

## **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.

## **School Operations During a Pandemic or Other Health Emergency**

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

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

Additionally, please note the following:

\*All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.

\*If the district must move to an alternative learning, parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.

\*All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.

\*Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.

\*School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.

\*During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

\*Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

\*Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

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

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

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

For further information, please contact:

Jody Collier at 309-778-2207

Cross Reference:

PRESS 6:120, *Education of Children with Disabilities*

PRESS 6:120-AP1,E1 – *Exhibit – Notice to Parents/Guardians Regarding Section 504 Rights*

### **Equal Educational Opportunities and Sex Equity** [1]

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact: Jody Collier at 309-778-2207.

Cross-Reference: PRESS 7:10, *Equal Educational Opportunities* PRESS 2:260, *Uniform Grievance Procedure*

### **Teacher Qualifications**

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

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
- Whether the teacher is teaching in a field of discipline of the teacher’s certification;

- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office: 778-2207

Cross-References: PRESS 5:190, *Teacher Qualifications*  
 PRESS 5:190-E1, *Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications*

## **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-5. 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:** Teachers 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 2-5**

A - Superior	90-100%
B - Above Average	80-89%
C - Satisfactory	70-79%
D - Below Average	60-69%
F - Unsatisfactory	0-59%

**Progress Reports:** 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 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 at 1:00pm. 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.**

### **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 IAR testing. This testing is based on the Common Core State Standards
- Grades 3-5 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 1-5 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-5 will also be assessed using AIMSweb at least three times a year.

## **English Learners**

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

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

For questions related to this program or to express input in the school's English Learners program, contact Jody Collier at 309-778-2207. Cross Reference: 6:160, *English Learners*

## **SECTION B – ATTENDANCE**

### **Attendance**

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

Cross-reference: PRESS 7:70, *Attendance and Truancy*

### **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**. Please make sure you take your child's temperature before your child leaves for school and monitor them daily for signs and symptoms of COVID 19 and other contagious illnesses. If a child has symptoms such as these, please keep them home: Fever or Chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headaches, Loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and/or Diarrhea.

### **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. **All students need to be picked up by 3:00pm.** 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.

## Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS<sup>1</sup>, or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

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

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments.<sup>2</sup>

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school at 309-778-2207 before 8:00 a.m. to explain the reason for the absence. If a call has not been

made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students**

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.<sup>3</sup>

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.<sup>4</sup>

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

### **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 fifth 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.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.

9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

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

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

Cross-References: PRESS 8:95-E1, *Letter Notifying Parents/Guardians of School Visitation Rights*

PRESS 8:95-E2, *Verification of School Visitation*

### **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](http://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 (length of shorts need to be at the end of finger tips) , mini-skirts, undergarments worn as outer garments, undergarments that are clearly visible through the outer garments, tanks straps need to be two finger width, caps/hats/or hoods, 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 types of bags are not permitted in school without permission from the building principal.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

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

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or

an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

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

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

**Nondiscrimination Coordinator:**

**Chris Janssen**

**309-778-2201**

**[cjanssen@spoonrivervalley.us](mailto:cjanssen@spoonrivervalley.us)**

**Jody Collier**

**309-778-2207**

**[jcollier@spoonrivervalley.us](mailto:jcollier@spoonrivervalley.us)**

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

Students and parents/guardians are also encouraged to read the following school district policies

### **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 officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. See Appendix F for more information on Acceptable Use of the District's Electronic Networks.

### **EMERGENCY INFORMATION**

At registration time, 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.

### **Fines, Fees, and Charges; Waiver of Student Fees [1]**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act;
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

The building principal will give additional consideration where one or more of the following factors are present: [2]

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

**The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process or an appeal of the District’s decision to deny a fee waiver should be addressed to the Building Principal.**

**Pursuant to the Hunger-Free Students’ Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.[3]**

### **Safety Drill Procedures and Conduct**

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

### **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.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

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

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

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

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

### Administration of Medical Cannabis

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

### Undesignated Medications

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

availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

### **Emergency Aid to Students**

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

Cross-References: PRESS 7:270, Administering Medicines to Students PRESS 7:270-AP, Dispensing Medication PRESS 7:270-E, School Medication Authorization Form

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 are subject to disciplinary action (see *Appendix C – Student Discipline*).

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

### **Prevention of Anaphylaxis**

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, the District maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of the District’s policy may contact the Building Principal. Cross Reference:

PRESS 7:285, *Anaphylaxis Prevention, Response, and Management Program*

PRESS 7:285-AP, *Administrative Procedure – Anaphylaxis Prevention, Response, and Management Program*

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student’s home or hospital.

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

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

### **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.

### **School Visitation Right**

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

*Cross-References: PRESS 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights PRESS 8:95-E2, Verification of School Visitation*

### **Sex Offender & Violent Offender Community Notification Laws**

Sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)  
Illinois Murderer and Violent Offender Against Youth Registry,  
[www.isp.state.il.us/cmvo/Frequently Asked Questions Concerning Sex Offenders](http://www.isp.state.il.us/cmvo/Frequently%20Asked%20Questions%20Concerning%20Sex%20Offenders),  
[www.isp.state.il.us/sor/faq.cfm](http://www.isp.state.il.us/sor/faq.cfm)

## **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 Volunteer</i>
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## **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):**

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

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.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parents/guardians of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members, including on any organization or club websites or social media accounts.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations. Cross Reference: PRESS 8:90, *Parent Organizations and Booster Clubs*

## **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 Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Chris Janssen at 309-778-2201.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Cross-Reference: PRESS 4:160-AP, *Environmental Quality of Buildings and 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 6<sup>th</sup> 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 6<sup>th</sup> 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 1<sup>st</sup> 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 15<sup>th</sup>.***

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, alcohol, tobacco, vaping items, 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**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police office *School Property and Equipment as well as Personal Effects Left There by Students*



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

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

### *Students Searches*

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

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

### *Seizure of Property*

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

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

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning. Cross-reference: PRESS 7:140, *Search and Seizure*

## **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, *Transportation*

### **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      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 incidents or a single severe incident. In such a 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.

**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.

**Decision Authority:**

All violations – Superintendent or Principal

	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 Transportation**



The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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

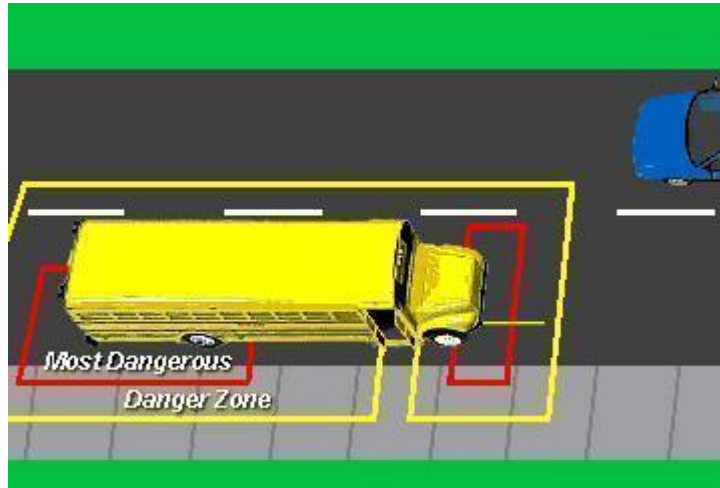
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school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

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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something



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

For questions regarding school transportation issues, contact: Spoon River Valley 309-778-2201.

Cross-references:

4:110, *Transportation*

PRESS 7:220, *Bus Conduct* PRESS 4:170-AP3, *School Bus Safety Rules* PRESS 7:220, *Bus Conduct* PRESS 7:220-AP, *Electronic Recordings on School*

**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)
<b>1<sup>st</sup> referral of the year</b>	Warning-this is not repeated 2 <sup>nd</sup> semester	1-3 days lunch detention	Up to ten days bus suspension, and possible recommendation for bus suspension for remainder of the semester.
<b>2nd referral after warning</b>	1 day lunch detention	1 day bus suspension	
<b>3<sup>rd</sup> referral</b>	2 days lunch detention	2 days bus suspension	
<b>4<sup>th</sup> referral</b>	3 days to 1 week of lunch detentions	3-5 days bus suspension	
<b>5th referral</b>	bus suspension for 1 day	Loss of bus privileges for up to the remainder of the school year	
<b>6th referral</b>	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-5 will have art instruction.

**General Music:** A vocal music program is part of the elementary curriculum. All students in grades K-5 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.

## **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 - 5. 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.

### **IEP Students**

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

Cross Reference:

PRESS 7:340-AP1, *School Student Records*

## **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.

## **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at 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.

Assistance and support for homeless families includes:

Educational organizations and schools:

\*Spoon River Valley

Food bank and meal programs:

\*Fairview Food Bank: 1<sup>st</sup> Wednesdays of each month

Local service organizations (Goodwill, Salvation Army, etc.):

\*Goodwill and Salvation Army in Canton, IL

Medical services:

\*Fulton County Health Dept and Spoon River Valley

Other support:

\*Talk with your homeless coordinator at Spoon River Valley: Jody Collier

Cross-References:

PRESS 6:140, *Education of Homeless Children*

## **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. 5<sup>th</sup> 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(s) 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**

### **Student Records**

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

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

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

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

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

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript. [1]**

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

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

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

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

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[2] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

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

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

- Name
- Address
- Grade level
- Birth date and place

- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student’s information without your prior written consent.[3]**

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

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

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

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

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

## APPENDIX C - STUDENT DISCIPLINE

### Student Behavior[1]

#### **Prohibited Student Conduct**

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

1. Using, possessing, distributing, purchasing, selling or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  2. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  5. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  6. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.



7. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
8. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals..
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

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

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

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

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

## **Disciplinary Measures**

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

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

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

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

## **Corporal Punishment**

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

## **Weapons Prohibition**

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

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

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

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

## **Gang & Gang Activity Prohibited**

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

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

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

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[1] This handbook procedure contains both required language and optional language that represents best educational practice. Consult your school district policy manual to assure consistency and alignment with district policy.

## **APPENDIX D - MISCONDUCT BY STUDENTS WITH DISABILITIES**

### **Discipline of Students with Disabilities** [1]

#### **Behavioral Interventions**

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

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

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

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

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive

measures were tried and proven in effective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

### **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.

## **Appendix E**

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

#### **Vendors Under the Student Online Personal Protection Act**

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

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

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

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

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number

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

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

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

Cross Reference:

PRESS 7:345-AP, E2, *Student Data Privacy; Notice to Parents About Educational Technology Vendors*



## Appendix F

### Acceptable Use of the District's Electronic Networks

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

#### Terms and Conditions

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

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

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

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

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

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by board policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;

- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- l. Posting or sending material authored or created by another without his/her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

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

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

No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the

user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the District's electronic networks, the user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

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

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the District's email system constitutes consent to these regulations.

### Internet Safety

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

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

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

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

Cross Reference: PRESS 6:235, *Access to Electronic Networks*

# 1.180 – Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

## **Warning Signs of Child Sexual Abuse**

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night

- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

### **Warning Signs of Grooming Behaviors**

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

### **Warning Signs of Boundary Violations**

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands

- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Cross Reference:

PRESS 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

PRESS 5:120-AP2, Employee Conduct Standards

PRESS 5:120-AP2,E, Expectations and Guidelines for Employee-Student Boundaries

### **Guidelines for Student Distribution of Non-School-Sponsored Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.

2. The material may be distributed at times and locations selected by the Building Principal, e.g., before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material that:
  - a. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
  - b. Violates the rights of others, including but not limited to, material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
  - c. Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbook;
  - d. Is reasonably viewed as promoting illegal drug use;
    - e. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students;<sup>[1]</sup> or
    - f. Incites students to violate any Board policy.
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.



## **Student Privacy Protections**

### **Surveys**

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

### **Surveys by Third Parties**

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

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

### **Surveys Requesting Personal Information**

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

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

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

### **Instructional Material**

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

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

### **Prohibition on Selling or Marketing Students' Personal Information**

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

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

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

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

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey or any other material described herein may contact the Building Principal.

The school expects to administer the following surveys that request personal student information on the following dates \_\_\_\_\_ approximate

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A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

*This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's board office, located at 35265 N. IL HWY 97, London Mills, IL 61544.*

*The School Board governs the school district, and is elected by the community. Current School Board members are:*

*Lynn Phelps, President*

*Lisa Quick, Vice President*

*Angie Braten, Secretary*

*Dr. Patricia Eathington*

*Mark Smith*

*Brendon Bauman*

*Elicia Munson*

*The School Board has hired the following administrative staff to operate the school:*

*Chris Janssen, Superintendent*

*Jody Collier, District Principal*

*Callie Johnson, School Counselor*

*Dave Freeman, Athletic Director*

*The School is located at 35265 N. IL Hwy 97 London Mills, IL 61544 309-778-2207 (Elem)  
309-778-2201 (High School).*

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