

Lincoln Elementary Schools #27

**Pre-K – 5<sup>th</sup> Grade**

**Handbook**

**2017-2018**



Kent Froebe, Superintendent

Kelly Bogdanic, Principal, Central School

Christopher Allen, Principal, Northwest School

Ginger Yeazle, Principal, Washington-Monroe School

Christa Healy, Principal, Adams School and Special Education Administrator

# Student-Parent Handbook

## Elementary Schools

Adams School: 1311 Nicholson Road, 732-3253  
Central School: 100 Seventh Street, 732-3386  
Northwest School: 506 Eleventh Street, 732-6819  
Washington-Monroe School: 1002 Pekin Street, 732-4764

## Introductory & General Information

The purpose of this handbook is to familiarize families with the policies and procedures of our school. This handbook is not all inclusive and many situations may arise which call for administrative interpretation. It is designed to serve as a guideline for both students and school personnel decision-making. This handbook is a *summary* of the school's rules and expectations, and is *not* a comprehensive statement of school procedures. The School Board's comprehensive policy manual is available for public inspection through the District's website <http://www.lincoln27.com> or at the School District office, located at: 304 Eighth St.

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

Kent Froebe, Superintendent  
Christa Healy, Adams/Special Education Administrator  
Kelly Bogdanic, Central Principal  
Christopher Allen, Northwest Principal  
Ginger Yeazole, Washington-Monroe Principal

## Services/Activities

Specialist Classes: art, music, PE, library	Special Education Support: speech, inclusion & instructional programming	Nursing Services
Parent-Teacher Conferences	Family Reading Activities	Family Nights
Reading Recovery Programs	Reading is Fundamental – Grade 4	School Counselor
Social Skill Lessons	School Community Council	Computer Labs
Chromebook Labs	School Pictures & Yearbooks	Lunch & Breakfast
YMCA Before & After School Care	P.T.O	Spirit Days
School Incentives & Rewards	After School Tutoring – if available	Music Concerts
Fun Days	Activity Days	

## Visitors

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

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

Parents are welcome to visit their child's classroom. Prior notice must be given to the classroom teacher or principal due to classroom instruction, planning, and scheduling. Any parent or guardian wishing to confer with the teacher must schedule a meeting time outside of school hours or instructional time.

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.

Cross-reference:  
PRESS 8:30, Visitors to and Conduct on School Property

## 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 the building administrator.

*Cross-reference:*  
*PRESS 7:10, Equal Education Opportunities*  
*PRESS 2:260, Uniform Grievance Procedure*

## **School Volunteers**

All school volunteers must complete the "Volunteer Information and Guidelines" form, be approved by the school superintendent and complete an \$8 background check prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

*Cross-Reference:*  
*PRESS 6:250, Community Resource Persons and Volunteers*

## **Invitations & Gifts**

Party invitations and gifts for classmates should not be brought to school to be distributed unless everyone in the class is receiving one.

## **Emergency School Closings**

In case of bad weather and other local emergencies, school could be dismissed early or cancelled. School cancellations will be broadcast on WAND 17 (Channel 10) and FIX 96 radio (96.3). School cancellations will also be shared with parents through the School Messenger system that includes automated text messages and phone calls.

*Cross-Reference:*  
*PRESS 4:170, Safety*

## **School Messenger**

School Messenger is the system District 27 schools use to contact parents. This system allows us to send phone calls, emails and text messages to everyone in our district or select groups. This is a great communication tool. Families are encouraged to keep up-to-date phone numbers in the office so they receive all messages. Please notify the office of address and/or phone number changes for potential emergency situations. It is very important for the school to be able to reach parents/guardians at all times.

## **Video Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to local law enforcement personnel. To avoid violating the privacy rights of any student, the tapes will not be shared with anyone outside the school staff.

*Cross-Reference:*  
*PRESS 4:110, Transportation*

## **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.

*Cross-Reference:*  
*PRESS 8:70, Accommodating Individuals with Disabilities*

## **Recess & Playground**

Students are expected to follow all school rules regarding the safety of themselves and others. They are expected to cooperate and be respectful with adults and other students.

They are to assist in cleaning up after themselves and to use good judgment when participating on the playground, in the lunchroom as well as other areas in and around the school property. Students will go outside for recess on a regular basis. Please send appropriate clothing to school including coats, hats, gloves, and boots. The general rule is that students go outside for recess whenever the temperature with the wind-chill is above 20F.

## **Attendance & Promotion**

### **Attendance**

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

There are certain exceptions to the attendance requirement for children who: attend private school, or are physically or mentally unable to attend school.

*Cross-Reference:*  
*PRESS 7:70, Attendance and Truancy*

## 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, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons approved by the principal. All other absences are considered 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 9:00am to explain the reason for the absence. If a call is not made, the absence will be considered unexcused. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

*Cross-Reference:*

*PRESS 7:70, Attendance and Truancy*

School begins at 8:30am.

Students more than 5 minutes late will be counted tardy.

Students who are late **must** report to the office and be signed in by a parent/guardian.

All exterior doors are locked at 8:30am.

Students eating breakfast may come to the school at 8:05am. Other students should not arrive before 8:20am.

Parents must make arrangements with the school office for students to leave school early. Children will only be released from the office by the parent signing them out. Students must be signed back into the office by a parent/guardian to be readmitted into class within the same day.

Only people listed as a pick-up can pick students up at the end of the day unless previously arranged with office. Identification may be required if staff is not familiar with them.

School is dismissed at 3:00pm unless an early dismissal has been scheduled.

## Make-Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will receive two days for every missed day to make up work. Students will be required to take previously announced tests upon their return to school. By calling the office before 9am, arrangements can be made to pick up homework after 3pm.

*Cross-Reference:*

*PRESS 7:70, Attendance and Truancy*

## 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 school year without valid cause are considered chronic truants. Students who are chronic truants will be offered services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services, and other resources are made available, the school district will take further action, including: referral to the truancy officer and appropriate school discipline. State guidelines require students to be in attendance for 5 hours (not including lunch) for student attendance to be counted a full day.

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

*Cross-Reference:*

*PRESS 7:70, Attendance and Truancy*

## Grading

School report cards are issued to students on a quarterly basis except for Kindergarten students who receive their reports at the end of each semester. For questions regarding grades, please contact the classroom teacher.

### Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> Grade

4-point Grading Scale:

**4=Exceeds grade level standards:** exhibits exceptional quality work consistently, shows creative ways of thinking, applies learning to other subject areas and life situations

**3=Meets grade level standards:** demonstrates knowledge and understanding, applies learning to other subject areas

**2=Approaching grade level standards:** demonstrates some knowledge and understanding, requires extra time, instruction, assistance, and practice

**1=Needs Improvement, Below grade level standards:** needs more exposure and modeling to develop knowledge and understanding, requires an extended amount of time, instruction, assistance, and practice

**X or N/A** = Not assessed at this time

### 5<sup>th</sup> Grade

#### Grading Scale

A	100-95	B	90-87	C	82-79	D	74-67
A-	94-93	B-	86-85	C-	78-77	D-	66-65
B+	92-91	C+	84-83	D+	76-75	F	64-0

## Homework

One of our goals is to assist students in acquiring good study skills. Teachers will assign homework to be completed with parent assistance as needed. Parents will assist by providing a quiet area for children to study and complete homework assignments. Students will submit their homework to teachers as requested. Teachers will return homework promptly. The time requirements and frequency of homework will vary depending on a student's teacher, ability and grade level.

## Promotion

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

*Cross-Reference:*

*PRESS 6:280, Grading & Promotion*

## Student Fees & Meals

### Fees & Fines

District 27 registration fees are: Kindergarten - \$48.00, 1<sup>st</sup> – 8<sup>th</sup> grade \$65.00

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 materials. Fee waiver forms are available in all school offices.

Application for fee waivers may not result in the waiving of fees unless certain requirements are met. Building principals will promptly notify parent/guardians as to whether the fee waiver request has been granted or denied. Registration forms are sent in the spring for the upcoming year. Fees may be paid at that time or at the beginning of the school year. Students may be fined for lost or damaged school property.

Students who withdraw in good standing may be eligible for a refund of the unused portion of their registration fees.

### Meals

All students will receive breakfast and lunch at no cost. This service is made possible through the Community Eligibility Provision. Guests wanting to eat lunch at the school are to notify the school by 9am. The cost is \$2.25/lunch.

### Bus Transportation

#### Transportation

District 27 provides bussing to student's who require it through their IEP and to and from school field trips.

### Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to the following:

Violating school rules or school district policy.

Willful injury or threat of injury to a bus driver or another rider.

Willful and/or repeated defacement of the bus.

Repeated use of profanity.

Repeated willful disobedience of a directive from a bus driver or other supervisor.

Such other behavior as the building principal deems to threaten the safe operation of the bus or its occupants.

Appropriate student behavior on the bus is required for everyone's safety.

Students are to:

- Obey the driver at all times and refrain from behavior that would distract the driver.
- Remain seated facing the front of the bus.
- Keep arms and legs out of the aisle and inside the windows.
- Talk quietly and courteously to students seated near them.
- Be responsible for any personal belongings which are allowed (such as, but not limited to electronics, purses, toys). These are all at the discretion of the individual teacher and bus driver.

Students are not to:

- Eat and drink on the bus.
- Bring animals, glass objects, weapons, or anything that could cause a potential danger aboard the bus.

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

*Cross Reference*

*PRESS 4:110, Transportation*

*PRESS 7:220, Bus Conduct*

*PRESS 4:170-AP3, School Bus Safety Rules*

*PRESS 7:220, Bus Conduct*

*PRESS 7:220-AP, Electronic Recordings on School Busses*

## Student Health & Safety

Lincoln District 27 has a full time nurse who is responsible for promoting student health and safety and maintaining student health records. To contact the nurse, please phone the school office and leave a message.

## Birth Certificate

All students need to have a copy of their legal birth certificate on file. Law enforcement agencies will be notified if birth certificates are not received for new students within 30 days.

## Physical/Immunizations

Parents /guardians of students 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 within one year prior to

Entering Kindergarten or the first grade;

Entering the sixth grade; and

Enrolling in an Illinois school, regardless of the student's grade, including special education and students transferring into Illinois from out-of-state or out-of-country schools.

All immunization records and proof of health examination must be presented to the school prior to October 15 of each year or the child will be excluded from school until the time when the forms are presented to the school. Students who transfer into school after October 15 of each year will have 30 days to present the records.

## Dental Examination

Students in Kindergarten and second grade are required to have proof of a dental exam by a licensed dentist before May 15<sup>th</sup> of the current school year, prior to their entrance in school. Please contact your dentist, the school, or the Logan County Health Department (732-2161) if you have any questions.

## Eye Examination

All students entering Kindergarten or the school for the first time must present proof, before October 15 of the current school year, of an eye examination performed within one year prior to entry of Kindergarten or the school.

## Exemptions

A student will be exempted from the above requirements for:

Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption.

Health examination or immunization requirements on medical grounds if a physician provides written verification.

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.

Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

PRESS 7:100, Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students

## Student Medication

A written request completed by the student's doctor and parent is required to administer medication at school. Contact the office to obtain the necessary form. All medication should be in the original container and not be self-administered. All medication will be handled through the office.

## Possession of Asthma Inhalers and Epinephrine Auto-Injectors

Per Illinois law (105 ILCS 5/22-30) the school district and its employees must allow children to carry and self-administer his/her asthma inhaler or epinephrine auto-injectors while in school, at a school-sponsored activity, under the supervision of school personnel or before or after normal school activities. The school shall not incur liability, except for willful or wanton conduct, as a result of any injury arising from a student's self-administration of medicine or epinephrine auto-injector.

Cross Reference:

PRESS 7:270, Administering Medicines to Students

PRESS 7:270-AP, Dispensing Medication

PRESS 7:270-E School Medication Authorization Form

## Illness

For everyone's protection, sick children must be at home, not in school. Do not send your child to school if he/she has a fever, has vomited recently, has diarrhea, inflamed eyes, a rash of undetermined origin, or obvious signs of a respiratory infection. **After being ill, the child is to remain at home for 24 hours after the temperature has returned to normal (99.5 degrees or less.)** The school needs to be informed of any student having a special health problem or communicable disease.

If a student should become ill or injured during the school day parents will be notified using the emergency information we have on file in the office. **It is critical that parents keep these emergency/cell phone numbers current.**

## **Student Insurance**

Student insurance is available. Parents can request forms at registration only.

## **Head Lice**

If a student is found to have head lice, parents will be notified and the student will be sent home. All students who were in contact with that student will be inspected by school personnel. The student should return to school the following day, and they are to report directly to the office with a parent where they will again be checked for lice. The parent must bring in the empty bottle of lice shampoo. If live lice are found, the student will be sent home.

Cross Reference

PRESS 7:250 AP, Measures to Control the Spread of Head Lice at School

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. Parents are required to notify the school nurse or building principal if they suspect their child has a communicable disease. In certain cases, students with communicable diseases may be excluded from school or sent home from school following notification of the parent or guardian.

The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.

A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross Reference

PRESS 7:280, Communicable and Chronic Infectious Disease

PRESS 7:280-AP, Managing Students with Communicable or Infectious Diseases

## **Students with Food Allergies**

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

If your student has life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

Cross Reference

PRESS 7:285, Food Allergy Management Program

## **Care of Students with Diabetes**

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

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.

Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.

Sign the Diabetes Care Plan.

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.

## **Suicide and Depression Awareness and Prevention**

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

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

Cross reference:

PRESS 7:290, Suicide and Depression Awareness and Prevention

## **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school's counselor is available to those students who require additional assistance.

Cross Reference:

PRESS: 6:270, Guidance and Counseling Programs

## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school. 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 evacuation drills, a minimum of one severe weather

(shelter in place) drill, a minimum of one law enforcement drill and a minimum of one 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.

Cross References:

PRESS 4:170, Safety

PRESS 4:170-AP1, Comprehensive Safety and Crisis Program

## **Student Behavior**

In depth school and board policies for behavior, harassment, bullying and discipline can be found on the district website:

[www.lincoln27.com](http://www.lincoln27.com)

## **General Expectations**

Always show respect for others – bullying, intimidation, and harassment are not acceptable in any form.

Follow directions the first time they are given.

Keep hands, feet, and objects to yourself.

Use appropriate language at all times.

Do not fight, push, or shove.

Do not litter anywhere on the school grounds.

## **Discipline**

Inappropriate behavior must be dealt with fairly and consistently to protect the physical and emotional environment of the students in our school. The faculty and administration of our school have devised a system of consequences for inappropriate behavior that has not been corrected through other means.

The following list of consequences will be used at the Lincoln Elementary District #27 PreK-5 buildings. These consequences will be applied on an individual basis as appropriate for the severity and/or frequency of the infraction in question. These include, but are not limited to:

Verbal Warning

Disciplinary Conference

Withholding of Privileges. (Examples: recess, special activities, field trips, etc.)

Temporary Removal from Classroom/Activity Area.

Parental Notification

Parent Conference: Parents may be required to confer with school staff to concentrate efforts to assist a misbehaving student.

School Detention: Students/parents will be provided 24 hour notice unless otherwise arranged with parent.

In-School Suspension: Students may be assigned an in-school suspension as a penalty for misbehavior. When assigned an in-school suspension, a student will not be allowed to attend regular classes. Students will receive assignments from their teachers.

Out-of-School Suspension: Students may be assigned an out-of-school suspension as a penalty in severe discipline situations. All incidents of out-of-school suspensions will be reported in writing to the Superintendent and Board of Education.

Expulsion: Students who continue to abuse school policies or commit serious offenses will be brought before the Lincoln #27 Board of Education for a hearing for possible expulsion from school.

Other disciplinary actions may take place at the discretion of the school administration.

## **Dress Code**

Each student should make every effort to be clean and neat in appearance and use good judgment in the selection of proper clothing for school. Student dress should not jeopardize the student's health and safety or the health and safety of others. A student's dress must not provide a distraction from the educational activities of the school. The following are unacceptable:

Shoes which do not have a heel strap—including flip flops and clogs.

Footwear that is not securely attached to the foot and/or have a high heel.

The wearing of hats or caps inside of the building during the school day.

Short shorts and skirts which do not extend to the wearer's fingertips when arms are extended, halter tops, basketball style tops and shirts with large arm holes unless worn over a T-shirt, spaghetti strap tops, see-through tops, bare midriff shirts or blouses, or tube tops.

Clothing with marking or writing denoting a sexual, vulgar, drug, alcohol, tobacco, or gang affiliation message.

Earrings extending beyond the lobe of the ear. Only post type earrings may be worn. School personnel may not assist pupils in applying earrings.

Pants, skirts, or dresses that drag on the floor.

Clothing that exposes underwear.

Pajama pants.

Shoe skates/Heelies.

Cross Reference: PRESS 7:160, Student Appearance

## **Cafeteria Expectations**

Follow general school rules.

Keep hands and feet to yourself at all times (in line and at the lunch tables).

Stand in line quietly without bothering others.

Once seated, remain seated until dismissed.

Use appropriate table manners.



Talk quietly to those at the same table.

Refrain from loud noises, horseplay, throwing food, and other disruptive behaviors.

Eat only the food on your tray or sack lunch.

Pick up trash and other items from table and floor.

Treat all supervisors with respect.

The lunchroom supervisors have the authority to remove any student from the table or make use of consequences listed later in the handbook when the student is acting inappropriately or disobeying any of the school rules.

## **Bicycles**

Students are to walk their bikes on school grounds and lock their bikes at the bike rack. Students are to cross the streets using the crosswalks. The school is not responsible for lost, stolen or damaged bikes.

## **Drop-off and Pick-up**

Students who walk to and from school should cross at cross walks. Student's riding in vehicles should be dropped off and picked up at designated areas. Students should always cross in crosswalks and not board or exit cars in traffic.

## **Electronic Reading Devices**

Students may bring electronic reading devices to school with teacher permission. These devices may only be used for reading. Students are not allowed to use apps during school time. The owner shall take all responsibility for the care of the device. The school or district will not be responsible to damages or theft of these devices.

## **Cell Phones**

Cell phones are discouraged at the elementary level, but if brought to school, are not to be used or turned on between 8:00 a.m. and 3:00 p.m. Students must have the cell phone in their book bag. Cell phones are not allowed on field trips. The school is NOT responsible for damage to or loss of these items if brought to school. The following consequences are in place if a student does not follow this policy.

First Offense = Cell phone is given to the principal and parents will be notified to pick up the cell phone.

\*\*Students who continue to disregard the cell phone policy may be subject to further disciplinary actions.

## **Search & 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/Personal Effects Left by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student.

Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

## **Students**

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

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

## **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.

Cross Reference:

*PRESS 7:140, Search and Seizure*

## Special Education

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 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" and "Behavior Interventions for Students with Disabilities" may be obtained from the school district office.

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.

## Definition of Multi-Tiered System of Support (MTSS)

Multi-Tiered System of Support (MTSS), which used to be known as Response to Intervention (RtI), is the practice of matching student needs to high-quality instruction, intervention, and enrichment using data to make sound decisions. Using a continuous improvement model, the MTSS process and structure helps school teams design, implement, and evaluate curriculum and differentiated instruction that focuses on individual student growth.

The district curriculum will be aligned to Common Core Standards and will be consistent across the district.

The district will utilize a research based core curriculum that enables at least 80% of the student body to meet CCSS.

The school atmosphere will encourage trust, collaboration and shared responsibility for all students' learning.

MTSS will focus on early intervention, enrichment, improvement of all students' learning and data based decision making.

MTSS will provide ongoing support and monitoring for all students.

Interventions will be research-based and monitored for effectiveness.

## Student Records & Privacy

### 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 \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion of the 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

### Destruction of Records

The district shall maintain permanent records for at least 60 years after the student's graduation, withdrawal or transfer from the district. Records will be destroyed after this time period. Temporary records will be maintained for no less than 5 years after a student's graduation, withdrawal or transfer from the district and then they will be destroyed.

#### Special Note:

Items that are listed with "cross reference" throughout this handbook are procedures that are attorney drafted and fully aligned with PRESS, the Illinois Association of School Board's school district policy service.

## **Parental Notification & Student Rights**

### **Sex Offender List & Violent Offender Community Notification Laws**

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available in the school office or online.

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/>.

### **Homeless Child's Right to Education**

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

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

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.

### **General Expectations for Parents**

Encourage your child to come home immediately after school is dismissed.

Please do not phone your child during school hours unless there is an emergency.

Your child should not bring dangerous or distracting articles to school, such as guns, knives, water guns, radios, jewelry, makeup, and all toys including, but not limited to, trading cards and handheld electronics.

Place names on all articles of outer clothing—coats, gloves, hats, caps, sweaters, raincoats, etc. The school maintains a lost and found box in the front hall. Please feel free to investigate if your child loses or misplaces something.

Instruct your child never to converse with a stranger, never to accept a gift from a stranger, and never to get into a car with a stranger.

Your child needs plenty of sleep each night in order for him/her to do good school work.

If there is something that you want to know about school, if something has happened at school that worries you or your child, if there is a misunderstanding, or if you need more information for any reason, please speak with your child's teacher.

Students are not allowed to distribute party invitations at school unless every student receives an invitation.

Students are required to cross the street at the school crosswalks. Students are not allowed to enter a vehicle while parked in the middle of the street.

Cell phones should not be used in school zones while operating a vehicle as per Illinois State law.