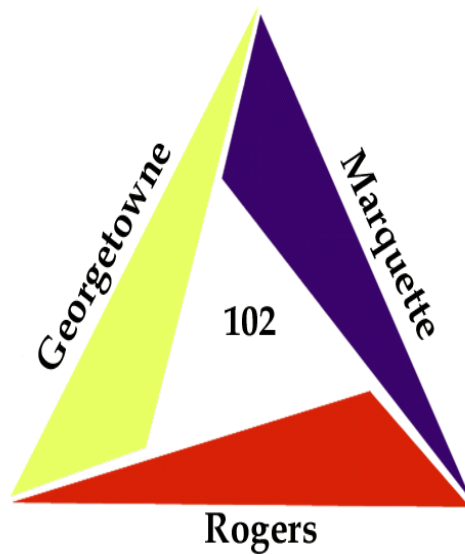


# MARQUETTE ELEMENTARY SCHOOL



**K-2nd grade**  
**Student Handbook**  
**2018-2019**



Mission Statement

***The North Pekin - Marquette Heights School District in an active partnership with parents and community is committed to developing responsible, well-rounded citizens who will possess the basic skills needed to independently pursue and obtain knowledge necessary to be productive contributors to our ever changing community and society of the 21st century.***

## Marquette Staff

Jennifer Dietrich, Principal	<a href="mailto:jdietrich@dist102.org">jdietrich@dist102.org</a>	309-382-3612 ext 203
Aprile Smith, Secretary	<a href="mailto:asmith@dist102.org">asmith@dist102.org</a>	309-382-3612 ext 201
Cindy Rinehart, Secretary	<a href="mailto:crinehart@dist102.org">crinehart@dist102.org</a>	309-382-3612 ext 202
Jennifer Miller, Pre-K/ECE	<a href="mailto:jmiller@dist102.org">jmiller@dist102.org</a>	309-382-3612 ext 113
Rachel Bourke, Pre-K	<a href="mailto:rlewis@dist102.org">rlewis@dist102.org</a>	309-382-3612 ext 114
Stephanie Davila, Cross-Cat	<a href="mailto:sdavila@dist102.org">sdavila@dist102.org</a>	309-382-3612 ext 108
Ashley Jones, Kindergarten	<a href="mailto:ajones@dist102.org">ajones@dist102.org</a>	309-382-3612 ext 118
Trish Koszarek, Kindergarten	<a href="mailto:tkoszarek@dist102.org">tkoszarek@dist102.org</a>	309-382-3612 ext 119
Tiffany Clark, Kindergarten	<a href="mailto:tclark@dist102.org">tclark@dist102.org</a>	309-382-3612 ext 117
Amanda Jackson, First Grade	<a href="mailto:amjackson@dist102.org">amjackson@dist102.org</a>	309-382-3612 ext 109
Beth Getka, First Grade	<a href="mailto:egetka@dist102.org">egetka@dist102.org</a>	309-382-3612 ext 102
Amy Patterson, First Grade	<a href="mailto:apatterson@dist102.org">apatterson@dist102.org</a>	309-382-3612 ext 101
Anne Look, Second Grade	<a href="mailto:alook@dist102.org">alook@dist102.org</a>	309-382-3612 ext 105
Janeie Goeken, Second Grade	<a href="mailto:jgoeken@dist102.org">jgoeken@dist102.org</a>	309-382-3612 ext 103
Sarah Keck, Second Grade	<a href="mailto:skeck@dist102.org">skeck@dist102.org</a>	309-382-3612 ext 104
Maddie Mangieri, Speech Pathologist	<a href="mailto:mmangieri@dist102.org">mmangieri@dist102.org</a>	309-382-3612 ext 124
Lorie Livingston, Speech Pathologist	<a href="mailto:llivingston@dist102.org">llivingston@dist102.org</a>	309-382-3612 ext 124
Debra Bailey, Special Education	<a href="mailto:dbailey@dist102.org">dbailey@dist102.org</a>	309-382-3612 ext 107
Brian Woods, Music	<a href="mailto:bwoods@dist102.org">bwoods@dist102.org</a>	309-382-3612 ext 110
Josh Wonsowski, Physical Education	<a href="mailto:jwonsowski@dist102.org">jwonsowski@dist102.org</a>	309-382-3612 ext 111
Shannon Sullivan, Title I Teacher	<a href="mailto:ssullivan@dist102.org">ssullivan@dist102.org</a>	309-382-3612 ext 121
Keeley Wonsowski, Para-professional	<a href="mailto:kwonsowski@dist102.org">kwonsowski@dist102.org</a>	309-382-3612 ext 113
Chelsea Morris, Para-professional	<a href="mailto:cmorris@dist102.org">cmorris@dist102.org</a>	309-382-3612 ext 114
Lisa Harrison, Para-professional	<a href="mailto:lharrison@dist102.org">lharrison@dist102.org</a>	309-382-3612 ext 118
Teri Vogler, Para-professional	<a href="mailto:tvogler@dist102.org">tvogler@dist102.org</a>	309-382-3612 ext 108
Shelby Roberts, Para-professional	<a href="mailto:sroberts@dist102.org">sroberts@dist102.org</a>	309-382-3612 ext 108
Stacey Chapman, Para-professional	<a href="mailto:schapman@dist102.org">schapman@dist102.org</a>	309-382-3612 ext 102
Janelle Hoerr, Para-professional	<a href="mailto:jhoerr@dist102.org">jhoerr@dist102.org</a>	309-382-3612 ext 103
Sheila Bussone, Title I Tutor	<a href="mailto:sbussone@dist102.org">sbussone@dist102.org</a>	309-382-3612 ext 121
Linda Maquet, Library Aide	<a href="mailto:lmaquet@dist102.org">lmaquet@dist102.org</a>	309-382-3612 ext 120
Mr. Stan, Custodian	<a href="mailto:sjones@dist102.org">sjones@dist102.org</a>	
Mr. Randy, Custodian	<a href="mailto:rspurlock@dist102.org">rspurlock@dist102.org</a>	

## **MARQUETTE ELEMENTARY SCHOOL**

100 Joliet  
Marquette Heights, IL 61554  
(309) 382-3612, ext. 200

[www.dist102.org](http://www.dist102.org)  
<https://www.facebook.com/npmhsd102>

OFFICE HOURS: 7:30 A.M. to 3:45 P.M.

## **ACADEMIC EXPECTATIONS AND REPORT CARDS**

### **Report Cards**

Report cards will be given following each quarter (see School Calendar). In addition to quarterly report cards, teachers may send a progress report home with students at the midpoint of each grading period.

### **Grading Scale**

A	–	93-100%
B	–	86-92%
C	–	78-85%
D	–	70-77%
U - F	–	0-69%

In addition to the written report, a day is set aside at the end of the first quarter and second quarter for parent-teacher conferences. Special conferences may be requested by the teacher or parent at anytime during the school year.

### **Promotion and Retention**

The decision to promote a student to the next grade level shall be based on successful completion of the curriculum. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

## **ANIMALS ON SCHOOL PROPERTY**

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

## **ARRIVAL AND DISMISSAL**

Students should not arrive at school before 8:10 A.M., without approval as no supervision is provided prior to that time. Outer doors will open for students at 7:50 A.M., to enter for breakfast. Students will line up on the playground in appropriate class line, until the 8:15 A.M. bell rings. In the event of inclement weather, students will be allowed to enter the building and sit quietly in assigned areas.

### **Morning Schedule**

7:50 A.M. – 8:10 A.M. (Breakfast will not be served after 8:10 A.M.)

8:15 A.M. – Warning Bell – Students enter classrooms

8:20 A.M. – Tardy Bell

### **Lunch**

Lunch A – 11:40 a.m. Lunch B – 12:10 p.m.

### **Dismissal**

3:05 P.M.

**SPECIAL NOTE:** If you will be picking your child up after school, you may use the available space along Joliet and LaSalle. Please **DO NOT** park in any area that is marked “NO PARKING”. Children are not to be dropped off or picked up directly in front of the building on Joliet. **DO NOT DRIVE ON THE PLAYGROUND;** the safety of our students is our top priority.

## **ASBESTOS**

This is to notify you that North Pekin – Marquette Heights School District #102 has submitted its *Management Plan* prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the school buildings. Copies of the *Management Plan* are available in the Administrative Office. These plans are available for your inspection during normal business hours of the office (Monday through Friday: 8:00 A.M. to 4:00 P.M.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements please contact: Mr. Byron Sondgeroth, Superintendent, (309) 382-2172.

## **ATTENDANCE – ILLNESS AND ABSENCES**

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 (unless the child has already graduated from high school). 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 two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the administrator. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the administrator.

The school may require documentation explaining the reason for the student's absence. **Absences or tardies of a medical nature beyond three consecutive days will require a doctor's excuse upon returning to school. Once a student has reached 10 absences, a doctor note will be required for all additional absences (unless otherwise arranged with the principal).**

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

In the event of any absence, the student's parent or guardian is required to call the school at (309)382-3612, to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

***If a child has a temperature of 100 degrees or more, parents will be called in order to make arrangements for the student to be sent home. A child should not return until they have been fever free for 24 hours.***

After the **third consecutive day absent** due to an illness, the student must bring a note from his/her doctor stating the illness and indicating the student is released to return to school and participate in any and all activities. Failure to do so will result in the absences to be deemed unexcused.

Unexcused student absences will be reported to the Truancy Office of Tazewell County.

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 prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

**Tardy/Leaving Early**

**Students, who arrive late to school or leave early for any reason, must be signed in and/or out in the office by a parent/guardian.** The school would appreciate parents scheduling their child's doctor and dental appointments during non-school hours whenever possible.

When a student is tardy for school, it not only affects their learning, but the learning of the other students in the class. If a student has frequent tardies, you will be contacted by the office. If tardies continue, your child will be subject to consequences such as loss of recess, loss of privilege, or an after school detention. **If a child has 5 or more tardies in a quarter, they will not be allowed to participate in the quarterly PBIS celebration.** All consequences are at the discretion of the principal.

### **Vacations/Religious Instruction and Observance**

When a child is taken out of school for vacation, parents must notify the office (at least five days in advance) so the teacher can provide the student with a list of assignments planned during their absence. Assignments are to be completed and turned in on the due date set by the teacher. Failure to complete the assignments or class work within time frame will result in the student receiving an "F" for that assignment. (See Make-Up Work above.)

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit

### **BEHAVIOR AND DISCIPLINE PROCEDURES**

It is important that your child be acquainted with and follows the rules so that he/she will gain the most benefit of his/her school experiences. All rules stated are the result of our concern for a positive and proper learning atmosphere as well as individual student safety. It would be very helpful to us if you could reinforce your child's understanding of the need to follow rules to protect his/her own interests when a large number of children are learning, playing and eating together. Before, during, and after school all students are expected to:

1. Show mannerly respect for all classmates and adults in and around the school premises.
2. Obey specific rules as made by his/her various teachers concerning work habits, talking and leaving his/her seat. These rules will vary according to the nature and kind of activity in which students are engaged.
3. Walk in the building at all times.
4. Remove hats upon entering the building.
5. Refrain from verbally or physically abusing another student.
6. Avoid bothering another student's property. Refrain from "name calling", teasing, bullying and the use of unacceptable language.
7. Refrain from chewing gum or eating candy without teacher approval.
8. School Rules apply to all school-sponsored events, even those activities occurring off-campus or on another campus.
9. Sexual harassment is prohibited.
10. Drugs and alcohol are prohibited.
11. Discrimination of any kind is prohibited.

### **Lunch Room**

All students are expected to:

1. Use good manners while eating.
2. Keep their conversation limited to those seated at their own table and at a normal conversational level.
3. Remain seated until dismissal unless otherwise instructed.
4. Become quiet at dismissal time so they may leave the cafeteria in a safe and orderly fashion.
5. Be responsible for clearing their own eating area.
6. Refrain from taking food or school food containers from the lunchroom.
7. Bring no glass, no soda.
8. No sharing food items. \* Please note that children in our district may have peanut allergies, therefore, absolutely no sharing of food items will be allowed.

9. No food or drinks from commercial establishments during the lunch hour will be allowed. Please, feel free to take your child out to lunch, if you want them to have this type of food.

### **Playground**

Dangerous or rough play is not acceptable at any time in the play area.

All students are expected to:

1. Go outside unless:
  - Students will go outside providing the temperature is over 20 degrees with wind chill.
  - They have an excuse in writing. If a child needs to stay indoors longer than 2 days, a doctor's excuse is needed.
2. Remain on the playground and within the assigned play area.
3. Do not throw materials such as rocks, sticks, dirt, snowballs, etc.
4. Sit on the swings facing the school.
5. Do not push others on the swings.
6. Do not play in the chips under or around the swings.
7. Do not play in front or behind the swings.
8. Do not run in front or behind the swings.
9. If you get playground equipment out, you must put it away when you are finished.
10. Basketballs and jump ropes do not belong in the field. Jump ropes are for jumping only.
11. Do not stand or walk on the benches.
12. NO tackling, NO pulling on clothes, No pushing.
13. If another student is in time out, stay away from them.
14. Sit when going down the slide.
15. If you are asked to leave the playground equipment, you may not come back the rest of the recess.
16. When the bell rings line up immediately.
17. If you are at the other end of the field when the bell rings, hurry quickly to the line.
18. When the whistle blows, face the school building and stop talking.
19. Younger siblings are not allowed on the playground during recess.

\* All visitors must abide by school rules at all times

\*\*In dealing with student discipline issues, District 102 values due process rights and the confidentiality of all persons involved. Consequences must be kept confidential and shared only with the student, teacher(s), parent/guardian, Superintendent, and Board of Education (if necessary).\*\*

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

See Bus Transportation section for additional information on bus expectations.

### **Bullying & Harassment**

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the

forementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal 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.

**Complaint Managers:<sup>1</sup>**

<u>Jennifer Dietrich</u> Name
<u>100 Joliet</u> Address
<u>309-382-3612</u> Phone Number
<u>jdietrich@dist102.org</u> Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.



Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.<sup>2</sup>

<sup>1</sup> One complaint manager should be male and one complaint manager should be female.

<sup>2</sup> References are to the Illinois Association of School Board's PRESS service. We also suggest providing a link to the district policies that are referenced.

### **Prohibited Student Conduct**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.

6. Using a cellular telephone, Smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, Smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and

security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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

### **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.

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

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

### **Corporal Punishment**

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

### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity Prohibited**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

### **Re-Engagement of Returning Students**

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

## **Tiger Pride (PBIS) – Positive Behavior Intervention Support**

Students are taught the appropriate behavior and actions in all areas of the school, i.e. hall, lunchroom, bus, etc. Any district employee can give a student a “PAW” if they witness the correct behavior of a child who was not prompted to do so. The students are awarded prizes periodically and earn a right to take part in a celebration at the end of each nine weeks, based on the number of PAWS earned. If a student has an Office Discipline Referral (ODR) in a quarter, the student will not qualify to participate in the PBIS celebration. The principal reserves the right to make all final decisions on participation based upon this.

## **BIRTHDAYS/HOLIDAYS**

Birthdays and holidays are very special occasions. Students enjoy celebrating with their classmates. However, it is important that the celebrating not interrupt the educational process. Please do not send balloons, flowers, etc., which can be disruptive to the school day. **Deliveries may be refused.**

## **BOOK RENTAL, LUNCH AND OTHER FEES**

Each year a book rental fee is assessed. If these fees are paid prior to September 15<sup>th</sup>, a \$5.00 credit will be given. Should a family be financially unable to pay the textbook rental fee, a *Textbook Waiver* form may be requested from the school office. **This must be done within a month of enrollment.**

### **Waiver of Student Fees**

Should a family demonstrate a financial need, a textbook waiver form may be requested from the school office.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

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

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

Within 30 days, the district will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, parent/guardians may contact the building administrator at (309) 382-2172.

Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year, in which parents are expected to follow in order to keep bus schedules on time. Please allow a 5 minute window from the posted bus time. For the safety of you child, please ensure someone is present during pick up and drop off. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

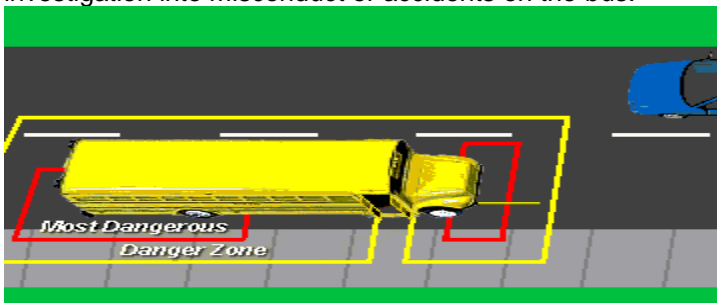
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

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



For questions regarding school transportation issues, contact: Byron Sondgeroth, 309-382-2172

### **CARE OF BOOKS AND SCHOOL EQUIPMENT**

It is the policy of the district to provide books and equipment for the students on a rental basis. Any loss or damage by the student to school property including textbooks, library book, materials or equipment will result in a charge to the student.

This charge is set at replacement cost. Report cards will be held at the end of the school year until all fines are paid. Incidents of vandalism will be reported to the police.

### **CARE OF STUDENTS WITH DIABETES**

If a 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.

### **CONFERENCES**

Parent/Teacher conferences are scheduled for November 3, 2016 from 3:00 p.m. to 8:00 p.m. and November 4, 2016, from 8:00 a.m. to 1:00 p.m.

If a parent desires a conference at another time during the school year, they may call the teacher and arrange a meeting time which is convenient for all participants. Good communication between parents and the school is essential. We are here to serve you and the community.

### **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases. For more information, please refer to [http://www.idph.state.il.us/health/infect/comm\\_disease\\_guide.pdf](http://www.idph.state.il.us/health/infect/comm_disease_guide.pdf)

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

### **DRESS CODE**

Students are expected to dress appropriately for school and the weather. It is important that the clothes and hair styles children wear are not disruptive to the education of the children and that they do not present any danger to the children. School spirit, school pride, and group behavior are closely related to student appearance and self-esteem. Because of this relationship, the following rules will be consistently applied to dress and grooming. The following are unacceptable:

1. Due to safety concerns, flip flops are not allowed. Sandals with a strap may be worn
2. "Spandex" type clothing worn as an outer garment.
3. Brief clothing. This includes tank tops, crop tops, sleeveless shirts, shirts with enlarged armholes, swimwear, and transparent attire.
4. Clothing intended to be worn as "outside attire" will not be worn in the classroom.
5. No undergarments or undergarment area may be exposed at any time.
6. Pajamas/Loungewear as well as slippers may not be worn at school. Principal may waive this rule on special occasions such as spirit week.

### **EDUCATION OF HOMELESS**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either: (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or (2) enrolling

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

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.

**Local Contact: Robert Ketcham, Homeless Liaison, 309-382-3456**

**EMERGENCY SCHOOL CLOSING**

In the event school would need to be closed due to inclement weather or other emergency, parents are reminded to watch or listen to the following stations beginning at 6:30 A.M.:

- WMBD - TV      www.cinewsnow.com
- WHOI – TV      www.centralillinoisproud.com
- WEEK – TV

**EMERGENCY DRILLS**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students. Each classroom teacher will assure that the students assigned to their classroom understand the rules, and practice the procedures related to all emergency situations.

**ENGLISH LEARNERS**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact Mrs. Dietrich at 309-382-3612.

**EQUAL EDUCATIONAL OPPORTUNITIES**

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.

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 Board policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

**FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.



All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

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

### **FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

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

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

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

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

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

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### **FOOD ALLERGIES**

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

If a student has a life-threatening allergy or life-threatening chronic illness, parents/guardians should notify the building administrator. A doctor's note is required, ensuring that the school can provide an alternative replacement for lunch menu items.

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

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

### **HEAD LICE**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school secretary if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the Superintendent or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician, physician assistant or advanced 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.

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

## **HOMEWORK**

Adequate time is usually provided for students to complete assignments during the school day. From time to time it may be necessary for students to complete these assignments at home.

If a student is absent he/she may be expected to take homework that has been missed.

**Students will receive 1 school per day missed to turn in missed work.**

From time to time special assignments or projects will be assigned to students. These special projects may require outside work.

In addition to work mentioned above, teachers may give students homework that is to be completed at home to reinforce skills already mastered, to give additional practice in all subject areas, to study for a test, or to promote responsibility on the part of the students.

Please check with your child each night to make sure any assigned work has been completed and is correct. Give your child all the assistance needed, but do not do the work for him/her. Each year students are expected to learn more and more in school. We need your support if your child is to successfully complete his/her educational experience.

## **IMMUNIZATIONS, PHYSICALS, DENTAL EXAMS AND EYE EXAMS/ SCHOOL REGISTRATION**

### **Certificate of Live Birth**

The law requires that all students have a copy of their certificate of *Live Birth* in the student file. A certificate of *Live Birth* is obtained at the courthouse of the county where the student was born.

***(Board Policy 7.50) The parent/guardian must comply with this request within ten days. If this document is not provided, the authorities will be contacted.***

### **Required Health Examinations and Immunizations**

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. 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.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

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

### **Dental Examination**

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

### **Exemptions**

A student will be exempted from the above requirements for:

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

## **INTERNET POLICY**

### **Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum**

The use of the District's electronic networks shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and comply with the selection criteria for instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

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

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or building administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

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

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

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

**No Warranties** - The 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 the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

## **Internet Safety**

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

## **Authorization for Electronic Network Access**

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use.

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

## **Access to Student Social Networking Passwords & Websites**

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

## **Student Use of Electronic Devices[1]**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

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

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school and during the student's lunch period.[2]

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school. Students in violation of this procedure are subject to the following consequences:[3]

1. First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.
3. Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from

bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

4. Fourth and subsequent offense – The device will be confiscated. The student will be assigned a detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in the school office. The student will also face consequences for insubordination.
5. 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.

[1] This handbook procedure is an alternative to the language currently found in handbook procedure 6.30. It is designed for schools that want a more descriptive procedure on student use of electronic devices. This handbook procedure and handbook procedure 6.30 are fully aligned with the Illinois Association of School Board's PRESS service.

[2] This section may be expanded or removed, depending on a school's preference and school district policy.

[3] Consequences must align with your school's student discipline code.

## **LOST AND FOUND**

Lost items with the owner's name marked with ink are more easily found, so mark everything you want returned. Lost and found items will be turned in to the office and then placed in the designated lost and found areas. Unclaimed items will be given to a charitable organization during Winter Break and Summer Vacation.

## **LUNCH/BREAKFAST**

You are encouraged to pay for lunches weekly or monthly. The cost for lunch is \$2.55 per day or \$12.75 per week. The cost of reduced lunch is \$0.40 per day. The cost for breakfast is \$1.95 per day, \$0.30 for reduced, and free for students who qualify for free lunch. Please put the money in an envelope with your child's name, amount of money, and teacher's name on the outside.

For those students who bring their lunch from home, cartons of milk are available at \$0.45 per carton.

A free/reduced cost lunch form is available from the school office for those parents who are financially unable to pay for student lunches.

Adult breakfast cost is \$2.45 and adult lunch is \$3.05. No adults may charge at any time.

## **Lunch Charges**

Students are permitted a maximum of five (5) lunch and/or milk charges. Parents will be notified when their child reaches this level. Charges must be paid in full before a child may charge another lunch. At this point, may receive a cheese sandwich in place of the main menu item. Parents who wish to know their child's lunch balance should contact the office.

## **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 who are unexcused from school will not be allowed to make up missed work.

## **MANDATED REPORTERS**

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

## **MEDICAL EXCEPTIONS**

If your child has a medical condition that requires them to use a water bottle regularly at school or to use the bathroom more than standard, please provide the school with a doctor's note. This will ensure that your child's medical needs are met.

## **MEDICATIONS**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is

necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### Self-Administration of Medication<sup>1</sup>

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

Medications must be sent to school in a container (your pharmacy will supply a bottle for school at your request) with a label that includes the following:

- Name and telephone number of the pharmacy
- Student's name
- Name of Physician
- Name of the drug
- Dosage to be administered at school
- Time medication is to be administered

At the end of the school year, parents should pick up unused medications in the office or any unused medication will be destroyed after two (2) weeks.

#### **PARENTAL RIGHT TO REQUEST THEIR CHILD'S CLASSROOM TEACHER'S QUALIFICATIONS**

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

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

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

#### **PESTICIDE REGISTRATION**

North Pekin Marquette Heights District 102 has an Integrated Pest Management Policy (IPM) which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the most safe and effective means of pesticide. Although the District has no intention of spraying or fogging with pesticides, in the unlikely event this is found to be necessary, the District created a voluntary registration. By recording your name on this list, you are asking to be notified two (2) days before an airborne pesticide application would occur at school. In the event of an extreme emergency and pesticides must be used immediately, the District will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

#### **PHYSICAL EDUCATION**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.<sup>1</sup>

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

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

### **PRESCHOOL SCREENING**

NPMH conducts bi-annual screening for children under the age of five for purposes of identifying any children who might require special educations and related services, including speech-language therapy. Please contact the school at (309) 382-3612 for additional information and for specific screening dates.

### **RESIDENCE**

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

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

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

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

### **SCHOOL TRAFFIC PATTERNS**

No parking is allowed:

1. In bus loading zones on school days, when school is in session.
2. On or across a crosswalk.
3. Within 20 feet of a crosswalk or intersection.

### **STUDENTS WHO WALK OR RIDE BIKES TO SCHOOL**

No parking or driving is allowed on the school grounds, except as marked/posted or directed.

Students must obey the school safety patrol.

Adult crossing guards are vested with police powers for the purpose of controlling traffic/safety on and around the school grounds. All pedestrians and drivers are required to obey them.

Bicycles will be walked across the street(s).

Running across the street is not allowed.

Everyone will cross at the crosswalks.

---

<sup>1</sup> Substitute the proper reference to your student handbook.



***The school speed limit of 20 mph will be strictly enforced around the schools, on school days whenever children are present. The minimum fine is \$300.00. A citation will be issued for passing a bus arm. A suspension of 3 months loss of license and a \$150.00 fine for the first offense. A second offense within a 5 year period will include the loss of license for one year and a \$500.00 fine. ILLINOIS STATE LAW – 625 ILCS 5/11-605A***

### **SCHOOL VISITATION RIGHTS**

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

### **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. More than one adult will be present with any search.

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

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

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

#### **Students**

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

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 authorities.

### **SEX OFFENDER NOTIFICATION LAW**

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

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

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

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

A violation of this law is a Class 4 felony.

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

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

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/cmvo/>

## **SPECIAL EDUCATION SERVICES**

### **Education of Children with Disabilities**

It is the intent of NPMH District 102 to ensure that students who are disabled with the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA) are identified, evaluated and provided with appropriate educational services. Marquette 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.

### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **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 administration if they have a disability that will require special assistance or services and, if so, what services are required. These notifications should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

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

### **Notification to Parents**

Medicaid 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. The Special Education department claims Medicaid/Kid Care reimbursement for these provided services. A consent form must be signed by you in order to claim this reimbursement. These claims will have no impact on your ability to receive Medicaid funding either now or at any time in the future.

## **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **STUDENT PRIVACY PROTECTIONS**

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Selling or Marketing Students' Personal Information Is Prohibited**

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

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

## **STUDENT RECORDS**

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

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

**1. The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students, 18 years of age or older, have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of

such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**4. The right to a copy of any school student record proposed to be destroyed or deleted.**

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

**5. The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

**7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

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

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

**STUDENT TRANSFER**

The records of a student shall be transferred by the records clerk of a school to another school in which the student enrolled or intends to enroll upon request of the records clerk of the other school.

**SUICIDE AND DEPRESSION AWARENESS AND PREVENTION**

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

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

### **TREATS AND SNACKS**

Due to health and scheduling concerns, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. **No homemade treats or snacks are allowed to be shared at school.** Treats and snacks should not require refrigeration and must have a clearly printed list of ingredients on the packaging.

### **UNIFORM GRIEVANCE PROCEDURE**

Students or their parent(s)/guardian(s), employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972
3. Section 594 of the Rehabilitation Act of 1973;
4. Claims of sexual harassment under the Illinois Humans Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972

The Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitable. The right of a person to a prompt and equitable resolution of the 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.

**Complaint Manager: Jennifer Dietrich, 309-382-3612 ext. 203**

### **VIDEO AND AUDIO MONITORING SYSTEM**

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 law enforcement personnel.

### **VISITATION RIGHTS**

The School Visitation Rights Act permits employed parent(s)/guardian(s), who are unable to meet the educators because of a work conflict, the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at their child's school. If you would like more information on this act, please contact the school office at 309-382-3612.

### **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 around their neck 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. The principal or office staff has the right to deny access to the school to any visitor, depending on the circumstances.

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. All visitors must also support the teachers and staff in ensuring that the student that they are visiting is also following the school rules.

## **VISITING CLASSES**

We encourage parents to visit the school and classes. This helps both the student and parent in working with the school. Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.092(g-5), amended by P.A. 96-657. Parents should notify either the teacher or office 24 hours prior to their visit. Visits should be limited to 1 hour or 1 class period per school quarter. **Any parent wishing to visit the school must report to the school office and sign in.** The principal and office staff reserves the right to deny visitors access to the classroom depending on the circumstances.

***Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the principal reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. The provisions in the handbook reflect the status of the rules, practice, and procedures as currently practiced and are subject to change.***

***The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student.***

***This handbook is only a summary of board policies governing this district. Board policies are available to the public at the district office. This handbook may be amended during the year without notice.***

Marquette Elementary School  
School Supply List  
2018-2019

**Kindergarten:**

Library card  
\*P.E. shoes (**Velcro/slip-ons, no ties**)  
Book bag (no wheels)  
1 pkg #2 yellow pencils (Ticonderoga brand)  
1 pink pearl eraser  
6 glue sticks  
Fiskars scissors (pointed tip)  
1 boxes of 8 count **Cravola crayons (No RoseArt, other brands, or jumbo)**  
3 boxes of 24 count **Cravola crayons (No RoseArt or other brands)**  
8 pack washable markers  
1 pkg Expo (**Black fine line dry erase markers**)  
1 school box (**plastic with hinged lid**)  
LARGE BEACH TOWEL or CHILD SIZED BLANKET (for rest time)  
1 pair of chorded headphones (**no earbuds**)  
3 large boxes of Kleenex  
1 package of UNSCENTED baby wipes  
1 container Cloxox wipes

\*Girls only: 1 box Ziploc plastic bags **quart, slider closure**  
\*Boys only: 1 box Ziploc plastic bags **gallon, slider closure**

**First Grade:**

Library card  
\*P.E Shoes  
Book bag (no wheels)  
1 dozen #2 Pencils (Ticonderoga brand)  
4 large pink erasers  
8 large glue sticks  
Fiskars scissors (with Points)  
2 boxes of 24 Cravola crayons  
2 boxes of 8 Cravola markers washable  
2 packs Expo marker (4 count)  
3 Spiral Notebooks (70 pgs, wide ruled) **1 orange, 1 black, 1 your choice**  
3 folders with pockets, **1 orange, 1 black, 1 your choice**  
1 school box (**plastic with hinged lid**)  
2 large boxes of Kleenex  
1 box of Ziploc bags (gallon size)  
1 box of Ziploc bags (sandwich size)  
1 container Cloxox wipes  
1 pair of chorded headphones (**no earbuds**)

\*If in Mrs. Bailey's class you will need the following: 1 pkg Expo (**fine line, dry erase markers**), 2 glue sticks, 1 box of Ziploc sandwich size plastic bags & Kleenex.

**PLEASE MARK ALL SUPPLIES WITH STUDENT'S NAME  
PUT TABS FOR HANGING ON SWEATERS AND COATS**

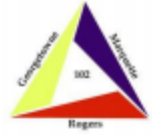
**Second Grade:**

Library card  
\*P.E. shoes  
Book bag (no wheels)  
3 pkgs of #2 pencils (Ticonderoga brand)  
3 pink erasers  
4 oz. Elmer's glue  
12 glue sticks  
Fiskars scissors  
2 boxes 24 count Cravola crayons  
2 packages of Washable markers  
Fine Tip Expo Dry Erase markers (4 pack)  
Pencil box (**plastic with hinged lid**)  
3 spiral notebooks (70 pgs, wide ruled)  
4 folders with pockets  
1 plastic folder with pockets  
1 large pkg of baby wipes (or refill)  
2 large boxes of Kleenex  
Book bag (no wheels)  
1 box Quart size Ziploc Bags (boys only)  
1 box Gallon size Ziploc Bags (girls only)  
1 pair of chorded headphones (**no earbuds**)  
1 clipboard  
**Mrs. Keck only:**  
1 1/2 inch binder





# North Pekin Marquette Heights District 102 2018-19 School Calendar Approved Feb. 2018



Jul-18					
M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
				0	0

Aug-18					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	
				12	12

Sep-18					
M	T	W	Th	F	
X-3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
				19	31

Oct-18					
M	T	W	Th	F	
1	2	3	4	5	
X-8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			
				22	53

Nov-18					
M	T	W	Th	F	
			1-PT	PT-X-2	
5	6	7	8	9	
12	13	14	15	16	
19	20	X-21	X-22	X-23	
26	27	28	29	30	
				19	72

Dec-18					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X-24	X-25	X-26	X-27	X-28	
X-31					
				15	87

Jan-19					
M	T	W	Th	F	
	X-1	X-2	X-3	X-4	
7	8	9	10	11	
14	15	16	17	18	
X-21	22	23	24	25	
28	29	30	31		
				18	105

Feb-19					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
X-18	19	20	21	22	
25	26	27	28		
				19	124

Mar-19					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
				21	145

Apr-19					
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
X-15	X-16	X-17	X-18	X-19	
X-22	23	24	25	26	
29	30				
				16	161

May-19					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
X-27	28	XED-29	XED-30	XED-31	
				22	183

Jun-19					
M	T	W	Th	F	
XED-3	XED-4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
				2	185

**Codes:**

**X - No School**

**PT - Parent/Teacher Conferences**

**XED - Emergency Days**

**Description:**

July 30 - Registration 1:00 - 7:00 PM
July 31 - Registration 10:00 - 2:00 PM
Aug. 16 - Teacher Institute
Aug. 17 - Teacher Institute
Aug. 20 - First Attendance Day RES1:35 / GMS 1:45 / MES 2:15
Aug. 21 - Regular Dismissal Begins RES 2:35 / GMS 2:45 / MES 3:05
Aug. 22 - Curriculum Night, RES - 6 PM
Aug. 28 - Open House, GMS - 6 PM
Aug. 30 - Curriculum Night, MES - 6 PM
Sept. 3 - Labor Day, No School
Sept. 7 - 11:00/11:30 Dismissal
Sept. 28 - Progress Report Distributed
Oct. 5 - 11:00/11:30 Dismissal
Oct. 8 - Columbus Day, No School
Oct. 19 - 1st Qtr Ends - 43 days

Oct. 31 - 11:00/11:30 Dismissal
Nov. 1 - 11:00/11:30 Dismissal Parent Conferences 3:00 PM- 8:00 PM
Nov. 2 - No School Parent Conferences 8:00 AM- 1:00 PM
Nov. 20 - 1:35/1:45/2:15 Dismissal
Nov. 21 - Nov. 25 - Thanksgiving Break
Nov. 26 - Classes Resume
Dec. 7 - 11:00/11:30 Dismissal
Dec. 7 - Progress Report Distributed
Dec. 21 - 1:35/1:45/2:15 Dismissal
Dec. 22 - Jan. 6 - Winter Break
Jan. 7 - Teacher Institute
Jan. 8 - Classes Resume
Jan. 11 - 2nd Qtr Ends - 45 days
Jan. 18 - Report Cards Distributed
Jan. 21 - ML King Day, No School

Jan. 25 - 11:00/11:30 Dismissal
Feb. 15 - Progress Report Distributed
Feb. 18 - President's Day - No School
Feb. 22 - 11:00/11:30 Dismissal
March 15 - 3rd Qtr Ends - 43 days
March 22 - 11:00/11:30 Dismissal
March 22 - Report Cards Distributed
April 12 - 1:35/1:45/2:15 Dismissal
April 13 - April 22 - Spring Break
April 23 - Classes Resume
April 26 - Progress Report Distributed
May 3 - 11:00/11:30 Dismissal
May 24 - Last Day of School - 44 days 11:00/11:30 Dismissal
May 27 - Memorial Day, No School
May 28 - Teacher Institute
May 29 - June 4 - Emergency Days