

Preschool Parent Handbook

Important Phone Numbers: Call the Bus Company and Teacher when your child is absent!

Illinois Central Bus Company: (815) 673-1100

Kimes School, Mrs. Laura Dawson, Principal: (815) 672-2496

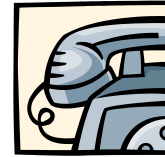
Miss Angie Graff: (815) 672-2496, ext. 311

Miss Leslie Petersen: (815) 672-2496, ext. 308

Miss Toni Pflibsen: (815) 672-2496, ext. 310

Miss Lorena Torres: (815) 672-2496, ext. 306

New classroom (815) 672-2496, ext. 307



Website: <http://www.ses44.net>

Class Times:

A.M. Morning Class:	Monday through Friday - 8:45 to 11:15 A.M.
P.M. Afternoon Class:	Monday through Friday - 12:15 to 2:45 P.M. Before a Holiday Early Dismissal - 1:45 P.M.

Special Days: No Class/Bussing - Once A Month: During the school year, there are eight days the preschool program hosts parent involvement activities. There will be no school on the following days so all students and their families can participate in the activity.

Sept. 26, Oct. 31, Nov. 28, Jan. 30, Feb. 27, Mar. 27, Apr. 24, and May 22



ALL students must have: L.E.A.S.E. Preschool Screening Results; Certified Birth Certificate; Completed Physical form; Up to Date Immunization Record with Lead Screening; and School Registration Forms with Proof of Residency.

Student Information: For the safety of your child, contact the teacher immediately if you have any changes in phone numbers, address, babysitters, work place, etc. If applicable, the teacher will pass the information along to the Bus Company, Kimes School's Office, and/or Administration Building.

Drop-Off: The preschool staff would like all students to ride the bus. If for some reason your child misses the bus, bring your child to school immediately. If during arrival time, park your car in a parking space or along Reading St. and walk your child to the Entrance #2 door to meet a PreK teacher. This will allow your child to walk into school with his/her friends. If you arrive after the buses have left the school, accompany your child to the office.

Pick-Up: If you need to pick-up your child from school, write a note or call the classroom teacher. If you need to pick up before dismissal, report to the office. When you are picking up at dismissal, wait at Entrance #2. Do NOT park in bus lane. If someone, other than yourself, is

picking up your child, they must be on ER Card/Release List or you must call the teacher with that person's name. That person must also have a picture ID with him/her.



Bus Information: Children should ride the bus to/from school. Please call the bus company if your child will not be riding the bus on a certain day (815-673-1100). Parents/caregivers must have their child ready to board and depart from the bus as well as assist the child with getting on and off. Allow for a variation of minutes within the designated time. Be flexible. Routes will change based on students in attendance.

Requesting a bus stop other than home address: If your child is going to a caregiver before or after school, you are required to fill out a form. The caregiver's address will then be the permanent bus stop. No further changes can be made.

Releasing a student from the bus: A parent/caregiver must be at stop to pick-up the child. If someone else is getting your child off the bus, make sure the person that is on the release list or your child cannot be released to him or her! The child will be returned to Kimes School until an approved person can pick them up. If you miss your child's bus at the bus stop, the bus will return the student to the school. There will be a form for you to sign in the school office. If a student is returned to the school multiple times, the school will take action.

Consistency: For the safe pick up and drop off of all students, one pick up and one drop off location is required. To avoid any confusion in transporting students, daily changes are **not** allowed.

Discipline: "Love and Logic" and the "Incredible Years" curriculum will be used to help students learn how to make good choices, manage their behaviors and take responsibility for their actions. When students are having difficulties in the classroom and need a break, they may use "Recovery". This could be bouncing on a trampoline, take a walk with an adult, manipulating a sensory toy, or sitting in our quiet cube. This allows the child to calm his/her self. When "Recovery" is not effective, or when a student is making a bad choice (ie: not complying,) he/she will be given one reminder of the rule being broken. If he/she continues to be non-complaint, the student will be removed from the group to a designated area in the classroom to "get ready" for school. As soon as student decides he/she is "ready," they may return to the group. We use chairs with belts (chair hugs) during circle time for students that need assistance.

Dressing for preschool: We play outside whenever possible. Our classrooms are air-conditioned and tend to be a little chilly. Please remember this when dressing your child. For safety reasons, flip flops should not be worn to school.

Family Involvement: Parents are the first and most influential teachers. We would like you to read at home with your child daily or volunteer in the classroom. In the classroom, you could assist with a craft, help with a special project, donate an item, read a book, or chaperone a field trip. Please let your child's teacher



know when you are available. At home, read a book from our lending library with your child. A book will be sent home on Monday. Please returned it by Friday.

Student Progress: The teachers will meet with parents during Parent/Teacher conferences early in November and in May. Quarterly progress reports will also be sent home. If parents have any questions or concerns, they should contact the teacher immediately.

Health: Children should come to school every day unless they are ill. Please keep your child home if they have one or more of the following symptoms: Fever of 99.9 degrees or above, vomiting, diarrhea, sore throat, rash, or coughing excessively. Your child should be fever free for 24 hours before returning to school. If your child is ill, please call both the bus company and the classroom to let us know. After 5 (five) unknown absences your child may be dropped from the Preschool program. A school nurse is available daily for consultations and lice checks. During the year, the LEASE team completes hearing and vision screenings and a dental check-up is available.



School Closings: In case of bad weather, please listen to the local Streator radio station (1250 AM) for school closings. Make sure an accurate phone number is on file for the automatic call system to call you with school emergencies.

School Supplies: Please use a **normal size book bag** with **your child's name inside**. Please, no wheel book bags, they do not fit in our lockers. A **change of clothes** should be left at school (pants, underwear, shirt, socks) in case of accidents. Your child is not required to have supplies, but the classroom appreciates the following donations:

- Paper towels
- Disinfecting wipes
- Baby wipes
- Sandwich & quart size Zip-Lock Bags
- Kleenex
- Magic erasers

Snack: Children will have a light snack everyday with milk or juice. If you would like to send a treat for your child's birthday or a special occasion, please contact the teacher in advance. All treats and snacks must be "store bought" and sealed with ingredients listed. This is a state health department rule. Sorry, no homemade snack/treats can be served at school.



Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's Website at: <http://www.ses44.net/default.aspx>.

Asbestos Statement

Federal and State guidelines have caused each school district to inspect their various buildings for possible areas that might contain asbestos. Please be aware that since it has been determined that asbestos-containing materials pose possible adverse health effects, all of our district buildings have been inspected for asbestos as required by Federal Guidelines. Each individual school has a copy of its specific management plan. The management plan shall be available during normal business hours, without cost of restriction, for inspection by representatives of EPA and the State, the public, including teachers, other school personnel and their representatives, and parents. Questions regarding this subject should be directed to: Administration Building, 1520 N. Bloomington St., Streator, IL 61364. Please see Board Policy 4:160 for more information.

Attendance

The School Board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. This policy applies to individuals who have custody or control of a child (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. Removing students from school for vacation trips is strongly discouraged, thus it will be counted as unexcused.

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

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to maximum academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure. Please see Board Policy 7:70 for more information.

Behavior Interventions

Behavioral interventions shall be used by teachers and administrators with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Positive, non-aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible. Behavioral Interventions should be: administered in a manner that respects human dignity and personal privacy; in consideration of the pupil's physical freedom and social interaction; in the furtherance of a pupil's right to placement in the least restrictive educational environment. Please see Board Policy 7:230 for more information.

Bullying, Intimidation, and Harassment

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school related activity, function, or program.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable

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

Child Abuse Reporting

Pursuant to Illinois law, school employees are obligated to report incidents in which employees have reasonable cause to believe a child known to them in their professional or official capacity may be an abused or neglected child. These incidents must be reported to the Department of Children and Family Services. Please see Board Policy 5:90 for more information.

Child Sex Offender Notification

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his/her presence at the school; or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. Please see Board Policy 8:30 for more information.

Criminal Background Check and/or Screen

The Superintendent or designee shall perform the criminal background check and/or screen required by State law or Board policy for employees, student teachers, students doing field or clinical experience other than student teaching, contractors' employees who have direct, daily contact with one or more children, and resource persons and volunteers. He/she shall take appropriate action based on the results of any criminal background check and/or screen.

Diabetes Care Plan

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

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

For further information, please contact the Building Principal.

Disability Accommodations

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities as those without disabilities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities, aids, benefits or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity unless taking such steps would fundamentally alter the function or would result in an undue burden. Each service, program, or activity opened in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. Please see Board Policy 8:70 for more information.

Education of Children with Disabilities

The Streator Elementary School District #44 shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term “children with disabilities,” as used in this policy, means children between ages 3 and 21 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

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 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education’s Rules and Regulations to Govern the Administration of Special Education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students’ identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student’s parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student’s parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District shall maintain membership in the LaSalle County Education Alliance for Special Education (LEASE), which provides class placement and other services for various handicaps. Operated under the provisions of The School Code of Illinois (Section 14) and the regulations of the Illinois State Board of Education, program costs are shared by the local districts and the state. The programs, including transportation, are provided without charge to the parents. Procedures for placement of the handicapped child shall follow the guidelines in the Illinois State board of Education’s Rules and Regulations to govern the Administration of Special Education.

If necessary, students may also be placed in nonpublic special education programs or education facilities. A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office. Please see Board Policy 6:120 for more information.

English Language Learners

The District offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education and meet the challenging State academic standards expected of all students. Please refer to Board Policy 6:160 for more information.

Enrollment Requirements

Parents/guardians enrolling in the District for the first time must present: A certified copy of the student's birth certificate, proof of residence as required by Board Policy 7:60, proof of disease, immunization or detection, and the required physical examination, as required by State law and Board Policy 7:100.

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 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of the State law and must not be charged tuition. Please see Board Policy 7:60 for more information.

Equal Opportunity and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race nationality, religion, sex, physical and mental handicap or disability, gender identify, state of being homeless order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board Policy 2:260 Uniform Grievance Procedure.

No student shall, based on sex, sexual orientation, or gender identity 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 may file a sex equity complaint by using Board Policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-2.8). Please see Board Policy 7:10 and 2:260 for more information.

Fines, Fees, and Charges; Waiver of Student Fees

The Superintendent will recommend to the School Board for adoption what a schedule of fees, if any, will to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available. The application forms are available from the Building Principal.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guideline, with the same limits based on household size, that are used for the federal free meals program. Please see Board Policy 4:140 for more information.

Grading and Promotion

Placement, promotion, or retention shall be made in the best interests of the student, after a careful evaluation of all the factors relating to the advantages and disadvantages of alternatives. When any alteration in a student's normal progression through school is contemplated, all factors must be considered. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the PARCC testing or other testing. A student shall not be promoted based upon age or any other social reason not related to academic performance, except for rules and regulations aligned with special education. The administration shall determine remedial assistance for a student who is not promoted. In accordance with the Illinois Education Reform Act, students who by teacher judgment and by student assessment results demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed by the District in consultation with the parent/guardian. The remediation plan may include summer school, extended school day, special homework, tutorial sessions, modified instructional materials, other modification in the instructional program, or retention in grade. The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

Home and Hospital Instruction

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

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children. Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless

children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law. Please see Board Policy 6:140 for more information.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations: Prior to the first official day of attendance, a student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12, as required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Compliance with the above requirements, unless an exemption or extension applies is a condition of enrollment, and students who are not in compliance will not be allowed to attend school. New students who are first-time registrants after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the deadline, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not

submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination: Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination: All children in 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 in accordance with rules adopted by the IDPH. If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions: In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present the IDPH's certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification.
3. Eye examination requirement if the student's parents/guardians show 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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Please see Board Policy 7:100 for more information.

Instruction Regarding Recognizing and Avoiding Sexual Abuse

Erin's Law requires all schools to provide child sexual abuse prevention education for all students, K-12 yearly. The law also requires educators to take part in training classes that cover sexual abuse and how to recognize warning signs. If parents choose to NOT have their child participate in this education, parents will need to sign the "opt-out" form found at the back of this handbook, in your school office or on the district website. Please see Board Policy 6:60 for more information.

Internet Acceptable Use

Technology, Network, and Internet access is available to employees and students in the Streator Elementary Schools District #44. The Internet is an electronic highway connecting thousands of computers and devices all over the world and millions of individual subscribers. With access to computers, devices, and people all over

the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the network resources. A violation of any of these provisions could cause termination of your account and future access could be denied. Your signature on the attached contract is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

1. **Acceptable Use** - Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your privileges must be in support of education and research, and consistent with the educational objectives of the Streator Elementary School District 44. Transmission of any material in violation of a United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. **Privileges** - The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrator, and/or the administration will deem what is inappropriate use. Also, the system administrator and/or administration may revoke privileges at any time as required.
3. **Unacceptable Use** - You are responsible for your actions and activities involving the use of technology devices, network, and internet. Some examples of unacceptable use are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation.
 - b. Downloading of copyrighted material for other than personal use.
 - c. Using the network for private financial or commercial gain.
 - d. Wastefully using resources, such as file space.
 - e. Gaining unauthorized access to resources or entities.
 - f. Invading the privacy of individuals.
 - g. Using another user's account or password without permission of the user and the principal or system administrator.
 - h. Posting material authored or created by another without his/her consent.
 - i. Posting anonymous messages.
 - j. Using the network for commercial or private advertising.
 - k. Accessing abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - l. Submitting, posting, publishing, or displaying any defamatory, knowingly inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
 - m. Using the network while access privileges are suspended or revoked.
 - n. Electronic tampering with school or student records, documents, files, computer hardware, and computer software.
 - o. Attempting to gain unauthorized access to the system(s), or to go beyond their authorized access.
 - p. Deliberately attempting to disrupt the performance of any computer system or destroy data via a virus or any other means.
 - q. Use any device to engage in any illegal act.
 - r. Vandalism of any kind will revoke privileges, result in disciplinary actions, and will require restitution for costs associated with hardware, software and system restoration.
4. **Network Etiquette** - You are 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 write or send abusive messages to others.
 - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
 - c. Do not reveal personal addresses or telephone numbers of any staff or students at SES #44.

- d. Recognize that electronic mail (E-mail) is not private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Your use of Internet should not disrupt the use of the network by other users (e.g. downloading huge files during prime time, and/or sending mass e-mail messages).
 - f. Consider all communications and information accessible via the network should be assumed to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any loss, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.
7. **Security** - Network security is a high priority, especially when the system involves many users. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. Follow the following guidelines:
- a. If you identify a security problem on the network, you must notify a system administrator and/or the administration.
 - b. Do not demonstrate the problem to other users.
 - c. Attempts to login as any other user will result in cancellation of user privileges.
 - d. Attempts to login as a system administrator will result in cancellation of user privileges.
 - e. Keep your account and password confidential.
8. **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, network, Internet or district owned technology device. This includes, but is not limited to, the uploading or creation of computer viruses. Damage to any technology may result in loss of privileges, disciplinary action, and restitution for costs associated with repair or device replacement. Costs will be determined by SES Technology Department.
9. **Respecting Technology Equipment is user's responsibility** -
- a. Users will exercise caution when handling technology devices.
 - b. Users will follow guidelines for proper usage of equipment.
 - c. Users will not use another person's computer resources without authorization.
 - d. Users will not knowingly destroy any Electronic Communication Device technology equipment including but not limited to keyboards, mice and peripherals.
10. **Guidelines for proper usage of laptop.**
- a. Never carry by the screen (could crack screen).
 - b. Don't slam the lid (could crack screen).
 - c. Never close with something on the keyboard (could crack screen).
 - d. Clean screen with lint free cloth.
 - e. Be careful with power cord. Don't place in location that anyone could trip over it.
 - f. Don't wrap the cord tightly around itself.
 - g. Food and drink should be kept away from the laptop.
 - h. Do not place laptop on stacks of papers, blankets, or upholstery, or anything else that can act as an insulator. The bottom of your laptop is a cooling surface.
 - i. Keep your laptop away from edges of tables and desks.
 - j. Always carry your laptop with two hands and the lid closed.
 - k. Stay out of the inside of the computer.
 - l. Make sure you place laptop on a clean surface and have clean hands when using.
 - m. Don't use aerosol sprays, solvents, or abrasives to clean.

Please see [Board Policy 6:235](#) for more information.

Isolated Time Out and Physical Restraint

A student will be put in an isolated time out or will be physically restrained ONLY in situations where the child's behavior poses imminent danger or serious physical harm to self or others and other behavioral interventions have been ineffective. Isolated time out and physical restraints will not be used as a means of discipline or punishment. Isolated time out refers to the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted. Physical restraint refers to the holding of a student or otherwise restricting his or her movements. Only staff trained in Nonviolent Physical Crisis Intervention (or other certified program) will be able to administer a physical restraint. Any time an isolated time out and/or physical restraint is used, it will be documented on the proper district form and parents will be notified within 24 hours of the incident. The school building principal and director of special services will be given a copy of the documentation in order to collect data on the use of isolated time outs and physical restraints. Data will be reviewed in order to prevent future need for isolated time outs and physical restraints and to address student needs and staff training needs.

Migrant Education Program for Parent/Guardian Involvement

Parent(s)/guardian(s) of migrant students will be involved in and regularly consulted about the development, implementation, operation and evaluation of the migrant program. Parent(s)/guardian(s) of migrant students will receive instruction regarding their role in improving the academic achievement of their children. Please refer to Board Policy 6:145 for more information.

Non-Discrimination Policy

It is the policy of the District to provide and maintain an atmosphere in which all persons can develop attitudes and skills for effective, cooperative living, including:

- Respect for the individual regardless of economic status, intellectual ability, race, creed, color, religion, sex, or age.
- Respect for the special needs of persons with physical, sensory, cognitive, or mental disability.
- Respect for cultural differences.
- Respect for economic, political, and social rights of others.
- Respect for the right of others to seek and maintain their own identities.

Notice of Medicaid Reimbursement

This notice is primarily for the attention of parents who have children who receive special education and/or related services. 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, the District will claim reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims, do nothing. Local school districts are required to inform you of Medicaid reimbursement each year.

Pest Management

The District has an Integrated Pest Management (PM) Policy which incorporates building maintenance, sanitation, physical barriers and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on the list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Please contact your school office if you wish to be added to the registry. Please see Board Policy 4:160 for more information.

Safety Drills

Pursuant to The School Safety Drill Act (105 ILCS 128), safety drills will occur at times established by the Administration. 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 may not be preceded by a warning to the students.

School Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, advocates a disregard for law, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. Please see Board Policy 7:310 for more information.

School Wellness

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the School Wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators and community. Please see Board Policy 6:50 for more information.

Search and Seizure

The Board recognizes its responsibility to maintain order, security, and a drug-free environment. In order to maintain order 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 authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots) and may make reasonable regulations regarding its use, as well as personal effects left there by a student, without notice to or the consent of the student. The Superintendent or designee 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.

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 District's student conduct rules. If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. Please see Board Policy 7:140 for more information.

Sex Education Instruction

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

Sexual Harassment

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; national origin, military status; unfavorable discharge status from military service; immigration status, sex; sexual orientation; gender identity; gender-related identity or expression; ancestry, age; religion; physical or mental disability; order of protection status; status of being, homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Student Accounts or Profiles on Social Networking Websites

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

Please see Board Policy 7:140 for more information.

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
 - i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
 - ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
 - c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
 - d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
 - e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-

play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.

f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

Please see Board Policy 7:305 for more information.

Student Discipline

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 psychological harm to someone else.

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.

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Disciplinary measures may include but not be limited to the following disciplinary measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Isolated Time Out
5. Physical Restraint
6. Temporary removal from the classroom.
7. Return of property or restitution for lost, stolen or damaged property.
8. Demerits.
9. Seizure of contraband.
10. Detention, 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 Building Principal or designee.
11. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
12. Suspension of bus riding privileges, provided that appropriate procedures are followed.
13. 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.

14. 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.
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons.
16. 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.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code. – A student will be put in an isolated time out or will be physically restrained **only** in situations where the child’s behavior poses imminent danger or serious physical harm to self or others and other behavioral interventions have been ineffective.

Misconduct by Students with Disabilities

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability. 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, except that such disabled student shall continue to receive educational services as provided in the IDEA during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of misconduct, regardless of whether the student’s gross disobedience or misconduct is a manifestation of his or her disabling condition, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA during such removals.

A special education student who has carried a weapon to school or to a school function or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than 45 days in accordance with the IDEA. The length of time a student with a disability is placed in an alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline. Please see Board Policy 7:230 for more information.

Re-Engagement of Returning Students from Suspension - The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit. Please see Board Policy 7:190.

Student Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, they must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No School District non-administrative employee, except certified school nurses, shall be required to administer medication to students. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. In addition, this policy does not prohibit a child's parent/guardian from coming to school to administer their child's medication. A student whose health problem requires the administration of medication as a special education related service must be provided the necessary medication administration in compliance with the student's IEP.

A student may possess an epinephrine auto-injector, e.g. EpiPen®, diabetes medication pursuant to his/her Diabetes Care Plan, and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. Please see Board Policy 7:270 for more information.

Student Privacy Protections

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal. Please see Board Policy 7:15 for more information.

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff

member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The degree of access a student has to his/her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he/she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances the District may request an additional 5 business days in which to grant access. These rights are denied for any person against whom an order of protection has been entered concerning the students. The Superintendent shall fully implement this policy and designate an official *records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. Please see Board Policy 7:340 for more information.

Students with Food Allergies

Because of the life-threatening nature of allergies and their increasing prevalence, school districts and individual schools must be prepared to provide treatment to students with allergies, reduce the risk of allergic reaction and to accommodate students with allergies.

Under Public Act 96-0349, school boards in Illinois are required to adopt policies which promote both prevention and management of life-threatening allergic reactions, also known as anaphylaxis. Please see Board Policy 7:285 for more information as well as the Allergy History Form located in the back of this handbook.

Suicide and Depression Awareness and Prevention

Suicide and depression awareness and prevention are important goals for the school district. The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office. Please see Board Policy 7:290 for more information.

Teacher Qualifications

All professional personnel employed shall meet all personal, training, and experience qualifications for their assignments as established by law and/or by the previously adopted policies of the District. A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. The following qualifications apply:

1. Each teacher must:

- a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title 1, Part A must meet applicable State certification and licensure requirements.

Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications – As a parent/guardian of a student at a Title 1 school of the Elementary and Secondary Education Act, you have the right to request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any: Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived; Whether the teacher is teaching in the field of discipline of the teacher's licensure and Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

Please see Board Policy 5:190 for more information.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Students or parents should contact school administration or social worker if an incident has occurred. Please see Board Policy 7:185 for more information.

Testing Transparency

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Title 1 Programs

The District maintains programs, activities, and procedures for the engagement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities and procedures are described in the District-level and School-level compacts listed in Board Policy 6:170.

Title I Parent and Family Engagement - The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parent and Family Engagement Compact - The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements. The District-Level Parent and Family Engagement Compact shall contain: (1) the District's expectations for parent and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The

Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parent and Family Engagement Compact - Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

Transportation

The District shall provide a safe, efficient system of transportation for all students in the District. The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

Bus drivers shall remain in the bus at all times when children are on board. There are two exceptions to this rule: a) in the case of an emergency and the bus driver must leave to get help; b) if there is a supervisor, aide, chaperone or other appropriate adult on the bus.

Please see Board Policy 4:110 for more information.

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he/she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.;
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.;
6. Bullying, 105 ILCS 5/27-23.7
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, and/or programs;
10. Victims' Economic Security and Safety Act, 820 ILCS 180;
11. Illinois Equal Pay Act of 2003, 820 ILCS 112;
12. Provision of services to homeless students; or

13. Illinois Whistleblower Act, 740 ILCS 174/.

14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)

15. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint - A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed. Please see Board Policy 2:260 for more information.

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes only, and only then with the permission of the Building Principal assuring: (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. Please see Board Policy 6:100 for more information.

Video and Audio Monitoring System

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

Visitors to and Conduct on School Property

Visitors are welcome to any School District building, provided their presence will not be disruptive. All visitors must sign in at the school office and wear a Visitor's Badge. Any person wishing to confer with a staff member shall contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teachers' preparation period. When leaving the school, visitors must return their badge. Please refer to Board Policy 8:30, *Visitors to and Conduct on School Property*, for more information.

Any staff member may request identification from any person on school property. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification. Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. Please see Board Policy 8:30 for more information.