

Stark County Elementary Handbook

2018-2019



Stark County Elementary School
Mrs. Jenna Bibb, Principal

300 W Van Buren
Wyoming, IL 61491
309-695-5181
309-695-4302 (fax)
www.stark100.com

The Stark County CUSD #100's mission is to provide a strong educational foundation that prepares students to realize their greatest potential.

This handbook is a summary of board policies governing the district. All board policies are available to the public at the district office. The handbook will be made available to all persons expected to comply with policies. It may be amended during the school year without notice.

Table of Contents:

Board of Education	2	Food Allergy Management Plan	22
Administration	2	Head Lice Policy	22
Staff Directory	2	Medication Policy Guidelines	23
General Operational Procedures	3	Miscellaneous	24
Arrival and Dismissal	3	Band	24
Attendance	3	Bike Locks	24
Transportation	5	Birthdays	24
Cancellations	5	Field Trips	24
Breakfasts, Lunches, & Milk Breaks	6	Health Education Program	24
		Leaving School	25
Student Discipline	7	Lockers	25
Discipline Plan	7	Noon-Hour Recess	25
Dress and Grooming	9	Parties	25
Discipline of Students with Disabilities	9	Physical Education	25
Bullying Policy	10	Pets and Animals	25
Drugs/Alcohol	10	Pictures	25
Electronic Devices & Toys	10	Teacher Requests	26
Gang Activity	11	Technology	26
		Use of School Phone	26
Academics	12	Visiting	26
Homework Policy	12	District Policies and Notifications	28
Parent-Teacher Conferences	13	Non-Discrimination Policy	28
Report Cards & Progress Reports	13	Equal Employment Opportunities	28
Promotion/Retention Policy	14	Asbestos Notification	28
Response to Intervention	15	Community Use of School Facilities	28
Title I	15	Complaint and Grievance Policy	28
Students with Disabilities	15	Crisis Management Plan	28
English Language Learners	17	Homeless Students	28
Home & Hospital Instruction	17	Internet Policy	29
Pre-Kindergarten	17	No Child Left Behind Act of 2001	30
School Records	17	Pesticide Application	30
		Privacy Rights	30
Registration	19	Search and Seizure	31
Admission & Birth Certificates	19	Sexual Harassment Policy	31
Book Rental	19	Sex Offender Notification	32
Free Textbook Rental Policy	19	Suicide and Depression Awareness	33
Home Schooled Students	20	Student Athlete Concussions	33
Physical Examinations	20	Teacher Qualifications	33
Student Accident Insurance	21	Visitation Rights Act	33
Transfers	21		
		Pre-Arranged Absence Form	
Health Services	22	School Medication Authorization Form	
Accidents/Illness	22		
Diabetic Care Plan	22		

STARK COUNTY COMMUNITY UNIT SCHOOL DISTRICT #100

Board of Education:

Robert Groter, President
Ann Orwig, Vice-President
Elizabeth Rumbold, Secretary
Brian Rewerts
Matthew Nagode
David Steward
Bruce West

Administration:

Nick Sutton, Superintendent
Bill Lamb, Jr. High/High School Principal
Jenna Bibb, Elementary Principal

Stark County Elementary Staff

Principal:	Mrs. Jenna Bibb	Art:	Ms. Emily Stahl
Secretary:	Mrs. Ashlie Hamilton	Library Aide:	Mrs. Mary Beth Kelly
Office Aide:	Mrs. Trisha Berchtold	Psychologist:	Mrs. Kelly Juskv
Nurses:	Mrs. Marilyn Ely Mrs. Debbie Wyant	Social Worker:	Mrs. Kellie Wilke
Pre-Kindergarten:	Mrs. Brandi Helms Mrs. Ronda Storey (aide)	Speech Pathologist:	Ms. Taylor Sellers
Kindergarten:	Mrs. Jody Jones Mrs. Courtney Kunkel Ms. Candace Stahl	Special Education Coordinator:	Mrs. Marci Jett
First Grade:	Mrs. Diana Gilles Miss Valerie Hoffert Miss Shayna Ehlers	Special Education Aides:	Ms. Paula Gale Mrs. Cathy Gibler Mrs. Lynzi Mummert Ms. Linda Neiryck Mrs. Lisa Winans
Second Grade:	Mrs. Jackie Colgan Ms. Paige Milburn Mrs. Lynne Paxson	Cooks:	Karen Tracy Paula Heuermann Rita Singer Trish Singleton
Third Grade:	Mrs. Heather Brand Mrs. Theresa Strode Mrs. Andrea Terwilliger	Noon Supervisors:	Barb Carroll Gregg Hofmann Karen Morrissey Melinda Shimmin
Fourth Grade:	Ms. Mary Jo Groter Mrs. Jennifer Pinkston Mr. David Wallace	Custodians:	Mike Good Terrie Patterson Dean Rosebecke
Fifth Grade:	Mrs. Sarah DeBord Mrs. Sara Nowlan Ms. Jennifer Reid	Crossing Guards:	Rita Meaker Gregg Hofmann Anita Woodward
Special Education:	Mrs. Leslie Rennick Mrs. Barb Hildebrandt	AM/PM Supervisors:	Lisa Evans Melinda Shimmin Drinda Maher (Kids Care)
Title I Teacher:	Mrs. Jill Klooster		
Interventionists:	Mrs. Lori Grinnell Mrs. Janet West		
Physical Education:	Mr. Clint Terwilliger		
Music:	Mrs. Brenda Macke		

GENERAL OPERATIONAL PROCEDURES

ARRIVAL & DISMISSAL

Elementary School hours are 8:00 a.m. to 3:00 p.m. Doors will be open at 7:30 and all students will report to the gym. The first bell will ring at 8:00 a.m. Breakfast will not be served after 8:00 a.m. unless it is for bus students who arrive late. The final bell (tardy bell) will ring at 8:15 a.m. All students are to be in their classrooms at this time. Students who do not ride the bus or participate in the breakfast program should **not** arrive at school before 8:00 a.m.

Parents of PK students may walk their students to class throughout the year if so desired. K-5 students should be walking to class independently after the second week of school.

The elementary school afternoon dismissal time for town students is 2:58 p.m. Shuttle bus students leave Wyoming at approximately 3:00 p.m. Town students are to leave the grounds for home immediately after dismissal. Students should use the crossing guard at Main & Miller Streets (Toulon); Sixth & Williams Streets, Henderson & N. Seventh Streets and 6th Street & Van Buren (Wyoming) when walking. Town students will be dismissed through the unit office doors at 3:00 p.m. It is preferred that parents pick up there.

The buses will use the back drive on the north end of the school to load and unload between 7:30 – 8:00 a.m. and from 3:00-3:30 p.m. Parents may use the main entrance to the school at Van Buren (one-way entering) to drop off students along the front of the building in the AM, and circle around on Wittmeyer to exit. Parents should park in the south lot or use street parking for PM pick up. The circle can be used to exit but is not for student pick up in the PM. This blocks the flow of traffic.

Please do not block parking lot entrances or exits at any time.

Kindergarten students will attend either a half-day or a full-day session of kindergarten. The decision to attend half or full-day kindergarten is up to the parents/guardians. Students who attend half-day kindergarten will attend during the morning (8:15-11:15 a.m.) Bus students will be transported home.

ATTENDANCE

Attendance is a key factor in student achievement and success in education. Regular attendance at school is the responsibility of each individual student and his/her parents or guardian.

Compulsory Attendance

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

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Tardiness

Students are expected to be prompt in attendance at school and school activities. If a student is tardy, he/she will report to the office where a tardy admit slip will be issued. Students will be allowed three (3) unexcused tardies per semester. On the fourth (4th) unexcused tardy parents will be notified by phone and/or a letter. After the fourth tardy in a semester, students will receive lunch detentions. After school detentions may be issued if a student is tardy more than ten times in a semester.

GENERAL OPERATIONAL PROCEDURES

Absences

All students are required to attend school regularly by the law, but may be excused for the following reasons with documentation: (Documentation is written proof of student illness, participation or presence. Examples include doctor's excuse, program of event or authorized signature)

- Student illness
- Observance of a religious holiday
- Death in the immediate family
- Family emergency (Excused as determined by principal)
- Attending a military honors funeral to sound TAPS
- Situation beyond the student's control (Excused as determined by principal)

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.

It is requested that parents of students who are absent call the grade school office to report the student's absence by 9:00 a.m. each day the student is absent (695-5181). You may also email Mrs. Hamilton at ahamilton@stark100.com.

If the parent does not call, the school will call the student's home to check on the absent child. If there is no home phone, the student must bring a note from the parent the day he/she returns to school explaining the absence. A note is not needed if the absence was reported by phone. If a phone call or note is not provided, the absence will be unexcused. After two unexcused absences, students will be turned over to truancy.

If a student is returning to school after a three-day or more absence for illness or a contagious illness, a note from the doctor may be required for the absence to be excused. Students with a fever of 100 degrees or higher must be fever-free for 24 hours without the aid of a fever reducer.

All schoolwork missed on an excused absence must be made up. Students will be allowed one (1) day for each day of excused absence to make up their assignments. Homework may be requested and picked up after 3:00 PM the day of the student's absence. Continued requests for homework that is not picked up will not be honored.

If students have an unexcused absence or are suspended, they may not attend or participate in evening extra-curricular activities. It is recommended that students who are absent for illness follow the same guidelines.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

A doctor's note may be required for an absence to be excused after 9 absences. This is considered chronic truancy (5% of 180 days). If a student reaches 9 undocumented absences in one school year, any subsequent undocumented absences will be recorded as unexcused. After 2 unexcused absences the student will be referred to the Regional Office of Education Truancy Official.

Prearranged Absences

Stark County Schools recognize that on occasion students may miss school for extenuating circumstances, other than illness or a death in the immediate family. Prearranged absences will be granted under the following guidelines when planned in advance of the absence, are limited to five (5) days per school year, and must be approved by the principal. Due to the changing nature of schoolwork, providing all homework in advance of a vacation may not be possible. It has become increasingly difficult for teachers to translate active learning experiences into simple paper/pencil activities which do not need further explanation or classroom experience. Please understand that your child's teacher may choose to provide some homework in advance of the vacation and complete the remainder upon your child's return to school.

GENERAL OPERATIONAL PROCEDURES

TRANSPORTATION

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

If a student is at a location within the District, other than his or her residence, for childcare purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. No school employee may transport students in school or private vehicles unless authorized by the administration.

Bus changes

Parents of bus students may request that their child be dropped off at a house other than their home (babysitter). In order for the request to be approved, the following conditions must be followed:

- A written note must be on file in the school office.
- The student must be a bus rider.
- This must be a permanent arrangement.
- There must be room on the bus.
- The destination must be on a regular bus route.

Shuttle Bus

The shuttle bus will leave from Stark County Junior High in Toulon at 7:30 a.m. each day. This will allow bus students time to eat breakfast.

Change of Student Transportation

Many times parents have a need to change a student's transportation plans for returning home after school. If the school office does not receive a note or phone call from a parent or guardian with a change in transportation, students will be placed on their regular transportation route home. Parents/guardians are responsible for sending transportation notes to school with their students.

CANCELLATION AND SCHOOL EMERGENCY CLOSING

In the event of emergency school closing, announcements will be made as early as possible over the Blackboard Connect program and the radio stations and television stations listed:

Radio	WMBD (1470 AM)	WJRE (93.9 FM)	Television	WHOI Channel 19	(Peoria)
	WKEI (1450 AM)	WAAG (95.0 FM)		WEEK Channel 25	(Peoria)
	WGIL (1400 AM)	WHHK (102.5 FM)		WMBD Channel 31	(Peoria)
		WLSR (92.7 FM)			

Parents should instruct their student in the plan to follow if there is an emergency cancellation. Even young children can, and usually will, follow your instructions if you have taken time to instruct them as to what they are to do in such situations.

GENERAL OPERATIONAL PROCEDURES

SCHOOL BREAKFASTS, LUNCHES AND MILK BREAKS

Breakfast is available to students beginning at 7:45 a.m. in the cafeteria. Student breakfast costs \$1.00. Students who qualify for free/reduced lunches also qualify for free/reduced breakfasts. Reduced breakfast costs \$.30. Breakfast may be paid daily, weekly, or monthly.

Lunches are served in the grade school cafeteria for all district students. Lunches are \$2.10 per day for students in grades K-5. (This is an increase of 10 cents from last year) Free lunches and reduced price lunches are available for any student who qualifies. Application forms are available in the school offices. Reduced price lunches are \$.40 per day. Sack lunch students may buy milk at school for \$.30 per ½ pt. carton. No more than two (2) lunch charges will be allowed for students in grades K-5. Ala Carte is not available for elementary students. Candy, pop, energy drinks, and fast food are strongly discouraged in the lunchroom.

Milk Breaks for K-2nd only will be offered one per day and must be paid by the year or semester, at the charge of \$27.00 per semester (this is optional). This is for ½ pt. cartons of either white or chocolate milk. Half-day kindergarten students, who meet the free lunch guidelines, must choose either the free milk break or free breakfast. (Students who meet the free/reduced price meals program get milk with their hot lunch but not free milk for milk break.)

Free – Reduced Price Meal Service -Eligibility Criteria

A student's eligibility for free and reduced-price food service shall be determined by the income eligibility guidelines, family size, and income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/ guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process and (3) other information required by federal law. A family may appeal the decision to deny an application or terminate such services. Notify the school immediately if you have a change in income.

Closed Campus

The Elementary School has a "Closed Campus". Elementary students will be allowed to go home to their residence only for lunch with prior parental consent. In order for any student to go home at lunchtime, they must bring a note from their parent/guardian giving them permission to leave school during this time. If a student is going to be going home frequently at lunchtime, they may bring one note for the year.

Unpaid Lunch Charges

You will be notified of lunch charges. After two charges, students may be served an alternate lunch until the account shows a positive balance. If you are unable to pay immediately, contact the office to work out a plan. Breakfast will not be served if students incur two or more charges.

STUDENT DISCIPLINE

DISCIPLINE PLAN

Stark County Elementary students are expected to conduct themselves in a manner that will permit them to benefit from the educational program. School expectations have been established so that all children may gainfully participate in the educational program. The same expectations are expected on field trips, after-school activities, etc. We respectfully request the support of all parents to achieve this goal.

Four simple expectations are applied at Stark County Elementary School:

- Be safe.
- Be kind.
- Be responsible.
- Be respectful.

We expect each student to respect authority, respect the rights of others, establish a sense of self-discipline and self-respect, and accept individual responsibilities. Students must be aware of the school expectations and the consequences that will occur when these expectations are met and are violated. Discipline and behavioral interventions will be handled in a firm and consistent manner.

As part of the process, teachers and other staff members use evidence-based practices to increase student learning and decrease classroom disruptions. To keep students on the rules in a positive manner, we do the following when teaching academics and behavior:

- Constantly teach and refer to our school-wide expectations.
- Provide students with more praise than correction.
- Talk to students with respect using positive voice tone.
- Actively engage everyone in the class during instruction.
- Use pre-correcting, prompting, and redirecting as we teach.
- Look for the positive first and provide positive, immediate, frequent, and explicit feedback.

The purpose of specific behavior expectations are as follows:

- To help students develop positive attitudes toward behavior and responsibility
- To help students realize that they are responsible for their actions
- To help students see the effects of their actions on themselves and on others
- To help students set goals that are related to self-improvement and improvement of the community
- To provide avenues to discuss these goals and give support

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

- Repeated minor misconduct or disobedience
- Aggressive conduct such as violence, intimidation, or threats
- Severe defiance or profanity
- Inappropriate technology use
- Leaving classroom or building without permission
- Using, controlling, transferring or possessing weapons or objects used to cause physical harm
- Inappropriate touching
- Theft or destruction of property
- Inappropriate sexual/racial comments
- Severe or repeated bullying
- Being involved in a gang or engaging in gang like activities
- Violating any criminal law
- Behavior that disrupts the educational environment or violates the rights of others

STUDENT DISCIPLINE

Potential disciplinary measures include, but are not limited to the following:

- Notifying parents/guardians
- Disciplinary conference
- Loss of privileges such as field trips, assemblies, and other special activities
- Temporary removal from the classroom
- Counseling/Referral to social work
- Behavioral interventions
- Return of property or restitution for lost, stolen or damaged property
- After-school detention or Saturday detention
- Community service
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules
- In-school suspension, with work completed for full credit
- Suspension of bus riding privileges
- Suspension from school and all school activities for up to 10 days, with any work turned in upon return for full credit
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies

The above list of disciplinary measures is a range of options that will not always be applicable in every case. Disciplinary measures will be determined on a case-by-case basis.

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

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

Suspension Procedures

Before a student may be suspended, the student shall be provided a conference during which the charges will be explained, and the student will be given an opportunity to respond to the charges.

1. A pre-suspension conference is not required, and the student can be 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 notice and conference shall follow as soon as practicable.
2. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
3. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

STUDENT DISCIPLINE

Expulsion Procedures

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:
 - a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
 - b. The time, date, and place for the hearing.
 - c. A short description of what will happen during the hearing.
 - d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.
 - e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing, and the Board shall take such final action as it finds appropriate.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

Corporal Punishment

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

DRESS AND GROOMING

Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. All outer wearing apparel taken off at school should be plainly marked for identification. White adhesive tape inside the item with the child's name on it is a good way to identify clothing. We give away many, many items yearly that are unmarked and unclaimed.

Common sense and good judgment should be the main criterion used for dress at all times. Pride in oneself will be reflected in the appearance of the student. Should clothing be distracting or lack common sense or good judgment, students may be sent home to change.

- Students will not be allowed to wear any clothing promoting drugs, alcohol, obscene language, or any other undesirable logos.
- It is strongly recommended that students avoid wearing flip-flops or sandals without backs at school due to safety issues.
- Short shorts, crop tops, and tank tops with large armholes (except when worn with a shirt underneath) should not be worn. Shirts and pants should be worn so undergarments are not showing.
- Hats, coats, and other head covering are not allowed to be worn in the building during the school day.
- Roller blades and shoes containing roller skate devices along with skateboards are prohibited at all times on school property.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

STUDENT DISCIPLINE

BULLYING POLICY

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

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

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

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

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

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

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

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

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

DRUGS / ALCOHOL

Contraband drugs, drug paraphernalia, alcohol, tobacco or medical marijuana will **not** be allowed at school, on school buses, or at school sponsored activities. Possession or use will result in disciplinary action by the administrator. The appropriate authorities will be contacted.

STUDENT DISCIPLINE

ELECTRONIC DEVICES & TOYS

Electronic devices such as DVD players, I-pods, MP3 players, pagers, cell phones and toys are not to be used during school hours. Students are allowed to use these items as entertainment on the bus ride to and from school, in the gym during AM bus supervision, in the music room during PM bus supervision or during indoor recess as long as problems do not occur. When students begin the day, such items are to be turned off and placed in the student's book bag or locker. These items may be confiscated if used without teacher permission. Parents may be asked to pick them up in the principal's office. The school is not responsible for lost, stolen or broken items.

GANG ACTIVITY

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item that is evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes), showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic events
- Conference with parents/guardians
- Referral to appropriate law enforcement agency
- Suspension for up to ten days
- Expulsion not exceeding two calendar years

ACADEMICS

HOMWORK POLICY

Purpose:

Regular homework is important because it allows students to develop responsibility, self-discipline and life-long learning habits that will help them throughout their education and in adult life. Parent involvement in school and with homework increases students' academic achievement in school. This policy allows teachers, parents and students to establish clear, consistent expectations about homework.

Roles:

Responsibilities of Staff:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning.
- Give clear instructions and make sure students understand the purpose.
- Give feedback and/or correct completed homework.
- Involve parents and contact them if a pattern of late or incomplete homework develops.
- Provide direction about format of tests and what to study to prepare for tests.

Responsibilities of Parents:

- Set a regular, uninterrupted study time each day.
- Help your child work to find the answer; do not provide the answer for them.
- Be supportive when your child gets frustrated with difficult assignments.
- Contact the teacher in a timely manner to stay well informed and express any concerns.
- Encourage a positive attitude towards daily homework.
- Help your child balance homework with other commitments.

Responsibilities of Students:

- Write down assignments in planner (4th – 5th) and place in homework folder (K – 5th).
- Be sure all assignments are clear; ask questions if necessary.
- Set aside a regular time for studying.
- Work on homework independently asking for support only when needed.
- Place homework in backpack or homework folder when completed and turn in assignments on time.

Frequency, Quantity, and Description:

Every student needs to read or be read to by an adult each night. Research clearly indicates that reading is the most valuable thing children can do at home to increase their academic performance at school. Students may be assigned work on a daily basis. Frequency of homework may vary at different grade levels, but students should still read each night. Extended reading is always encouraged if students do not have homework. Times listed are guidelines for the average student. Each individual student works at his own pace, so times may vary.

Kindergarten

- 20 minutes
- No graded homework
- Reading 10 minutes – pre-decodable and decodable books or other children's literature
- 10 minutes of reinforcement activities (identification, sounds and writing of alphabet; identification, counting 0-100, counting objects 1:1, and writing numbers; studying sight words).

First Grade

- 25 minutes
- No graded homework
- Reading 15 minutes - AR books or other children's literature
- 10 minutes of reinforcement activities (study spelling words, math facts, sight words & vocabulary)

Second Grade

- 35 minutes
- Occasional graded homework
- Reading 15-20 minutes - AR books or other children's literature
- 10-15 minutes of reinforcement activities (study spelling words, math facts, sight words and vocabulary)

ACADEMICS

Third Grade

- 45 minutes
- Graded homework
- Reading 15 minutes - AR books or other children's literature
- 10 minutes of reinforcement activities (study spelling words, reading vocabulary, math facts)
- 20 minutes of assignments not completed in class or assigned homework

Fourth Grade

- 55 minutes
- Graded homework
- Reading 20 minutes - AR books or other children's literature
- 10 minutes of reinforcement activities (study spelling words, reading vocabulary, math facts)
- 25 minutes of assignments not completed in class or assigned homework, studying for tests

Fifth Grade

- 65 minutes
- Graded homework
- Reading 20 minutes - children's literature, content area reading
- 10 minutes of reinforcement activities (study spelling words, reading vocabulary, math facts)
- 35 minutes of assignments not completed in class or assigned homework, studying for tests (times may vary depending on amount of work completed during school)

Homework Grading & Weight

Parents should review all school papers including graded papers that will be graded promptly and sent home in student folders. Students will have the same number of days absent to complete make-up work. If your child needs more time, please consult the teacher. Students with pre-arranged absences should request work in advance and turn it in upon return. Note: Weight of homework is determined by individual teachers.

Homework Hangout

Homework Hangout is a homework help program intended for grade third through fifth. This program will run after school, Monday through Thursday. If you are interested in having your child attend anytime during the year please sign and return the Homework Hangout Permission Sheet. Students and/or their teacher can decide on any given night that a student might benefit from attending Homework Hangout. If you have given permission for your student to participate in the program then on those afternoons we will give you a call to see if your child can stay after school to work on homework. Some students may attend every night with a teacher recommendation. Your child's teacher will contact you ahead of time to make those arrangements.

PARENT-TEACHER CONFERENCES

A parent-teacher conference is a meeting of parents or guardians and the teacher. We feel that this is the best way to help you understand your child's progress in school and to help us guide him/her in life at school. You will be notified of a scheduled conference during the fall of the school year. Please call the school for a conference any time you feel the need for one. Conferences will be requested in the spring for students who are not meeting academic expectations.

Whenever parents have questions concerning their child's progress, they are urged to contact the teacher to arrange an appointment for a conference. Teachers may also request a conference when it seems advisable. Drop-in visits to meet with a teacher who is engaged in instruction are prohibited.

REPORT CARDS & PROGRESS REPORTS

Report Cards are issued every nine weeks. A student's achievement is judged on the basis of oral and written reports, objective and essay type tests, and participation in small and large group activities. Fifth grade students are issued traditional report cards that use letter grades. Kindergarten through fourth grade students are issued Standards-Based Report Cards. A standards-based report card provides information on how well a student is progressing towards mastering end-of-year standards.

Progress Reports will be sent home to the parent/guardian in the middle (approximately) of each nine-week grading period. A parent signature is required and reports should be returned. Teachers, whenever deemed necessary, may send additional reports. Progress reports will be issued to those students with low grades, failing grades, and those students not working up to their potential.

Grade Scale	
Fourth - Fifth Grade	
90 - 100 =	A
80 - 89 =	B
70 - 79 =	C
60 - 69 =	D
59 & Below =	F

Honor Roll -5th grade students may make the honor roll for above average grades for each quarter.

ACADEMICS

PROMOTION/RETENTION POLICY

A goal of the educational program in Stark County CUSD #100 is to provide continuous academic progress from one grade to the next with students spending one school year at each grade level. However, students must meet academic expectations to be promoted; promotion based upon age or any other social reason is not permitted because it is contrary to the goals of the district and is against the law in the state of Illinois. Occasionally, it may be in the best interest of a student and his or her academic progress to repeat the same grade level for another year. In making that difficult and important decision, the following procedure will be followed.

Retention Criteria

Kindergarten

Kindergarten is not a mandatory grade in the state of Illinois. Therefore, the school can only recommend retention to parents of kindergarten students. The criteria used for making that recommendation include the following:

- Mastery of academic skills particularly in reading and math that would ensure success in first grade,
- Performance on AIMS Web, ITBS and local math skills assessments,
- Attendance, and
- The advantages and disadvantages of postponing the first grade year and the likelihood that retention will result in higher achievement and future success.

In some instances, maturity and acquisition of social skills necessary for academic success in first grade and the age of the student relative to classmates may be considered in making the decision to postpone first grade. However, these factors alone or together are not sufficient to justify a decision to retain a child.

First through Third grade

Retention is more likely to benefit the student and his or her academic success if it occurs in the lower grades. Therefore, the school works aggressively with parents to monitor the progress of primary learners and to catch learning difficulties early. The criteria used for making a recommendation that a student be retained in his or her present grade include the following:

- Mastery of academic skills particularly in reading and math that would ensure success in the next grade level,
- Performance on AIMS Web, ITBS, local math skills assessments, and PARCC (whichever are appropriate for the grade level),
- Attendance, and
- The advantages and disadvantages of retention and the likelihood that retention will result in higher achievement and future success.

In some instances, maturity and acquisition of social skills necessary for academic success in first grade and the age of the student relative to classmates may be considered in making the decision to retain at grade level. However, these factors alone or together are not sufficient to justify a decision to retain a child.

Fourth and Fifth grade

The decision to retain a student in the fourth or fifth grade is a serious one and should happen very rarely. However, students who have not attained grade level skills tend to fall even further behind their classmates as they move through school. The decision to retain a student in 4th and 5th grade is based entirely on student performance. Students who fail two of their core classes (Reading, English, Math, Science, or Social Science) may be retained in their present grade where they will repeat all their courses for a second year.

ACADEMICS

Retention Procedure—K through 5

1. Teachers who are concerned about the academic progress of a student should advise the principal and the parents or guardians at the beginning of the 2nd semester, ideally by January 15. Official retention meetings will take place in the spring. In some extenuating circumstances, academic problems may arise later, but notification to the principal and the parents or guardians should be made immediately.
2. The teacher and parents or guardians will meet to discuss the reasons for concerns and to plan remediation and intervention strategies. A remediation plan may include summer school, extended school day, special assignments, tutorial sessions, modified instructional materials, other modifications in the instructional program, and/or referral to the Response to Intervention Team. Retention in the present grade level should be discussed as a possible alternative if remediation and intervention strategies are unsuccessful.
3. Once a remediation plan is in place, parents or guardians should be informed at least every two weeks on the progress of their student and the success of the remediation and intervention strategies.
4. When a teacher believes that, despite efforts to remediate, retention is a likely alternative, he or she should advise the principal and the parents or guardians by the end of the third quarter.
5. On or before May 30, the principal will make the final decision for or against retention and provide the parents or guardians a written analysis of the factors considered and her final recommendation. A copy of this decision will be placed in the student's file.

RESPONSE TO INTERVENTION

Response to Intervention (Rtl) is a government mandated early prevention program designed to prevent school failure. If a student is struggling academically or behaviorally, grade level teams will determine interventions. If more intense interventions are needed, a meeting notice will be sent to gather as a team to review the case. Parents will be invited to become part of the problem-solving team. Team members for each Tier 3 case may include appropriate grade level teachers, Title 1 staff, other staff who may provide interventions, Henry Stark personnel, parents, and the building principal.

The student will be progress monitored from the time interventions are put in place. Special education placement will be considered if interventions do not promote adequate progress. Please remember this is a general education mandate. Testing will be done at the time of referral to determine services in these areas. Any students considered for retention should be placed in Rtl by second semester and prior to that recommendation.

Note: Students at risk of academic failure are also provided with support through Title 1 programs, Second Step, and counseling.

TITLE I

The District will pursue funding to provide Title I services for students and provide a District- School Parental Involvement Policy and Parent Compact describing programs, activities, and procedures for involvement of parents of students receiving services. A copy of this compact will be provided to parents at the beginning of each school year.

STUDENTS WITH DISABILITIES

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

ACADEMICS

Education of Children with Disabilities

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

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

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

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities.

Exemption from PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Notice of Special Education Programs Available to Students

The following programs and services are offered and available to all eligible children living within the school districts served by the Henry-Stark Counties Special Education District:

- Intellectual Disability
- Specific Learning Impairment
- Developmental Delay
- Speech and Language Impairment
- Orthopedic Impairment
- Emotional Disability
- Hearing Impairment
- Deafness
- Visual Impairment
- Deaf-Blindness
- Other Health Impairment
- Multiple Disabilities
- Traumatic Brain Injury
- Autism

Contacting the Henry-Stark Co. Special Education Office, (P.O. BOX 597, KEWANEE, ILLINOIS 61443; or calling 852-5696) can obtain home and Hospital Bound Instruction or The State Rules and Regulations, which govern these programs and services.

ACADEMICS

All schools screen children to try to identify those who need special education. When a student exhibits problems that interfere with his educational program and/or his adjustment to school, the child shall be referred to the Response to Intervention team to determine the type of intervention and assistance needed to alleviate these problems.

A referral for a case study evaluation is usually made through the principal of the school where the child attends. It may come from school district personnel, the parents of the child, community service agencies, or the Illinois Office of Education. The principal shall be responsible for determining the appropriateness of the referral, deciding when further action should be taken, and initiating the necessary evaluation procedure.

When a child is to be given a case study evaluation, the parents shall be notified in writing. The case study shall be complete within 60 school days. Upon completion, a conference shall be convened. The parents and all those persons having significant information regarding the child shall be invited. An individual educational plan may be developed at this conference and a written report shall be prepared. When there are differences between the local school district and the parents that cannot be resolved through procedures regularly utilized by the district, an impartial due process hearing may be requested. Steps for making such a request are in Articles of the Rules and Regulations to Govern the Administration and Operation of Special Education that may be obtained from the special education office.

ENGLISH LANGUAGE LEARNERS

The District will identify and assist all ELL students to achieve English proficiency, effective communication, and academic growth. Appropriate instructional programming will be provided, progress will be monitored, and parents will be informed and involved in the process.

HOME & HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction as well as for up to 3 months after the child's birth or a miscarriage. For information on home or hospital instruction, contact the school office.

PRE-KINDERGARTEN

Parents who have questions concerning the Pre-K Program should either contact the Pre-K teacher or refer to the Pre-K Handbook. Pre-K times are as follows: AM – 8:15 – 10:55 / PM – 12:20 – 3:00.

RULES AND REGULATIONS TO GOVERN THE HANDLING OF SCHOOL RECORDS

The district maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

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)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6©
- Scores received on all State assessment tests administered at the high school level (Grades 9-12)

The permanent record may include:

- Honors and awards received
- School-sponsored activities and athletics

ACADEMICS

Permanent student records shall be maintained in the district for at least 60 years after a student withdraws, graduates, or transfers. **Temporary student records** shall be maintained for at least 5 years after a student withdraws, graduates, or transfers, after which such records may be destroyed. You have the right to request a copy of those records prior to those destruction dates.

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

- A record of release of temporary record information in accordance with 105 ILCS 10/6©
- 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.
- 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
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement 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
- Verified information of clear relevance to the student's education

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

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.
6. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under state law.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

REGISTRATION

ADMISSION & BIRTH CERTIFICATES

New students must show evidence of attendance from another school system by either a report card or a transfer record from that school system. A new student who transfers from an Illinois public school to an elementary school in the Stark County School District should have a completed Transfer Record Form from the previous school district upon registering in our District. All new pupils will report to the office to fill out a registration form before being assigned to a class. If a student transfers in, a screening test for appropriate grade placement may be administered.

Students are required to have a certified copy of their birth certificate or other reliable proof of identity. Parents/guardians will be notified that if they don't comply by presenting a certified copy of the birth certificate within 10 days, law enforcement agencies will be notified.

Pre-school students who do not have all paperwork completed and submitted including student birth certificate by October 15 will be removed from the pre-school class list and that spot will be given to the next person on the waiting list.

BOOK RENTAL

Textbooks are supplied at a fee of \$38.00 for students in Grades K-5. Reasonable care should be given to books. Both the school and the home should work together in helping students take proper care of their rental textbooks. Undue and careless treatment of the text will result in an extra damage charge to the student at the end of the school year.

The following cost schedule will be used for replacement of textbooks:

New textbooks	Replacement cost
Used textbook in good condition	\$10.00
Used textbook in fair condition	\$ 7.50

Damaged textbooks will be assessed as follows:

Rebinding due to student damage	\$ 5.00
Excessive wear	\$ 5.00
Torn pages	Replacement cost
Defacing with indelible marks	Replacement cost
Missing pages	Replacement cost

Parents with several students in school or with special financial difficulties may make arrangements in the office for dividing the fees into several payments.

FREE TEXTBOOK RENTAL POLICY

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

Notification

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

Eligibility Criteria

A student shall be eligible for a fee waiver when:

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

REGISTRATION

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

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

In order to qualify for free textbook rental, a family must complete the application for fee waiver. Families may appeal the denial of a fee waiver by submitting the appeal in writing to the Superintendent within 14 calendar days of the denial. Fee waiver forms are available at registration or in the school office at any time.

PLACEMENT OF HOME SCHOOLED STUDENTS

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All School and class assignments will be made according to Board policy 7:30, *Student Assignment*, as well as administrative procedures implementing this policy.

PHYSICAL EXAMINATIONS

Required Health Examinations and Immunizations

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

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

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

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

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

REGISTRATION

Dental Examination

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

Exemptions

A student will be exempted from the above requirements for:

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

STUDENT ACCIDENT INSURANCE

Parents may purchase accident insurance for their child(ren) during registration. School purchased insurance is not mandatory but is offered by the school as a convenience to parents. All students participating in athletics **must** carry school insurance or have a signed insurance waiver on file in the school office.

TRANSFERS

Students moving to another school system should notify the school office one week in advance so that proper transfer records can be prepared and their records cleared from the classroom teacher, library, and physical education department. When a student transfers out of our district, they should take a completed Transfer Record Form with them to enroll in a new district.

HEALTH SERVICES

ACCIDENTS/ILLNESS

Parents will be notified of any injury or illness, which appears to warrant such action. It is important that parents make contingency plans for the care of their child in case of illness. Students leaving school due to illness or other causes must notify the office.

Parents are required to provide information for Student Information Update Forms, which are kept on file for each child. It is important that all pertinent information regarding home address, home phone number, parent(s) place(s) of employment and employment phone numbers, as well as emergency contacts, be kept current should emergencies arise.

DIABETIC CARE PLAN

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

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

For further information, please contact the Building Principal.

FOOD ALLERGY MANAGEMENT PLAN

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 695-5181.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

HEAD LICE POLICY

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian. Each building principal, after consulting with a school health aide, will make exclusionary determinations regarding students believed to have nits.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

HEALTH SERVICES

MEDICATION POLICY GUIDELINES

All medications (prescription and non-prescription) may be given to your child at school in the building office only, and only under the following guidelines:

1. We must have all prescription medications brought to school in a pharmacy or physician labeled container to be stored in the building office.
2. We must have all non-prescription medications brought to the school in the original container and labeled with the student's name to be stored in the building office.
3. We must have a *Medication Authorization School Form* filled out completely and signed by the parent/guardian and physician for prescription medications.
4. We must have a *Medication Authorization School Form* filled out completely and signed by the parent/guardian for non-prescription medications.

(A copy of the *Student Medical Authorization Form* is in the back of the student handbook or available at all school offices and physicians' clinics.)

ALL MEDICATIONS MUST BE STORED IN THE SCHOOL OFFICE Inhalers and EpiPens may be kept with students per doctor's request.

If the above procedures are not followed, it then becomes the sole responsibility of the parent/guardian to come to the school and administer the medication to their child. Prescription medication must be delivered to school by the parent. Students may not transport medication. It is the parent's/guardian's responsibility to pick up any unused medication at the end of their child's treatment regime. If the parent/guardian does not pick up the medication by the expiration date or the end of the school year, it will be discarded by authorized personnel in the presence of a witness and documented.

Please do not request (by phone or by note) that we make an exception to the above stated policy! We are not allowed to make any exceptions to this policy.

In all cases, the school retains the discretion to reject a request for administering medicine. (A detailed copy of the information regarding this school policy may be obtained in any school office.)

Self-Administration of Medication

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

MISCELLANEOUS

BAND

All 5th grade students have the opportunity to participate in the beginning band program. Students may have an individual or small group lesson each week and/or at least one full band rehearsal each week. It is anticipated that the beginning band will perform at the Christmas program as well as the spring music program. The band teacher will disseminate more information at the appropriate time. Generally, a student should be maintaining at least an average scholastic ability to be successful in band. Band instruments are the responsibility of the students. They should not be left in the classrooms after school.

BIKE LOCKS

In order to prevent others from riding your child's bike, it is suggested that you provide a bike lock. We strongly recommend this. Loss or theft of bicycles is not the responsibility of the school.

BIRTHDAYS

No party invitations are to be distributed at school unless every student in the classroom is given an invitation. Giving party invitations to preferred individuals is prohibited. Please do not call the office for student addresses or phone numbers as those *cannot* be given out. Balloons, flowers and gifts should NOT be sent to school as they disrupt the learning environment. If they are sent, they will be held in the office, and you will be asked to pick them up. Birthday treats may be sent but individual parties will not be held at school.

FIELD TRIPS

Field trips for students are intended to be educational and fun. The teachers will assign chaperones. Field trips are planned by teachers to coincide with learning activities in the classroom. When going on an out-of-town field trip, all students must have a permission slip signed by a parent or guardian. Parents will be asked to sign a field trip permission slip for local trips at registration. Students are required to ride the bus to the field trip destination. Students may ride home with their parents, as long as it is prearranged, in writing, before the trip with the teacher. Parents must sign the child out with the teacher. **Students will be allowed to ride home with a parent only.** Remember, the safety of our students comes first. Students may be excluded from field trips as a consequence for disciplinary referrals.

We encourage students with Diabetes to be accompanied on field trips by a parent or guardian. If this is not possible, the school will provide someone trained to go on the trip.

HEALTH EDUCATION PROGRAM

The major educational areas of the District's comprehensive health education program are described below:

1. In all elementary and secondary schools, the health program shall include human ecology and health; human growth and development; the emotional, psychological, physiological, hygienic, and social responsibilities of family life (including sexual abstinence until marriage); prevention and control of disease; and course material and instruction to advise students of the Abandoned Newborn Infant Protection Act. The program shall include information about cancer, including without limitation, types of cancer, signs and symptoms, risk factors, the importance of early prevention and detection, and information on where to go for help.
2. The following areas may also be included as in the curricula: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver); heart disease; diabetes; stroke; the prevention of child abuse, neglect, and suicide; and teen dating violence in grades 8 through 12.
3. In grades 5-12, the health program shall include instruction on alcohol and drug use and abuse, including the consequences of drug and substance abuse.
4. In grades K-8, students should be provided with age-appropriate information about the dangers of drug abuse. The District's educational program shall offer drug education units that are integrated into the curricula and are designed to promote effective methods for the prevention and avoidance of drug and substance abuse.
5. The health program in grades K-8 shall include annual instruction on the danger of and how to avoid abduction as part of the District's regular curriculum. Students shall be given, as appropriate, information on child sexual abuse.
6. Students shall be provided safety education in all grades.
7. All students shall receive age-appropriate instruction on motor vehicle safety and litter control.

MISCELLANEOUS

No student shall be required to take or participate in any class or course on AIDS, family life instruction, sex abuse, or organ/tissue transplantation, if his or her parent/guardian submits a written objection to the Building Principal. Parents/guardians of students in grades kindergarten through 8 shall be given at least 5 days written notice before instruction on avoiding sex abuse begins. Refusal to take or participate in any such course or program shall not be reason for disciplinary action or academic penalty. Parents/guardians shall be provided the opportunity to preview all print and non-print materials used for instructional purposes.

LEAVING SCHOOL

Students leaving school during the day are required to report to the office before leaving. Unless the student is ill, he/she must have a note (or a telephone call) from a parent/guardian explaining why the student is leaving school. If a student is going home with another student (on a bus or in town), each student must have a note from his/her parent giving permission. Bus students should also have a note if they are not riding the bus home.

LOCKERS

Fifth grade students will be issued lockers. Locks are not mandatory. Students may use combination locks or key locks and should know in advance how to use them. The combination or an extra key should be provided to the homeroom teacher. If students are unable to open locks, they will not be allowed to use them. Lockers are school property and may be searched at any time by school personnel.

NOON-HOUR RECESS

Students should be prepared to go outside for recess in cold weather. Make sure they have warm coats, gloves/mittens, caps, and boots. Some students will also want to wear snow pants. Students will be going outside to play if the outside temperature with wind chill is 20° or higher.

PARTIES

Classroom parties are held for Halloween, Christmas and Valentine's Day. Parents may sign up during Open House to organize parties.

PHYSICAL EDUCATION

PE attire: ALL students need rubber soled, light, gym-type shoes for P. E.

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

Exemption from Physical Education Requirement

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in the Students with Disabilities section of this handbook.

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

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

PETS AND ANIMALS

Animals on school grounds need to be approved by the principal in advance. Exception to this includes service animals indicated in a student's IEP or approved class pets.

PICTURES

Individual pictures will be taken during the school year in the fall and spring. There is absolutely no obligation to purchase them.

MISCELLANEOUS

TEACHER REQUESTS

As the principal and teachers develop class lists at the end of the year, we will focus on all students' strengths and needs. We strive to make sure that each classroom has a balance of different types of learners, personalities, and educational needs. Legitimate parent requests that include a descriptive explanation will be considered in the decision but may not always be granted as we strive to maintain the best possible learning environments for all students. Requests should be submitted in writing by May 1 of each school year.

TECHNOLOGY

Students are required to read, sign and follow the Stark County District #100 Acceptable Use Policy and the District 1:1 Initiative Plan. Students will be held accountable for using technology in a responsible and respectful manner, misuse will result in loss or privileges, disciplinary action and/or appropriate legal action.

USE OF SCHOOL PHONE

Students are not called to the phone unless it is an emergency. Messages will be given to the students. Students should not ask to use the school phone except in an emergency or so instructed by their teacher. It is the student's responsibility to remember to bring homework, library books, treats, etc.

VISITING

The school encourages parent participation in their child's learning. Parent participation is a strong indicator of student success. Visiting and volunteering are two ways to get involved. Please contact your child's teacher in advance if you would like to visit or volunteer. Volunteer opportunities are also available through the school office.

When you arrive, you may park in either the north or south lot. Enter through the front of the school by pressing the button to the left of the far door. The office will buzz you in for security purposes during school hours. Stop in the office to sign in and receive your visitor's badge before reporting to your child's classroom. You may be asked to show identification if you are a new visitor. Please remember to stop by the office to sign out and return your visitor's badge when you leave the building.

In order to increase security and cut down on interruptions to learning, we are asking that:

- When it is necessary to deliver lunches, instruments, clothing, books, money, messages, etc. to school, these items be left in the office. School personnel will then distribute them at a convenient time for the teacher or student.
- Student visitors do not attend during the school day.
- Birthday presents, balloons and flowers be given to children at home.
- K-5 students walk to class independently by the end of the second week of school.

Please call the elementary office at 695-5181 if you would like to visit or volunteer. The classroom teacher or the principal will return your call to make arrangements for a time and discuss classroom visit expectations or volunteer opportunities.

Visitor's Conduct on School Property

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular

MISCELLANEOUS

- phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
 11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
 12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding
 13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
 14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

DISTRICT POLICIES AND NOTIFICATIONS

NON-DISCRIMINATION POLICY

Stark County CUSD #100 insures equal education opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or handicap. Questions in reference to educational opportunities may be directed to the Stark County District Superintendent of Schools at 300 Van Buren, Wyoming, Illinois 61491. Phone (309) 695-6123

EQUAL EMPLOYMENT OPPORTUNITIES

Stark County CUSD #100 provides equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status of unfavorable military discharge, citizenship status, use of lawful products while at work, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodations, and other legally protected categories.

ASBESTOS NOTIFICATION MANAGEMENT PLAN

This is to notify you that the Stark County CUSD #100 has submitted its Management Plan prepared pursuant to requirements of the Asbestos Facility. Copies of the Management Plan are available in the Administrative Offices of the school district. These plans are available for your inspection during normal business hours. To make arrangements, please contact the elementary office at 695-5181.

COMMUNITY USE OF SCHOOL FACILITIES

The Stark County CUSD #100 school building may be used by any non-profit community organization by contacting the office of that school building and completing a simple form for information purposes and providing a certificate of insurance. Anyone desiring to rent school facilities must first obtain approval through the principal. Use of a building on weekends or holidays will depend on the availability of a custodian to work on the requested date. There will be no charge for local school district pupil organizations or for parent-teacher organization meetings. Non-school district pupil groups, such as 4-H and scouts, will be responsible for custodial and cook fees only, if applicable.

COMPLAINT AND GRIEVANCE PROCEDURE

The grievance procedure for students is published in the district policy manual and publications that reach all students including those in special education. The procedures along with explanations, due process, and instructions are available for inspection in the office of the District Superintendent and other administrative offices. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible. Any complaint concerning policies, treatment, or civil rights legislation should be discussed with the staff member responsible for the complaint. If the complaint is not resolved in a satisfactory manner, the Principal should be contacted in order to establish a meeting time and place. If the complaint is still not resolved, next the Superintendent should be contacted and finally the Board of Education.

CRISIS MANAGEMENT PLAN

A crisis management plan including fire, severe weather and other emergency information for the district is updated yearly and is available for viewing in the principal's office.

HOMELESS STUDENTS

McKinney-Vento Homeless Education Assistance Act Rights of Homeless Students

The school shall create an environment that treats all students with dignity and respect. Every homeless student shall have equal access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the rights of homeless children, youth, and youth not living with a parent or guardian, applies to all services, programs, and activities provided or made available.

A student is considered "homeless" if he or she is living:

- In a shelter
- Sharing housing with relatives or others due to lack of housing
- In a motel / hotel, camping ground or similar situation due to lack of alternative, adequate housing
- At a train or bus station, park, car or abandoned building
- Temporarily housed while waiting for DCFS care placement

DISTRICT POLICIES AND NOTIFICATIONS

All homeless students have the right to:

- Immediate school enrollment. (a school must immediately enroll students even if they lack health, immunization or school records, proof of guardianship or proof of residency.)
- Enroll in: the school he or she attended when permanently housed; the school in which he or she was last enrolled; any school that non-homeless students living in the same attendance area in which the homeless child or youth is actually living are eligible to attend.
- Remain enrolled in his or her selected school for as long as he or she is homeless or if the student becomes permanently housed until the end of the academic year.
- Priority in certain preschool programs.
- Participate in a tutorial-instructional support program, school-related activities, and /or receive other support services.
- Obtain information on how to get fee waivers, free uniforms, and low-cost or free medical referrals.
- Transportation services: A homeless student attending his or her school of origin has a right to transportation to go to and from the school of origin as long as he or she is homeless or if the student becomes permanently housed until the end of the academic year.

Dispute resolution: If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. The school district must refer you to free and low cost legal services to help you, if you wish. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. Every Illinois Public School has a Homeless education program Liaison who will assist you in making enrollment and placement decisions, providing notice of any appeal process, and filling out dispute forms.

Local Contact: Angie McGrath (309) 286-4451

If you have questions about enrollment in a school, or want more information about the rights of homeless students in Illinois Public schools, call the appropriate Regional Homeless Education Liaison from the listing below or call the Illinois State Board of Education at (1-800) 215-6379.

Area 1	(815) 740-8360	Cook (outside City of Chicago), DuPage, Grundy, Kane, Kendall, Lake, McHenry, Will counties
Area 2	(815) 652-2054	Boone, Bureau, Carroll, DeKalb, Henry, Jo Daviess, LaSalle, Lee, Marshall, Ogle, Putnam, Rock Island, Stark, Stephenson, Whiteside, Winnebago, Woodford counties
Area 3	(309) 837-4821	Adams, Brown, Cass, Fulton, Hancock, Henderson, Knox, Logan, Mason, McDonough, Menard, mercer, Morgan, Peoria, Pike, Sangamon, Schuyler, Scott, Tazwell, Warren counties
Area 4	(815) 937-2950	Champaign, Clark, Coles, Cumberland, DeWitt, Douglas, Edgar, Ford, Iroquois, Kankakee, Livingston, Macon, Mclean, Moultrie, Piatt, Shelby, Vermillion counties
Area 5	(618) 283-1673	Bond, Calhoun, Christian, Clinton, Effingham, Fayette, Greene, Jersey, Macoupin, Madison, Marion, Monroe, Montgomery, Randolph, St. Clair, Washington counties
Area 6	(618) 998-9226	Alexander, Clay, Crawford, Edwards, Franklin, Gallatin, Hamilton, Hardin, Jackson, Jasper, Jefferson, Johnson, Lawrence, Massac, Perry, Pope, Pulaski, Richland, saline, Union, Wabash, Wayne, White, Williamson counties
Area 7	(773) 553-2242	City of Chicago

INTERNET POLICY

For further information regarding the District Internet Policy, contact the school office.

DISTRICT POLICIES AND NOTIFICATIONS

NO CHILD LEFT BEHIND ACT OF 2001- NOTICE TO PARENTS

Districts shall provide information on:

- I. Improving Basic Programs Operated by Local Educational Agencies
 - 1. Annual report cards.
 - 2. Progress review.
 - 3. Teacher and paraprofessional qualifications.
 - 4. Student achievement.
 - 5. Non-highly qualified teachers.
- II. English Language Learners
 - 1. Language instruction educational programs.
 - 2. Insufficient language instruction educational programs.
 - 3. Outreach.
- III. Academic Assessment and Local Education Agency and School Improvement
 - 1. Schools identified for school improvement, corrective action, or re-structuring.
 - 2. Parental Involvement
- IV. Parental involvement
 - 1. Parental Involvement Policies
 - 2. Meeting and information.
- V. Voluntary Public School Choice Program
- VI. Education of Homeless Children and Youths
 - 1. Notice of rights.
 - 2. Assistance to unaccompanied youth.
 - 3. Public notice of rights.
- VII. Student Privacy
 - 1. Notice of privacy policy.
 - 2. Notification of specific events.
 - 3. Notice of existing policy.

PESTICIDE APPLICATION

The building and grounds supervisor will provide an annual schedule of pesticide application and will comply with other requirements consistent with the district pest management policy. The schedule will be available at registration.

PRIVACY RIGHTS

Surveys

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

Instructional Material

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

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Personal Information

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

DISTRICT POLICIES AND NOTIFICATIONS

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

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

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

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

Students

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

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

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority that conducted the search, and given to the Superintendent.

Seizure of Property

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

SEXUAL HARASSMENT POLICY

The School Board will neither condone nor tolerate sexual harassment of students or District employees and/or other students. The Board espouses the belief that students and employees have the right to be free from the harm perpetuated by antisocial acts while within the school community.

For purposes of this policy the term sexual harassment is defined as follows:

Verbal or physical contact of a sexual nature, imposed on the basis of sex, by an employee, agent of the District or student of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protection under Title IX.

The principal shall interview the employee, agent of the District or student as soon as possible after an allegation of sexual harassment is made against the employee, agent of the District or student. The superintendent is responsible for investigating allegations of sexual harassment and will keep the School Board informed of all developments.

DISTRICT POLICIES AND NOTIFICATIONS

SEX OFFENDER NOTIFICATION

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Criminal Offender Notification Laws

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present.
2. Law enforcement must notify schools of offenders who reside or are employed in the county.
3. The School Code lists criminal offenses that disqualify an individual from District employment if the individual was convicted of one. It requires any person hired by the District to submit to a fingerprint-based criminal history records check. The law also requires a school district to check 2 offender databases for each applicant.
4. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students.
5. Conviction of a sexual offense results in the automatic revocation of a teacher's teaching certificate.
6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender.

Volunteers, Student Teachers & Students Doing Clinical Experiences:

Each staff member shall submit to the Building Principal the name and address of each person the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) National Sex Offender Public Registry, www.nsopr.gov, (2) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (3) the violent offenders against youth database maintained by the State Police (when available).

The Building Principal shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school as described above for volunteers. If a match is found, the Building Principal and Superintendent shall proceed as above for volunteers.

Contractors' Employees

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student. The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Individuals in the Proximity of a District's School

Each time a list of sex offenders and/or violent offenders against youth is received from a law enforcement official, the Building Principal shall review it to determine if anyone listed lives in the proximity of his or her school. The Building Principal shall attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

Employees

All applicants considered for District employment shall submit to a fingerprint-based criminal history records check.

DISTRICT POLICIES AND NOTIFICATIONS

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Stark 100 takes very seriously its role in educating parents and students about the issue of suicide prevention and awareness. To read the school board's policy on this topic please go to: <http://stark100.com/media/7290-1.pdf>. To access the Illinois State Board of Education recommended resources on youth suicide awareness and prevention programs, please go to: <http://www.isbe.net/learningsupports/html/suicide-prev.htm>. If you would like a hard copy of the board policy, please contact your child's school office."

STUDENT ATHLETE CONCUSSIONS & HEAD INJURIES

Student or athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including: whether the teacher has met State certification requirements; whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived; the teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees; and whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications. If you would like to receive any of this information, please contact the school office.

VISITATION RIGHTS ACT

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school. For more information, contact the superintendent's office concerning policy 8:95-E1.

Prearranged Absence/Family Vacation Form
Stark County Elementary School

***Please submit to Classroom Teacher at least three days in advance of absence.**

Student(s) Name: _____

Grade(s): _____ **Teacher(s):** _____

Date(s) of Absence: _____

Reason for Absence: _____

Your child's teacher may choose to provide some homework in advance of the vacation and complete the remainder upon your child's return to school.

When parents make the decision to utilize a limited excused absence, they do so with the understanding of the following:

- Homework may not be available in advance.
- Make-up work is the responsibility of the student and parent.
- Classroom instruction, projects, simulations, labs, group work, presentations, technology utilization, etc. cannot be duplicated or replicated.
- Students may be given alternative assignments that are assessed accordingly. These assignments and assessments may be different from the rest of the class.
- It may be impossible for some work to be made up.
- Some missed lessons may negatively impact future student performance

Parent Signature: _____

For office use only:

To be completed by principal... _____ **Excused** _____ **Unexcused**

Principal's Signature: _____

Notified:

_____ **Office Secretary**

_____ **Classroom teacher**

Stark County CUSD #100

SCHOOL MEDICATION AUTHORIZATION FORM

(Prescription and Non-prescription. Must be completed by the physician for medication to be given at school)

Student _____ Birth date _____ School Year _____ Grade _____ Teacher _____

TO BE COMPLETED BY THE PHYSICIAN:

Date of order _____ Name of Medication _____

Dosage/Frequency _____

Time medication is to be administered or under what circumstances _____

Diagnosis requiring medication _____

Intended Effect of Medication _____ Expected side Effect of medication _____

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition?
YES NO

Physician's Name Printed

Physician's telephone number

Physician's Signature

Address

TO BE COMPLETED BY A PARENT /GUARDIAN

Prescription Medication **MUST** be brought to school in an original container appropriately labeled by the pharmacy or physician. Non-prescription medications ordered by the physician **MUST** be brought to school with the original label and the student's name affixed to the container. It is the parent's responsibility to get the required doctor signature for the medication form. Medication will not be given without this form completed and signed by the physician and the parent has completed the parent's part of the form. Only those medications that are necessary to maintain the student in school or must be given during the school hours shall be administered. Parents/guardian need to bring prescribed medication to the school office. Please contact the school principal or nurse with questions.

By signing below, I agree:

1. That I am primarily responsible for administering medication to my child. However in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents on my behalf to administer or to attempt to administer to my child or to allow my child to self-administer pursuant to State law, while under the supervision of an employee or agent of the School District, lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medication to my child to be performed by an individual other than a school nurse and I specifically consent to such practices.
2. I further acknowledge and agree that when lawfully prescribed medication is so administered or attempted to be administered, I waive any claims that I have might against the School District, its employees and agents arising out of administration of said medication. In addition I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts of administration of said medication, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

Parent/Guardian Printed Name

Parent/Guardian Signature/Date

FOR PARENT/GUARDIAN OF STUDENTS WHO HAVE ASTHMA OR ARE AT RISK OF ANAPHYLAXIS:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and or use his/her epinephrine auto-injector: 1) while in school, 2) while at school sponsored activities, 3) while under the supervision of school personnel, or 4) before or after normal school activities, such as while in before school or after-school care on school-operated property. Illinois law requires School Districts to inform parents/guardians that it and its employees and agents incur no liability, except for willful or wanton conduct, as a result of any injury arising from student's self-administration of medication or epinephrine auto-injector (105ILCS 5/22-30). By signing below, I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

Please check as applies: ___ asthma inhaler ___ epinephrine auto-injector

Signature of Parent/Guardian _____ Date _____