

INTRODUCTION

Parents are encouraged to be actively involved in their child's education at Spoon River Valley Elementary School. This means that **parents are asked to review the student handbook received at registration with their children, making every effort to discuss school rules and consequences.** It is our hope that parents will support the school, administration, teachers and staff in their daily activities. Parents are invited to contact teachers or visit the school at any time, not just when there is a problem or concern. We look at the education of your child as a team approach and all of us are important members of the team.

The personnel of Spoon River Valley Elementary School hope this handbook is helpful and informative. If any information has been omitted or any questions remain unanswered, parents are urged to contact the school.

Spoon River Valley CUSD #4 Vision

Spoon River Valley CUSD #4 will partner with our community to preserve the district, our rural values, and the benefits of our small school environment. We will create a safe, secure, and nurturing and educationally challenging environment where each student has the opportunity to achieve his or her individual potential.

Spoon River Valley CUSD #4 Mission

Our Mission:

- Challenge students to develop a foundation for a strong work ethic, a sense of personal responsibility and a desire for learning.
- Hire and retain highly skilled, effective, caring, and mentoring faculty and staff.
- Recognize student, staff, and school achievement and excellence.
- Foster a good relationship with the community through transparency, open communication, and sharing our successes.
- Make decisions based on academic achievement while maintaining taxpayer accountability.
- Create an environment for students to learn and explore experiences that will prepare them for the next step in life.

Disclaimer: This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a right. The principal or assistant principal may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and the Superintendent of Schools. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook.

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

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities shall be provided an opportunity to participate in all school- sponsored services, programs, or activities on an equal basis to those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where 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 usable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent is designated by the Americans with Disabilities Act, Title II Coordinator and, in that capacity, as directed to:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting. Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The District's current Complaint Managers for the Uniform Grievance Procedure are:

Name: Mr. Chris Janssen, Superintendent
Address: 35265 N IL 97, RR #1, London Mills, IL 61544
Telephone No. (309) 778-2204 or (309) 778-2201

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all district students enrolled or not enrolled in the district without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board Policy 8:20, Community use of School Facilities. Any student may file a discrimination grievance by suing Board Policy 2:260, Uniform Grievance Procedure.

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools and, thereafter, to the State Superintendent of Education under provisions of Title IX of the Education Amendment of 1972, The Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990. Spoon River Valley CUSD #4 is prohibited from discriminating against anyone on the basis of race, color, national origin, gender, or disability in education programs, employment, compensation, job classification, or promotion. Anyone who feels that their rights as guaranteed by the above mentioned acts have been violated may file a complaint with the following individual:

Name: Mr. Chris Janssen, Superintendent
Address: 35265 N IL 97, RR #1, London Mills, IL 61544
Telephone No. (309) 778-2204 or (309) 778-2201

Administrative Implementation: The Superintendent shall appoint the District's Guidance Counselor as the Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

PARENTS RIGHT TO KNOW QUALIFICATIONS OF EDUCATORS

A federal law called the No Child Left Behind Act of 2001 requires districts receiving Title I funds to provide certain information to parents. This notice is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within 10 school days.

We are dedicated to meeting the educational needs of our students and we are working to ensure that your child receives the best possible education. If you have any questions or need additional information, please feel free to contact the superintendent at 309-778-2201 or the elementary principal at 309-778-2207.

SECTION A - ACADEMICS

CURRICULUM

School districts are authorized to provide curricular offerings in areas identified by the School Code and the State Board rules. To meet minimal curriculum requirements, elementary schools must provide: kindergarten and instruction in language arts, reading and other communication skills; science; mathematics; social studies; art; music; character values; citizenship values; physical education; health education; career/vocational education; consumer education; conservation of natural resources; United States history; a study of the Holocaust; the history, struggles, and contributions of women and African-Americans; and violence prevention and conflict resolution. It is now a policy that districts are required to teach sexual abuse awareness to grades K-6. Parent/guardians will sign a form at registration giving permission to teach students to recognize and avoid sexual abuse.

Curriculum objection: Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and use the Uniform Grievance Procedure.

Parents/guardians also have the opportunity to submit a written objection to having their child receive sexual abuse instruction. A parent/guardian may request that their child be exempt from using a particular instructional material or program by completing a curriculum objection form and using the Uniform Grievance Procedure.

GRADING/PROGRESS REPORTS/REPORT CARDS

Grading: Teacher will send home their grading policies within the first few weeks of school. The following scale is used for grading students' work and in determining report card grades:

Grade K

A-Achieving
P-Progressing
N-Needs Help

Grades 1

S - Strong Progress
N - Normal Progress
I - Improvement Needed
W - Weak

Grades 2-6

A - Superior	93-100%
B - Above Average	85-92%
C - Satisfactory	75-84%
D - Below Average	65-74%
F - Unsatisfactory	0-64%

Progress Reports: In grades 2-6, mid-term progress reports are sent home about halfway through the quarter if you need to be alerted that your child is receiving a D or F in a subject. This gives your child an opportunity to make up work or improve a low grade. Additional reports may be sent to you whenever a teacher wishes to call attention to outstanding work or a marked improvement in a particular area. **Please monitor SDS often to view your child's progress.** If you need assistance with a password or how to use the system, please feel free to call the office. If you have a concern over your child's progress, please contact the teacher to discuss the matter or arrange for a conference.

Grade Reporting: Grade reports are issued every nine weeks. The primary purpose of the report is to inform parents of their student's achievement. **We request that the grade report envelope be signed and returned to the school within the following week.**

Fifth and sixth graders who play Jr. High sports require student eligibility. To participate, students must be passing (D or better) all their subjects during the season. If the students become ineligible at any time during the season, they will be ineligible until grades are at passing status. Eligibility is pulled every Friday morning at 9:00am. A student who is ineligible will remain unable to play until the next Monday. If grades are at passing status at that time, the coach is able to allow them to play.

HOMEWORK

Teachers may give homework to students to aid in the student's educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. The amount of homework a student has may vary by age and classroom. If the amount of homework your child has nightly seems excessive, please contact the child's teacher for clarification. Students who repeatedly fail to complete homework or classwork assignments may be assigned to a noon work period during recess time, or may have to make up the homework during a specialty class time. Late homework consequences are as follows:

- One day late 10 points off grade
- Two days late 20 points off grade
- Five days late-a grade of zero
- Homework consequences may change and are up to teacher discretion-parents will be notified of changes

MAKE UP WORK

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. It is the responsibility of the student and family to see that excused absence work is completed. Students who are unexcused from school will not be allowed to make up missed work.

Cross-reference: PRESS 7:70, <i>Attendance and Truancy</i>

RETENTION

Retention of any child is a subject taken very seriously by school personnel. The decision to promote a student to the next grade level will be based on successful completion of the curriculum, attendance, performance based on Illinois tests, AIMSweb or other testing. **In accordance with State directives, Spoon River Valley Elementary does not promote students to the next grade unless grade level standards have been met. If a student receives a failing cumulative grade or has not exhibited the skills necessary to be successful at the next grade level, the student may be considered for retention.** (Students that move in during the school year are looked at on an individual basis.) The administration will determine remedial assistance for a student who is not promoted. The teacher will keep you informed as to the progress of your child and will inform you when there are concerns. If a teacher suspects that your child may be a candidate for retention, you will be notified as early in the year as possible and a conference will be set to discuss the problem. It is our policy to work with you on a matter as vital as retention, but remember that ultimately, the final placement is the responsibility of the school.

TESTING

- The State of Illinois will be administering the PARCC testing. This testing is based on the Common Core State Standards
- Grades 3-6 will be tested in both Language Arts and Math during one session held in the spring
- A State Science Assessment will be administered to Grade 5 in the spring

Additionally, students in grades 1-6 will take the Standardized Test for the Assessment of Reading (S.T.A.R.) three times a year. This is a computerized test to provide information about a child's reading ability. Students in K-6 will also be assessed using AIMSweb at least three times a year.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building Principal at 309-778-2207.

SECTION B – ATTENDANCE

ILLNESS

While regular attendance is essential for a child's continuing progress in school, a child should stay home for **24 hours fever free without medication.**

SCHOOL DAY

Adult supervision of elementary students begins at 7:50 a.m. Students should not arrive at school before this time. Students are considered tardy after 8:10. Breakfast is served from 7:55 - 8:15 a.m. or until all buses are in. Students should be in their classrooms by 8:20 a.m. at which time the bell rings and classes begin. Students who arrive after the bell, but attend school for at least a half-day, are considered tardy. Early childhood students and half-day kindergarten students are dismissed at 11:00 a.m. Lunch and recess are scheduled approximately between 11:30 a.m. - 1:00 p.m. Dismissal time is 3:00 p.m. A student is required to be in attendance for at least a half day in order to attend an after school activity unless otherwise approved by an administrator.

ABSENCE/TARDINESS/TRUANCY

Reporting Absences: Regular attendance is essential for a child's continuing progress in school. The Illinois School Code requires parents to be responsible for the attendance of their children in school.

Parents need to:

1. **Contact the school by 9:00 a.m. when the student is absent.** This procedure is the result of legislation by the State of Illinois and is designed to identify missing children as soon as possible.
2. Send a note on the day the student returns to school to specify the date(s) and the reason(s) for the absence unless information was given during the call. For extended or frequent absences, the office may request a doctor's excuse. As a general rule, a student should have a doctor's excuse if he/she has missed more than two days of school.
3. A student who is to be excused from recess or physical education classes for more than two days for health reasons needs a doctor's note stating the request and the date the student can return to physical activity.
4. On occasion it is necessary for a student to arrive at school after the start of the school day. Parents should notify the office by phone if the child will be arriving after 9:00 a.m. If a student is tardy, he/she should report to the office before going to class. Students riding late arriving buses are not counted as tardy.

Excused absences: According to the Illinois School Code, "valid" reasons for absences are: personal illness, personal medical appointments, observance of a religious holiday, death in the immediate family, family emergency, funerals, and other situations beyond the control of the student as determined by the school board, or other circumstances which cause reasonable concern to the parent for the safety of the student.

1. **Absence due to reasons listed above will be considered excused if a parent/guardian calls the school or sends a written note. Otherwise, the absence is unexcused.**
2. A student is allowed five written excused absences from parents per semester. After the 5th written excuse, the student must have documentation from a physician, dentist, or court official to excuse the absence. Absences after five will count as unexcused unless documentation by a physician, dentist, or court official is provided within five days. All other absences will be treated as parent excuses and if the 5 parent excuses have already been used, the absences will be counted as unexcused.
3. Students who have an excused absence will be given two days for each day absent to complete make-up work commencing on the day they return to school. It is as much the responsibility of the student,

as the teacher to see that excused absence work is completed. **Students with frequent absences due to illnesses at home may be required to furnish a doctor's excuse for the absences.**

4. Students who are absent or tardy because of doctor or dentist appointments should bring a note from the doctor or dentist verifying the office visits within 5 days of the absent date.
5. Students who must leave school before the end of the day should bring a note to the office or have a parent call ahead. They should be signed out at the office by a parent or authorized person.

Truancy: Students who are absent/tardy without valid reason are considered “truants,” and will be reported to Project STAY, the truancy program from the Regional Superintendent’s Office. A referral to Project STAY also will be made for a student who: is absent/tardy for 10% or more of the school year, has four or more unexcused absences, has a prior history and current behavior suggestive of truancy, has a history of changing schools often, or needs outside intervention to maintain regular attendance. The school will notify parents/guardians if a student has an attendance problem.

EARLY/EMERGENCY DISMISSALS/SCHOOL CLOSING

Early dismissal will take place on the days prior to Thanksgiving, Christmas, and Easter vacations, as well as, on parent/teacher conference days. There are also several 11:30 dismissals scheduled for half-day workshops. Please see the calendar at the end of the handbook for all scheduled holidays, vacation and inservice days. Notification of school cancellation, delayed starting time, or unscheduled early dismissal due to inclement weather or other emergencies will be broadcast on the following radio stations:

WBYS - Canton FM 107.9
WAAG – Galesburg FM 94.9
WEEK TV

WJEQ - Macomb FM 102.7
WAIK – Galesburg AM 1590
WHOI TV

LEAVING DURING SCHOOL HOURS

No child will be permitted to leave school unless a parent/guardian or designee signs the child out through the office. Individuals that are allowed to pick up your child should be placed on the orange student release form. If a name is not listed on the form, your child will not be allowed to leave with that individual. Parents should furnish dated, written permission for someone else to pick up their child. Students should know ahead of time where, when, and with whom they will be going.

SCHOOL ADMISSION/TRANSFER/WITHDRAWAL

Admission Requirements:

1. **Age:** Students must be five years of age on or before September 1 to begin Kindergarten.
2. **Birth Certificate:** Any student who is entering the district for the first time must present a certified copy of the birth certificate. Birth certificates issued by hospital are not considered certified. Certified copies can be obtained from the county courthouse in the child’s county of birth. Photocopies of birth certificates are not acceptable. The school will copy the certified birth certificate for the student’s permanent record.
3. **Physical Examination:** Students entering preschool, Kindergarten or sixth grade must have a current physical examination that is in compliance with the Illinois School Code requirements for school physicals. Students transferring from another state must have an Illinois (or equivalent) school physical.
4. **Eye Exam-**All Illinois children in Kindergarten or upon first entry into an Illinois school beyond kindergarten i.e. grades 1-12) are required to have an eye exam. School eye exams must be completed within 12 months prior to the start of school.

5. **Immunizations:** Students must be in compliance with State of Illinois immunization laws. **Students who have not met the immunization or physical requirements will be excluded beginning with the first day of school.**
6. **Dental:** Each child in grades kindergarten, second, and sixth is required to present proof of examination by a dentist prior to May 15 of each school year.
7. **Proof of residence:** Parents must be able to provide proof of residence in the district.
8. **Transfer In:** Students transferring from another school district must provide proof of proper grade placement and furnish a “Student Transfer Form” from their school. The form indicates the student is “in good standing” and has medical records that are in compliance with Illinois Code.

Transfer out/Withdrawal: Students moving from the school district should notify the school at least two days before the final day of attendance so that classroom and office records may be completed accurately. Students will be issued a “Student Transfer Form” to be presented to the new school. Records will be transferred upon receiving a release form from the new district.

SECTION C - GENERAL INFORMATION

ACCESS TO THE SCHOOL DURING SCHOOL HOURS

The elementary building will be open to students from 7:50 a.m.-3:00 p.m. A student must have adult supervision in the building before or after these times.

In the morning students will access the building by using the walkway between the elementary and the junior-senior high school and the entrance doors off this walkway. School personnel will monitor students as they enter the building. Any suspicious packages or behavior will be investigated and/or reported to the building principal.

Once students have entered the building all outside doors will be locked. The west door of each building is equipped with a buzzer system. Access will be granted into the building after the buzzer is activated and identification is made.

Visitors

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

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

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

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

ACCESS TO THE SCHOOL AFTER SCHOOL HOURS

All doors will remain locked. Students and visitors may not enter the school after this time unless they have made an appointment with school personnel, school personnel accompany them during the time they are in the building, or a practice or meeting is scheduled.

ANNOUNCEMENTS AND OFFICE HOURS

The elementary school office is open from 7:30 a.m. to 4:00 p.m. **Any time you visit the school or pick up a child, please report to the office first to sign in and obtain a Visitor Pass.** Special notices announcing events as well as district informational notes will be sent out from the office on a regular basis. Spoon River Valley CUSD #4 website (www.spoon-river.k12.il.us) is also available for information and calendars. Please watch for such announcements.

APPEARANCE - DRESS, BOOK BAGS, COATS

Parents should provide guidance for their student in their dress and grooming. **Students are expected to dress appropriately for the weather** as well as the school setting. Except for severe weather, students are expected to go outside for recess and *should dress accordingly*. If there is snow on the ground, students that have snow boots will be allowed to play off the sidewalk/blacktop. Common sense and cleanliness are the guidelines for all dress. Remember, while some clothing may be fashionable, it may not be appropriate for school.

Students should dress in a way that does not distract or disrupt the educational environment of the school, nor compromise the individual safety of the student. Therefore, students should not wear anything that distracts such as non-natural hair color, short shorts, mini-skirts, undergarments worn as outer garments, undergarments that are clearly visible through the outer garments, caps or hats, jewelry, see-through clothing or fish nets, shirts with messages that are obscene or suggestive in nature, clothing which advertises illegal substances or activities (i.e., tobacco, alcohol, or drug usage), clothing with excessive or obscene rips or tears, or other clothing deemed inappropriate by the staff or administration. The principal or his/her designee has the final determination as to what is appropriate dress and grooming.

All book bags and coats should be secured in designated classroom areas at the beginning of the day. They are not permitted in the halls, classrooms or cafeteria during the school day without permission. Unusually large book bags, purses, and other type of bags are not permitted in school without permission from the building principal.

BULLYING/AGGRESSIVE BEHAVIOR

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time, bullying is not a single act.

Bullying is something most children encounter in one form or another. Children struggle with being called names, being picked upon, being excluded, not knowing how to make friends, or being ones acting unkindly or aggressively toward others. All forms of bullying are abusive and all are opportunities to teach children how to get along, how to be considerate people, how to be part of a community or group. Bullying can take many forms: physical, emotional, verbal or a combination of these. It may involve one child bullying or acting aggressively toward another, a group of children against a single child, or groups against other groups (gangs). Violations will be dealt with according to school disciplinary procedures that have been revised for the 204-2015 school year. (*See Section D-Conduct and Discipline*)

ELECTRONIC DEVICES

Electronic Signaling Devices: Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless a staff member specifically grants permission.

Cell Phones and Other Electronic Devices: The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios are subject to the following rules.

1. **They must be kept out of sight and in a backpack or purse.**
2. **They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.**
3. **They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.**

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher.

Consequence of misuse: The device will be confiscated and turned into the office. A parent must come to the office during regular business hours and sign out the device for return. Office referrals may be a consequence of cell phone violation.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers. Examples of electronic devices that are **not** used as study aids include: Hand-held electronic games (e.g., Game Boy), Ipods, MP3 players, and cellular telephones. The School District is not responsible for the loss or theft of any electronic device brought to school.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding Access to Student Social Network Passwords and Websites*

EMERGENCY INFORMATION

At registration, each parent will be asked to supply or update family information. **It is extremely important** that the school have the current information regarding phone numbers (both home and parents' work numbers), place of parents' employment, and at least two other emergency numbers of persons who may be contacted in the event the student becomes ill or is injured. **If this information changes during the school year, please contact the school to update the changes.**

FEES

Book rental/Supplies: Books are provided for students at a reasonable rental fee. The fee does not cover the total cost of books; therefore if a book is damaged or lost, an additional charge may be assessed.

Parents are requested to pay book rental fees at the time of registration or as early as possible. Textbook rental and supplies fees are set by the Board of Education prior to the opening of school.

Waiver of Student Fees: The Superintendent has recommended to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of schoolbooks or other school-owned materials. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts according to Illinois School Code.
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).

Additional consideration will be given by the Building Principal 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; or when one or more of the parent(s)/guardian(s) are involved in work stoppage. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or a designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

FIRE/DISASTER/SAFETY DRILLS

Fire and disaster drills are conducted on a regular basis. They will be practiced more often during the early part of school to familiarize students with the proper procedures. Instructions will be presented to each class and practices will be conducted accordingly. Tornado instructions and fire escape routes are posted in each room. Other emergency drills will be conducted as deemed necessary for safety in accordance with the district's Safe School Plan.

FALSE ALARMS

Students may not call 911 or report any fire or bomb threat to the school (including pulling the school fire alarm) when no such emergency exists. Violations will be dealt with according to school disciplinary procedures.

HEAD LICE

In September of each year all school children may be examined for head lice, and at other times as indicated by a reported or suspected case. Presence of adult lice, nymphs, or eggs (nits) is considered active infestation. At any time five (5) or more cases are confirmed, the entire school population will be examined. In each reported case, the entire classroom of which the student is a member will be checked for head lice. If the reported case has siblings in the elementary school, they will also be checked. If the reported case has siblings in the junior high/high school, the building personnel will be notified. Any confirmed case will be sent home immediately with a letter notifying the parent(s)/guardian(s) and outlining treatment procedures.

Before a student is readmitted to class the parent/guardian should: bring the student to school (bus drivers should not transport the student until after effective treatment); furnish proof of treatment (one of the following: dated receipt from the purchase of an over-the-counter lice treatment product, or dated prescription for lice shampoo, or statement of treatment from a nurse or physician); wait for the student to be reexamined for head lice to see if the initial treatment was effective. The student will be reexamined 7-10 days after readmission to check for new infestation.

Students who are sent home because of head lice are considered excused on their first day of absence. Additional days of absence because of head lice will be unexcused.

INJURY TO STUDENT

Injuries may occur. However, staff will do their best to supervise students in such ways that will minimize the chances of injury. It is, therefore, important to listen to the adults supervising and follow their instructions.

If injured, students are responsible for reporting the injury to the supervising adult immediately, no matter how minor the injury may seem at the time. Parents will be notified if the injury is bleeding extensively, or if the student requests the phone call. If an injury should require that you be examined and/or treated by a physician, you must obtain a written release from that physician before you will be permitted to return to active participation.

INSURANCE

Student accident insurance IS NOT provided through the school. Optional insurance plans will be available at registration and throughout the year from the office. Before a student can participate in any school sports, he/she must show proof of insurance.

MEDICATION/DRUGS

Drugs: Students may not possess, take, administer, offer or be under the influence of illicit drugs at school. Illicit drugs include, but are not limited to: illegal drugs, look-alike drugs, alcohol, nicotine, tobacco, unauthorized prescription medication, unauthorized non-prescription medication, or over-the-counter performance enhancers.

Medication: Students should not take any medication during school hours or during school-related activities **without proper forms filled out and on file** and unless it is necessary for a student's health and well being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures (see below) on dispensing medication.

No School District employee shall administer to any students, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school ground or school-related function other than that is provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma, an Epipen, or immediate use at the student's discretion provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The student should also maintain an asthma action plan on file in the office. The School 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 the medication's storage by school personnel. Parent(s)/guardian(s)

must 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 medication or the storage of the medication by school personnel.

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

According to state guidelines, Spoon River Valley District #4 has established procedures for administering medicine to students. While these procedures were designed to protect children, they may create an inconvenience for parents and physicians. We ask for your help and cooperation in implementing these procedures.

If medication is necessary for a student to take at school, it must be **brought to the school's office in the original package**. *Prescription drugs* must display: student's name, prescription number, medication name/dosage, administration route/directions, date and refill, licensed prescriber's name, pharmacy name/address/phone number, name or initials of pharmacist. *Non-prescription drugs* must be brought to the school's office and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

The parent(s)/guardian(s) will be responsible at the end of the treatment period for removing from the school any unused medication that was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, it will be discarded.

Authorization forms are available at the school office. *The School Prescription Medication Authorization Form* must be **completed by both a parent/guardian and a doctor for every prescription medication** that is to be administered to a student at school. The School Non-Prescription Medication Authorization Form must be completed by a parent/guardian for every non-prescription medication that is to be administered to a student at school. (Non-prescription medications include aspirin, Midol, cold tablets, nasal sprays, etc.). Both a parent/guardian and a doctor should complete the Asthma Action Plan.

Students will not be allowed to take any medication and school personnel will not be able to administer any medication without a completed authorization form. Also note that while an authorization form allows medication to be administered, it does not guarantee that it will be administered. Students who possess, take, or administer any type of drug or medication at school without proper authorization is subject to disciplinary action (see *Appendix C – Student Discipline*).

Candy is not medicine, so please do not send candy for medicinal purposes.

PARENTAL INVOLVEMENT

Parent-Teacher Communication: Very often an issue regarding something at school will arise that will cause parents to raise questions. The resolution of an issue is important to the parent, child, and the school.

- The first step in resolving such a problem is to contact the teacher involved.
- If the problem cannot be resolved, the principal is the next person to contact either by telephone or in person at the school.
- The superintendent may be contacted if a solution cannot be agreed upon.
- The school board should be the last step in the resolution process.

Parent-Teacher Conferences: Formal parent/teacher conferences are held in the fall of the year. This is a highly recommended opportunity for parents to find out about their child (ren)’s progress and to ask any questions concerning the educational program. One hundred percent parent participation is our conference goal. Parents will be contacted as to the date and time for the conference. Conferences are scheduled during two evenings. There will be no school the day following the conferences.

Other conferences may be held during the year at parent or teacher request. Please contact the classroom teacher to arrange an appointment if you desire a conference with a teacher. Parents are encouraged to visit the classroom. It is often helpful to see your child at work and at play with his/her peers. Please report to the office before going to a classroom. It is sometimes helpful to talk to the teacher ahead of time to make arrangements so that class is not disrupted.

The School Visitation Rights Act recognizes that employed parents/guardians may be unable to meet with educators due to conflicts arising from work obligations. The Act grants an allotment of time during the school year that an employer must allow the parent/guardian to attend necessary educational or behavioral conferences at the child’s school. Forms are available at the office.

VOLUNTEERS

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross-Reference: PRESS 6:250, <i>Community Resource Persons and Volunteers</i>

NEW DISTRICT POLICY

Guidance Statement for Effective Parent Involvement

Question: As a parent how do I help my child reach their maximum potential as a student at Spoon River Valley?

Spoon River Valley School District #4 values parental involvement that is constructive and promotes both student and district program achievement. Parents are encouraged to regularly examine online grades that are posted on the parent connect system on a regular basis and to engage student instructors by means of email in a similar manner. Parents must understand that teachers will make every effort to respond to parent inquiries within a 24 hour timeframe. Unless specified by Rtl programmatic intervention or an Individualized Educational Program (IEP) provides for specific interventions. With-in the 24 hour period following the parent's phone message, the teacher will contact the parent to schedule a meeting at the teacher's earliest convenience.

Parents are encouraged to address the following questions prior to scheduling a meeting with any teacher:

- Have you talked to your child about his/her class?*
- Have you emailed the teacher about the issue?*

- *Have you checked your child's attendance?*
- *Have you checked your child's grade in SDS/ Parent Connect?*

Parent calls will not be sent to the classroom while the teacher is in class. A message will be taken that will include the parent's name, phone number, and a brief message about what they would like to discuss with the teacher. The teacher will make every effort to return the call at his/her earliest convenience. In this manner the number of classroom distractions will be minimized and student engagement maximized. At the formal parent teacher conferences it is the district expectation that a degree of civility be exhibited by all parties that are involved in discussions involving student matters. While parties involved may respectfully disagree regarding a particular student, the use of profanity, adult bullying, mental or physical abuse directed at staff or other students will not be tolerated. In the event such situations occur the conference will be immediately terminated, administration informed, and additional actions taken if needed as the situation warrants.

Parent-Teacher Organization (PTO): The elementary PTO has provided a variety of programs for parents as well as activities for students. Fundraisers promoted by the group have provided elementary students with extras such as assemblies, end of the year fieldtrips, playground equipment, computers, software, books, music equipment, and numerous other items. We welcome the input and participation of parents who participate in the PTO group for the betterment of the school.

PARTIES/CELEBRATIONS

Classroom parties will be planned by the PTO and coordinated with the teacher for special holidays such as Halloween, Christmas, Valentine's Day and any other time decided upon by the organization and staff. Any parent not wishing their child to participate in room parties should plan to check their child out of school for that period of time. Parties and celebrations are a privilege and attendance is up to teacher's discretion.

Birthday treats may be brought to school to share with the child's class. *Please do not send birthday party invitations to be distributed at school unless the entire class is invited.*

PESTICIDE APPLICATION

The supervisor of each District building will notify students and employees in their building, as well as the parents/guardians of students, at least 2 business days before a pesticide application in or on school buildings or grounds.

PHYSICALS/IMMUNIZATIONS

Illinois School Code Section 27.8 requires physical examinations by Illinois physicians. These examinations are required before entering school at preschool, kindergarten, sixth, and ninth grade levels, and of all students entering from another state or country.

A complete record of immunizations must be included to meet state requirements. All children entering kindergarten must show proof of immunization against polio, diphtheria, tetanus, pertussis, mumps, measles, rubella, and 2 doses of Varicella vaccine. Children entering kindergarten must be tested for lead poisoning. Children in programs below the kindergarten level, or students entering 6th grade must be protected against hepatitis B. Children in programs below the kindergarten level (ages 24-59 months) must have received one or more doses of haemophilus influenzae type B (Hib) vaccine and one dose of PCV. New—Students entering 6th grade need to make sure they have had 2 doses of Varicella vaccine and proof of MCV vaccination.

Children entering preschool programs or kindergarten for the first time must meet **chicken pox** (varicella) immunization requirements. The varicella requirements are that the student: 1) has received one dose of varicella vaccine on or after the 1st birthday and the second dose 4 weeks later 2) had a physician diagnose varicella disease; 3) has a statement from a health care provider (including a school health professional or health official) verifying that a parent's or legal guardian's description of varicella disease history is indicative of past infection; or 4) has laboratory evidence of varicella immunity.

The only exceptions to these requirements may be granted for medical or religious reasons. For a religious exemption, a written and signed statement from the parent/legal guardian and the physician detailing such objections must be presented to the principal. The objection must set forth the specific religious belief which conflicts with the exam, immunization or other medical intervention. The school is responsible for determining whether the written statement constitutes a valid religious objection. According to Illinois Department of Public Health rules, students who receive a religious exemption must be excluded from school if any case of measles is reported to the school.

For a medical exemption, a statement must be made by a physician licensed to practice medicine in all of its branches indicating what the medical condition is. The statement should be endorsed and signed by the physician on the certificates of the child's health examination and places in the child's permanent record. Should the condition of the child later permit immunization, the appropriate requirements will then have to be met. According to Illinois Department of Public Health rules, students who receive a medical exemption must be excluded from school if any case of measles is reported to the school.

This section of the Illinois School Code has been amended to include dental examinations for all kindergarten, second, or six grade students. A student in one of these three grades must now provide proof of a dental examination by May 15, or the students' report card may be held. This is a change in the Illinois School Code. This means that during the course of the year any kindergarten, second grade, or sixth grade student must obtain a dental examination before May 15th.

You will be informed if laws or requirements should change. **Students who have not met the immunization or physical requirements will be excluded beginning with the first day of school.**

PROHIBITED/DISRUPTIVE ITEMS

Problems arise each year because students bring articles that are disruptive, interfere with school procedures, or are hazardous to the safety of others. Such items that serve no educational purpose may be confiscated. These items may be kept by the administration or they may be returned only to the parent/guardian at his/her request. Prohibited or disruptive items may include, but are not limited to: weapons of any kind, laser pointers, firecrackers, trading cards, large toys, live animals, cell phones, tablets or other items that create problems when brought to school or on the bus.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct 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, 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 objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows: outside the view of others, including students; in the presence of a school administrator or adult witness; and 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. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

Seizure of Property: If a search produces evidence that the student has violated or is violating 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.

Video & Audio Monitoring Systems

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Cross-Reference: PRESS 4:110, <i>Transportation</i>
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SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status or
2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, or treatment; or
 - d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms “intimidating”, “hostile”, and “offensive” include conduct, which has the effect of humiliation, embarrassment, and discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person’s alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator (Guidance Counselor), Building Principal or a Complaint Manager. Students may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action. The District's current Nondiscrimination Coordinator and Complaint Managers are:

Nondiscrimination Coordinator:

Name: Mr. Chris Janssen, Superintendent
Address: 35265 N IL 97, RR #1, London Mills, IL 61544
Telephone No. (309) 778-2204

Complaint Manager:

Name: Mr. Chris Janssen, Superintendent
Address: 35265 N IL 97, RR #1, London Mills, IL 61544
Telephone No. (309)-778-2204

The Superintendent shall also use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment. Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

STUDENT RECORDS

A student, parents or guardians of the student, and authorized officials will have access to a student’s record according to state guidelines and school board policy (see Appendix B).

A *temporary record*, which may include: family background; intelligence and aptitude scores; achievement test results, including scores on the Illinois Standards Achievement test; psychological reports; honors and awards; participation in extracurricular activities; teacher anecdotal records; disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another; special education files; verified reports or information from non-educational persons; verified information of clear relevance to the student’s education; information pertaining to release of this record.

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record no longer than 5 years after the student has transferred, graduated, or permanently withdrawn from the District.

TELEPHONE

If a telephone message needs to be delivered to a student or teacher, the secretary will take the message and deliver it when it will not interrupt the class. **Students will only be allowed to use the phone for emergency situations or for discipline reasons.** We are stressing responsibility and students will not be allowed to call home for a forgotten lunch, assignment, book, Scout meeting, or practice. Please inform your child that they will only be allowed to phone for emergency reasons.

VISITORS TO THE SCHOOL

The District encourages visits by School Board members, parent(s)/guardian(s), citizens, and taxpayers to all School District buildings. However, for safety purposes, **all visitors shall report to the Building Principal's office, sign in and obtain a visible "Visitor Pass."** Staff members will report any visitor without a visible "Visitor Pass" to the principal's office. If a parent wishes to confer with a teacher, an appointment should be made. Individuals must make arrangements with both the teacher and principal before visiting or observing any classroom. Conferences will be held outside school hours or during the teacher's conference/preparation period. Visitors are encouraged to park in the west parking lot during school hours.

VOLUNTEERS

For safety purposes, a volunteer may be required to have a background check.

WATER BOTTLES

Water bottles, if allowed by the classroom teacher, should be filled with **water only**, and in a non-spillable /non-breakable container.

WRITTEN PERMISSION FROM PARENTS FOR CHANGES

No child will be permitted to leave school unless a parent/guardian or designee signs the child out through the office. **Parents should furnish dated, written permission for someone else to pick up their child, to change the bus routine, or make other changes affecting their child at school.** Students should know ahead of time where, when, and with whom they will be going. **All changes to a student's normal routine, needs to be made by 1:00 p.m. for a normal school day schedule. Two hours in advance for any other scheduled dismissal. Changes after 1:00 will not be allowed and student will be transported to their normal bus stop.**

SECTION D - CONDUCT AND DISCIPLINE

PRINCIPLES OF DISCIPLINE AND RULES OF CONDUCT

Good discipline is a very necessary component of the school program because learning cannot take place in an atmosphere that is unstructured. Good discipline begins at home and is carried over into the school. When serious discipline problems occur at school, they are almost always successfully resolved with home and school cooperation.

Certain basic beliefs serve as a foundation for all school discipline policies and procedures at Spoon River Valley Schools. A committee of teachers, parents, and administrators review these principles annually. According to these beliefs students should:

1. Be Respectful
2. Be Responsible
3. Be Safe

EXPECTATIONS FOR BEHAVIOR

The basic beliefs, or rules, will govern all expectations for behavior. All adults at Spoon River Valley use and support these expectations. Students are taught the school's expectations and are given time to practice. The adults model the expectations throughout the year and reteach the expectations when necessary.

At all times, during regular or special events both at school and away from school, students are expected to follow Board policies, procedures, and consequences for conduct and discipline (*see Appendix C - Student Discipline, Appendix D - Misconduct By Students With Disabilities*). We ask that you discuss this plan with your child. If you have any questions, please call the school.

DISCIPLINE

As school board policy directs, school personnel will use the following consequences for violations of board policy, the principles of discipline, or the rules of conduct. Disciplinary actions will be developmentally appropriate and related to the severity of the rule violation and/or its frequency. To be fair, disciplinary consequences are developmental and may not always be equal, and may depend on individual considerations or special circumstances. (Also see *Appendix C - Student Discipline, Appendix D - Misconduct by Students with Disabilities*).

Classroom Discipline Plans: Classroom management rules and behavior expectations for the individual classrooms.

Office Referrals: A discipline notice for breaking a school rule or regulation. The principal handles office referral consequences.

Suspensions: If a student is suspended from school, the principal or designee will contact the student's parent(s)/guardian(s) as soon as possible. Written notice will indicate the rule violated and the action taken. Any suspension may be appealed. A student who is suspended is expected to complete work without extended time. Work is due upon return to school.

Expulsions: A student may be expelled from school for a series of incident or a single severe incident. In such case, the administration will hold an expulsion hearing before the Board of Education. At the hearing, the student or his/her representative will have the opportunity to provide a defense. Parent(s)/guardian(s) will be notified in writing of the time, place and purpose of the hearing.

LEVEL I – ACTS OF MISCONDUCT

1. Disruptive behavior in the classroom -Students are expected to act in a way which does not interfere with the rights of others to peacefully pursue their studies at Spoon River Valley Elementary School.
2. General misconduct – Students are expected to conduct themselves in a manner that is not disruptive in the classrooms, halls, or other areas of the school.
3. Lying – Students are expected to be truthful in dealing with school issues and school personnel.
4. Writing, reading, or passing unauthorized notes while at school – Students are not permitted to read or write notes at school.
5. Failure to obey directions – Students are expected to follow directions and respond positively to corrective measures.
6. The presence of students in areas restricted as to time and place – Students will not abuse the normal freedom of movement or of hall passing privileges.
7. Littering – Students are expected to dispose of items properly.
8. Improper playground behavior – Students are expected to follow playground rules that are reviewed throughout the year and posted throughout the school.
9. Gum – Students are not permitted to chew gum during the school day.
10. Materials – Students are expected to come to school with needed supplies, planners, and materials. Being unprepared for class is not acceptable.
11. Vulgar language/Profanity/cursing towards another student- Students are expected to be respectful with language towards other students.
12. Other acts of misconduct – Other acts of misconduct that are disruptive to the learning process and/or the well being of students may be considered a Level 1 violation of the Code of Conduct.

Possible Consequences for a Level I Violation

- * Warning/conference with student
- * Lunch detentions in the office
- * Call home
- * If behavior continues, see #13 of Level II Acts of Misconduct

Level II – ACTS OF MISCONDUCT

1. Forgery – Students will not be permitted to forge anyone’s signature.
2. Verbal/Non-verbal abuse – Students are expected to treat others with respect. Name calling or other derogatory statements or gestures will not be tolerated.
3. Failure to serve lunch, after school, and all day detention - Students are expected to serve detentions as directed by the Principal or Detention Supervisor.
4. Stealing of school/personal property – Students are not permitted to take personal or public property. The district will work with the police to recover any damages incurred.
5. Cheating – Students are expected to do their own work. No student may take or give to others any property from a teacher, student, or school for the expressed purpose of cheating in a course.
6. Insubordination – Students are expected to follow directions. Refusal to follow justifiable or reasonable orders or instructions of authorized personnel is not permitted.
7. Disrespect of school personnel – Students are expected to display courteous behavior to students as well as school personnel. Defiance of duly constituted authority is not permitted.
8. Skipping class or classes – Students are required to follow their assigned schedules. If a student is later than 10 minutes to class without a valid reason, he/she will be considered to be skipping class.
9. Walking out of class without permission – Students are not permitted to leave a class without the teacher’s authorization.
10. Possession/distribution of inappropriate printed material or obscenity – Students shall not bring or create inappropriate materials on school property.
11. Racial harassment – Inappropriate conduct or comments toward an individual based on their race is not permitted.
12. Gambling – Students are not permitted to gamble and/or possess gambling paraphernalia on school grounds.
13. Unmodified Level I Acts of Misconduct- After student has gone through Level 1 consequence sequence, Level II consequences will be followed
14. Pushing and Shoving- Students are expected to keep their hands and feet to themselves. Pushing and shoving is not permitted.
15. Other acts of misconduct – Other acts of misconduct which are seriously disruptive and/or destructive to school property may be considered a Level II violation of the Code of Conduct.
16. Cursing at an employee- Students are expected to be respectful with language towards staff members.

Possible Consequences for a Level II Violation

- *Conference with student and parent/guardian
- *Lunch detentions
- *After school detention or Saturday detention
- *In school suspension up to 10 days
- *Out of school suspension up to 10 day

LEVEL III – ACTS OF MISCONDUCT

***Level III offenses are the most serious and require immediate notification of administration and will be reported to the Board of Education.**

1. Fighting – Students are prohibited from fighting or similar altercations. The district has a zero tolerance policy regarding fighting.
2. Gang Activity – Students are prohibited from engaging in gang activity as defined in the Student Handbook.
3. Possession of dangerous weapon – Students are prohibited from possessing illegal or dangerous weapons on school grounds. This includes firearms, ammunition, knives, and any object that either looks or may be used as a weapon.
4. Possession or use of alcohol/drugs or substances portrayed as alcohol/drugs and Tobacco products – Students will not be permitted to drink, possess, or be under the influence of alcohol or tobacco products on school buses, in school buildings, on school grounds, or at any approved school activity. Furthermore, students will not possess or be under the influence of drugs or look alike drugs or alcohol.
5. Bomb threats – Students shall not make a bomb threat or initiate a pending bombing threat.
6. Physical contact against school personnel – Students are strictly prohibited from contacting a faculty or staff member in a physically aggressive manner.
7. Threats against safety- Students shall not be permitted to threaten the safety of the school, the students and/or the faculty and staff. This would include verbal threats, threats in writing and/or threats made on a website using a school district computer during school hours or during a school related function.
8. Shake down and/or strong arm (extortion) – Students shall not attempt to take any money or things of value from a person at school; nor shall any form of intimidation be tolerated.
9. Arson – Students shall not attempt willful or malicious burning of any building or property of Spoon River Valley Elementary School.
10. Damaging of school/personal property (vandalism) – Students are not permitted to destroy personal or public property. The district will work with the police to recover any damages incurred
11. Falsely pulling fire alarm boxes or false call to 911 – Students shall not tamper with the fire alarm boxes or set off the fire alarm without direct knowledge that there is a fire in progress at the school.
12. Failure to serve Saturday detention - Students are expected to serve Saturday detentions as directed by the Principal or Detention Supervisor.
13. Misbehavior in detention – Students are expected to behave during all-day detention.
14. Threatening a Spoon River Valley employee- students are expected to be respectful with language.
15. Sexual harassment – Inappropriate conduct (including sexual gestures and/or sexual language) towards an individual and/or comments toward an individual based on their gender is not permitted. See “Sexual Harassment” defined in handbook.
16. Repetition of Lev Other acts of misconduct - Other acts of misconduct which are seriously disruptive and/or destructive to school property may be considered a Level III violation of the Code of Conduct.
17. Other Acts of Misconduct- Other acts of misconduct which are seriously disruptive and/or destructive to school property may be considered a Level III violation of the Code of Conduct.

Possible Consequences for a Level III Violation

- *Conference with student and parent/guardian
- *In-school suspension for up to 10 days
- *Out-of-School suspension for up to 10 days
- *Expulsion
- *Involvement of law enforcement

The list of offenses is not all-inclusive, and the principal has the right to make adjustments based on the situation.

Decision Authority:

All violations – Superintendent or Principal

SPOON RIVER VALLEY BULLY POLICY

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time, bullying is not a single act.

	Behavior	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense
Level I	Teasing, intimidating, or excluding	Write up and conference with teacher. Notify family	Write up, conference, and lunch detention . Notify family.	Write up, letter goes home to family. Two lunch detentions away from peers.	Notify family. Three lunch detentions away from peers.	After 5 incidents, develop an individual plan.
Level II	Hitting/Pushing Threats of violence, or other harassment.	Send to Principal for office referral.	Send to principal in- school suspension	Principal will meet with parents to discuss actions taken		

Bus Behavior:

Be Respectful

- Use quiet voice
- Use appropriate language
- Follow driver’s directions
- Be polite to others
- Do not distract driver

Be Responsible

- Be on time at the bus stop
- Keep bus clean and in good condition
- Once on bus do not return to school

Be Safe

- Wait until bus stops to enter or exit
- Enter and exit in orderly manner
- Sit in your assigned seat
- Keep hands, feet, objects to yourself
- Remain seated
- No food or drink
- Before crossing street, wait for driver’s signal

Parents or Guardians of students that lose their riding privileges are responsible for seeing that their children get to and from school safely and on time. See next page for bus consequences.

Below are the bus behavior referral consequences. Consequences are based on Acts of Misconduct as noted beginning on page 19. Referrals are counted per semester. Please understand this list is not being considered all-inclusive. Repeated referrals could result in removal from the bus (board action).

	Level I-Acts of Misconduct (see page 19)	Level II – Acts Of Misconduct (see pages 19-20)	Level III-Acts Of Misconduct (see pages 20-21)
1st referral of the year	Warning-this is not repeated 2 nd semester	1-3 days lunch detention	Up to ten days bus suspension, and possible recommendation for bus suspension for remainder of the semester.
2nd referral after warning	1 day lunch detention	1 day bus suspension	
3rd referral	2 days lunch detention	2 days bus suspension	
4th referral	3 days to 1 week of lunch detentions	3-5 days bus suspension	
5th referral	bus suspension for 1 day	Loss of bus privileges for up to the remainder of the school year	
6th referral	Suspension of bus privileges for up to the remainder of the school year		

SECTION E - STUDENT SERVICES

ASSEMBLIES

Special assemblies are presented to elementary students throughout the year. They are of an educational nature such as plays, musical presentations, puppet shows, etc. Assemblies are a privilege and attendance is at the teacher's discretion.

FIELD TRIPS

Field trips of an educational nature are encouraged. Some classes may take several short field trips while others may take one long day during the year. You will be notified of all trips ahead of time and asked to sign a parental permission form to be returned to the classroom teacher. In all cases, cost to the student will be kept to a minimum. Children that are not part of the class roster will not be allowed to attend a fieldtrip. Field trips are counted as student attendance days. Attending a field trip may be used as a behavior incentive for individual classes. **Students are reminded that field trips are a privilege to be earned. If students are suspended from bus privileges due to behavior at the time of the trip, they will not be allowed to attend.**

FINE ARTS

Art: Art education is part of the elementary curriculum. All students in grades K-6 will have art instruction.

General Music: A vocal music program is part of the elementary curriculum. All students in grades K-6 will have general music instruction.

FOOD SERVICES

Breakfast/Lunch: The school district provides a breakfast and lunch program for the students of the district. Parents who believe they are eligible for free and reduced lunches should pick up applications in the office at registration or any time during the year. Parents can also register online through the link provided on our website. Free and reduced meal applications must be renewed each year. If your student does not have the proper amount of money for the purchase of lunch, a peanut butter sandwich will be provided as the entrée.

Students who bring sack lunches may purchase milk. Do not send glass containers or Thermos Bottles with pop in them. In keeping with healthy habits, we request that carbonated beverages (pop) and fast food be saved for special occasions and not sent to school as a breakfast or lunch item.

Milk: Students in grades K-3 have a morning or afternoon milk break. This is an optional fee. Students are not required to drink milk at this time. **The cost of snack milk is not covered under free/reduced lunches. If your student account does not have money to cover your purchase, your student will not receive milk. Water is available from the school drinking fountain.**

STUDENTS WITH FOOD ALLERGIES

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 (309-778-2207).

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.

SCHOOL COUNSELOR

Guidance counseling services are available to help students. Services are usually determined on a teacher/principal referral basis. The guidance counselor is located in the high school and elementary school building.

LIBRARY

The elementary school receives library services from the Library Aide and classroom teachers. Students are also permitted to check out books on a weekly basis. This is one way that responsibility is instilled in students. Classroom teachers are encouraged to use the library facilities at any time with their classes. Students who lose library books will be billed for the replacement value of the book.

PRESCHOOL PROGRAM

Early Childhood Education: A combined half-day Preschool class is provided for qualified students 3-5 years of age. Students are usually identified at the preschool screening with more thorough testing conducted before placement. The program is a morning or afternoon program held Monday-Friday.

SCHOOL PSYCHOLOGIST

School psychologist services are available to help students who need to be tested to determine if they are eligible for special services. Psychological services are usually determined on a teacher/principal referral basis.

SOCIAL WORK

Social work services are available on a limited basis to help students whose emotional and social problems are interfering with their education. A social worker services our district from the West Central Illinois Special Education Cooperative located in Macomb. Social work services are usually determined on a teacher/principal referral basis. The social worker is in the district at least one day per week or as needed.

SPECIAL EDUCATION

Special education services are provided at each building for grades Preschool - 6. Students are identified through a referral and testing process conducted by the school psychologist and our Response to Intervention team. Services may be on an instructional, resource, or consultation basis. By law, parents must be actively involved in the educational placement program of any special education student.

SPEECH LANGUAGE SERVICES

Students entering Spoon River Valley District for the first time will be eligible for speech and language screening and services only if school personnel and/or parents refer them. A speech/language screening will be conducted annually for preschool children at the preschool screening offered by the district during second semester.

TITLE I

Spoon River Valley Elementary is a Title 1 school. All students will receive a parent/school compact at the beginning of the school year. Extra services are available for students who need extra time on a regular basis to work on reading and math. Eligible students are identified through teacher referral and test results. The Title I program is supported through federal funds.

TRANSPORTATION

School buses are provided to transport students to and from school. Riding the school bus is a privilege that is not to be abused. While the law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

If your child rides to another student's home, he/she must have your permission in writing. The secretary will write an official stop/bus change and given to the student to give the driver with the change indicated. If students do not have a note, they will not be allowed to ride a different bus or get off at a stop other than their own. Telephone changes will not be allowed unless it is an emergency. Bus changes must come from the parent of the child.

Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day. **Since the bus is an extension of the classroom, the Board requires bus students to conduct themselves in a manner consistent with established standards for classroom behavior. See bus consequences.**

The bus driver is in complete charge of all students on the bus. Rules and regulations are posted in each bus and will be reviewed at the beginning of school by the teachers and bus drivers. Misconduct will not be tolerated as it affects the safety of the other riders. Each bus driver will handle his/her discipline problems according to the uniform rules of behavior (see bus consequences). Videotape cameras may be used to monitor student behavior on the bus or to assign appropriate disciplinary consequences. **Videotapes are for administrative use only.**

At no time should a child or parent chase/bang on the bus when the bus pulls away from the bus stop. Please call the school if your child misses the bus.

Parents or Guardians of students that lose their riding privileges are responsible for seeing that their children get to and from school safely and on time.

HOMELESS RIGHTS TO EDUCATION

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.
3. Please see the building Secretary, building Principal, or Homeless Liaison for information.

SECTION F - EXTRACURRICULAR ATHLETICS

OBJECTIVES

The objectives of the Athletic Program at Spoon River Valley Schools are:

1. To provide as varied of an athletic program as possible for students who wish to participate.
2. To provide a coaching atmosphere that fosters healthy attitudes in cooperation, responsibility and leadership.
3. To insure the health and safety of participants by stressing physical conditioning, and proper training habits.
4. To provide a feeling of accomplishment for those involved through participation and end of season rewards.
5. To conduct athletic activities in the school in such a manner that they provide a wholesome experience for both participants and spectators.

ELIGIBILITY

1. The Spoon River Valley School District is a member of the IHSA and the IESA and will follow all rules established by those organizations.
2. 5th and 6th Grade students must be passing (D or better) all classes to be eligible for Jr. High competition under IESA guidelines Scholastic eligibility will be checked weekly according to the following procedures:
 - a. Teachers will enter grades on SDS and eligibility will be pulled on Friday afternoons at 1:00 p.m.
 - b. Students listed as ineligible shall not be able to participate in interscholastic competition for the period Monday through Sunday of the week that they are ineligible.
 - c. The Principal shall notify all sponsors and coaches to enforce the above standards.
 - d. The coaches and sponsors shall notify students of their eligibility status and where appropriate promote remedial action.
3. Each athletic participant, participating in Jr. High sports, must have a current physical card on file with the coach of that sport before he/she can practice or play in any activity. A new physical is required each year.
4. Each athletic participant, participating in Jr. High sports, must also have a signed insurance verification waiver on file at school or have paid for school insurance before he/she may participate in any way. In addition to this, any football participants who do not have a signed waiver on file must pay for football insurance.

5. Once an athlete has been under a doctor's care because of an injury or illness, the athlete or cheerleader must submit a written doctor's release to his/her respective coach. This is required before he/she can participate in practice or in a contest.
6. Each respective coach or activity sponsor may establish further rules and guidelines such as curfew, grooming, etc. Each respective coach or sponsor is also expected to establish rules regulating student attendance at and participation in practice sessions, performances, and games, as well as all other times the student is under supervision of the coach or sponsor. These additional rules will be approved by the administration before each season.
7. If a student plays Jr. High sports/activities, they are subject to random drug testing and must follow the athletic handbook.

CONDUCT

1. Students are expected to exhibit their best behavior at all times. Students may be removed from any team or activity at any time by the school administration for misbehavior. This applies to conduct both at school and away from school, and is in effect at all times.
2. The possession of or use of any tobacco products, alcohol or other drugs is not permitted at any time. The administration and coach or sponsor shall deal with violation of this section if one is involved. A minimum of one-week suspension from games for a first offense in a school year and a minimum of one-month suspension from games for a second offense will be given. A third violation in any school year shall result in suspension from all participation in athletics or activities for at least the remainder of that year. Example: violation occurs during the preseason time of the year, the student will be suspended from the first week of games, at least for the first offense. There may be a carry over of discipline from one sport to the next or one year to the next.
3. Each student shall be responsible for any equipment issued to him/her to use. Students must pay the current cost of repairing or replacing any items that are damaged through abuse or negligence or items that are lost.
4. All students participating in or traveling with a school-sponsored group must ride the transportation provided by the school to and from that activity. The only exception to this policy will be under the following conditions:
 - a. A student may ride home with his/her parent after an activity. The parent must personally tell the coach or sponsor and sign the transportation sheet before the parent and student leave the game.
 - b. A student may ride home with another student's parent if the student has brought a note from his/her parents giving their permission for the student to ride with another student's parents. The parent driving the student home must personally tell the coach or sponsor after the activity that they will be taking that student and sign the transportation sheet.
5. Any student found in possession of or involved in the theft of any items shall make payment to cover the cost of the items and also may be suspended for a length of time. This decision shall be made by the school administration.
6. Any athlete who does not participate in their PE classes for any reason may not practice or play in any activity that day. All athletes enrolled in PE are to participate.
7. A student who is dropped from one squad for disciplinary reasons or who quits a squad after the first two weeks of official practice will not be eligible to compete in another sport during the same season.
8. If an athlete decides to drop a sport, he/she will be expected to handle it in an acceptable manner. The athlete should realize that he/she is in danger of being refused the opportunity to participate in future athletics if this is not done.
 - a. To drop a sport the student should: see his/her coach and the head coach of that sport and explain the reason for deciding that they will no longer participate; and return any equipment that has been checked out. The equipment must be in good condition and clean.

- b. Any act of disrespect or displays of flagrant misconduct may be cause for refusal to allow that student to participate in any additional sports in another season. This decision will be made by the principal and coaches involved.

INJURIES

Injuries may occur and the potential for serious injury does exist. However, staff will do their best to supervise students in such ways that will minimize the chances to injury. It is, therefore, important to listen to the adults supervising and follow their instructions.

If injured, students are responsible for reporting the injury to the supervising adult immediately, no matter how minor the injury may seem at the time. Follow your supervisors' instructions in the care and treatment of that injury. Parents will be notified if the injury is bleeding extensively, or if the student requests the phone call. If an injury should require that you be examined and/or treated by a physician, you must obtain a written release from that physician before you will be permitted to return to active participation.

SCHOOL SPIRIT

School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep their scholastic and activity standards at the highest possible level. School spirit may be divided into three categories:

1. Courtesy - towards teachers, fellow students, and the officials of school athletic activities.
2. Pride - in everything our school endeavors to accomplish or has accomplished.
3. Sportsmanship - the ability to win and lose graciously.

SPORTSMANSHIP

All students and fans should set an example of good sportsmanship at all times. The highest respect must be extended to game officials, visiting players, and fans. Visiting teams and spectators have been invited as our guests. When visiting other schools, students should act as they would expect guests to act in their homes. Student actions reflect credit or disrespect on the student and school. Booing, name-calling, etc. are always out of place and will be dealt with appropriately.

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event the person is attending and/or denies admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include: using vulgar or obscene language; possessing or being under the influence of any alcoholic beverage or illegal substance; possessing a weapon; fighting or otherwise threatening another person; failing to obey the instructions of a security official or school district employee; and engaging in any activity which is illegal or disruptive.

Lawn Care Products Application and Notice Act

Lawn Care Products Application and Notice Act and the Structural Pest Control Act. (IOS ILCS 5/10-20.49
If you would like to receive written or telephonic notification prior to the application of pesticides to school grounds please notify the office at 309-778-2201 and inform us which type of notification you could like to receive. (The school does use our automated calling system to notify all parents before applications.)

APPENDIX A - UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the School Board, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

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

2. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the School Board which shall render a decision in accordance with Section 3 of this Policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

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

Appointing Complaint Managers

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager. The District's current Complaint Managers for the Uniform Grievance Procedure are:

Name: Mr. Chris Janssen, Superintendent
Address: 35265 N IL 97, RR #1, London Mills, IL 61544
Telephone No. (309) 778-2204

APPENDIX B - STUDENT RECORDS

MAINTENANCE OF STUDENT RECORDS

The District will maintain two sets of student records.

A *permanent record* that will include: basic identifying information; academic transcripts; attendance record; accident/health reports; information pertaining to release of this record; honors and awards; State Testing results, school sponsored activities and athletics.

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

A *temporary record*, which may include: family background; intelligence and aptitude scores; achievement test results, including scores on the Illinois Standards Achievement test; psychological reports; honors and awards; participation in extracurricular activities; teacher anecdotal records; disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another; special education files; verified reports or information from non-educational persons; verified information of clear relevance to the student's education; information pertaining to release of this record.

Information in the temporary record will indicate authorship and date. The District will maintain the student's temporary record no longer than 5 years after the student has transferred, graduated, or permanently withdrawn from the District.

All information maintained concerning a student receiving special education services should be directly related to the provision of services to that child. Temporary records which may be of continued assistance to a student with disabilities who graduates or permanently withdraws from the District, may, after 5 years, be transferred to the parent(s)/guardians(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardians.

The Building Principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's procedure established by the Superintendent. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

ACCESS TO STUDENT RECORDS

The District shall grant access to student records as follows:

1. The District or any employee of the District shall not release, disclose or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act (ISSRA) and the Illinois State Board of Education (ISBE) Regulations.
2. A student and the parent(s)/guardian(s) of a student under 18 or a designee of such parent(s)/guardian(s) shall be entitled to inspect and copy information in the student's school records. Such requests shall be made in writing and directed to the records custodian. Access to the records shall be granted within 15 days of the District's receipt of such a request.

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

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

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

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

3. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to employees or officials of the District or the Illinois State Board of Education provided a current, demonstrable, educational, or administrative need is shown. Access in such cases shall be limited to the satisfaction of that need. Copies of these records shall not be made by any such employee or official unless a specific need for such copies is shown. The parent has the right to a copy of any released records.
4. The District shall grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research and statistical reporting or planning provided that no student or parent(s)/guardian(s) can be identified from the information released, the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and the School Board approves of the research design and purpose.
5. The District shall grant access to or release information from a student's records pursuant to a valid Court order, provided that the parent shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released and an opportunity to inspect and copy such records and to challenge their contents.
6. The District shall grant access to or release information from any student record to persons authorized or required to gain access to such records under federal or State statute. Such persons must provide satisfactory identification to the Superintendent or a designee and a copy of the statute granting such authority.
7. The District shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy shall be mailed to the parents or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Superintendent shall inform the parent(s)/guardian(s) or eligible student of their right to limit such consent to specific portions of information in the records.

8. The District may release student records to the Superintendent or a school official with similar responsibilities in the school which the student has enrolled or intends to enroll upon written request from such official.
9. Prior to the release of any records or information under items 5, 6, 7, and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy and challenge the records as well as the right to submit written statements into the record prior to release. If the release of records or information is pursuant to item 5, the notification shall include in addition to the foregoing, a statement of the terms of the court order. Unless a court order provides otherwise, the parent(s)/guardian(s) or eligible student shall have 10 days to notify the school of their intent to copy, inspect and/or challenge the record prior to release.
10. The District may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Superintendent or a designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to which the release was made, and the purpose of the release.
11. The District may charge the actual cost, provided that the costs not exceed \$.35 per page, for copying information in the student's records. No parent or student shall be precluded from copying information because of financial hardship.
12. The District may release "directory information" regarding any student unless the parent(s)/guardian(s) or eligible student requests in writing that any or all of such information not be released. Prior to the release of directory information, the District must notify affected parent(s)/guardian(s) or eligible students in writing. Such notification shall include the date of notification, the names of the parent(s)/guardian(s) and student, the directory information to be released and the scheduled date of release.
13. A record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student and the records custodian. The record of release shall include:
 - a. Information released or made accessible.
 - b. The name and signature of the records custodian.
 - c. The date of the release or grant of access.
 - d. The name and position of the person obtaining the release or access.
 - e. The purpose of the release or grant of access.
 - f. A copy of any consent to such release.
14. The District shall provide a written statement of the confidentiality requirements of Illinois and Federal statutes and regulations concerning student records to any person to whom such records are released or made accessible (except parent(s)/guardian(s) or students).

DIRECTORY INFORMATION

The District may release personally identifiable information regarding students. Parent(s)/guardian(s) may prohibit such a release regarding their child/ward. Directory information shall be limited to: name; address; gender; grade level; birth date and place; parents'/guardians' names and addresses; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations and

athletics; major field of study; period of attendance in school; weight and height of members of the athletic teams.

Before releasing directory information, the Building Principal shall provide written notification to the student's parent(s)/guardian(s) of the following: notification date, parent(s)/guardian(s)' names, student's name, directory information to be released, scheduled date(s) of release, and the process and deadline for prohibiting the information's release.

STUDENT RECORD CHALLENGES

The parent(s)/guardian(s) or student may challenge the accuracy, relevancy or propriety of the records, except (1) grades, and (2) references to expulsions or out-of-school suspensions, if the challenge is made when the student's school records are being forwarded to another school. They have the right to request a hearing and to insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute. The Superintendent shall be responsible for establishing appropriate procedures.

APPENDIX C - STUDENT DISCIPLINE

Prohibited Student Conduct:

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by a certified staff member. Electronic signaling devices include pocket-- and all similar-- electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using any type of aggressive behavior that does physical or psychological harm such as violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism. State law and Board policy on truancy control will be used with chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

These grounds for disciplinary action apply whenever the student's conduct occurs during school hours or school sponsored events, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity or event.
3. Traveling to or from school or a school activity, function or event; or

Disciplinary Measures (see discipline consequences)

Disciplinary measures include:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.

5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention or Saturday school provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
12. Grade reduction for unexcused absences only.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

Weapons

A student, who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any object if used or attempted or intended to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs or (3) "look-alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The Building Principal or designee may notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, or expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

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

or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

Hazing

Prohibited Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions:

- Removal from the extra-curricular activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency

A student engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

- Suspension for up to 10 days
- Expulsion for the remainder of the school term

Gang Activity Prohibited

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 thing that are 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 the interests 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 activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion for the remainder of the school term

APPENDIX D - MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavioral Interventions:

Behavioral interventions may be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee may review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. The Superintendent may designate at least one staff member as a behavioral intervention consultant who may oversee the implementation of this policy. This policy and the behavioral intervention procedures may be furnished to the parent(s)/guardian(s) of all students with individual education plans within 15 days after their adoption and/or presentation to the Board or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures.

Suspension and Expulsion:

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

I. *Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year*

The District's regular suspension procedures may be used to suspend a student with a disability, as long as the District does not invoke a series of suspensions creating a pattern of constituting a change in placement.

II. *Suspension Beyond 10 days, or Expulsion*

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent, unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time and location of the meeting.

B. MDC Determination:

The MDC team may determine that the student's disobedience or misconduct is not causally related to the student's disabling condition and, therefore, the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures involving any alteration of the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes which may be appropriate in light of misconduct which is found to be disability-related.

If the parent(s)/guardian(s) object to a proposed change in their child's educational placement, and the Superintendent believes that the student's behavior in the current placement poses a continuing physical

danger to the student or to others, the Superintendent is authorized to seek a court order to change the student's placement or to suspend the student for more than 10 days.

Possession of a Firearm:

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

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

Thank you for working together for the students and families of
Spoon River Valley Elementary School!