

# MARQUETTE ELEMENTARY SCHOOL



**Kindergarten-3rd grade**

**Student Handbook**

**2023-2024**

### **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
Stacey Chapman, Secretary	<a href="mailto:schapman@dist102.org">schapman@dist102.org</a>	309-382-3612 ext 201
Teri Vogler, Secretary	<a href="mailto:tvogler@dist102.org">tvogler@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/ECE	<a href="mailto:rlewis@dist102.org">rlewis@dist102.org</a>	309-382-3612 ext 114
Stephanie Davila, Special Education	<a href="mailto:sdavila@dist102.org">sdavila@dist102.org</a>	309-382-3612 ext 122
Sara Malin, Special Education	<a href="mailto:smalin@dist102.org">smalin@dist102.org</a>	309-382-3612 ext 107
Tiffany Clark, Kindergarten	<a href="mailto:tclark@dist102.org">tclark@dist102.org</a>	309-382-3612 ext 117
Ashley Jones, Kindergarten	<a href="mailto:ajones@dist102.org">ajones@dist102.org</a>	309-382-3612 ext 118
Kelsey Underwood, Kindergarten	<a href="mailto:kmarlow@dist102.org">kmarlow@dist102.org</a>	309-382-3612 ext 119
Amanda Jackson, First Grade	<a href="mailto:amjackson@dist102.org">amjackson@dist102.org</a>	309-382-3612 ext 109
Janeie Goeken, First Grade	<a href="mailto:jgoeken@dist102.org">jgoeken@dist102.org</a>	309-382-3612 ext 103
Amy Russell, Second Grade	<a href="mailto:arussell@dist102.org">arussell@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
Jill Heaton, Third Grade	<a href="mailto:jheaton@dist102.org">jheaton@dist102.org</a>	309-382-3612 ext 102
Andrea Pardo, Third Grade	<a href="mailto:apardo@dist102.org">apardo@dist102.org</a>	309-382-3612 ext 108
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
Brian Woods, Music	<a href="mailto:bwoods@dist102.org">bwoods@dist102.org</a>	309-382-3612 ext 110
Cody Stewart, Physical Education	<a href="mailto:cstewart@dist102.org">cstewart@dist102.org</a>	309-382-3612 ext 111
Shannon Niedermeier, Title I Teacher	<a href="mailto:ssullivan@dist102.org">ssullivan@dist102.org</a>	309-382-3612 ext 121
Michelle Torres, Title I Tutor	<a href="mailto:mtorres@dist102.org">mtorres@dist102.org</a>	309-382-3612 ext 121
Chelsea Hermacinski, Para-pro.	<a href="mailto:cmorris@dist102.org">cmorris@dist102.org</a>	309-382-3612 ext 113
Erin Norton, Para-professional	<a href="mailto:enorton@dist102.org">enorton@dist102.org</a>	309-382-3612 ext 114
Tina York, Para-professional	<a href="mailto:tyork@dist102.org">tyork@dist102.org</a>	309-382-3612 ext 117
Ashton York, Para-professional	<a href="mailto:ayork@dist102.org">ayork@dist102.org</a>	309-382-3612 ext 117
Joy Rees, Para-professional	<a href="mailto:jrees@dist102.org">jrees@dist102.org</a>	309-382-3612 ext 103
Kristine Tarter, Para-professional	<a href="mailto:ktarter@dist102.org">ktarter@dist102.org</a>	309-382-3612 ext 105
Liz Allen, Para-professional	<a href="mailto:eallen@dist102.org">eallen@dist102.org</a>	309-382-3612 ext 102
Katie Sanders, Library Aide	<a href="mailto:ksanders@dist102.org">ksanders@dist102.org</a>	309-382-3612 ext 120

## **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	–	90-100%
B	–	80-90%
C	–	70-80%
D	–	60-70%
U - F	–	0-60%

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.

### **Accelerated Placement**

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

### **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**

3<sup>rd</sup> & 2<sup>nd</sup> Grade– 11:40  
Kindergarten/1<sup>st</sup> Grade – 12:10 p.m.

### **Dismissal**

3:00 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: Mrs. Jennifer Lindsay, 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 (including mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, 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.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.

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 more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 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 student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

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

### **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 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 the 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, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, or actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.

2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

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.

Nondiscrimination Coordinator:

Jennifer Lindsay

Name

51 Yates Rd

Address

309-382-2172

Phone Number

j Lindsay@dist102.org

Email Address

Complaint Managers: <sup>1</sup>

Jennifer Dietrich

Name

100 Joliet Rd

Address

309-382-3612

Phone Number

jdietrich@dist102.org

Email Address

Cameron Stanley

Name

51 Yates Rd

Address

309-382-3456

Phone Number

cstanley@dist102.org

Email Address

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

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*.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

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



4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below 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.
5. During periods of remote learning.

### **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.

### **Isolated Time Out, Time Out and Physical Restraint**

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

### **Corporal Punishment**

Corporal Punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include 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. Any treats sent in need to be store bought. It is also 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 your 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.

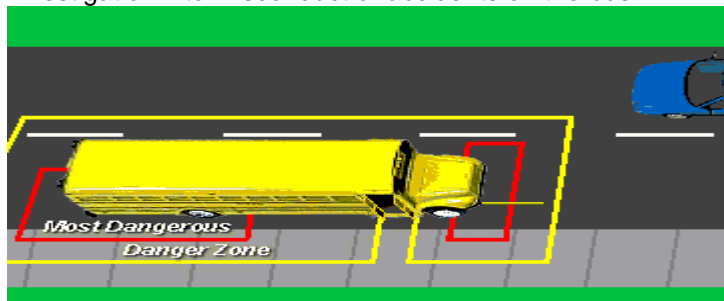
A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student 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: Mrs. Jennifer Lindsay, 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 books, 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 2, 2023 from 3:00 p.m. to 8:00 p.m. and November 3, 2023, 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.

### **CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS**

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy. Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

### **DRESS CODE AND STUDENT APPEARANCE**

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Students are expected to dress appropriately for school and the weather.

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: April Troyer, 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](http://www.cinewsnow.com)  
WHOI - TV      [www.centralillinoisproud.com](http://www.centralillinoisproud.com)  
WEEK - TV

### **EMERGENCY DRILL PROCEDURES AND CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

### **ENGLISH LEARNERS**

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

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 AND SEX EQUITY**

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Mrs. Jennifer Dietrich, Principal.

### **FAITH'S LAW NOTIFICATION**

#### Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.

### **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. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district 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 applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and 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 same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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 or an appeal of the District's decision to deny a fee waiver should be addressed to the Building Principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines.

## **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 licensed 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.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

For information on home or hospital instruction, contact: Jennifer Dietrich, 309-382-3612.

## **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, sixth, and ninth 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 of the District's Electronic Networks**

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.**

### **Terms and Conditions**

The term electronic networks includes all of the District's technology resources, including, but not limited to:

1. The District's local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure;
2. Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location;
3. District-owned and District-issued computers, laptops, tablets, phones, or similar devices.

**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.

**Copyright Web Publishing Rules** – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Internet or on District websites or file servers/cloud storage without explicit written permission.

For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.

Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of public domain documents must be provided.

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

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the District. The District provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet domain. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.

Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the District's email system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is supported if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.

Staff members will supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

### **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.

### **Notice to Parents about Educational Technology**

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

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

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

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

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

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

Instruction in the classroom or at home (including remote learning)

Administrative activities

Collaboration between students, school personnel, and/or parents/guardians

Other activities that are for the use and benefit of the school district

## **DISTRICT 102 CHROMEBOOK/IPAD AGREEMENT**

The N Pekin Marquette Heights School District is supplying students with a Chromebook device. Kindergarten students at Marquette will be supplied an iPad. This device is property of the N Pekin Marquette Heights School District. The purpose of the supplied instructional device is to provide each student with access to required educational materials needed to be successful. The Chromebook allows students access to Google Apps for Education and web based educational tools. The supplied device is an educational tool and is not intended for gaming or social networking.

### **Receiving Your Chromebook/iPad**

Chromebooks and iPads will be distributed within the first few days or weeks of school, depending on the student's grade and arrival of all newly ordered devices. Parents/Guardians and students must have completed and submitted the NPMH Chromebook Agreement before the Chromebook/iPad can be issued to a student. This Chromebook/iPad Agreement outlines the procedures for families to protect the Chromebook/iPad investment for N Pekin Marquette Heights Schools. Chromebooks and iPads will be collected at the end of each school year and students will retain their original Chromebook/iPad each year.

### **Returning Your Chromebook**

Chromebooks/iPads will be returned at the end of the school year.

### **Taking Care of Your Chromebook/iPad**

Students are responsible for the general care of the Chromebook/iPad they have been issued by the school. Chromebooks/iPads that are broken or fail to work properly must be turned into the appropriate school office to be serviced by technology support.

## **DO NOT TAKE DISTRICT OWNED CHROMEBOOKS/IPAD TO AN OUTSIDE COMPUTER SERVICE OR ATTEMPT TO PERSONALLY SERVICE FOR ANY TYPE OF REPAIRS OR MAINTENANCE.**

### **3a. General Precautions**

1. No food or drink is allowed next to your Chromebook/iPad while it is in use.
2. Cords, cables and removable storage devices must be inserted carefully into the Chromebook/iPad.
3. Never transport your Chromebook/iPad with the power cord and/or headphones or earbuds plugged in. Never store your Chromebook/iPad in the carry case or your backpack while it is plugged in.
4. Students should never carry their Chromebook while the screen is open.
5. Chromebooks/iPads must remain free of any writing, drawing or stickers. An identification tag with a number will be provided by the school.
6. Vents CANNOT be covered.
7. Chromebooks/iPads must have a NPMH or School tag on them at all times. This tag must not be removed or altered in any way. Removal will result in disciplinary action.
8. Chromebooks/iPads should never be left in a car or any unsupervised area.
9. Students must use the provided case.

### **3b. Screen Care**

**The Chromebook/iPad screens can be easily damaged.** The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean or put pressure on the top of the Chromebook when it is closed.
2. Do not store the Chromebook with the screen in the open position.
3. Do not place anything near the Chromebook/iPad that could put pressure on the screen.
4. Do not place anything in the carrying case or a backpack that will press against the cover.
5. Do not poke the screen with anything that will mark or scratch the screen surface.
6. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, paperclips, etc...).
7. Clean the screen with a soft, dry microfiber cloth or wipes specifically made for electronics.

## **4. Using Your Chromebook/iPad at School**

### **4a. Chromebooks/iPad left at home**

Repeat violations of this policy will result in disciplinary action.

### **4b. Chromebooks under repair:**

1. Every attempt will be made to provide a loaner device when Chromebooks/iPad are left for repair.
2. Students using loaner Chromebooks/Ipads will be responsible for any damages incurred while in possession of the loaner device.

#### 4c. Charging your Chromebook/iPads

1. Chromebooks/iPad must be brought to school each day fully charged.
2. Students need to charge their Chromebooks/iPad each evening.
3. Repeat violations of this requirement will result in disciplinary action.

#### 4d. Backgrounds and Password

1. Inappropriate media may not be used as a screensaver or background.
2. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary action.
3. Take care to protect your password. Do not share your password.

#### 4e. Printing

1. Students will not be able to print from their Chromebook. However, they can speak with a teacher if they need to print any materials at school.

### 5. **Acceptable Use of the Chromebook**

ACCEPTABLE USE GUIDELINES FOR INTERNET, ELECTRONIC MEDIA AND COMMUNICATION APPLY TO ALL N PEKIN MARQUETTE HEIGHTS DEVICES, INCLUDING INDIVIDUALLY ISSUED STUDENT CHROMEBOOKS. THESE GUIDELINES SHOULD BE ADHERED TO BY ALL STUDENTS, FACULTY, STAFF AND ADMINISTRATION. N PEKIN MARQUETTE HEIGHTS SCHOOL DISTRICT USES GO GUARDIAN FOR CHROMEBOOK MONITORING. GO GUARDIAN IS ABLE TO OFFER ITS COMPLETE CHROMEBOOK FILTERING AND MONITORING SOFTWARE WHERE EVER THE DEVICE MAY BE.

PLEASE NOTE THAT STUDENT ACTIVITY IS NOT PRIVATE.

#### 5a. General Guidelines

1. Chromebooks/iPads are in compliance with the Children's Internet Protection Act (CIPA).
2. Chromebooks/iPads and/or District owned devices shall not be used to obtain or view products that are deemed inappropriate by CIPA. This includes but is not limited to pornography, alcoholic products, illegal drugs, tobacco products and/or any product in which a person must be a required minimum age to view and/or purchase.
- a. The displaying of any kind of sexually explicit image or document on any NPMH system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or device.
3. Students will have access to all available forms of electronic media and communication which is in support of the educational goals and objectives of N Pekin Marquette Heights Schools.  
NPMH reserves the right to block objectionable or inappropriate sites.
4. Students are responsible for their ethical and educational use of the technology resources of NPMH Schools.
5. Access to the N Pekin Marquette Heights School technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the Acceptable Use Policy.
6. Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material and viruses.
7. No employee or student may use NPMH technology resources to download or distribute pirated software or data.

#### 5b. Legal Property

1. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity.
2. Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music and text.
3. Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable local, state or federal law will result in criminal prosecution or disciplinary action by the District.
4. **CYBERBULLYING WILL NOT BE TOLERATED.** Please report any cyber bullying activity to the school administration immediately.

#### 5c. Email and Electronic Communication

1. Always use appropriate and proper language in your communication.
2. Do not transmit language/material that may be considered profane, obscene, abusive or offensive to others.
3. Email and communications sent/received should be related to educational needs.
4. Email and communications are subject to inspection by the school at any time.

#### 5d. Consequences

1. The student in whose name a system account and/or Chromebook hardware is issued will be responsible at all times for its inappropriate use.
2. Noncompliance with the guidelines established in the document will result in disciplinary action.

3. NPMH cooperates fully with local, state and federal officials in any investigation concerning or relating to violations of computer crime laws.

### **Repairing/Replacing Your Chromebook**

**A \$25 Registration/Technology Fee will be charged at the beginning of the school year. The intention of this fee is to offset the cost of student technology repair fees. The first repair will be covered for each student, with additional fees charged for any additional repair costs.**

6a. If a student's Chromebook/iPad is lost or stolen, the student will be charged \$300 for replacement costs.

6b. Students will only be charged for repairs that are directly the fault of the student. This includes misuse, improper handling or storage, drops and falls, water damage, etc...

2023-2024 Chromebook/iPad Repair/Maintenance Costs

Charger	\$20
Screen	\$80
Key Replacement (per key)*	\$5
Keyboard/Touchpad	\$60
Camera	\$20
Case	\$10
Total Replacement	\$300

\*Keys can be replaced as long as the internal brackets are intact. If brackets are not intact, the entire bottom assembly must be replaced and charges are subject to change.

\*\*Repairs not listed will be evaluated and priced by the administration and technology support staff.

### **Terms of agreement**

In this agreement, "you" and "your" means the parent/guardian and the student enrolled in North Pekin Marquette Heights School District 102. The "equipment" includes an individual Chromebook or iPad, as well as a power cord/charger and carrying case.

TERMS	An individual Chromebook (2nd-8th grades) or iPad (K-1st grade) will be issued to your student. The device will be supplied with a carrying case and power cord/charger. You will comply with the school policy and procedures as explained in the student handbook regarding technology and usage at all times.
TITLE	Legal title to the equipment belongs to the district. Your right to possess and use the equipment is limited to and conditioned upon your full compliance with the Agreement. Your possession of the equipment terminates on the collection date set by the school unless terminated earlier by the district or upon withdrawal from the district.
LOST, STOLEN, DAMAGED	You must report any lost, stolen or damaged equipment to the school immediately. For stolen equipment, you must also file a police report. If the equipment is lost or damaged, either intentionally or due to negligence, the student may be subject to discipline and you may be responsible for the cost or repair or replacement.
SANCTIONS FOR VIOLATIONS	Any activity that violates school and district technology policies and procedures should be reported to a school administrator. Disciplinary action, if any, for the student and other users shall be consistent with the district's standards, policies and procedures. Violations of the policy can constitute cause for revocation of access privileges, suspension of access to District 102 electronic resources, other school disciplinary action and/or other appropriate legal or criminal action, including restitution, if appropriate.



- ☐ Yes, I understand the information in this agreement. I also confirm I have read, understand, and accept the terms of District 102 Access to Electronic Network Policies, and the appropriate school student handbook.

### **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 \$3.15 per day or \$15.75 per week. The cost of reduced lunch is \$0.40 per day. The cost for breakfast is \$2.55 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. Parents will be notified weekly if their child's lunch balance is negative.

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.

### **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 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.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school 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, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication and/or a medication required under a qualifying plan.

### Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

### Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

## **PANDEMIC SCHOOL OPERATIONS**

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

## **PARENT NOTICES REQUIRED BY THE EVERY STUDENT SUCCEEDS ACT**

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- a. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- b. The teacher is teaching under emergency or other provisional status.
- c. The teacher is teaching in the field of discipline of the certification of the teacher.
- d. Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

1. The State and District requires students to take certain standardized tests. For additional information, see handbook page 30.

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

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.dist102.org](http://www.dist102.org).

### **IV. Parent & Family Engagement Compact**

See page 2 about conferences.

### **V. Unsafe School Choice Option**

The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student, who would otherwise have qualified for the choice option, or the student's parent/guardian, may request special accommodations from the building principal.

### **VI. Student Privacy**

Students have certain privacy protections under federal law. For additional information, see handbook page 28.

### **VII. 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. For additional information, see handbook page 13.

### **VIII. Homeless Students**

For information on supports and services available to homeless students, see handbook page 13.

For further information on any of the above matters, please contact the building principal.

## **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. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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

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

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

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

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

## 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.

***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, academic meetings and behavioral meetings. 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.

### **Student Searches**

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

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

### **Seizure of Property**

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

### **Questioning Of Students Suspected Of Committing Criminal Activity**

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

## **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 schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the IL. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)  
Frequently Asked Questions Concerning Sex Offenders,  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **SEXUAL ABUSE RESPONSE AND PREVENTION RESOURCE GUIDE**

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

## **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, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For further information, please contact:

Jennifer Dietrich, 309-382-3612, Marquette Elementary Principal

### **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.

### **Related Service Logs**

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

### **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.

### **STANDARDIZED TESTING**

Students and parents/guardians should be aware the State and District require students to take certain standardized test, including the following:

\*Illinois Assessment of Readiness

\*STAR Reading

\*STAR Math

\*Aimsweb

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

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

### **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**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. 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 a 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 school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education (such as an attorney, auditor, medical consultant, or therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, 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:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

#### **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 the 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 504 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**

### **USE OF ARTIFICIAL INTELLIGENCE**

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### **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 time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request. 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 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. Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

#### **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.***



# North Pekin Marquette Heights District 102 2023-2024 School Calendar Approved 02/21/23



Jul-23					
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

Aug-23					
M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	Ti-15	Ti-16	17	18	
21	22	23	24	25	
28	29	30	31		
				13	13

Sep-23					
M	T	W	Th	F	
				1	
X-4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	
				20	33

Oct-23					
M	T	W	Th	F	
2	3	4	5	6	
X-9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				
				21	54

Nov-23					
M	T	W	Th	F	
		1	2	X-PT	
6	7	8	9	10	
13	14	15	16	17	
20	21	X-22	X-23	X-24	
27	28	29	30		
				19	73

Dec-23					
M	T	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	X-22	
X-25	X-26	X-27	X-28	X-29	
				15	88

Jan-24					
M	T	W	Th	F	
X-1	X-2	X-3	X-4	X-5	
Ti-8	9	10	11	12	
X-15	16	17	18	19	
22	23	24	25	26	
29	30	31			
				17	105

Feb-24					
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
X-19	20	21	22	23	
26	27	28	29		
				20	125

Mar-24					
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	X-29	
				20	145

Apr-24					
M	T	W	Th	F	
X-1	X-2	X-3	X-4	X-5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				
				17	162

May-24					
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	Ti-24	
X-27	XED	XED	XED	XED	
				22	184

Jun-24					
M	T	W	Th	F	
XED	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
				1	185

## Codes:

X - No School

Ti - Teachers Institute

XED - Emergency Days

## Description:

Jul 27 - School Registration
Aug 15 - Teacher Institute
Aug 16 - Teacher Institute
Aug 17 - 1st Day of Student Attendance; Early Dismissal - GMS 1:40 / MES 2:00
Aug 18 - Regular Dismissal Begins GMS 2:40/MES 3:00
Sept 4 - Labor Day; No School
Sept 8 - Early Dismissal GMS 11:00 / MES 11:30
Oct 6 - Early Dismissal GMS 11:00 / MES 11:30
Oct 9 - No School
Oct 20 - 1st Qtr Ends - 47 days
Nov 2 - GMS 11:00 / MES 11:30 Dismissal; Parent Conferences 3:00-8:00 PM

Nov 3 - No School - Parent Conferences 8:00 AM - 1:00 PM
Nov 21 - Early Dismissal GMS 1:40 / MES 2:00
Nov 22 - 24 Thanksgiving Break
Dec 8 - Early Dismissal GMS 11:00 / MES 11:30
Dec 21 - Early Dismissal GMS 1:40 / MES 2:00
Dec 22 - Jan 5 Winter Break, No School
Jan 8 - Teacher Institute
Jan 9 - Classes Resume
Jan 12 - 2nd Qtr Ends - 47 days
Jan 15 - MLK Day, No School
Jan 19 - Early Dismissal GMS 11:00 / MES 11:30
Feb 19 - Presidents' Day, No School

Feb 23 - Early Dismissal GMS 11:00 / MES 11:30
Mar 15 - Early Dismissal GMS 11:00 / MES 11:30
Mar 15 - 3rd Qtr Ends - 43 days
Mar 28 - Early Dismissal GMS 1:40 / MES 2:00
Mar 29 - Apr 5 - Spring Break
Apr 26 - Early Dismissal GMS 11:00 / MES 11:30
May 23 - Early Dismissal GMS 11:00 / MES 11:30
May 24 - Teacher Institute
Mar 27 - Memorial Day
Emergency Days - May 28, 29, 30, 31; June 3 No School unless an Emergency Day is required during the year.

Marquette Elementary School  
School Supply List  
2023-2024

<b>Kindergarten:</b> *P.E. shoes ( <b>Velcro/slip-ons, NO ties</b> ) Book bag (no wheels) 1 pink pearl eraser 10 glue sticks (no Elmer's RESTICK) Fiskars scissors (pointed tip) 1 boxes of 8 count <b>Crayola crayons (No RoseArt, other brands, or jumbo)</b> 3 boxes of 24 count <b>Crayola crayons (No RoseArt or other brands)</b> 10 pack washable markers 4 pkg Expo ( <b>Black fine line dry erase markers</b> ) 1 school box ( <b>5x8 plastic with hinged lid</b> ) LARGE BEACH TOWEL or CHILD SIZED BLANKET (for rest time) 1 pair of corded headphones ( <b>no earbuds or Bluetooth</b> ) 3 large boxes of Kleenex 1 package of UNSCENTED baby wipes Container of Clorox Wipes 1 Box gallon baggies (sliders) 1 Box quart baggies (sliders) Reusable water bottle Hand Sanitizer	<b>First Grade:</b> *P.E Shoes and socks Book bag (no wheels) 4 large pink erasers 24 large glue sticks Fiskars scissors (with Points) 2 boxes of 24 Crayola crayons 2 boxes of 8 Crayola markers washable 2 pkgs Expo markers (4 count) 2 plastic folders with pockets 1 school box ( <b>plastic with hinged lid</b> ) 1 pair of corded headphones ( <b>no earbuds</b> ) 1 Eraser for dry erase markers 2 boxes of Kleenex 1 pkg highlighters (4 count) 1 clipboard Reusable water bottle 1 Box gallon baggies	<b>Second Grade:</b> *P.E. shoes Book bag (no wheels) 1 pkg of #2 pencils (Ticonderoga brand) 3 pink erasers 1 pack of highlighters 12 glue sticks Fiskars scissors 2 boxes 24 count Crayola crayons (No Rose Art Please) 2 packages of Washable markers 4 pack of Fine Tip <b>Expo Dry Erase markers (4 pack)</b> Pencil box ( <b>plastic with hinged lid</b> ) 2 spiral notebooks (70 pgs, wide ruled) 2 folders with pockets 1 plastic folder with pockets 1 pair of corded headphones ( <b>no earbuds or Bluetooth</b> ) 1 clipboard Wireless Mouse Reusable water bottle <b>GIRLS:</b> 1 large pkg of baby wipes (or refill) <b>and</b> 1 box quart sized plastic baggies <b>BOYS:</b> 1 large box of Kleenex <b>and</b> 1 box gallon sized plastic baggies	<b>Third Grade:</b> *PE shoes Book bag (no wheels) 3 dozen #2 yellow pencils (Ticonderoga brand) 2 Large pink erasers Scissors (7" with points) 2 boxes 24 count Crayola crayons (No Rose Art Please) 8 pack of markers 2 highlighters 2 packages of 4 count dry erase markers (assorted colors) Dry erase eraser or clean sock 3 packs of colored pencils 3 spiral notebooks wide ruled (70 page) 2 folders with pockets Pencil pouch or pencil box 2 large boxes of tissues 10 glue sticks 1 container of Clorox Wipes 1 package of baby wipes 1 pair of corded headphones ( <b>no earbuds</b> ) 1 Wireless mouse with replacement batteries (optional) - no mice with cords, please Reusable water bottle
--	--	--	---

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

**Students of Mrs. Davila :**

1 plastic work box/pencil box to be kept in my class  
 1 box of crayons  
 1 box of markers  
 1 pkg. dry erase markers  
 2 boxes of tissues  
 1 container of sanitizing wipes  
 2 pink erasers  
 1 pkg of #2 pencils (Ticonderoga brand)  
 2 folders  
 1 box of sandwich bags  
 1 pair of corded headphones (**no earbuds or Bluetooth**)

**Students of Miss Malin:**

1 pkg fine tip Expo dry erase markers  
 1 box tissues  
 1 container of Clorox wipes  
 1 pkg Ticonderoga pencils  
 2 spiral notebooks- wide ruled  
 1 purple folder  
 2 pink pearl erasers  
 3 glue sticks  
 1 pkg markers- classic colors  
 1 pkg colored pencils  
 1 pkg crayons- 24 count

**We strongly encourage all families to get a Library Card. This is beneficial for students to have access to books during the school year and over the summer.**