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Dear Keeneyville Parents and Guardians of School District 20,

Welcome to the new school year! We hope you had a wonderful summer, and that you and your child are as excited to begin the new school year as we are.

Our goal for this year is to combine efforts with you to make your child's District 20 experience rich with learning. We will work to develop each student's academic skills, curiosity, independence, initiative, responsibility and respect. Our mission is to ensure all students become competent and motivated. On the following pages, we provide the entire Keeneyville School District 20 Mission Statement, Belief Statements and Graduate Profile. These documents guide the decisions we make for your children.

We know one of the most important factors in promoting a student's success in school is the parent's attitude toward education. Hence, we invite you to demonstrate your support and value of education through your actions, not just your words. There are myriad ways for you to become involved. We highly encourage you to do so. Your child's classroom teacher and principal will be pleased to guide you in this endeavor.

Please support your child's learning with encouragement, enthusiasm and understanding. Please read to, and with, your child. Reading is power. Please "charge" your child by surrounding him with positive opportunities to broaden his/her horizons.

Thank you for all you do. We are certain that if we work as partners, we will succeed in taking your child toward their "personal best." Please talk to your child's teacher, keep informed about your child's progress and ask for help when you or your child need it. That's what partners do!

Let's make this year one of great effort and greater achievement – "Kids First."

Respectfully,
Dr. C.J. Auer
Superintendent

ADMISSIONS/TRANSFERS

Illinois State law requires that students attend school in the district in which they reside. For that reason, we ask that all new students provide proof of residency when they register for school. (Residence of a child is determined by where the parents/legal guardians of the child live.)

Documents that are requested as proof of residency are as follows:

- Mortgage or title papers, a property tax bill, a valid lease or rental agreement, plus;
- Current utility bills;
- A current Illinois driver's license or Illinois State Identification Card;
- Current voter's registration card;
- Current Library card;
- Current Loan payment book;
- Current home insurance policy;
- Current bank account statement;
- Current medical card (if it shows the correct address);
- Other (current credit card statement, car insurance, etc.)

School secretaries will also ask for a photo i.d. from the person registering the child.

Should it come to the attention of a school official that a child has been registered erroneously, the child will have to leave the district, and the parents/guardians will have to pay tuition from the first day the child was enrolled until he leaves. This is very difficult for the student, the parents/guardians and the school community, and should be avoided.

Each student entering the district for the first time must supply an **original, certified birth certificate**. This is required by the *Missing Children's Act*. Children who are entering kindergarten must be 5 years old on or before September 1.

Children who are transferring in from another school district need a completed "In Good Standing" State form from the school they are leaving. This form verifies the child is not currently serving a suspension or expulsion from the last school he attended. When a child leaves our district, we ask that his parent/guardian signs a form allowing us to release his records to his new school.

There are many health requirements throughout a child's school life. You will receive information about these requirements at registration and through communications from the health office. A chart of required physicals, immunizations, dental and vision exams is included in the health section of the handbook.

ATTENDANCE

It is extremely important for your child to attend school regularly, and to arrive on time. Academic and social activities, as well as special classes (art, music, physical education) do begin promptly at 8:30 a.m. When a child is late or absent he loses experiences that cannot be "made up".

We all know that children are distracted easily. Once the learning ball is rolling, we want to keep it rolling. A child arriving late disrupts learning! A child who is returning from an absence disrupts progress! We ask your help in getting your children to school each day, and on time!

PLEASE NOTE: As much as we want your child in school every day, if your child has a fever, rash, infection or virus, is vomiting or has diarrhea, please keep him home in order to help prevent "sharing" his illness with his classmates or teacher. If you have a question regarding sending your child to school, please contact the school health office.

If a student is going to be absent from school, parents should notify the office by 8:30 a.m. Just as concern would be felt if a student did not report home after school, the same concern exists if the student does not come to school and we are not notified. Calling the school also confirms that the child's parents are aware the child is not in school. **PLEASE KEEP YOUR PHONE NUMBERS CURRENT IN THE SCHOOL OFFICES. IF YOUR CHILD IS ABSENT, OR LATE, OR HURT, WE HAVE TO BE ABLE TO CONTACT YOU.** If you have given us an e-mail address, please keep that current, too!

If you would like to request your child's homework for that day, please call the school office no later than 10:00 a.m. This gives the teacher an adequate amount of time to prepare the necessary materials without interrupting teaching time. Homework

assignments must be picked up in the office at the end of the school day. It is preferred that a parent/guardian pick up these assignments.

Excused Absences

The following are valid causes for an excused school absence:

- Illness - certain circumstances may require medical documentation of the illness;
- Observance of a religious holiday;
- Death in the immediate family;
- Family emergency;
- Circumstances affecting the safety or health of the student; or,
- Other situations approved by the school principal;

If a student is returning to school after surgery or hospitalization, a doctor's release is required. If you have any questions, please feel free to contact the health assistant at your school.

Excuse from Physical Education

A student may be excused from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act.

Excused Tardy

The following are valid causes for an excused tardy:

- medical appointments
- attendance at a funeral.

If a student is tardy, he will need a tardy slip from the office before going to his classroom. If you know your child will be tardy, please call the school office, write a note or accompany your child to the school office for sign in (parent or guardian only).

When Attendance Becomes a Problem

By law, parents or guardians are required to make reasonable efforts to ensure the regular attendance of their children. Each school monitors student attendance and informs the parent or guardian when attendance problems occur. An attendance problem exists when a student is consistently tardy or absent from school. An attendance problem becomes a truancy problem when a student is absent from school for a day or portion thereof without a valid cause. A truancy problem is considered chronic when a student is absent without valid cause for 10% or more of the previous 180 regular attendance days, per section 26-2a of the Illinois School Code. Schools refer chronic truants to the DuPage Regional Office of Education in accordance with current procedures established by the DuPage County VISA Office.

No punitive action will be taken, including out-of-school suspensions, expulsions or court action against chronic truants for such truancy unless district resources and supportive services have been provided to the student and parent(s) or guardian(s).

The following are examples of supportive services available to students with attendance problems:

- Conferences with school personnel;
- Services of school social workers and psychologists;
- Schedule or program change;
- Placement in alternative educational programs;
- Special education assessment and placement;
- Referral to community agencies for appropriate services; and/or,
- Testing by school psychologist.

If you need help with your child's attendance problem, please talk to your school social worker, principal or assistant principal. They will work with you to remedy this situation.

As part of the monitoring process of an attendance problem, we follow the guidelines below:

- Level 1 A letter of awareness will be sent to the parent(s)/guardian(s) after 3 unexcused or 10 total days of absence/tardiness.
- Level 2 At 5 unexcused or 15 absences or tardies, a second letter will be sent to the parent/guardian from the school social worker and a plan will be developed.
- Level 3 At 7 unexcused or 20 total absences or tardies, the administrator will send a letter to the parent/guardian stating

that the problem has not been corrected. The DuPage County VISA office will be notified of the situation.

Level 4 At 9 unexcused or 25 total absences or tardies, the truancy form from DuPage County will be officially filed by the building principal with a letter to the parent/guardian informing them of the action being taken. The school office will continue to monitor the situation, and update the truancy office.

The administrators and teachers in District 20 understand the importance of family connections. Some families traditionally visit their relatives in other countries during the school year. However, if those visits could be made during school breaks, your child will receive the full benefit of our curriculum, which is designed to build upon itself. Long breaks create gaps in the complete understanding of a subject. And, just think, your child is losing that understanding in almost 8 subjects every day that he is not here. Please, consider this strongly before you decide to travel during the school year.

Individual Student Early Dismissal

If you need to take your child from school before dismissal time, please send a note with your child explaining why and what time. When you come to the office to pick your child up you will be required to present your identification, if we don't know you, and sign the child out. Someone will call your child from his/her classroom.

Snow/Weather Days

Under rare circumstances, when school is closed, the following procedures are implemented:

- the Home Page of the District 20 Web site (www.esd20.org) is updated (approximately 5:30 a.m.) stating the date, time and "School is Closed".
- the automated calling system is activated and all district families receive a message announcing the school closing. (This system does not work with a privacy manager.)
- www.emergencyclosing.com is updated with school closing information. This Web site is linked to radio and television stations.

If your phone numbers are not correct, we will have no way to notify you. For more information on school closings, please see the "Emergency" section of this handbook.

CURRICULUM

The intent of the District 20 Curriculum is to provide the students of District 20 with opportunities to experience learning to its fullest. This is accomplished by providing current curriculum materials, assessments that are both diagnostic as well as summative, and staff development that takes into account that teachers need time to work together to integrate the most effective teaching strategies needed for our students.

The District 20 curriculum is organized and has been developed to meet the District 20 Graduate Profile characteristics and the Illinois State Learning Standards. Staff members rely on the work of Jay McTighe and Grant Wiggins, Understanding by Design, and Heidi Hayes-Jacob, Curriculum Mapping, to continually review the curriculum. McTighe and Wiggins provide the emphasis on essential questions, while Jacobs provides the notion of mapping the curriculum. Curriculum review began with the development of Essential Questions formed from the Illinois Learning Standards. Committees then refined those Essential Questions for each classroom teaching unit. Further, unit charts provide a framework for staff members as guides for instruction throughout the unit so that students successfully learn what is truly essential in a particular unit. Assessments that reflect the Essential Questions provide feedback for both teacher and student regarding progress being made toward essential learning. Performance Tasks, based on working with Barbara Benson, have been developed in the learning areas of Science and Social Science to reflect the characteristics of the District 20 Graduate Profile.

TESTING AND ASSESSMENT

Testing and assessment have always been a part of the schooling process. Both testing and assessment serve to 1) inform instruction for teachers and 2) provide information for parents on students' academic performance. Testing is also used to report student progress to the educational community. In order to do that, District 20 students participate in testing and assessment at several levels.

The first level is driven by the State. Students in grades 3-8 take State achievement tests each spring in reading and math. Students in grades 4 and 7 take State achievement tests in science. Most students take the Illinois Standards Achievement Test (ISAT). Non-English speaking students in grades K-8 are also tested annually for English

language proficiency using the State Access test. The results of these tests are sent to the district during the summer following the spring testing. Parent reports are sent out with the first report card in the fall of the new school year.

The second level of testing is directed by the district. At the kindergarten, grade 1 and grade 2 levels, the Illinois Snapshot of Early Literacy (ISEL) is used across the District to determine continuous growth for students who are experiencing difficulty in reading. The Qualitative Reading Inventory (QRI-3) is administered to students in grades 3-8 in order to chart growth in reading. Results of these tests are available from the student's teacher.

Additionally, at the district level, common grade level assessments measure achievement in all areas of the curriculum. The results of these assessments are communicated to the parents on the student's quarterly report card.

SPECIAL EDUCATION SERVICES

This section is designed to inform you of the special education services available in the district and to explain some of the terms you, as a parent should know. It is not designed to act as a complete explanation of your legal rights. We will be glad to provide such information if you desire.

List of Special Education Services and Programs

In order to provide for the special needs of children in School District #20, special education services are available. Some of these services exist within the local schools; others are provided outside of the school district through special education cooperatives.

The district provides special education services in a full continuum of services model. Student placement is based on individual exceptional educational needs from inclusion programs to out-of-district programs. The following settings are utilized for our students:

- Standard regular education program with appropriate supplementary aids and services.
- Special Education Resource Support (Less than 50% of the day)
- Special Education Instructional Support (More than 60% of the day)
- Early Childhood Program
- Out-of-district Program
- Private Placement

Special Education related services include:

- Speech and Language Therapy
- Social Work Services
- School Health Services
- Audiological Services
- Physical and Occupational Therapy
- Transportation
- Parent Counseling and Training

Parent and Student Rights

As provided in Public Law 94-142 and Section 504 of the 1973 Rehabilitation Act, all children ages 3 to 21 are entitled to a free appropriate public education in the least restrictive environment. As parents, your rights and the rights of your child are guaranteed under these laws.

The staff of District #20 will provide information regarding parental rights, procedures, services and program alternatives available. Please contact the building principal for this information as it will help parents make wise decisions about their child's education program. In addition, according to the Rules and Regulations that govern Special Education, a parent may request an evaluation be completed on their child (see Definition of Terms). An evaluation is the first step necessary in determining if a child needs special education services. Parents are also encouraged to participate in the I.E.P. meetings concerning their child during the yearly writing of the child's Individualized Educational Plan (I.E.P.).

Any special services information gathered on your child is placed in a special services file, in accordance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Records Act of 1975. This file is kept separate from other school records, and the school has implemented procedures to protect the confidentiality of this information. As parents, you may request to examine this file at any time and the school must comply within 15 days. Please note: a copy of your child's current IEP is kept in your child's temporary school file.

Behavioral Interventions for Students with Disabilities

The Board of Education has developed policies and procedures containing guidelines for the use of behavioral interventions for students with disabilities. Information regarding the relevant policies and procedures is contained in Board Policy 7.230.

Definition of Terms

The following is a list of terms often encountered by parents involved with special education services for their children:

Evaluation

A series of procedures designed to provide information about a child's suspected disability; the nature and extent of the problems that are adversely affecting his/her educational development; and the type of intervention and assistance needed to alleviate these problems. The nature and intensity of the evaluation will vary depending on the child's needs in eight areas related to the suspected disability. Parents are part of the IEP team, which determines the specific areas that need to be evaluated. A consent form must be signed by the child's parents prior to the evaluation. A child's parent(s) may have their child tested by another public and/or private agency and give the results to the school district to consider. The costs of an independent evaluation not ordered by the School District are the responsibility of the parents.

Individualized Education Program (I.E.P)

A written plan required for any child receiving special education services. The I.E.P. is developed with the parents and includes: how well the child is doing, how much time will be spent in the regular education program, the type of services the child will receive and the date they will begin, how long they will continue and how progress will be measured. Annual goals are assessed quarterly.

Gifted Education

The mission of the GATE (Gifted and Talented Education) program is to provide services for those students in grades 3-8 who are identified as possessing high performing capability or potential capability in one or more of the following areas: intellect, creativity, academic achievement, leadership, performing arts or visual arts. The curriculum of the GATE program is focused upon ensuring in-depth, enriched, and challenging opportunities for these students. Students who participate in the GATE program throughout their years in District 20 become confident persons who understand and value their gifts and talents and are thus able to contribute to the community at large.

District 20 evaluates students each year to determine eligibility for the GATE program. Students are screened using the Iowa Test of Basic Skills, reading and math totals (achievement), the Naglieri Nonverbal Ability Test and the Cognitive Abilities Test Total (potential.) Students must score above the 90 percentile in each of those areas to qualify for the program. In addition to the standardized tests, four other instruments are used in the identification process: three teacher surveys and a parent survey. If a student does not qualify for the GATE Program, but exhibits gifted and talented behaviors and characteristics, District 20 follows an "Exception Process" that would begin with the classroom teacher. A meeting of the classroom teacher, building principal, GATE teacher, and one other teacher who observes that student on a regular basis would meet to review the student's profile. This exception team then determines eligibility in the program.

In some instances, the GATE program may not be the appropriate way to meet a student's needs. When this occurs, a meeting with the parents, teachers, principal, and the student is held to determine a course of action that would allow a probationary period or withdrawal.

The GATE Program at the elementary schools is a pull-out program. Elementary students work with the gifted teacher the equivalent of 1 day per week. The GATE Program at the middle school is a replacement program. Students meet each day with the gifted teacher during the reading class.

Learning Disabilities

Specific learning disabilities are significant deficits in one or more of the psychological processes involved in learning. A specific learning disability manifests itself in a significant processing deficit along with a significant achievement deficit as compared to the student's overall capabilities.

IEP Meetings

Meetings in which the results of a child's evaluation and/or a review of the child's educational progress are reviewed. At these meetings, recommendations are made as to the type of educational program(s) the child qualifies for. If appropriate, a written individualized educational plan will be developed for the child. Individuals invited to these meetings will vary according to the needs of the child.

The basic team members invited will be: child's parent(s), special education teacher, regular education teacher and a school district representative. Participants in the meeting may also include other individuals at the discretion of the parents or district.

Placement

Placing a child in a special education program or providing special services. Parental consent must be obtained before a recommended placement can be initiated.

Speech Services

Services provided in your child's school by a speech therapist for the purpose of aiding a child with difficulties in language usage, fluency or speech articulation. The speech therapist may also be involved in the screening process to determine the child's level of speech and language development. If you have any questions or feel your child may need some form of Special Services, please contact your building principal or the Director of Special Education.

HEALTH INFORMATION

The health office in each school maintains a health record on each student. Illinois State law requires physical examinations and immunizations when a child enters certain grades. A chart with the schedule of required exams and immunizations is shown below:

STATE REQUIRED HEALTH RECORDS 2009-2010										
-	<u>Pre-School</u>	<u>Kindergarten</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>
Complete Certificate of Health Examination	XX	XX	X	X	X	X	X	XX	X	X
Dental Exam Proof or Waiver		XX	X	XX	X	X	X	XX	X	X
Visual Exam Proof or Waiver		XX	X							
All Required Doses of HIB Vaccine for Age	XX									
All Required Doses of DPT Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Polio Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Measles Vaccine for Age	XX	XX	X	X	X	X	X	X	X	X
All Required Doses of Mumps/Rubella Vaccine for Age		XX	X	X	X	X	X	X	X	X
All Required Doses of Varicella Vaccine for Age	XX	XX	X	X	X	X	X	X	X	
All Required Doses of Hepatitis B Vaccine for Age	XX						XX	X	X	X
XX indicates action required										

XX indicates action required.

X indicates the exam or immunization should have been done previously, and is required.

Student Health Examinations

Proof of the required Illinois state health examinations shall be submitted at the time of enrollment:

- Prior to entering our Early Childhood Program;
- Within one year prior to entering kindergarten and/or first grade;
- Within one year prior to entering 6th grade; and,
- Upon transferring into our district, irrespective of the grade, unless health records can be obtained from the former school.

These examinations should be done by a licensed M.D. (Doctor of Medicine) or D.O. (Doctor of Osteopathy), a Physician Assistant or Advanced Practice Nurse and recorded on the state mandated Child Health Examination form which the school provides. 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 District. All students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

The school staff shall apprise parents of their obligation in these areas and shall furnish the necessary forms and keep records of compliance. Parents will be expected to notify the school of any allergies to food or drugs or other physical handicaps their child may have.

In accordance with the Illinois School Code, students objecting to health examinations on religious grounds shall not be required to comply if they present to the appropriate school authorities a statement of such objection signed by a parent/guardian of the student.

Student Immunizations

The requirements regarding immunization for students in the district shall comply with the standards adopted by the Illinois Department of Public Health. Every student shall present proof of having received immunization for preventable communicable diseases.

Dental Examinations

Dental exams are required for students in kindergarten, second grade, and sixth grade. Prior to May 15th of the school year, those students must present proof of having had a dental examination. If a student in the second or sixth grade fails to present proof by May 15th, the school may hold the student's report card until the student presents proof of a completed dental examination, or the student presents proof that a dental examination will take place within 60 days after May 15th. A student may obtain a waiver of the dental exam requirement, pursuant to procedures established by the Illinois Department of Public Health, if the student demonstrates an undue burden or lack of access to a dentist. A parent who objects to a dental exam on religious grounds will not be required to submit his/her child to such an exam, if the parent presents a signed statement of objection as required by State law. The DuPage County Health Department offers an optional fluoride mouth rinsing program for grades 1 through 5.

Vision Examinations – A new law requires eye examinations of Illinois students enrolling in kindergarten, or enrolling for the first time in an Illinois school, by an optometrist or ophthalmologist. Proof of the eye examination must be submitted to the school before October 15th of the school year. A student may obtain a waiver of the vision exam requirement, pursuant to procedures established by the Illinois Department of Public Health, if the student demonstrates an undue burden or lack of access to an optometrist. A parent who objects to a vision exam on religious grounds will not be required to submit his/her child to such an exam, if the parent presents a signed statement of objection as required by State law.

Screenings (These screenings do not take the place of State required examinations.)

Vision – Vision screening for pre-schoolers, kindergarten, grades 2, 4 & 8 will be conducted by the DuPage County Health Department and the Certified School Nurse. Special Education students, new students without documented screening results and students with specific parent or teacher concerns will also be screened. Parents will be notified if the screening indicates concerns. Students wearing glasses are not screened during the regular screening program at school. Once glasses have been prescribed, the student should be rechecked by an eye doctor. Students may be exempt for religious reasons.

Hearing - Individual pure tone audiometric tests are given to preschoolers, kindergarten, grades 1, 2, and 3 by the DuPage County Health Department and Certified School Nurse. Special education students, new students without documented screening results, students with special parent or teacher concerns, and students with known hearing losses will also be screened. During the remainder of the school year any student who has a suspected hearing problem will be retested when the nurse is notified by the child, teacher, parent, or doctor. Parents are notified by letter if a student needs a further evaluation.

Pre-school Screening - This program is open to all children who live in the district and are between the ages of 3 - 5. The purpose of the screening is to check developmental skills in the areas of: cognitive abilities, speech and language, hearing and vision acuity and motor skills. This program is the first step the district takes to seek out and service all children in need of special services.

Speech - District #20 screens every kindergarten child and every student new to the district for speech and language. If the results indicate that additional support is necessary parents will be contacted regarding follow up procedures.

Student Medication

The purpose of administering medication in school is to help each child maintain an optimal state of health that may enhance his educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. Medication will be administered by the certified school nurse, health assistant, and/or other persons trained by the certified nurse to administer medications. Administrators may give medications should these individuals be unavailable. There will be a set time in each building to facilitate the distribution of medication on a regular and safe basis.
3. Students are not allowed to carry medication. Medication found in their possession may be confiscated and disciplinary action taken. (For exceptions, please see #4 below.)
4. The certified school nurse may, in conjunction with a Illinois licensed prescriber and parent(s)/guardian(s), identify circumstances in which a child may self administer medication. A student may possess an epinephrine (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion provided the student's parent/guardian has completed and signed a "School Medication Authorization Form."
5. All medication, including non-prescription drugs (over the counter), given in school shall be prescribed by an Illinois licensed prescriber on an individual basis as determined by the child's health status. A written order for prescription and non-prescription medications must be obtained from the child's Illinois licensed prescriber. Medication must be brought into school by an adult in the original package or an appropriately labeled container.
6. In addition to the Illinois licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone number in case of emergency. It is the parent(s)/guardian's responsibility to assure that the Illinois licensed prescriber order, written request and medication are brought to the school.
7. The principal and/or nurse shall retain the right to accept or reject such requests.
8. Parent(s)/guardian may come to the school to administer medication(s) and MUST inform the Health Office of the type of medication administered.
9. Medication shall be kept in a locked space for safe storage or in the refrigerator if so marked.
10. A record will be kept detailing the medication given, to whom, when, and who administered it.
11. The parent's request, the physician's order and the recording information will be kept in the child's health folder.
12. All permission for medication shall be renewed at least annually. Changes in medication shall have written authorization from the Illinois licensed prescriber.
13. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the certified school nurse will dispose of

and document that the medications were discarded. Medication will be discarded in the presence of a witness.

14. Opportunity will be provided for discussion with the child, parent, teacher, and physician concerning the benefits and side effects of the medication.
15. Self-administration of medication by students will be permitted in accordance with Illinois *School Code* and the District's procedures.

NOTHING IN THIS POLICY SHALL PROHIBIT ANY SCHOOL EMPLOYEE FROM PROVIDING EMERGENCY ASSISTANCE TO STUDENTS INCLUDING ADMINISTERING MEDICATION.

Communicable Disease Information

Some communicable diseases are not preventable as yet, but the school has established exclusion and readmission policies in accordance with county and state regulations in the interest of those concerned.

The school reserves the right to notify parents and send a child home if a communicable disease is suspected. A doctor's diagnosis and treatment may be required to readmit the child into school.

If your child is diagnosed as having one of these diseases, please notify the school.

- a. Chicken Pox - incubation period 14-21 days. Rash associated with fever that occurs early and appears as successive crops of red, raised dots, turning into fluid-filled blisters, drying and forming scabs or crusts. Heaviest on trunk of body. Child excluded from school for at least seven (7) days after eruption has appeared. Child may return if free of all symptoms even though scabs have not fallen off. Exposed children may attend school.
- b. Scarlet Fever & Streptococcal Sore Throat - Incubation period 2-7 days. Sudden onset of high fever, vomiting, sore throat, bright red, pinpoint rash appearing on neck and chest. Tell-tail "strawberry" tongue. Streptococcal sore throat is scarlet fever without the rash. Child excluded from school for at least one (1) day if symptom free and on antibiotics for a 24 hour period and continuing for a duration of 10 days. Nose, throat, glands, and ears must be clear.
- c. Tuberculosis - Skin tests are recommended for children when they have their routine physical examinations and most ideally given every one-two years.
- d. Skin Rashes - Many rashes and sores resemble serious contagious diseases. The teacher or nurse is not able to diagnose such conditions, which could be allergic reactions or a quick-spreading case of impetigo. In such cases, the child will be excluded from school until it is determined whether he/she has a contagious disease.
- e. Pink Eye - Pink eye is an acute bacterial infection of the lining of the eye. Symptoms include redness, burning, itching or discharge of the infected eye. The child should be seen by a physician for diagnosis and treatment. Children should not attend school until they have received the prescribed treatment for a minimum of 24 hours and are no longer considered infectious.

EMERGENCIES

Care of Emergency and Injury

Each school is equipped with a first aid room and supplies. A trained health assistant is on duty each day in addition to the certified school nurse who is on call, if not present at the school. Ill or injured children will be given emergency care until parents can be contacted to assume that responsibility.

It is extremely important that your phone numbers are accurate in the school office. Please keep them updated for the benefit and care of your child.

Emergency Closing of Schools

At times during the school year, weather or other hazardous conditions may necessitate the closing of school. Keeneyville School District 20 participates in an automated emergency closing message system. In the event of a school closing you will receive a recorded message on the emergency phone numbers listed on your registration form. ***Please be aware this system will not work if you have a privacy manager.*** The District Web site is updated as soon as an emergency closing has been declared. (www.esd20.org). You may also call your school office or the district office phone numbers for emergency closing information by selecting "Emergency Closing Information" from

the voice mail menu for an up-to-date recording. You may also check www.emergencyclosing.com for emergency closings or TV channels 2, 5, 7, 9 or Fox News.

In the event of a tornado warning or other inclement weather warning, district policy is to continue to operate school normally. School will not be dismissed early without prior notification to parents.

Occasionally, schools may be affected by power failure, malfunction of the heating system, or similar conditions that may necessitate the closing of school during the day. Staff members will call the numbers listed on your child's registration form, i.e. home, business, emergency contacts.

FOR THE SAFETY AND COMFORT OF YOUR CHILD, IT IS EXTREMELY IMPORTANT THAT YOUR EMERGENCY PHONE NUMBERS ARE UP-TO-DATE. PLEASE CALL THE SCHOOL OFFICE ANY TIME YOUR PHONE NUMBER CHANGES.

BEHAVIOR AND SAFETY

Positive Behavioral Interventions and Support (PBIS)

District 20 has taken a positive, academic approach to teach respectful behavior in our schools using PBIS. PBIS provides a structure and process to ensure appropriate social skills are learned. Staff members create a defined and caring environment through the use of a standards, data-based approach. Staff members spend time teaching positive behaviors, modeling those behaviors, encouraging responsible behavior through practice and positive reinforcement, and discouraging poor student behavior with appropriate consequences. Data on student behavior is monitored and evaluated, and the program is "tweaked" continuously as we learn what works and what doesn't. Through PBIS, we hope to strengthen our positive learning atmosphere while making our children feel valued and safe.

Bus Information

(Bus students only) If you choose not to have your child ride the school bus on any given day, a note stating this will be required from a parent.

The Board of Education is required by law to furnish free transportation to those pupils who reside more than 1 1/2 miles from the school building or live in a designated hazard area. (Please also see Parent-Guardian Pupil Transportation Reimbursement in "Legal Notices.") It is suggested that students be at their assigned bus stop 5 minutes before the designated pick up time.

Student Conduct Expectations on the Bus

All students are expected to practice the following safety habits on the bus and at their bus stops. For your information, all District 20 school buses have video surveillance cameras for the safety of the children.

- Be courteous and obey the driver's instructions and rules.
- Remain in their seats while the bus is in motion.
- Refrain from loud talking and laughing so the driver is not distracted.
- Do not bring animals or harmful objects on the bus.
- Do not throw objects on the bus.
- Keep hands and arms inside the bus at all times.

No shoving, pushing, or fighting on the bus, when getting on or off the bus, or at the bus stop is allowed. Parents or student will be held responsible for any destruction done on the bus or at the bus stop.

Please remind your children: when boarding or departing from the bus, students are required to walk a distance of 10 feet in front of the stopped bus and they may not proceed until they have received directions from the bus driver.

Because failure to comply with these bus rules, or engaging in other inappropriate behavior could result in serious injury to a child or children, misbehavior will result in disciplinary action from the principal.

The following are general guidelines only. The consequences listed may be modified at the discretion of the administration.

1ST OFFENSE - A warning will be given.

2ND OFFENSE - The student may be serve detention time or be suspended from the bus for up to 5 days.

3RD OFFENSE - The student may be suspended from the bus for up to an additional 7 days.

4TH OFFENSE - The student may be suspended from the bus for up to an additional 10 days.

5TH OFFENSE - The student may lose all bus privileges.

Gross misconduct or disobedience may result in an immediate suspension or expulsion from riding the school bus.

Student Conduct Expectations at Lunch:

- Students are expected to show courtesy and respect towards supervisors, peers and school property.
- Students are expected to pay attention to cleanliness and safety, and conservation of the environment.
- Students are expected to remain in their assigned areas unless they are give permission to leave by a lunch room supervisor.

Parents, if your children are going to eat lunch at home, please notify the office in writing. Otherwise, children will not be allowed to leave the building.

Student Conduct Expectations during Recess

For safety reasons, students are expected to avoid the following behaviors:

- Crawl up the face of the slide;
- Jump off swings, swing sideways or twist swings (Reminder: only one person per swing);
- Fight;
- Rough play - games, which require hanging on, pushing or pulling students down;
- Ride bikes on school ground;
- Throw snowballs or other objects;
- Use unapproved balls;
- Slide on the ice; or,
- Write on the blacktop.

Students must have permission from a playground supervisor to leave their assigned area.

Picking up and Dropping off Children

Picking-up and dropping-off children from school can be very challenging. Traffic patterns have been designed with the safety of our students first and foremost. Please demonstrate patience and cooperation by following the traffic pattern as directed by trained staff members.

Please be aware that Illinois law forbids vehicles from passing a bus that has a stop sign visible. Children who are crossing the street in front of a bus cannot see oncoming traffic. A mistake in this area could cost a child his life.

Entrance into School Buildings

For the safety of our students and staff, our school building doors are always locked. To enter a school, please push the buzzer and be prepared to state your name and the reason you are wishing to enter. Please don't be offended by this procedure -- the office assistant cannot always recognize someone or their voice. They need to know who is entering the building. After entering, please proceed to the office.

Animals

Animals are not permitted on school property while school is in session (August through June from 8:15 a.m. - 3:35 p.m., Monday through Friday) without permission from the school principal. The best of pets can be stressed and react differently when surrounded by strangers. Many children have a fear of animals as well, and there is an ever increasing number of children who are allergic to animals. Please be considerate by following these rules.

Bicycles

For the safety of others, especially our pre-school children, students in grades 1-5 riding bikes to and from school must walk their bikes while on school grounds. All bicycles should be placed in the bike racks and locked.

Bringing Money to School

If you need to send money to school with your child for any reason, please place the money in a sealed envelope and include the following information: your child's name, teacher's name, the amount enclosed, and the purpose for which the money was sent (field trip, book fair, lunch, milk).

In-Line Skates

The use of in line skates, scooters and skate boards is not allowed on school grounds.

Personal Belongings

For safety and practical reasons, children should refrain from bringing baseball bats, toys, electronic equipment, laser pens, radios or games to school without prior permission. The school cannot accept responsibility for lost, damaged or stolen items, so please convince your child not to bring his prized possessions to school, either. Please label clothing, boots, and other personal items. This will be helpful to us in returning lost articles.

Please feel free to check the "lost and found" for your child's articles.

MISCELLANEOUS TOPICS

Dress Code

In order not to disrupt the educational process, students must dress appropriately. Here are examples of items that should not be worn to school: bare midriffs, halter tops, t-shirts with inappropriate logos, etc., short shorts (shorter than fingertip length), any item that allows underwear to show, droopy drawers that are not belted, hats inside the building, or excessive jewelry (especially necklaces that could catch on playground equipment, or school furniture).

Fees

Registration fees are set each year prior to registration. Families who qualify for the federal free or reduced breakfast/lunch program may also apply for a waiver of fees. Waivers of fees do not cover school supplies, gym uniforms, misuse or loss of school property (books, library fines), admission to events, purchase of yearbooks, pictures, diploma covers, etc.; optional travel expenses for outside of school hours clubs, etc. Waivers do cover curricular or required field trips.

Field Trips

Students may be charged a fee to cover the cost of entrance, or transportation to a field trip destination. Students must turn in a Field Trip Permission Form signed by his parent/guardian in order to go on the field trip. The form and fees should be given to the student's teacher or sent to school with the child in an envelope with his name, his teacher's name, the amount enclosed, and the name of the field trip on it.

Parents/Guardians (both moms and dads) are frequently asked to chaperone field trips, and we deeply appreciate their time and energy. If more parents/guardians volunteer than are needed, the classroom teacher will select parents using a lottery type system. Teachers will try to include parents who volunteer as chaperones in at least one trip. We're sorry, but chaperones cannot bring younger children with them.

Children must be accompanied by a chaperone throughout their field trip, and will be accompanied by an adult, or use the buddy system, when using public washrooms.

Lunch

Students have a lunch period and a supervised play period every day. Every effort is made to have the children spend at least part of this time outdoors. Therefore, please dress your child according to the weather conditions. During the winter, children go outside unless the wind chill factor brings the temperature down below 0 degrees, or they have a written doctor's note. Keeping a hat, a pair of gloves and a scarf in your child's backpack is a good idea. Having them wear boots and snow pants to school when there is snow on the ground is also a good idea.

Keeneyville School District 20, through Arbor Management, offers a breakfast and hot lunch program on all full days of school and breakfast on all half-days. The district also participates in the National Free and Reduced Lunch program, which provides free or reduced-cost meals for qualifying families. Applications for the National Free and Reduced Lunch program are available during the registration process or from your school secretary.

Parents/guardians can choose to pre-pay one of several options for their child. Prices are listed on the breakfast/lunch order forms. When parents send money to school for breakfast/lunch, they should place the check made out to "Keeneyville School District 20" in an envelope with the parent's name, student's name, teacher's name and student's grade on the outside.

Parents who wish their students to eat lunch at home must do so by notifying the office in writing.

Phones

Cell phones have become a part of our lives. If a student brings a cell phone to school, it has to be turned off, put in his backpack and stored in his locker. Cell phones may be used only before and after school. Again, the school cannot accept responsibility for lost, damaged or stolen phones. A reminder – cell phones may not be used to conduct any activities which violate board policy, school rules, and/or state or federal law. Violation of these rules may result in disciplinary action, including confiscation of the cell phone.

A child may use the office phone, with permission from the school office staff, for school related matters or, of course, emergencies. We prefer that parents do not call students during the day. However, if there is an emergency situation, special consideration may be given.

PARENTS

Parent-Teacher Communication

Communication between parent and teacher is of the utmost importance to your child's educational success. One of these forms of communication, parent-teacher conferences, has been scheduled for November. You will be contacted prior to the conferences so you can sign up for a convenient time. We ask that you attend a conference for each of your children. If there is an immediate concern and you would like a conference prior to November, please contact your child's classroom teacher. Links to your child's teacher are also provided on our Web site (www.esd20.org). From the home page just click on your child's school, then click on "Staff Resources." Each teacher's e-mail address and phone numbers are listed there.

Please check your child's backpack daily for important notices. Please check the home page of the Keeneyville Web site for bulletins and emergency closing information. Please see www.esd20.org.

Concerns

We encourage open, honest communication between students, parents, teachers and administrators. If you or your child have encountered a problem, please talk to the classroom teacher first. Many misunderstandings and problems are solved at this point. If there are additional concerns, please then contact a school administrator. It is important to address a concern as quickly as possible and we can't address problems if we don't know about them.

Parent-Teacher Organization

We strongly encourage parents to become involved in the PTO at your child's school. PTO meetings are generally held once a month at 7:00 p.m. at your child's school. You can check the District 20 Activity Calendar for exact dates. No special talents or skills are necessary to become a member – just a desire to get involved and help out!

Parents/guardians are also invited to attend Board of Education meetings which are held normally on the fourth Thursday of the month at Spring Wood Middle School library. (There are some exceptions – please check your Activity Calendar for the exact schedule or check the Web site under "District 20", then "School Board".

Parent Volunteers

Volunteers serve students and the school in many ways. Volunteers help the school broaden and expand its services to the children. If you wish to offer your skills and talents, please call the school office for information. The first time you volunteer you will be asked to fill out a Volunteer Information Form and Waiver of Liability. Any time you volunteer you will be asked to sign in at the office and wear a visitor's pass during your stay. We really appreciate all the help our volunteers provide! The education of your child is enhanced by your involvement.

All Visitors to School

Parents and community members are welcomed in our schools. We encourage you to visit and see the many fine activities that take place. However, for the safety and protection of all, we require that all visitors report to the office to sign in and receive a visitor pass. This pass is to be worn the entire time you are in the building. All staff members have been instructed to ask visitors not wearing a badge to report to the office.

LEGAL NOTICES

STUDENT DISCIPLINE

Philosophy

The Board believes that a school's climate should promote open expression of beliefs, mutual respect, and trust, as well as personal, caring relationships. However, when that climate is violated by inappropriate or illegal student conduct, the Board recognizes its responsibility to establish disciplinary policies and procedures that deal with such conduct in a fair and responsible manner.

In all matters related to student conduct and discipline, the certified staff (teachers and administrators) assumes the supervisory role of parent/guardian to the students. This relationship extends to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students. The Board will give full support and assistance to its certified staff with respect to the maintenance of control and discipline in the schools within the parameters of this policy.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling 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.
5. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.
6. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept 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 IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing cellular radio telecommunication devices in a manner which violates Board policy.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using any form or type of aggressive behavior that does, or is reasonably likely to do physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes fighting, assault, or any other use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct. Bullying and/or intimidation of others includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another

student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, the education, or well-being of any student. Bullying or intimidation most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include, but is not limited to: pushing, hitting, threatening, name-calling, or other physical or verbal conduct of a belittling or browbeating nature.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property at school.
11. Unexcused absenteeism; (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).
12. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.
13. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.
14. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.
15. Harassment of any type, including sexual harassment and racial/ethnic harassment.
16. Misuse of electronic technology at school.

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

1. In school buildings;
2. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
3. Off school grounds at a school activity, function, or event;
4. On a school bus or other vehicle traveling to or from school or a school activity, function or event; or
5. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following:

1. Personal counseling;
2. Withholding of privileges;
3. Seizure of contraband;
4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed;
5. Suspension of bus riding privileges, provided that appropriate procedures are followed;
6. Expulsion from school and all school-sponsored events for a definite time period not to exceed 2 calendar years, provided that appropriate procedures are followed;
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons;
8. Notification of parent(s)/guardian(s);
9. Removal from classroom;
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised; or,
11. Detention or Saturday school, provided the student's parent(s)/guardian(s) have been notified, transportation arrangements are agreed upon, and proper supervision is ensured.

Aggressive Behavior/Bullying

When teachers see aggressive behavior, including bullying, as described in #9 of Prohibited Conduct above, they are to immediately address that behavior. This can include interventions such as redirecting toward appropriate behavior, modeling positive behavior, or pursuing other consequences consistent with school policy. All instances of bullying will be reported to the student's parents by the administration.

Corporal Punishment

Corporal punishment 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property.

Weapons

In accordance with federal and state law, any student who possesses a weapon at any school in the District, at any school-sponsored activity or event, or at any activity or event that bears a reasonable relationship to District 20, will be expelled from school for a period of not less than one year. However, this 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.

For the purposes of this policy, the term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, "weapon" as defined by Section 921 of Title 18 of the United States Code (including, but not limited to, any weapon, including a starter gun, that will or is designed to or may readily be converted to expel a projectile by action of an explosive; the frame or receiver of any such weapon; any firearm muffler or silencer; or any destructive device, including any explosive, incendiary, or poison gas), "firearm" as defined in Section 1.1 of the Illinois Firearm Owners Identification Act, or use of a "weapon" as defined in Section 24-1 of the Illinois Criminal Code, (2) knives, brass knuckles, or billy clubs, or (3) "look alikes" of any weapon as defined in this policy.

Psychotropic or Psychostimulant Medication

No disciplinary action shall be taken that is based, in whole or in part, on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. This policy does not prohibit disciplinary action or the use of behavioral interventions, to the extent otherwise permitted by law, when a student violates a Board of Education policy, school or class rule, and/or federal, State or local law, while at school, on school property, or at a school-related activity or event.

At least once every two years, the inservice training of certified school personnel and administrators must include training on current best practices regarding the identification and treatment of attention deficit disorder ("ADD") and attention deficit hyperactivity disorder ("ADHD"), the application of non-averse behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. The Board of Education authorizes the Superintendent or his/her designee to develop an inservice training program or programs and/or to identify outside training programs that meet these requirements.

Due Process

Before receiving disciplinary action under this policy, the student shall be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his or her conduct.

In taking any disciplinary action under this policy, including the expulsion of students, the District shall follow procedures required by state and federal law, and Board policy.

Authority to Impose Discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure, (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds.

Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from a classroom in cases of disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or

misconduct from school (including all school functions) and from riding the school bus for a period not to exceed 10 school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Parent-Student Handbook

The Superintendent or his/her designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules implementing the District's disciplinary policies.

A parent-student handbook, including the District disciplinary policies and rules, will be published and distributed to each student's parent(s)/guardian(s) within 15 days of the beginning of the school year or the student's enrollment.

Behavioral Interventions for Students with Disabilities

The Board of Education has developed policies and procedures containing guidelines for the use of behavioral interventions for students with disabilities. Information regarding the relevant policies and procedures is contained in Board Policy 7.230 as follows:

A student receiving special education services who violates any of the District's disciplinary rules and regulations will be subject to the District's policies and procedures for regular students, unless the behavior in question is reviewed and determined to be a manifestation of the student's identified disability, as delineated in his/her individual educational program (IEP).

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors, in accordance with Board Policy 6.125. The District will also establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities, in accordance with Board Policy 2.150. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference.

This policy and the behavioral intervention procedures shall be provided to parents and guardians of all students with individualized education plans within fifteen (15) days after they are adopted by the Board of Education, or within fifteen (15) days after they are amended by the Board. Copies of such policies and procedures shall also be provided to the parents and guardians of a student at the time an individualized education plan is first implemented for the student. In addition, the Principal of each school shall be responsible for informing students of the existence of such policies and procedures on an annual basis. At the annual individualized education plan review, the Board shall (1) explain those policies and procedures, (2) furnish a copy of the policies to parents and guardians, and (3) make available, upon request of any parents and guardians, a copy of those procedures.

The following procedure shall be used when a student with a disability is alleged to have engaged in disobedience or misconduct:

- I. **Suspension for a Cumulative Period Not to Exceed 10 School Days in Any School Year**
The District's regular suspension procedures shall be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.
- II. **Suspension Beyond 10 Days, or Expulsion**
 - A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice.

This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the IEP Team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged

- disobedience or misconduct; and 2. That the student's parent(s)/guardian(s) are requested to attend the Manifestation Determination Review and the date, time and location of the meeting.
- B. Manifestation Determination Review
The IEP Team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.
- C. The Board may not expel a disabled student if the IEP team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The IEP team is responsible to address placement changes which may be appropriate in light of misconduct found to be disability-related. Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the Superintendent believes that the student's behavior in the current placement poses a continuing physical danger to the student or to others, the Superintendent is authorized to seek a court order to change the placement or to suspend the student for more than 10 days.

Possession of a Weapon

In accordance with the above procedures, the Board may take one or more of the following steps when a student with a disability brings a weapon to school:

1. Suspend the student from school for 10 school days or less.
2. Convene an IEP team to consider placement in an interim alternative education setting for up to 45 calendar days. If the parent(s)/guardian(s) disagree with the alternative educational placement or with the District-proposed placement, and the parent(s)/guardian(s) initiate a due process hearing, the student must remain in the alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.
3. Convene an IEP team to determine whether or not the bringing of a weapon to school was a manifestation of the student's disability. If the student's conduct is a manifestation of the student's disability, the District may initiate a change in placement. If the student's conduct is not a manifestation of the student's disability, the District may expel the student under the District's discipline policy.
4. Seek a court order to remove the student from school to change the student's current educational placement if the District believes that the student's continued presence in the classroom is substantially likely to result in injury to the student or to others.

Uniform Discipline Code

I. PHILOSOPHY

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. Students must be taught that group living demands that individual actions must be tempered and limited. Such understandings take time for growth in the individual, and meanwhile external authority must prevail until desirable habits are acquired.

In this school system all staff and administrators are held responsible for upholding the disciplinary standards of the school. It is expected that high standards of conduct will be maintained at all times, which are consistent with the emotional and social growth of the child at any given level.

The educational environment of the District shall be such that the administration and teachers shall demonstrate fair, just and flexible attitudes and disciplinary efforts toward all students.

In all matters related to the discipline and conduct of the students in the school, the teachers and administrators assume the supervisory role of parent/guardian to the students. The relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parent/guardian.

This philosophy of our discipline program can be summarized as follows:

1. All children can behave appropriately;
2. Misbehavior is a matter of choice;
3. A student will accept responsibility for his/her actions;
4. Teachers have a right to teach;
5. Students have a right to learn; and,
6. No student will prevent a teacher from teaching or a student from learning. The school may report

any illegal act to local law enforcement agencies (see Category III actions). Police will share information with the schools only as allowed by law.

Discipline should be directed toward developing the skills necessary for young people to:

1. cope with real life situations;
2. develop good relationships with others;
3. become productive individuals;
4. recognize when their actions are interfering with the rights of others; and,
5. recognize their rights within the limits of society.

II. RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY

The responsibility for student conduct within the school rests with parents and students. With the cooperation of all persons, it will be possible to maintain an environment, which is safe, orderly, and conducive to learning. Therefore, it is necessary that parents and students understand their responsibilities.

A. The students have a responsibility to:

1. conduct themselves properly in the school building, on school grounds, to and from school, on buses and at bus stops, and at any school-related activity;
2. attend school regularly, arrive on time to school and to class and be prepared to learn;
3. respect the rights and feelings of fellow students, parents, school personnel, visitors, and guests; respect the materials, equipment, and property of the school.

B. The parents have a responsibility to:

1. provide affection for the child and allow each child to be an important member of the family;
2. take care of the student's health and personal cleanliness;
3. cooperate with school personnel and community agencies in solving student-related problems;
4. see that their child attends school regularly and on time;
5. provide an atmosphere suited for learning and development of good study habits;
6. see that a student who is ill does not attend school; and,
7. meet the financial obligations they have accepted.

III. STUDENT CODE OF CONDUCT

A uniform discipline code has been established for all students enrolled in Keeneyville School District #20. It is expected that this code shall be followed and enforced in the same spirit and manner throughout the school system. Staff members may consider mitigating circumstances prior to disciplinary action and will endeavor to follow appropriate disciplinary procedures. Mitigating circumstances include, but are not limited to, the following factors: age, health, maturity, and academic placement of student, prior conduct; attitude of the student; seriousness of the offense.

RULES, REGULATIONS, AND VIOLATIONS

The list of rules, regulations, and violations on the following pages are the most important ones in the school, but these DO NOT include every possible violation. For example, a student can get into difficulty for doing something even if there is not a specific rule stating that the action is a violation. Any act that disrupts school activity or causes danger to people or destruction to property is forbidden and will not be tolerated.

There are three levels of misconduct for students. They are as follows:

- A. Category I Violations - Misconduct
- B. Category II Violations - Serious Misconduct
- C. Category III Violations - Intolerable and/or Illegal Conduct

Each category is followed by possible disciplinary actions.

The following are general guidelines only. Students will be subject to disciplinary action any time they engage in inappropriate behavior. Furthermore, the specific consequences/disciplinary actions listed may be modified at the discretion of the administration.

MISCONDUCT - CATEGORY I VIOLATIONS

Category I violations include behavior that disrupts or interferes with the orderly educational process of oneself and/or other students. These violations include the following:

- I-1 Disruptive behavior - Displaying any behavior that is disruptive to the orderly process of classroom instruction.
- I-2 Disruptive dress or appearance/Inappropriate advertisement - Dressing in a manner that is dangerous to health or safety or in a way that interferes with one's own learning or the learning of other students. Also, includes the possession of any item which advertises or promotes drugs, alcohol, sex, profanity or obscenity.
- I-3 Failure to make required effort to do class work.
- I-4 Failure to serve detentions.
- I-5 Improper building conduct - Gum chewing, running, excessive noise and/or horseplay (all areas of the building including halls, restrooms, lunchrooms, etc.).
- I-6 Improper outdoor conduct - Excessive noise and/or horseplay.
- I-7 Inappropriate, abusive, or profane language – any vulgar behavior written or directed toward other students.
- I-8 Littering - Throwing paper or other trash on the floor inside the building, on the school bus, or on the grounds outside the building.
- I-9 Lying/cheating - The intentional telling of stories that are not true, copying another's work on assignments or tests, or allowing another to copy one's own work.
- I-10 Misuse of item brought to school - radio, toys, balls, etc.
- I-11 Tardiness - Persistent tardiness to class or school. Tardiness can be considered truancy.
- I-12 Throwing of objects - Throwing of any object at any time to include rocks, dirt, snowballs, ice balls, crayons, paper wads, rubber bands, etc. May be classified as a Category II or III based on seriousness of the incident.

NOTE: Category I may include other offenses not specifically listed which are similar in severity to the above.

DISCIPLINARY ACTIONS - CATEGORY I

The school district supervisory personnel may choose an appropriate disciplinary action that may include any one or a combination of the following. Any Category I violation may be punishable with a Category II or III discipline action when misconduct becomes repeated or flagrant.

ACTIONS	DEFINITIONS
Activity Restriction	- Denied participation in a scheduled group activity.
Classroom Supervision	- Assigned to a specific area during a class period.
In-School Counseling	- Counseled within the school by school personnel specializing in student disciplinary problems.
Loss of Privileges	- Removed from one or more special school activities.
Mediation	- Students may be sent to a trained mediator to verbalize and resolve conflicts.
Parental Conference	- Communications conducted that may include the principal, parents, students, teachers, administrative staff, and counselors concerning improving student's behavior in school.
Parent Contact	- Parents contacted by phone, written communication, or in person to relate problem behavior and solution.

Support Personnel	- Support personnel notified to assist Service Referral in solving exhibited behavioral problems.
Referral to Principal	- Sent to the office with background information regarding behavior. Principal takes necessary action consistent with Student Code of Conduct.)
Removal from Class	- A teacher may remove a student from the classroom for disruptive behavior.
School Day Detention	- Kept at school (before or after regular school hours) with parental knowledge.
Seizure of Item	- Illegal or inappropriate item is kept in the classroom/office for a specific period of time. The item may be turned over to the police as authorized by law.
Verbal Reprimand	- Misconduct clarified and warning of consequences should behavior continue.
Work Assignments	- Physical or academic work assigned to student. (Written assignments may include letters of apology, description of incident, alternative behavioral response, and themes about impact of negative behavior on self or others as well as one's responsibilities to the group.) Example: A theme or book report is an academic assignment. Collecting trays from the cafeteria tables or litter from the school grounds are examples of physical assignments.
In-School Suspension	- Assigned by a building administrator to a specific room or area for 1 to 3 days to do assignments for the duration of the suspension. Parents will be notified as soon as possible by phone and in writing stating the reason for and the duration of the suspension.
Saturday Suspension	- A maximum (3) hour detention, on a Saturday, scheduled by the building administrator (may be videotaped).

SERIOUS MISCONDUCT - CATEGORY II VIOLATIONS

Category II violations include behavior that disrupts or interferes with the education of oneself and/or other students and is more serious in nature. These acts are more likely to result in harming the well-being of other people or damaging property. Some violations in this category may be unlawful. These violations include the following:

- II-1 Assault - Threatening to harm another student.
- II-2 Bus/Bus Stop Misbehavior
- II-3 Fighting - Physical contact, no injuries.
- II-4 Forgery - The unauthorized signing of the name of another person, or altering times, dates, grades, passes or permits.
- II-5 Gambling -Playing any game of chance or skill involving the exchange of anything of value.
- II-6 Gang Related Activities - Use of graffiti, hand signals, colors, jewelry, dress, etc. that communicate gang membership.
- II-7 Harassment
- II-8 Hazing - Forcing someone to do something humiliating or painful, as in initiation.
- II-9 Inappropriate items brought to school - including beepers, pagers, etc...
- II-10 Insubordination/Disrespect to adult staff member -Failure to obey reasonable, fair, and proper instructions or directions of any staff member. This includes any vulgar behavior written or directed toward any adult staff member.
- II-11 Leaving School Building or Property - Students are not permitted to leave the property unless excused by school personnel.
- II-12 Misbehavior with Substitutes - Students need to be on their best behavior.
- II-13 911 Calls - A student making an unauthorized 911 call for unfounded reasons.
- II-14 Pornography
- II-15 Possession of tobacco products and/or drug paraphernalia - includes matches, lighters, pipes, roach clips, etc/.
- II-16 Sexual Harassment - Verbal, written or gesturing conduct of a sexual or sex-based nature imposed on the basis of sex.
- II-17 Stealing - Taking something that belongs to the school or another person without permission. Students accused of stealing personal items such as shoes, coats, purses, wallets, or school property may be charged with a Category III violation.
- II-18 Trespassing - Being in any building without written permission of the principal or his/her designee.

II-19 Truancy - The willful refusal of a child to attend school for a day or a portion thereof, in defiance of parental or lawful authority or when a child is not at the assigned place at the assigned time.

II-20 Vandalism - Damaging/misusing staff, student, or school property. May be charged with a Category III violation.

NOTE: Category II may include other offenses not specifically listed, which are similar in severity to the above.

DISCIPLINARY ACTIONS - CATEGORY II

The district supervisory personnel may choose an appropriate disciplinary action that may include any one or a combination of the following. Any Category III violation may be punishable with a Category II discipline action when misconduct becomes repeated or flagrant.

ACTIONS

DEFINITIONS

Activity Restriction
Classroom Suspension
In-School Suspension

- Denied participation in a scheduled group activity.
- Assigned to a specific area during a class period.
- Counseled within the school by personnel specializing in student disciplinary problems.

Loss of Privileges
Mediation
Parental Conference

- Removed from one or more special school activities.
- Students may be sent to a trained mediator to verbalize and resolve conflicts.
- Communication conducted that may include the principal, parents, student, teachers, administrative staff, and counselors concerning improving student's behavior in school.

Parent Contact

- Parents contacted by phone, written communication, or in person to relate problem behavior and solution.

Support Personnel

- Support personnel notified to assist Service Referral in solving exhibited behavior problem.

Refer to Principal

- Sent to the office with background or his/her Designee information regarding behavior. (Principal takes necessary action consistent with Student Code of Conduct).

Repair or Replace

- The damaged item is repaired Damaged Item or replaced by the person responsible for the damage.

School Day Detention
Verbal Reprimand
Work Assignments

- Kept at school (before or after regular school hours) with parental knowledge.
- Misconduct clarified and warning of consequences should behavior continue.
- Physical or academic work assigned to student. (Written assignments may include letters of apology, description of incident, alternative behavior response, and themes about impact of negative behavior on self and others as well as one's responsibility to the group. Example: A theme or book report is an academic assignment. Cleaning tables in the lunchroom or litter from the school grounds are examples of physical assignments.

Bus Suspension

- Denied privilege to ride bus for a period of up to the (10) school days, or for safety reasons, a period in excess of ten (10) days. This can only be assigned by a district administrator. Parents will be notified as soon as possible by phone and writing stating the reason for and the duration of the suspension.

In-School Suspension

- Assigned to a specific room or area, by an administrator, for 1 to 5 days to do assignments for the duration of suspension. Parents will be notified as soon as possible by phone and in writing stating the reason for and the duration of the suspension.

Saturday School

- A maximum three (3) hour detention, on a Saturday, scheduled by the building administrator (may be videotaped).

Truancy Detention

- During a vacation period, the student may be required to attend school for up to five (5) hours per day of truancy. This can only be assigned by a district administrator.

Out-of-School

- Removed from school, by an administrator, for no more than five (5) consecutive school days. Parents will be notified as soon as possible by phone and in writing stating the reason for and the duration of the suspension.

Referral to Law

- Law enforcement personnel enforcement agency notified by the

administration for appropriate action and, in cases of major violations, school officials may press charges.

INTOLERABLE AND/OR ILLEGAL CONDUCT CATEGORY III VIOLATIONS

Category III violations include intolerable behavior that not only breaks the school rules, but may be against the law. These violations may pose a direct threat to the safety of others and seriously disrupt the orderly educational process in the classroom, in the school building, on the school grounds or during transit to and from school.

These violations include the following:

- III-1 Arson - Setting fire in school or on school property.
- III-2 Assault - Threatening to physically harm any student or staff member, and/or threatening to bring a weapon to school or threatening to use any weapon against students or staff.
- III-3 Battery - Physically touching another person either directly or with a weapon or dangerous object and causing injury. This includes any physical attack on any person or any fight involving two or more people.
- II-4 Disrupting School or School Related Functions While Under the Influence of Drugs or Alcohol - Attending school by students, regardless of age, who are under the influence of drugs other than prescribed by a doctor and/or alcohol or who have used or consumed drugs and/or alcohol which can alter their behavior.
- III-5 Drug/Look Alike Drug/Alcohol Violations - Having, using, selling, buying, or giving away any drugs, look alike drugs or alcohol. If a student has a drug prescribed by a doctor, it must be kept in the nurse's office or main office.
- III-6 Explosives/Fireworks - Having, using, selling or giving away any explosives or fireworks.
- III-7 Extortion - Forcing a person to give up money, projects, assignments, or anything of value by threats, intimidation, or force.
- III-8 False Alarms/Bomb Threats - Making a report of a fire or bomb, or attempting to pull an alarm when neither exists.
- III-9 Possession of Stolen Property - Having property that the student knows was stolen by another person.
- III-10 Possession of tobacco products and/or drug paraphernalia.
- III-11 Possession of a Weapon -Having, using, selling, or giving to any other student any weapon/look alike weapon. This includes sticks, pipes, bottles, or even a pencil, if it is used as a weapon.
- II-12 Sexual Misconduct/Harassment - Touching others in ways that would be considered sexually offensive.
- III-13 Stalking - of students or staff
- III-14 Stealing -personal items such as shoes, coats, purses, wallets, or school property.
- III-15 Use of Tobacco Products - In the school building, on the bus, at school activities, or on school property.
- III-16 Willful Exposure - Showing or revealing parts of the human body in such a manner that embarrasses or offends other people or causes disruption to others in the school.

NOTE: Category III may include other offenses not specifically listed, which are similar in severity to the above.

DISCIPLINARY ACTIONS - CATEGORY III

The Principal and/or Assistant Principal may choose an appropriate disciplinary action that may include any one or a combination of the following.

ACTIONS	DEFINITIONS
In-School Suspension	Assigned to a specific room or area for one (1) to ten (10) days to do assignments for the duration of the suspension. Parent(s)/guardian(s) will be notified as soon as possible by phone and in writing stating the reason for and the duration of the suspension.
Out-of-School	Removed from school for one (1) to ten (10) consecutive school days. Parent(s)/guardian(s) will be notified as soon as possible by phone and in writing stating the reason for and the duration of the suspension.
Referral to Law	Law enforcement agency personnel notified for appropriate action and, in cases of major violations, school officials may press charges.

Saturday Detention	A maximum three (3) hour detention on a Saturday scheduled by the building principal (may be videotaped).
Expulsion	Removed from school for up to two (2) calendar years.

SUSPENSION/EXPULSION DUE PROCESS

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian of their right to review.
4. Upon request of the parents or guardian, a hearing shall be conducted by the School Board or a hearing officer appointed by it to review the suspension. At the hearing, the parents or guardian of the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as it finds appropriate.

EXPULSION DUE PROCESS PROCEDURAL PROTECTIONS

1. Students subject to possible expulsion shall be given a written notice detailing the charges and the time and place a hearing will be held to discuss those charges.
2. Such hearing shall be conducted either by the Board of Education or its designated hearing officer.
3. The Superintendent shall provide written notice of the time place and purpose of the hearing to the parents or guardians of the student by registered or certified mail, shall request the appearance of the parents or guardians at the expulsion hearing, and shall inform them of the student's right to be represented by counsel.
4. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf and cross-examine adverse witnesses.
5. At the hearing the Board or hearing officer shall state the reasons for the possible expulsion and the date on which the expulsion may become effective, and shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. The hearing may be recorded by any party.

SUSPENSIONS AND EXPULSIONS OF STUDENTS WITH DISABILITIES

The School District will convene an IEP meeting for the purpose of making a manifestation determination in accordance with procedures for students with disabilities prior to removing a student with a disability from school for more than 10 consecutive school days or its cumulative equivalent. The IEP Team will meet to determine whether or not the misconduct is related to the child's disability.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

PARENT/GUARDIAN PUPIL TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares or mileage reimbursement for private automobiles at \$0.485 per mile.

If you can answer yes to the following questions for this school year, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full-time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (**Important - see underlined paragraph below.**)
- 4) Does the pupil attend a school within Illinois which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?
- 7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, lived in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30 to submit claim information. You may provide claim information to appropriate school personnel at your child's attendance center until June 30. **In addition, parent(s)/guardian(s) who have pupils living less than 1 1/2 miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside** except parents residing within the City of Chicago. Chicago residents can receive a copy of the Application for Determination of Serious Safety Hazards from the Illinois State Board of Education, Division of Funding and Disbursement Services, 100 North First Street, Springfield, IL 62777.

All applications for Determination of Serious Safety Hazards must be received no later than February 1st at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days.

Upon receipt of the reviewed application, the Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. If the safety hazard is approved, the parent/guardian must go to the school the pupil attends to submit claim information. Parents who received verification of a safety hazard during and after the 2004-2005 school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim information is approved, you should receive a check directly from the state for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated. If you have any questions, please call or come to the school as soon as possible.

PEST MANAGEMENT

In accordance with new state laws, our school district has adopted an Integrated Pest Management program. Integrated Pest Management is a common sense, comprehensive approach to pest control that emphasizes pest monitoring, habitat modification and the use of least hazardous controls to evaluate and eliminate pest problems. Applications of pest control materials are made only when necessary to address a specific, identified pest problem. Regular spraying of pesticides is not part of the school's pest management program. **If you would like to receive notification prior to the application of any pest control materials subject to the notification requirements, please contact the school office.**

SCHOOL VISITATION RIGHTS ACT

Under certain circumstances, the School Visitation Rights Act requires employers to grant leave to eligible employees for the purpose of attending school conferences or classroom activities. For additional information, please refer to the School Visitation Rights Act at 820 ILCS 147/1, et seq.

SEARCH AND SEIZURE

School authorities are authorized to conduct administrative inspections of school property as a means of protecting the health, safety or welfare of the District, its employees and students, without notice to or consent of the student,

parent/guardian, and without a search warrant. School administrators may search a student and/or his/her personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the student has violated or is violating either the law or school rules may be seized and impounded by the school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

SEX EQUITY

No student shall, on the basis of sex, be denied access to or participation in programs, activities, services or benefits, or be limited in their exercise of any right, privilege or opportunity. No student shall, on the basis of sex, be denied equal access to physical education, interscholastic athletic programs or extra-curricular activities.

SEXUAL HARASSMENT

Sexual harassment of students is prohibited on school property, at school events, or on the school bus. Sexual harassment is defined as follows:

1. An employee's or District's agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status.
2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a student, imposed on the basis of sex that has the purpose of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to report the incident to the Nondiscrimination Coordinator, Building Principal, or Complaint Manager as soon as possible in order to facilitate a prompt investigation. Students may choose to report such instances to a person of the student's same sex. If a student does report such instance, and the actions mentioned in the complaint can be verified, administrative action will be taken according to current personnel/student discipline procedures.

STUDENT PRIVACY/PARENTAL ACCESS TO INFORMATION

Instructional Material

Upon request, a parent may inspect any instructional material used as part of the educational curriculum for his or her child. Such material will be made available for inspection within a reasonable time after an inspection request is received. For purposes of this policy, the term "instructional material" is defined as instructional content that is provided to a student, regardless of its format, including printed material, audio-visual material, and material in electronic or digital formats. The term "instructional material" does not include academic tests or academic assessments.

Surveys Created by a Third Party

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member. Such surveys will be made available for inspection within a reasonable time after an inspection request is received.

Surveys Requesting Certain Personal Information

Upon request, a parent may inspect any student survey requesting information about:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sex behavior or attitudes;
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 relationship, such as those of lawyers, physicians and ministers;
7. Religious practices, affiliations or beliefs of the student or his/her parent; or

8. Income (other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education's funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating, in accordance with the procedures set forth below. When a student does participate in such a survey, his or her privacy will be protected through procedures designed to insure that his or her identity will not be disclosed.

Physical Exams or Screenings

Parent will receive prior notice of any nonemergency, invasive physical examination or screening that is -- (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening. For purposes of this policy, the term "invasive physical examination or screening" does not include hearing, vision or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is administered in accordance with the Individuals with Disabilities Education Act, 20, U.S.C. §1400, et seq.
- or -
2. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.

Collection of Personal Information for Marketing Purposes

For purposes of this section, the term "personal information" means individually identifiable information including: a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose):

1. Parents will receive prior notification of the administration or distribution of any such instrument.
2. Upon request, a parent may inspect any such instrument prior to its administration or distribution. The instrument will be made available for inspection within a reasonable time after an inspection request is received.
3. A parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

The provisions of this section do not apply 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 education institutions, such as the following:

- a. College or other postsecondary education recruitment, or military recruitment;
- b. Book clubs, magazines, and programs providing access to low-cost literary products;
- c. Curriculum and instructional materials used by elementary and secondary schools;
- d. Student recognition programs;
- e. Student sales of products or services to raise funds for school- or education-related activities;
- f. Tests and assessments used by elementary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude or achievement information about students (or to generate other statistically useful data for the purpose of securing such test and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

Opt-Out/Inspection Request Procedures

Parents who wish to opt their children out of participation in one or more of the activities identified herein (surveys requesting personal information, collection of personal information for marketing purposes, and physical examinations or screenings as defined herein) must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District Office, directed to the Superintendent. The request must identify the specific item to be inspected, and must be submitted prior to any deadline set forth in the notice of inspection rights.

Notification of Policies and Special Events

The Superintendent or his/her designee shall notify students' parents of:

1. This policy, including the ability to obtain a copy of the policy, upon request, from the District Office;
2. The procedures by which parents may opt their children out of activities as provided in this policy;
3. Inspection request procedures; and
4. The approximate dates on which the following activities are scheduled or are expected to be scheduled:
 - a. Surveys requesting personal information;
 - b. Collection of personal information for marketing purposes; and
 - c. Physical examinations or screenings as defined herein.

The notice shall be given at least annually, at the beginning of the school year, and within a reasonable time after any substantive change in this policy.

Student Rights

The rights provided to a parent under this policy transfer to the student when the student reaches 18 years of age or is an emancipated minor.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.

The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

ADMINISTRATIVE PROCEDURE - STUDENT RECORDS

Maintenance of School Student Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s) and copy of birth certificate;
- Academic transcripts, including grades, class rank, graduation date, and grade level achieved;
- Attendance record;
- Accident and health reports; and

Record of release of permanent record information in accordance with 105 ILCS 10/6(c). No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

A record of release of temporary record information:

- (1) the nature and substance of the information released;
- (2) the name and signature of the official records custodian releasing such information;
- (3) the name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request;
- (4) the date of the release; and
- (5) a copy of any consent to such release.

Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8);

Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction;

Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit; and a

Completed home language survey.

The *temporary record* may include:

Family background information;

Intelligence test scores, group and individual;

Aptitude test scores;

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;

Elementary and secondary achievement level test results;

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;

Honors and awards received;

Other disciplinary information;

Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals;

Verified reports or information from non-educational persons, agencies, or organizations; and

Verified information of clear relevance to the student's education.

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted.

Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information. Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records

Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.

The District shall grant access to student records as follows:

1. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health reports;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

2. The District may grant access to, or release information from, student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational or administrative need is shown. Access in such cases is limited to the satisfaction of that need.
3. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
4. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
5. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
6. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the

- Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
7. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
 8. Prior to the release of any records, or information under items 5 and 7 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 5 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
 9. The District may release student records, or information in connection with an emergency, without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
 10. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
 11. The District shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
 - a. The committee member is a State or local official or authority;
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s);
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987; and
 - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
 12. The District charges \$.35 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
 13. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:
 - a. Information released or made accessible;
 - b. The name and signature of the Building Principal;
 - c. The name and position of the person obtaining the release or access;
 - d. The date of the release or grant of access;
 - e. A copy of any consent to such release;
 No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order;

Transfer of Records

Within 10 calendar days of being notified of a student's transfer to any other private or public elementary or secondary school located in this or any other state, the records custodian will forward a copy of the unofficial record of the student's grades to the school to which the student is transferring. At the same time, the records custodian will send that school the remainder of the student's school student record and a "Certification of Good Standing" form. "In good standing" means that the student's medical records are up-to-date and complete and the student is not being disciplined by a suspension or expulsion.

Prior written notice will be provided to the parent/guardian regarding the nature and substance of the information being released/transferred. However, written parental consent is not required to transfer the student's school student record to the receiving public school district, unless the record constitutes a mental health record as defined in the Mental Health and Developmental Disabilities Act (740 ILCS 110/3), which requires the written consent of the student if he/she is 12 years of age or older.

The records custodian will send the parent/guardian, and the student at age of majority, notice that the record is being forwarded to the new district. The notice will advise the parent/guardian, and the student at the age of majority, of their right to inspect the record being transferred.

The District will maintain a copy of the transferring student's temporary record for a period of not less than 5 years.

Students with disabilities, whose "Certificate of Good Standing" form shows incomplete medical records, must be treated the same as non-transfer students regarding the October 15 date for exclusion for failure to obtain the required examinations or immunizations. Students with disabilities whose "Certificate of Good Standing" form shows that the student is currently serving a suspension or expulsion must be enrolled and FAPE must be provided in accordance with an IEP. The District will follow the procedures for transfer students outlined in the regulations adopted by the State Board of Education.

Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name;
- Address;
- Gender;
- Grade level;
- Birth date and place;
- Parents'/guardians' names and addresses;
- Academic awards, degrees, and honors;
- Information in relation to school-sponsored activities, organizations, and athletics;
- Period of attendance in school.

The notification to parents/guardians and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records by requesting, in writing, a meeting with their student's Building Principal. The meeting will be scheduled within 15 school

days of the request. Please note: when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions.

If the meeting with the Building Principal does not result in a solution to the challenge, the parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to the Superintendent, or official to be established or designated by the State Board. The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

Destruction of Records

Upon graduation, transfer or permanent withdrawal of a student from the District, the District will notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of the right to request a copy of such records at any time prior to their destruction. Such notification will include the date of notification, the parent's name, the name of the records custodian, the name of the student, and the scheduled destruction date of the temporary and permanent records.

The District also will send a written notice to inform parents/guardians when personally identifiable information collected, maintained, or used by the District is no longer needed to provide educational services to the student.

This written notice will describe the personally identifiable information that the school district intends to destroy and will inform the parents/guardians that the information will be destroyed no earlier than 60 days from the date of the notice. The notice also will outline the procedure that the parents/guardians may follow if they wish to formally object to the destruction of the records in question.

The destruction of student records will be conducted in accordance with the provisions of the Illinois Local Records Act, Sec. 7 (50 ILCS 205/7).

All information maintained in relation to a student receiving special education services will be directly related to the provision of services to that student. Upon the graduation or permanent withdrawal of a disabled student (as defined in Article 14 of the Illinois School Code [105 ILCS 5/14-1.01, *et seq.*] and the Rules and Regulations to Govern the Administration and Operation of Special Education) the District may -- after 5 years -- transfer psychological evaluations, special education files and other information contained in the student temporary record that may be of continued assistance to the student -- to the custody of the parents/guardians, or to the student, if the student has succeeded to the rights of the parents/guardians. The District will explain the future usefulness of those records to the student and his/her parents/guardians.

Notification of Rights

The District will notify the parents/guardians of a student, or the student at the age of majority, of their right to access the education record, to request amendments and to request a records hearing.

Upon the initial enrollment or transfer of a student to the District, the District shall notify the student and the student's parents/guardians -- if the student is under the age of majority -- of their rights under the Illinois School Student Records Act, the Individuals with Disabilities Education Act Amendments of 1997, and this policy.

This notification may be delivered by any means likely to reach the parents/guardians, including direct mail, parent-teacher conferences, or delivery by the student. Also, the notice may be incorporated in the Parent-Student Handbook or calendar disseminated by the District. Where the parents of a student are divorced and request duplicate mailings, such notice shall be given to both parents unless the District has been furnished with a certified copy of a court order prohibiting such notice to a parent. Notification to parents/guardians of children who are

classified to be of limited English-speaking ability will be in English and in the language of the child's primary speaking ability.

The notification shall consist of:

- A list of the types and locations of the educational records collected, maintained, or used by the District;
- The right to inspect and copy permanent and temporary records, the limitations on the right of access that may be created by orders of protection, and the cost of copying such records; (The District will not charge a fee to search for or retrieve information from the educational records.)
- The right to control access and release of school student records and the right to request a copy of information released;
- The rights and procedures for challenging the contents of the school student record.
- The persons, agencies or organizations having access to student records without parental consent;
- The District's schedule for reviewing and destroying any school student record or information contained therein -- and the right to copy such information -- before it is destroyed or deleted;
- The categories of information the school has designated as "directory information" and the right of the parents/guardians to prohibit the release of such information;
- A statement informing the parents/guardians that no person may condition the granting or withholding of any right, privilege or benefit 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 by exercising any right secured under the Illinois School Student Records Act or the regulations adopted by the State Board of Education;
- The right of the parents/guardians to inspect and challenge the information contained in a school student record other than academic grades and references to expulsions or out-of-school suspensions) prior to transfer of the record to another school district, in the event of the transfer of the student to that district; and
- Any District policies relating to school student records which are not included in the Illinois School Student Records Act or the regulations of the State Board of Education.

Also, the District will provide annual notice to the parents/guardians of students currently in attendance of their rights under the Family Educational Rights and Privacy Act of 1974, and the regulations applicable thereto. Such notice will include, at a minimum, the information referenced in 34 CFR 99.7.

TEACHING STAFF QUALIFICATIONS

Pursuant to the federal *No Child Left Behind*, enacted on January 8, 2002, a parent may request information regarding the professional qualifications of his/her child's classroom teacher(s), including information about:

- (1) Whether the teacher has met State qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction;
- (2) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- (3) The Baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification of the degree; and
- (4) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Parents who wish to obtain such information must submit a written request to the District office, directed to the Superintendent. The request must identify the information sought, and the staff member(s) about whom the information is requested.

As required by law, the District will provide staff qualification information within a reasonable time after receiving a written request in accordance with the above paragraph.

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. Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.;
5. Title VI of the Civil Rights Act, 42 U.S.C. § 2000d et seq.;
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. § 2000e et seq.;
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children;
9. Curriculum, instructional materials, programs;
10. Victims' Economic Security and Safety Act, P.A. 93-591;
11. Illinois Equal Pay Act of 2003, P.A. 93-0006; or
12. Provision of services to homeless students.

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 equitably. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will 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 the grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in the policy, "school business days" means days on which the District's main office is open.

1. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render a written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the School Board by making a written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the School Board. Thereafter, the School Board shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a School Board hearing.

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District' Nondiscrimination Coordinator may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers:

Name:	<u>Dr. Dorothy Dirks, District Office</u>	<u>Mark Bocian, Spring Wood School</u>
Address:	<u>5540 Arlington Drive East</u>	<u>5540 Arlington Drive East</u>
	<u>Hanover Park IL 60133</u>	<u>Hanover Park, IL 60133</u>
Phone:	<u>630-894-2250</u>	<u>630 893-8900</u>