities such as hacking into servers or administrative computers in order to change grades or obtain personal information on other students or staff. Teachers should also limit student use of personal emails and participation in on-line chat rooms or other Internet sites where personal information could be disclosed.

### **Public Meeting on the Internet Safety Policy:**

District provides reasonable public notice and holds at least one public meeting or hearing to address the proposed Internet Safety Policy. This observes the Illinois Open Meetings Act.

## **STANDARDIZED TESTING**

Students and parents/guardians should be aware that students in grade 3 will take standardized tests. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

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

## **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/guardian child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families contact the district's homeless liaison officer:

Emily Peter

PO Box 197, 136 W. Washington St. / Mendon, IL 62351 / 217-936-2512

### **TEACHER QUALIFICATIONS**

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

1. If the teacher has met State certification requirements
2. If the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
3. The teacher's college major
4. If the teacher has any advanced degrees and, if so, the subject of the degrees and if any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.
5. If you would like to receive any of this information, please contact the school office.

### **PARENTAL INVOLVEMENT- TITLE I**

The school annually has a meeting for all Parents/Guardians. At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of the children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regular scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teacher. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

School programs, in addition to the standard educational curriculum, in which Parents/Guardians wish to become involved include:

School Volunteer Program - Contact: Building Principal.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels student are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents

### **ENGLISH LANGUAGE LEARNERS**

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

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

For questions related to this program or to express input in the school's English Language Learner program, contact your building principal.

### **PESTICIDE APPLICATION NOTICE**

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

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

### **MANDATED REPORTERS**

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

### **SEX OFFENDER NOTIFICATION LAW**

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

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

3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS**

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

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

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

### **SAFETY DRILL PROCEDURES AND CONDUCT**

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

### **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 healthcare 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 "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student 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 allowed to possess or consume any prescription or non-prescription medication on school grounds or at school-related functions other than as provided for in this procedure.

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

### **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit immediately upon entering the bus. Do not stand at any time.
2. Do not move from one seat to another while on the bus.

3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely required. Crowding, pushing, and other needless acts are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Anything large or oversized will not be allowed on the school bus; such as balloons, flowers, science projects, and large posters without prearrangement with the bus driver and principal.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus, the school Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

- 1<sup>st</sup> Offense - Principal/student conference with assigned seat on the bus.
- 2<sup>nd</sup> Offense - Lose bus riding privilege 1-5 days or alternative consequence may be given.
- 3<sup>rd</sup> Offense - Suspension of bus riding privilege 5-10 days or an alternative consequence may be given per an agreement between the building principal and the parent.
- 4<sup>th</sup> Offense - Bus riding may be revoked for the remainder of the school year.

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

### **ALTERNATE TRANSPORTATION**

In the school registration packet is a registration form and an **Alternate Transportation** form. Your home address designates on which bus route your child will ride. Bus routes are assigned by the district transportation director. Bus pick-up and drop-off times are assigned by the bus driver.

- Your regular bus stop will be honored unless an alternate form has been turned in. Once the alternate transportation form has been turned in, it becomes your permanent bus stop/pick-up.
- Day to day changes will be restricted unless notice is given by 11am the day of the changes.
- Emergency changes will be considered on an individual basis by the secretary and/or principal.
- Picking your child up from school is also considered a change in transportation. Please notify the office if you are planning on doing so.

For questions regarding school transportation issues, contact the building principal or transportation director.

### **PARENT RESPONSIBILITIES**

Good conduct in school originates in the home. It is the obligation of the parent, by his/her example, to develop in his/her child's attitudes of respect for the school, for the teachers and principal, and for the other children. To help his/her child develop good behavior habits, the parent must:

1. Instill in your child respect for authority, the rights of the adults and other children, and for private and public property.
2. Know your child's friends.
3. Know where your child is when he/she is away from home.
4. Teach your child to obey the teacher or principal in talking with your child about a problem: confer privately with the teacher or principal if the action taken is not understood or if there is a question regarding its appropriateness.
5. Insist that your child be prompt and regular in school attendance.
6. Carry out the recommendations made by the school in the best interests of your child.
7. Talk positively with your child about school activities: take an active interest in your child's progress in school and in their child's report card.
8. Safeguard the physical & mental health of your child: take them for periodic health examinations.
9. Attend special school programs, if at all possible.
10. Arrange for a time & place for your child to do homework assignments & supervise them.
11. Encourage his/her child to participate in wholesome activities in the school and in the community.
12. Understand and comply with the rules of the school concerning pupil conduct.

## **STUDENTS**

### **Student Discipline**

#### **Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid not administered under a physician's care and supervision.
  - c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.
  - d. 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.
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; 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 or controlled substance.
  - f. 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.
  - g. 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 had the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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.

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, hazing, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, 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; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.

The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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 psych stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time; 2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Disciplinary Measures**

Disciplinary measures may include:

1. Notifying parents/guardians, disciplinary conference, and withholding of privileges.
2. Seizure of contraband.
3. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds. 4. Suspension of bus riding privileges, provided that appropriate procedures are followed.
5. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
6. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
7. Temporary removal from the classroom.
8. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
9. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the principal or designee.
10. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged

maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Weapons/Ammunition**

A student, who uses, possesses, controls, or transfers a weapon/ammunition, or any other object that can reasonably be considered, or looks like, a weapon/ammunition, may be expelled from school. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon/ammunition" means possession, use, control, or transfer of: (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs; or (3) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

### **Required Notices**

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

### **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, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may 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 Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

### **Student Handbook**

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules

implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

### **Drugs, Alcohol & Tobacco**

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product or any other substance which, when taken into the human body is intended to alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:30 a.m. and classes begin at 8:15 a.m. Students are dismissed at 2:50 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in disciplinary action:

- Hats and bandanas shall not be worn in the building.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.
- No video games, iPads, iPods, mp3/4 players, cameras are permitted without permission.
- **Verbal Abuse** - Name calling, racial or sexual slurs, or derogatory statements addressed publicly to others designed to precipitate disruption of the school program, incite violence, or impede the implementation of the desegregation program will not be tolerated.

### **SCHOOL DRESS CODE / STUDENT APPEARANCE**

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

- 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. Belly shirts and tube tops must not be worn. Halter tops and shirts with spaghetti straps may be

worn with a T-shirt underneath. A T-shirt has a crew neck and sleeves. A white tank top commonly referred to as a “wife beater” may not be worn as an outer garment, but only as an undershirt. Tank top with shoulder straps less than 2 inches in width is not to be worn at school.

- Hats, coats, hoods, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hairstyles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education. Body piercing jewelry is not allowed, except for earrings, which must be worn in the ears. Heelys may be worn in the school building; however the wheels must be removed. Hair dye is discouraged with elementary students.
- 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. Flip-flops are not to be worn during recess and P.E.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

#### RIGHTS & RESPONSIBILITIES

I have the right:	I have the responsibility:
1. To be <b>safe</b> in this school. This means I will not be hurt or threatened.	*To <b>make this school safe</b> by not threatening others, by not hurting others or myself, and by not doing unsafe things.
2. To be <b>treated fairly</b> with respect and kindness.	*To <b>treat others fairly</b> with respect and kindness by not: laughing at, teasing, or hurting the feelings of others.
3. To expect others to be <b>honest</b> with me.	*To be <b>honest with others</b> . This means I will not: lie, cheat, or steal.
4. To <b>expect others to use self-control</b> .	*To <b>use self-control</b> by: controlling what I say and how I say it, controlling my anger, and avoiding improper use of hands, feet and objects.

5. To have all <b>property respected</b> .	*To <b>respect the property</b> of others by: not taking property of others, not damaging property, and being responsible for the safekeeping of my own items.
6. To <b>hear and to be heard</b> when I speak respectfully.	*To <b>listen</b> and to allow others who are speaking respectfully to be heard.
7. To be <b>treated as an individual</b> .	* To <b>respect individual differences</b> .
8. To <b>learn and to receive help</b> when needed.	*To do what is necessary in order to learn: to <b>ask for help</b> and to accept help when needed.
9. To a <b>free public education</b> .	*To <b>follow the directions</b> of the teachers and supervisors in the classroom and on the playground.

### **RULES/DISCIPLINE PROGRAM**

Discipline in the school is not intended to merely serve as a punishment. Rather, it is more importantly intended to be a means of maintaining order and the proper governance of the school. Always, discipline should provide a constructive learning experience emphasizing the importance of each student's responsibilities to respect and preserve the rights and welfare of others. Individualized discipline plans will be used whenever possible.

1. Infractions handled by teacher or supervisory personnel:
  - Creating classroom disturbances especially where learning is disrupted
  - Dishonesty
  - Failure to carry out directions or to follow classroom/school rules
  - Tardiness
  - Disrespect/Insubordination
  - Cheating
  - Use of abusive language and/or
  - Taking the property of another with or without force or violence
  - Bullying ...threats, intimidation, physical contact

2. Infractions referred to or handled directly by principal.

- Repeated violations of Section I infractions
- Possession or use of weapons and/or ammunition on school property
- Setting fires or false alarms
- Fighting
- Bullying
- Vandalism
- Bringing pornographic material to school
- Possession, use, furnishing or selling of controlled substances (tobacco, alcohol, drugs, look alike)
- Bus misconduct (reported by the driver)
  - Any other acts of misconduct which are seriously disruptive to school and/or school property

### **CONSEQUENCES**

Teachers will make every attempt to follow the guide below for consistent classroom discipline. Circumstances may warrant immediate principal intervention.

Each child will start out on a Green Card daily. Inappropriate behaviors by the student will result in the green card changing to yellow, orange, or red.

#### **A Red X card prompts a visit to the principal**

##### **Principal's Actions:**

A principal will talk with the student and teacher, then decide on the appropriate plan for returning to class, remaining in the office, or going home after the phone call home.

3 red cards in a 30 day period will warrant an ISS (In School Suspension).

In the case of a violent act or the threat of a violent act the principal may call a Safe School evaluation. Students may also be suspended out of school up to 10 school days.

### **SEARCH AND SEIZURE**

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

#### **School Property and Equipment as well as Personal Effects Left There by Students**

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

or in their personal effects left there.

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

## **STUDENTS**

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

## **SEIZURE OF PROPERTY**

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

## **THE RIGHT TO DUE PROCESS IN DISCIPLINARY PROCEEDINGS:**

Due process safeguards must apply in any instance where the behavior or rights of students are being evaluated. The student must always be treated with fundamental fairness in light of the total circumstances. Thus, the student has the right to be informed fully about his or her alleged breach of behavior and must be provided with an opportunity for review by others of the student's alleged misconduct. The student should be fully informed of the opportunity for such review. Finally, any permanent records that result from the student's actions or their consequences should clearly state whether the charges of misbehavior were or were not substantiated.

## **STUDENT'S RIGHTS UNDER INTERROGATION BY THE POLICE:**

Principal's are authorized to permit police officers and identified representatives from the court to interview students on official business, including the arrest or search of a student when authorized by a warrant. All other identified representatives from other public or private agencies may interview students only with parental approval. If the officer does not have a warrant from the court, the principal will decide whether the request to interview the student in school will be honored. When considered appropriate, such interviews shall be conducted in the presence of the principal, or designee(s).

## **EDUCATION OF CHILDREN WITH DISABILITIES**

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

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

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

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. 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 as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## **7:60 Residence**

### **Resident Students**

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

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

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

#### Requests for Nonresident Student Admission

Nonresident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for nonresident admission. The Superintendent may approve the request subject to the following:

1. The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.
2. The student will be accepted only if there is sufficient room.
3. The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.
4. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

#### Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and nonresident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a nonresident student.

#### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless

children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged, he or she on behalf of the School Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.:McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. 105

ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.

105 ILCS 45/ and 70/.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997). Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.:6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

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