

O'Fallon School District No. 90  
118 East Washington  
O'Fallon, IL 62269  
(618) 632-3666

# 2022-2023 District 90 Elementary Student/Parent Handbook

Revised June 2022 by the Elementary Handbook Committee  
Approved July 2022



**LaVerna Evans School** (618) 632-3335  
**J.E. Hinchcliffe School** (618) 632-8406  
**Estelle Kampmeyer School** (618) 632-6391  
**Delores Moyer School** (618) 206-2300  
**Marie Schaefer School** (618) 632-3621

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# **INTRODUCTION**

## **District Mission Statement**

The mission of O'Fallon School District #90 is to provide the highest quality educational program in a safe and positive learning environment through which all children become responsible, productive citizens and life-long learners, equipped to make intelligent choices today and tomorrow.



During the past several years, the educators within O'Fallon District 90 have refined and expanded the instructional program. Our experience has shown that instruction can be most effective when the individual needs of the child are considered. Students are frequently pretested in various academic areas to determine specific educational needs, and instructional groups are then formed to provide activities appropriate to the needs of the students within the group.

Each instructional team consists of a group of certified teachers with some instructional aide assistance. Whenever possible, student teachers are also utilized.

In addition to the regular classroom teachers, the child will also meet with special teachers in areas of music, computers, and physical education. A range of special education services is also available to students who qualify. District 90 also employs reading interventionists, social workers, and speech therapists.

As educators, we attempt to focus on positive aspects of student behavior. Students are expected to be mannerly and well behaved and to cooperate with all adult staff members.

Students of O'Fallon Elementary School District 90 are confronted with many important goals to achieve. Our goal is to provide students with an opportunity for the best possible education that will lead them to success and make them a good citizen for the world of tomorrow.

This student-parent guide has been prepared for all phases of the elementary schools. It is hoped that this handbook will aid both students and parents in acquainting themselves with their respective school.

## **General School Information**

This handbook is a summary of the elementary schools' rules and expectations, and is not a comprehensive statement of school procedures. School Board members and administrative staff can be found by visiting the District 90 website at [www.of90.net](http://www.of90.net).

## **O'FALLON ELEMENTARY SCHOOLS**

**J. E. HINCHCLIFFE SR. SCHOOL**, Mrs. Kristie Carroll, Principal is located at 1050 Ogle Road and is an open space designed school housing students in kindergarten through fifth grade. This school was built in 1972 and a nine-room addition was added in 1993. (Phone 618/632-8406; hours 8:45 A.M. to 3:30 P.M.)

**ESTELLE KAMPMEYER SCHOOL**, Mr. Mark Dismukes, Principal, is located at 707 N. Smiley Street and houses students in grades kindergarten through fifth grade. This school was originally constructed in 1965. Twelve classrooms and a library were added in 1988. (Phone 618/632-6391, hours 8:45 A.M. to 3:30 P.M.)

**LAVERNA EVANS SCHOOL**, Mr. Ryan Keller, Principal is located at 802 Dartmouth Drive and is an open space designed school housing students in kindergarten through fifth grade. This building was constructed in 1974. (Phone 618/632-3335, hours 8:45 A.M. to 3:30 P.M.)

**DELORES MOYE SCHOOL**, Miss. Dannah Steele, Principal; Mr. Mark Riley, Asst. Principal, is located at 1010 Moye School Road and houses students in grades kindergarten through fifth grade. This building was constructed in 2003. (Phone 618/206-2300, hours 8:45 A.M. to 3:30 P.M.)

**MARIE SCHAEFER**, Mr. Dan Rudy, Principal; Mrs. Ellen Hays, Assistant Principal, is located at 505 South Cherry Street and houses students in grades kindergarten through fifth grade and has occupied this site for the past century. The current building was constructed in 1991. Mrs. Gina Harding, Pre-School Director, is also housed at Marie Schaefer. (Phone 618/632-3621, hours 8:45 – 3:30P.M.)

Please visit the school website for more contact information, including e-mail addresses of all building administrators.

### **STUDENT ARRIVAL / DISMISSAL PROCEDURES**

Students should not arrive at school until 8:15 a.m. and will be allowed in their classrooms at 8:30a.m.

When you pick up your child during regular school hours, please:

1. Send a note to the teacher stating who will pick up the child and the time the student will be picked up.
2. Come into the office to receive your child. We do not want to release children until we are sure that proper arrangements have been provided.
3. Sign children out in the school office if they are leaving prior to the end of the school day.

Note: For LaVerna Evans students, traffic in front of the school is one way. Cars should not be parked in front of the school, as this blocks all traffic, including emergency vehicles.

Students should leave the building by 3:45 P.M. each day (15 minutes past dismissal time), unless they are under the direct supervision of a teacher or have an approved practice or sponsored activity, such as Brownies, Scouts, etc. If a child is not picked up by 3:45 P.M., the child will be picked up by the O'Fallon Police and brought to the police station. The police will attempt to notify the parents. Repeated incidents may result in notification to the Department of Children and Family Services. This same procedure will be followed on early dismissal days (P/T Conference days and school improvement days) as well as regular dismissal days.

## **SCHOOL CLOSING AND SPECIAL DISMISSALS**

School will be closed for the entire day when the Superintendent, after consulting with bus company representatives, determines roads are unsafe to travel.

School may also be closed when the wind chill factor is expected to remain about minus 30 degrees Fahrenheit. In such a case, the superintendent of schools may cancel school regardless of road conditions. Wind chill closing does not necessarily apply to O'Fallon High School District 203.

Announcements regarding school closings will be aired by 7:15 A.M. on KMOX radio, and on television stations KMOV Channel 4 and KSDK Channel 5. The announcement will be listed as "O'Fallon School District 90." School will be open if no announcement to the contrary is made by 7:15 A.M.

Early dismissal during the school day will be made only when emergency conditions are evident. In most cases, a decision to dismiss early will be made by noon. Early dismissal will be announced on the same radio and television stations as listed above. In case of early dismissal, there will be no afternoon Pre-K, EC, Pre-K Plus, or Early Achiever's Academy.

For the safety of your children, make sure they understand where they are to go in the event they reach home and you are not there. There may be times when it is impossible for you to arrive home before your children. Please make sure that the person who is to take care of your children until you arrive knows that you would like for them to act in this capacity.

Please have your children dress appropriately for the weather, as we will take recess outdoors as much as possible. On cold weather days, students will go outside when the real feel temperature is 15 degrees or higher. In addition, students will stay inside on hot days when the real feel temperature is 100 degrees or higher. The expectation is for students to be dressed appropriately.

## **SPECIAL DISMISSAL EVENTS**

The school district conducts Parent-Teacher Conferences during the 1<sup>st</sup> and 2<sup>nd</sup> semester of each school year. Students will be dismissed at 1:45 P.M. on these days. Throughout the year, the school district holds School Improvement/Teacher In-Service activities. On these days, students will be dismissed at 11:45 A.M. Regular bus transportation will occur when students are dismissed early. Parents will be informed of these dismissals through regular school newsletters, flyers, and published school calendars.

## **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.

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

Cross-reference:

PRESS 7:70, *Attendance and Truancy*

## **SCHOOL ATTENDANCE**

School attendance on a regular basis is the most effective way of ensuring that your child is receiving the quality education required to succeed.

Parents have a legal, obligation to see that their children maintain regular school attendance, and the school is also legally bound to see that their regular attendance is maintained. **Please call the school office by 9:15 A.M. if your child is not going to attend school on any given day.**

When your child returns to school from an unverified absence, please send a note explaining the absence. Children who are late for school are to report directly to the school office.

## **Home and Hospital Instruction**

A student who is absent or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent. Prior to the students return to school parents should submit a physician statement indicating the student's level of readiness for participating in school activities

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

For information on home or hospital information, contact your building principal.

## **Homeless**

If you have any questions regarding the educational rights of homeless children and youth in Illinois, you can contact the District 90 Homeless liaison, by calling the district office 632-3666.

## **GUIDELINES FOR SUCCESSFUL SCHOOL ATTENDANCE**

Please schedule medical and dental appointments around school hours when possible. If appointments must be made during school hours, try to secure them at the very beginning of school or toward the end of the school day.

If children have to be gone during the middle of the day, they should come to school at the usual time, be picked up for the appointment and then returned to school following the appointment.

If at all possible, avoid taking students out of school for vacations. It not only interrupts the educational process, but also can have a very definite financial impact on your school district.

If your child expresses hesitancy about coming to school, please contact the teacher as soon as possible. Once the problem is solved, the child can then again experience a positive feeling about school and learning.



## **TARDY AND TRUANCY**

**Truant** – a “truant” is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion thereof.

**Valid Causes for Absence** – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student’s control as determined by the School Board or such other circumstances, which cause reasonable concern to the parent for the safety or health of the student.

**Chronic or Habitual Truant** – a “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5 percent or more of the previous 180 regular attendance days.

**Truant Minor** – a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

**Tardy** - A student in grades K-1, is counted tardy if they miss up to 105 minutes of any part of the instructional school day. A student in grades 2, 3, 4, or 5 is counted tardy if they miss up to 45 minutes of any part of the instructional school day.

### **Truancy**

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$500.00

The District will determine if the student is truant, chronic or habitual truant or a truant minor. The Superintendent or designee shall direct the appropriate District staff to develop procedures to be used for identifying the cause(s) of unexcused student absenteeism.

If truancy continues, the Principal shall refer the matter to the local truancy board, and if the problem persists, the Local Truancy Review Board will refer the case to the Regional Office of Education Truancy Review Board. The Board, Superintendent, District Administrators and/or teachers shall assist and furnish such information, as they have to aid truancy officers.

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

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State’s Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school

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

Cross-references:

PRESS 7:70, *Attendance and Truancy*

## **Local and Regional Truancy Review Boards - Policies and Procedures**

### 3 Unexcused Absences = A letter from Principal

After a student receives **3 unexcused absences**, the building principal sends a letter to parent/guardian listing the dates the student missed in school.

### 6 Unexcused Absences = Appearance at the Local Truancy Review Board

After a student receives **6 unexcused absences**, the parents/guardian must appear before a Local Truancy Review Board to address and correct the attendance problem.

### 9 Unexcused Absences = A letter from the Regional Office of Education and appearance to the Regional Office of Education Truancy Review Board

After a student receives **9 unexcused absences**, the St. Clair County Regional Office of Education sends a letter to parent/guardian with a scheduled date to appear before the Truancy Review Board at the Regional Office of Education.

If truancy issues aren't resolved by the **9th unexcused absence**, the St. Clair County Regional Office of Education sends a notice to appear at a Regional Truancy Review Board Hearing.

### Appearance in Court

After a student receives **9-unexcused absences**, a petition may be filed with the St. Clair County State's Attorney. **The parent and student will have to appear in court.**

### 9 Excused Absences = Parent to attend local truancy review board

After a student receives 9 EXCUSED absences, the custodial parent/guardian must appear before a local truancy review board to address and correct the attendance problem.

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.

For further questions regarding registration, enrollment, or withdrawal (i.e., moving mid-year, boundaries, military deployment, etc.), please contact the school. (Added Jul 2018).

## **Absentee Notification**

A student's parent(s)/guardian(s) must: (1) upon their child's enrollment, provide telephone numbers to the Principal and update them as necessary; (2) authorize all absences and notify the school in advance or at the time of the child's absence; and (3) also give the school emergency numbers and update them as necessary.

It is the philosophy of the Board, administration and teachers that regular and punctual attendance is crucial to a student's academic achievement, to promote proper student attitudes, and to encourage student responsibility toward school and work. The students also obligate themselves to all work assigned in each grade or course in which they are enrolled. Parents and students are responsible to make sure necessary missed work is made up. Pursuant to this philosophy, the following policy has been developed:

1. In accordance with State mandates, parents are expected to call school each time their child will not be in attendance. This call should be made to the school office by 9:15A.M. of the day of the absence. If a call is not received from the parents, someone from the school will attempt to contact the parent at home or work to verify the absence. If such contact is unsuccessful, the student will be required to submit a signed note from the

parent/guardian explaining the reason for 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.

2. Any student who has been absent for questionable reasons may be required to present a certificate of illness from a licensed medical doctor upon request of the Principal.
3. A school official shall notify the parent in writing when their child has accumulated 3 days of unexcused absences. A doctor's excuse **will** be required after a child has missed 7 days of school in any school year.
4. A student's absence from school will either be considered excused or unexcused depending on the reasons given for the absence. Prior notification from parents is a factor determining whether the planned absence is considered as excused or unexcused. The Principal or designee will make such determination.
  - A. In the case of an excused absence, students will be given the opportunity to make up their homework without penalty within an established time frame. It will be the responsibility of the student and/or parent to work with the teacher to obtain information and materials relating to make-up work. The following are acceptable reasons for a student's absence and will be considered as excused:
    1. Illness of student.
    2. Major illness or death in the immediate family. (Immediate family members are defined as parents, brothers, sisters, grandparents, aunts, uncles, legal guardians or persons in loco parentis.)
    3. Absence due to religious holidays as mandated by Chapter 122:26-2B of the Illinois School Code. A student shall be released from school as an excused absence for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice to the school five (5) days before the student's anticipated absence. The parent(s)/guardian(s)'s written notification of student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.
    4. Any absence previously determined by the Principal to be of educational value or in the best interest of the student.
    5. Detention at a juvenile detention center if a certified teacher is available.
    6. Family Emergency
    7. Situations beyond the control of the student
    8. Circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety
    9. Attending a military honors funeral to sound TAPS
  - B. Students having an unexcused absence shall be given an opportunity to make up their work. The following reasons for a student's absence from school are unacceptable and may be considered unexcused:
    1. Failure of the parent to contact the school regarding the absence plus the school's inability to verify the absence by telephone.
    2. Absence of the student caused by a student's wrongful act which requires the student's presence in court, detention center or other law enforcement agency.
    3. Absence of the student in order to participate in activities, which could be, conducted at a time other than the school day.
    4. Any other absence of the student for vacation purposes when such absence(s) place the student in significant risk of failure.

5. Absence of the student for vacation purposes or special activities when the student has previously accumulated excessive absences (in excess of 10 days without a doctor's excuse) or has a prior history (previous year's attendance) of excessive absences.
  6. Any absence determined by the Principal not to be of educational value or in the best interest of the student.
- C. All pupils making school sponsored trips shall be counted as present for attendance purposes.
- D. **Make-up Assignments:** Students who are absent for any reason shall make up work and receive credit for that work. It shall be the responsibility of the student to present make-up work within a period of time equal to the number of days absent plus one day. Example: a student absent for three days will present make-up work within four school days. However, reports, labs, assignments, tests, etc., announced while the student was in attendance must be presented, or taken, on the original due date. If the absence takes place at the end of the quarter, the child will be given an incomplete until the assignment(s) have been made up or the deadline passes.

### **Exemption from Physical Education Requirement [K-8]**

Modified June 2018 from IPA

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

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

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

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

Cross Reference:  
PRESS 7:260, *Exemption from Physical Education*

### **ADDITIONAL ATTENDANCE REGULATIONS SET FORTH BY THE STATE OF ILLINOIS SCHOOL CODE**

**Chapter 122; Paragraph 26-2, 26-7, 26-8, 26-10; Illinois School Code - Attendance**

26-2 --Any person having custody or control of a child who is above the age of 7 years or below the age of 16 years and who is enrolled in any of grades 1 through 12 in the public school, shall cause such child to attend the public school in the district wherein he resides when it is in session during the regular school term.

26-7 --If any person fails to send any child in their custody or control to some lawful school, the truant officer shall, as soon as practicable after notification thereof, give notice in person or by mail to such person that such child shall be present at the proper public school on the day following the receipt of such notice. The notice shall state the date that attendance at school must begin and that such attendance must be continuous and consecutive in the district during the remainder of the school year. The truant officer shall, at the same time that such notice is given, notify

the teacher or superintendent of the proper public school thereof, and the teacher or superintendent shall notify the truant officer of any noncompliance therewith.

26-8 --All truant officers, after giving the notice provided in Section 26-7 to any person having custody or control over any child or children not attending school, shall determine whether the notice has been complied with, and if not complied with, they shall thereupon make complaint against such person before the circuit court in the county where such person resides for failure to comply with the provisions of this Article.

26-10 --Any person having custody or control of a child subject to the provisions of this Article to whom notice has been given of the child's truancy and who willfully permits such child to persist in this truancy, upon conviction thereof shall be guilty of a Class C misdemeanor.

## VISITORS

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

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

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him 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.

**\*\* Reference the *Volunteer Information Form and Waiver of Liability* located on the last page of this handbook**

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.

### **REPORTING PUPIL PROGRESS**

Evaluation is a continuous ongoing process and is not confined to report cards. We want to make every effort to keep you informed as to your child's progress in school. If schools are to succeed in their assigned task of educating children, there must be cooperation between home and school. We will make every effort to keep the lines of communication open.

After first and second quarters, parent-teacher conferences will be scheduled. At these times you will be given up-to-date information as to how your child is progressing. At the end of each nine-week period, report cards will be sent home with the students.

If you as a parent or guardian have questions regarding your child's progress, please do not wait until a scheduled conference; please write a note to the teacher, e-mail or phone for an appointment to meet with the teacher.

### **GRADING SCALE**

**Changed July 2016**

A	90 - 100
B	89 - 80
C	79 - 70
D	69 - 60
F	59 and Below
S	Satisfactory
N	Needs Improvement
P	Making Progress
NA	Not assessed at this time

#### **Reporting and Grading Criteria**

Kindergarten teachers will record S, N, P or NA for report cards. The letter will be assigned at the end of each quarter as part of a skills-based grade card. Music and PE will also be recorded as S, N, or P for all students.

Grade 1 - report cards will display the letter grade each quarter for all academic subject areas except Science and Social Studies. These 2 courses will use NA for taught but not assessed at this time.

Grades 2 – 5 report cards will display the letter grade each quarter for all academic subject areas.

## **GRADING HANDBOOK**

### **Report Card Philosophy Statement**

The purpose of the report card is to communicate a student's academic achievement, social development, and work habits at the appropriate level within O'Fallon Community Consolidated School District No. 90.

### **Academic Progress Report**

All parents will have available to them a progress report at mid-quarter by participating in the family access of our Skyward website. Parents will still have the option of obtaining hard copies by requesting that information at their child's school.

Family Access is a free and secure website that gives you the opportunity to monitor your student's academic progress. Family Access allows you to view your student's grades, attendance records, schedule, assignments, emergency information, and food service balance. It also gives you the ability to add money to your student's lunch account and pay yearly registration fees.

Use the following link to begin using Family Access <https://www.of90.net/> and then click on the Family Access tab found on the right or the Family Access found under Find it Fast at the top of our site.

### **Grades K-5**

District report cards will be issued four times per year. Report cards will be given to the K-5 grade students at the end of each quarter. Parent conferences will be held twice each year.

### **Recording of Final Grades for Permanent Record Card**

At the end of each school year, teachers in grades K-5 are responsible for taking the four quarterly grades in each subject area and averaging them to determine a final grade for the year. The final letter grades will be posted on the student's permanent record.

### **Student Transfers Within District 90**

If a student transfers from one District 90 attendance center to another, a report of the student's grades should be forwarded to the receiving school. A teacher's written comments about this student may be included.

### **Transfers Outside of District 90**

If a student has been enrolled in a District 90 school for a minimum of five weeks in any reporting period, a report card should be completed and filed with the building principal. The report will be included in the transfer of records being forwarded to the next school district. Student grades and attendance will be calculated based upon the date the student is withdrawn from the school.

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## **PROMOTION AND RETENTION**

It is District 90's philosophy that promotion of a pupil be a recognition of the capability of the pupil to continue with more advanced work. Retention should signify that a pupil's ability to continue in the advanced grade or subject is in serious doubt, and it is judged by those concerned that retention will be more profitable to a pupil's total school experience than promotion.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Retention Procedures**

Every effort will be made to notify parents of possible retention. Parents will be contacted by the student's teacher or principal to arrange a conference. First notification of the possibility of retention will be mailed no later than March 1.

The building principal should be informed of all conferences scheduled. If retention is still a possibility at the end of the third nine weeks, the principal will attend a scheduled conference whenever requested.

Two weeks prior to the end of the school year, a final notification of the pupil's retention, including a rationale for retention, will be mailed to the parents or the legal guardian of the child being retained.

The final decision to retain will be made by the building principal.

## **SPECIAL SERVICES**

The following list is the special services available for eligible students. Please feel free to consult the school principal concerning procedures or involvement in any of them.

Title I Reading  
Special Education Programs (IDEA)  
Section 504  
Response to Intervention

### **Title I Programs**

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children. All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

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

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 for whom it is determined, through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration of Special Education*, that special education services are needed.

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

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



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

LEGAL REF.           Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.  
                          Individuals With Disabilities Education Act, 20 U.S.C. § 1400 et seq.  
                          Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.  
                          105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a.  
                          23 Ill. Admin. Code § 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

### **Related Service Logs**

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

### **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings, with the exception of observing during direct instruction time. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child.

For further information, please contact the school principal.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 is an Act, which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities ( major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, reading, concentrating, thinking, communicating, as well as the operation of a major bodily function);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the O'Fallon Elementary School District No. 90 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in an of the program and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

34 CFR 104.36 also states that, "A recipient that operates a public elementary or secondary education program shall establish and implement, with respect to actions regarding the identification, evaluation, or educational placement of persons who, because of handicap, need or are believed to need special instruction or related services, a system of procedural safeguards that includes notice, an opportunity for the parents or guardian of the person to examine relevant records, an impartial hearing with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure."

If there are questions, please contact the building principal.

## **Response to Intervention (RTI)**

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students.

This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

RtI is a process designed to help schools focus on and provide high quality interventions to students who may be struggling with learning. RtI has three important parts: 1.) using a three tier model of school supports, 2.) using a problem solving method for decision making, and 3.) using data to inform instruction.

All students will be screened in the Fall, Winter, and Spring in the areas of Reading, Writing, and Math. Additional screenings in Speech and Language may also be completed for any student. Parent consent is not required for screenings or interventions. Parent consent is required to evaluate or implement special services.

## **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 school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, 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 nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance;
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. 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 district complaint manager or any staff member with whom the student is comfortable speaking. 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.

Complaint Managers:

_____	_____
Name	Name
_____	_____
Address	Address
_____	_____
Phone Number	Phone Number
_____	_____
Email Address	Email Address

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.

One complaint manager should be male and one complaint manager should be female

Cross-references:

PRESS 7:20, Harassment of Students Prohibited

PRESS 7:180, Prevention of and Response to Bullying, Intimidation and Harassment

PRESS 7:190, Student Discipline

PRESS 2:260, Uniform Grievance Procedure

## **Sexual Harassment**

### **Sexual Harassment Prohibited**

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, 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 conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include 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. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

## **Equal Opportunity and Sex Equity**

Modified July 2017

Equal educational and extracurricular opportunities are available to all students as provided under the law. No student shall be limited in the exercise of any right, privilege, advantage, or denied equal access to educational extracurricular programs and activities as provided under the law.

### **SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, hoods, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day. Coats will not be worn in the building without staff approval. A coat is defined as any clothing intended for outdoor use.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.
- A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

### **Fines, Fees, and Charges; Waiver of Student Fees**

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 does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers 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; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;

- Seasonal employment;
- 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 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.

### **REGISTRATION / TRANSFER PROCEDURES**

Students with unpaid fees or incomplete paperwork will not be considered fully registered. If a grade level is frozen based on class size caps, the administration has the authority to transfer students to another school. Current students with incomplete registrations are also subject to the transfer policy.

Students with unpaid fees after the start of the school year, to include fees from prior school year(s), will be excluded from participating in sports, clubs, and trips until fees are paid.

District #90 is sensitive to the fact that payment of fees in full may be a hardship. Registration fees will continue to be waived for families who qualify for the national free/reduced meal program. To apply for a waiver, please complete and return the application to your respective school. Families who are unable to pay fees, but do not qualify for waivers, should contact the District Office (632-3666 x7101) to arrange a payment schedule. A payment plan will serve as a complete registration.

### **REGISTRATION FEES**

A yearly registration fee of \$140.00 is charged each pupil. Parent(s) or legal guardian(s) are responsible for the registration fees due for their District #90 student(s). In the event these fees are not paid, the unpaid balance will be turned over to a collection agency. A collection fee of \$55.00 will be added to your balance. In addition you will be responsible for any legal fees, court costs, and attorney fees. Students will not be able to participate in extracurricular field trips if registration fees are unpaid.

### **HEALTH GUIDELINES**

In the interest of public health, children shall not be in school if:

1. The child has a fever above 100.4°F and until the child has been fever free for 24 hours without medication to reduce the fever.
2. The child has vomited twice or more in 24 hours.
3. The child has diarrhea.
4. The child has an unexplained rash.

If your child has one of the childhood diseases such as measles, chicken pox, mumps, or any other communicable disease, the parent/guardian should call the school office and give us this information. Children who have communicable diseases, parasite infections or fungal infection, shall be excluded from school until the infection or disease is treated.

Diagnosis of Conjunctivitis (pink eye), may return to school 24 hours after the initial **prescriptive eye drop was administered.**

If your child cannot go outside for recess or participate in PE, a doctor's note is required after three (3) days. The note must state the specific health condition and the length of time the child will have to stay inside for recess or not participate in PE. Doctor notes without a specific end or re-evaluation date will not be accepted. A parent note, requesting permission for a child not to go out to recess or participate in PE, will only be accepted for three (3) days in a month period.

## **ALLERGY SAFE ENVIRONMENT**

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. Before bringing in food, animals, or other allergens, please notify the school Nurse.

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.

### **Students with Food Allergies**

Added June 2011

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 food allergy, an allergy care plan and questionnaire must be completed and submitted to the school nurse.

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.

### **Animal Guidelines**

Modified March 2007

Before an animal is allowed into the school, for show and tell purposes, the building principal must give prior approval. The school nurse shall be consulted to verify any possible allergies within the classroom.

## **HEALTH EXAMINATIONS**

The State of Illinois, Department of Human Services, and Certificate of Child Health Examination must be completed. No other forms will be accepted.

If the immunizations are not given as stated by Illinois Law, due to a medical issue, you must ~~also~~ submit a letter from your healthcare provider stating why a waiver should be granted. Parent(s)/Guardian(s) objecting to required

immunizations on religious grounds, must present a completed “Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form.” If required paperwork is not submitted, students will be excluded from attending school until such time the required information or proof of supplemental immunizations is received.

The Illinois School Code requires a physical examination and up-to-date immunizations, on all students prior to first entry into an Illinois School, Kindergarten, First or Sixth grades. A physical examination, and up-to-date immunizations, must be completed on all students new to the State of Illinois, regardless of grade, within 30 days of enrollment. Students transferring from another Illinois school must provide a copy of records with up-to-date physical and immunizations within 30 days of enrollment. The State of Illinois, Department of Human Services, Certificate of Child Health Examination Version 11/2015 must be completed. No other forms will be accepted. A Physician, Physician Assistant, or Advanced Practice Nurse must complete all physicals. *Students will be excluded from school for non-compliance with State Regulations according to the provisions of the School Code of the State of Illinois.*

*The exclusion date is the 4<sup>th</sup> Friday in September, or 30 days following enrollment, depending on initial enrollment date.*

An eye examination or waiver is required for all students entering Kindergarten, or Illinois schools for the first time, regardless of grade level. Examinations must be completed, on the State of Illinois Eye Examination Report Form, by an Optometrist or Ophthalmologist, and are due by October 15<sup>th</sup> or within 30 days of enrollment, depending on the initial enrollment date.

A dental examination or waiver is required for all Kindergarten, Second and Sixth grade students. Documentation of exam, on the Proof of School Dental Examination Form version IOCI 0600-10, is due by May 15<sup>th</sup> of the school year that they are in the specified grade.

## **EMERGENCY HEALTH PROCEDURES**

School nurses are employed by O’Fallon School District No. 90. In case of an emergency and the nurse is not present, the principal and/or designee will take appropriate precautions. If the injury requires medical attention beyond simple first aid, the parent or the person listed on the emergency record will be notified to come to the school to take the child home or to the doctor if needed. Please keep the school informed of any emergency record information changes such as phone numbers. If no one listed on the emergency record is available, the decision regarding care will be made in the best interest of the student.

## **MEDICATION POLICY**

Revised 2019

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.” At the end of the school year, unused medication left in the possession of the school nurse will be appropriately disposed of by the nurse.

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 who is diabetic may self-carry and self-administer diabetic testing supplies and insulin. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury

arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Additionally, the following conditions must be met before any medication will be dispensed:

1. All medication, including cough drops, is administered from the nurse's office. The only exception to this is an asthma inhaler, diabetic medication, and/or epinephrine auto-injector under the condition detailed above.
2. Medication is defined as prescription drugs or anything bought over the counter to include, but not be limited to, cough syrup, Tylenol, Motrin, Caladryl, cough drops, topical analgesics, insect repellent, essential oils, herbal and natural remedies, antibiotic ointments, and anbesol.
3. An emergency room discharge summary is not acceptable as a Doctor order unless it is signed by a Doctor.
4. Signed medication orders on a prescription pad will be accepted.
5. All medication must be in an appropriately labeled bottle from the pharmacy with the child's name, medication name, dose and time of medication and prescriber name.
6. Over the counter medication must be in the purchased bottle or container.
7. All medication will need a new physician's order each school year or when changed.

### **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.

## **HEAD LICE PROCEDURES**

Infestation of head lice is a problem faced in all schools. In order to keep outbreaks at a minimum the following procedures will be followed:

1. Children infested with lice or nits will be sent home with a "Lice Fact Sheet and Treatment Protocol".
2. All siblings of the infested child will be checked.

To be readmitted to school, the child must be nit free. The child must be checked by the nurse prior to returning.

## **Care of Students with Diabetes**

Added June 2011

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. A 504 plan will be developed based on the Diabetes Care Plan. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.



- c. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse or his/her designee.

### **VISION AND HEARING SCREENING**

Vision and hearing screenings will be done on those students required by the School Code of the State of Illinois. These screenings are not a substitute for a complete evaluation by your doctor. The Illinois School Code from the Illinois Department of Public Health Vision & Hearing Program requires this written notification. Transfer, special education and teacher referred students are required to have vision and hearing screenings performed. All pre-school, Kindergarten, and Second Graders are required to have a vision and hearing screening performed. All First and Third Graders are required to have a hearing screening performed.

#### **Water bottles**

Students will be allowed to bring water bottles to school to keep at their desk. Bottles should have a cap that keeps them from spilling, leaking or dripping. If necessary, students will be able to refill their water bottles at a safe water station.

### **DISTRICT ACCEPTABLE USE POLICY FOR STUDENTS**

The Internet is an electronic highway connecting thousands of computers all over the world. O’Fallon School District No. 90 is pleased to have the technology and networks available to access the Internet, publish web pages and communicate using e-mail. Hardware is in place for students to access educational resources from anywhere in the world. With the technology now available, students can use computers to research topics, build academic skills and extend learning beyond the classroom.

Along with access to the Internet also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The District Acceptable Use Policy restricts access to material that is inappropriate in the school environment and the District has taken available precautions to restrict access to controversial materials. However, on a global network, it is impossible for filtering software to block every controversial and inappropriate site.

The District uses certain educationally appropriate online resources such as Google Apps for Education, BrainPop, Net Trekker, and Discovery Education to provide learning opportunities to our students. These online resources are reviewed and approved by the administration. The District may provide online vendors with a student’s username, password, full name, and related information for the purpose of securing confidential credentials (i.e., username and password) and access for the student. This information will remain confidential and will not be shared except for the purpose of providing these services.

The Board of Education recognizes that although the Internet and on-line services afford access to legitimate sources of information for academic and educational purposes, they also enable access to materials which may be illegal, obscene or indecent. The use of elements of the District Technology System including the Internet shall be consistent with the District’s educational mission and the curriculum adopted by the Board.

The “System” shall include all computer hardware and software owned or operated by the District, the District electronic mail, the District web site, and the District on-line services and bulletin board systems. “Use” of the District Technology System shall include use of or obtaining access to the System from any computer terminal whether or not owned or operated by the District.

### **PURPOSE OF TECHNOLOGY**

District technology, computers, and access to the Internet are designed for a limited educational purpose. The term “educational purpose” includes use of the network (hardware/software/connections, etc.) and access to the Internet for classroom activities, research, communications, career awareness, and professional development. Use of these

educational tools is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.

The District Technology System was established to comprise part of the school curriculum, and is intended by this Board to function in support of that curriculum and of students' mastery of the curriculum through improved communication between the school and students' parents or guardians. The District Technology System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the District Technology System. The District also has the right to and does monitor use of its Technology System. Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the District Technology System has an expectation of privacy in connection with such use.

Student use of technology, Internet, web publications and e-mail will be governed by the policies found in this document, related District regulations, and student disciplinary code. Violation of the acceptable use guidelines shall be subject to consequences including but not limited to discipline, loss of System use privileges, and referral to law enforcement authorities or other legal action in appropriate cases.

The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's electronic mail system. The District has the right to and does monitor use of the System by students, including students' access to the Internet, as part of System maintenance to determine whether the use is consistent with federal and state laws and District policies and guidelines. All users should be aware that their personal computer files or System use may be subject to public disclosure under the *Illinois Freedom of Information Act*.

Use of the technology, Internet, web publications and e-mail constitutes consent to abide by the policies contained in this document.

With respect to any of its computers with Internet access, the District will use technology protection measures to (A) protect minors against access through such computers to visual depictions which are obscene, constitute child pornography, or are otherwise harmful to minors, and (B) protect all users against access through such computers to visual depictions that are obscene or constitute child pornography.

#### **TECHNOLOGY AND COMPUTER USE**

All students shall assume the following responsibilities while using District technology and computers.

1. Students will treat all equipment with care and report any abuse or misuse as soon as they become aware of it to a teacher, District Technology personnel, or principal.
2. Students will report any malfunction or problem as soon as they become aware of it to a teacher, District Technology personnel, or principal.
3. Students will not vandalize or otherwise **intentionally** damage any District technology hardware or software. If they do, they or their parents/legal guardians will be responsible to pay all repair and/or replacement costs. Vandalism is defined as any malicious attempt to harm or destroy data of another person, computer software, the network, computer hardware, computer wiring, or computer configuration.
4. Students will not damage, destroy, or copy another person's data. If they do they will be referred to the building principal. ***Incidents in which a student copies another student's data or does not cite work done by other people will be treated as cheating.***
5. Students will not tamper with or attempt to gain access to computer data to which they have no security authorization. Doing so will result in the cancellation of privileges.
6. Students will not load or copy unauthorized software onto District computers. All software used on District computers is to be properly licensed and registered with the publisher or manufacturer, and ***installed by District Technology personnel.***

7. Students who can identify a security problem on the District's network and/or Internet must notify a teacher, District Technology personnel, or principal and should not demonstrate the problem to someone else.
8. Students will not attempt to log-in to a computer or the District's network as a system administrator. Doing so will result in the cancellation of privileges.
9. Students identified as a security risk may be denied access to the District's technology and computers.

### ACCESS

Students may be provided with a classroom, school, or individual student account. In grades where students are given an individual account, students are prohibited from sharing their log-in IDs or passwords with any other individual. Any attempt to log in as another user will result in disciplinary action.

### INTERNET USE

The District's access to the Internet, and its software, hardware, and data files, are owned and controlled by the School District. The District maintains the right to monitor Internet use and maintain user logs. Students will not use the computers and networks unless supervised by a teacher or staff member and they should only use them for educational activities. All users shall assume the following responsibilities while using the Internet.

**Prohibited Uses** - The uses of the System listed below are prohibited and may result in discipline or other consequences as provided in the "Due Process" section of these Guidelines and the District's Student Discipline Code and rules. The System shall not be used to:

1. Engage in activities which are not related to District educational purposes or which are contrary to the instructions from supervising District employees as to the System's use.
2. Access, retrieve, or view obscene, hateful, profane or indecent materials. "Indecent materials" are those materials which, in context, depict or describe sexual activities or organs in terms patently offensive, as measured by contemporary community standards. "Obscene materials" are those materials which, taken as a whole, appeal to the prurient interest in sex, which portray sexual conduct in a patently offensive way in which, taken as a whole, do not have any serious literary, artistic, political or scientific value.
3. Access, retrieve, view or disseminate any material in violation of any federal or state laws or regulation or District policy or rules. This includes, but is not limited to, improper use of copyrighted material; improper use of the System to commit fraud or with the intent to commit fraud; improper use of passwords or access codes; or disclosing the full name, home address, or phone number of any student, District employee, or System user.
4. Transfer any software to or from the System without authorization from the District Technology Director.
5. Engage in for-profit or non-school sponsored commercial activities, including advertising or sales.
6. Harass, threaten, intimidate, or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation.
7. Disrupt the educational process, including use that is reasonably foreseeable to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
8. Disrupt or interfere with the System.
9. Access web sites through random searches in grades K-4. Students in grades K-4 will only access teacher approved web sites that are related to the educational mission of the class. Students in grades 5-8 can only

conduct random Internet searches on a limited basis to conduct research related to the educational mission of the class and only while being supervised by a teacher or staff member.

10. Gain unauthorized access to or vandalize data, files, the System or the technology system of any other individual or organization.
11. Forge or improperly alter electronic mail messages, use an account owned by another user, or disclose the user's individual password or that of another user.
12. Invade the privacy of any individual, including violating federal or state laws regarding limitations on the disclosure of student records.
13. Download, copy, print or otherwise store or possess any data which violates federal or state copyright laws or these Guidelines.
14. Send nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing or other unwelcome messages.
15. Conceal or misrepresent the user's identity while using the System.
16. Post material on the District's web site without the authorization of the appropriate District administrator.
17. Attempt to gain unauthorized access to the District network or use the District's network to access any other computer system. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
18. Make deliberate attempts to disrupt computer performance or destroy data by any means including spreading computer viruses. These actions are illegal.
19. Use the District's networks to engage in any other illegal acts, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
20. Use data created outside the school and brought in on mobile storage devices such as USB flash drives without permission from the teacher and scanning the data for viruses.
21. Use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
22. Engage in personal attacks, including prejudicial or discriminatory attacks, or knowingly or recklessly post false or defamatory information about a person or organization.
23. Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
24. Post personal contact information or private information about themselves or other people. Personal contact information includes full names, address, telephone number, school address, work address, etc.
25. Agree to meet with someone they have met online without their parent's approval and participation.
28. Repost a message that was sent to them privately without permission of the person who sent the message.
29. Plagiarize another person's work. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
30. Infringe on another person's rights of copyright. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request written permission from the copyright owner.

31. Engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
32. Conduct random internet searches that are unrelated to the specific lesson for which the System is being used. Students that inadvertently access inappropriate materials should immediately inform their teacher or principal.

### **WEB PAGE PUBLICATION**

Any web site created by a student using the System must be part of a District-sponsored activity, or otherwise be authorized by the appropriate District administrator. All content, including links, of any web site created by a student using the System must receive prior approval by the classroom teacher or an appropriate District administrator. All contents of a web site created by a student using the System must conform to these Acceptable Use Guidelines. All students shall assume the following responsibilities while producing student web pages that are created and posted for viewing outside the District's Intranet:

- Students will be allowed to create "content" pages related to a specific class activity under the supervision of their teacher. Content pages must be related to meeting the educational objectives of the class activity.
- Students will not be allowed to publish "personal" web pages on the school District's server.
- Student web pages will be removed at the end of the school year unless special arrangements are made.
- Student web pages must include a statement that identifies the page as a student created web page.

#### **Web Page Publishing Guidelines:**

Copyright Web Publishing Rules: Copyright law and District policy prohibit the republishing of text or graphics to the Web without explicit written permission by the original author.

- School District web pages must not contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained in writing from the owner.
- Students engaged in producing web pages containing copyrighted material must provide the building principal or their designee with hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. If the material is web-based, the manager of the site may not be considered a source of permission.
- The "fair use" rules governing student printed reports (non web-based materials) in classrooms are less stringent and permit limited use of graphics and text. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.

#### ***Web Pages shall not:***

1. Contain a student's full name. Only a student's **first name and last initial** can be displayed and must not be displayed without a signed release by parent or legal guardian.
2. Contain personal contact information about students beyond that permitted by the school (or district) and parent.

3. Display photographs or videos of any identifiable individual without a signed release by a parent or legal guardian.
4. Display a student's picture and name on the same page.
5. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a web site is within the fair use exemption.

***Web Pages shall:***

1. Meet academic standards of proper spelling, grammar, and accuracy of information.
2. Be reviewed, updated, and maintained on a regular basis to insure the site is appropriate and has educational value. Active links must be tested for connectability and appropriateness.
3. Carry a stamp indicating when it was last updated and the e-mail address of the teacher responsible for the page.
4. Have a link that will help users find their way to the appropriate home page.
5. Have a back-up copy retained by the teacher or student.

Students may retain the copyright on the material they create that is posted on the Web.

### **E-MAIL USE**

Students may only use e-mail as part of a class activity. Students in grades K-8 may have a teacher monitored and restricted individual account provided by the District. Individual accounts will only be accessible to teachers and students inside the District. On occasions individual student email accounts may be used to collaborate and communicate with students from other Districts in the United States or abroad. Material presented on a monitored restricted student account must meet the educational objectives of the class activity. The District maintains the right to monitor e-mail use and maintain user logs. E-mail logs will not be maintained or backed-up for longer than thirty days. The Superintendent will make decisions regarding who will receive a District e-mail account.

It **will not** be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Technology Use Policy or student disciplinary code.

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 or staff member to an e-mail account is strictly prohibited.

Each person should use the same degree of care in drafting an e-mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School 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 School District. Staff will be held personally responsible for the content of any and all electronic messages transmitted to external recipients.

Any messages received from an unknown sender via the Internet should be deleted immediately. 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 being transmitted.

### **DUE PROCESS**

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District's network.

In the event there is an allegation that a user has violated the District Technology Use Policy, the person will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Any District administrator may request to terminate the account privileges of a guest user by providing notice to the user and the District Technology Coordinator. Guest accounts not active for more than 90 days may be removed, along with the user's files, without notice to the user.

Disciplinary actions will be handled in accordance with related the Student Handbook and applicable Board Policy.

### **SEARCH AND SEIZURE**

**July 2020**

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

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

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

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

#### **Student Searches**

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

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

**Seizure of Property**

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

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

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

**WARRANTY**

The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing nor is it responsible for any damages suffered by a user. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or the users errors or omissions. Use of any information is at the users own risk. The School District specifically denies any responsibility for the accuracy or quality of information obtained through its services. The District is not responsible for any user’s intentional or unintentional access of material on the Internet which may be obscene, indecent, or of an inappropriate nature.

**INDEMNIFICATION**

The user agrees to indemnify the School District for any losses, cost, or damages, including reasonable attorney fees, incurred by the School District relating to, or arising out of, any breach of the authorization.

**FEES AND CHARGES**

The School District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line cost.

**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.

Cross-references:

PRESS 7:140, *Search and Seizure*

PRESS 7:190-AP7,E1 *Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting*



# **STUDENT RIGHTS RESPONSIBILITIES and RECORDS**

**O'Fallon District No. 90  
O'Fallon, Illinois**

## **CONDITIONS THAT PROMOTE THE DEVELOPMENT OF FAVORABLE STUDENT ATTITUDES AND SCHOOL DISCIPLINE**

**1. An adequate home which**

- A. Assumes the primary responsibility for the discipline of the child.
- B. Is aware of the child's responsibility and obligations in the school as well as in the community and establishes home conditions, which are favorable to his success in school.
- C. Recognizes that school personnel must necessarily concern themselves primarily with group training and group behavior.
- D. Cooperates with school authorities and participates in conferences regarding the behavior, health and academic progress of the child.

**2. A responsible student who**

- A. Respects constituted authority, which includes not only obedience to school rules and regulations but also conforms to the laws of the community, state and nation.
- B. Reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

**3. A responsible school in which the professional staff**

- A. Encourages the use of good guidance procedures.
- B. Maintains an atmosphere conducive to good behavior.
- C. Exhibits an attitude of respect for students that has a positive influence in helping students develop good character traits.
- D. Plans a flexible curriculum to meet the needs of all students.
- E. Promotes effective training or discipline based upon fair and impartial treatment of all students.
- F. Develops a good rapport among the teaching staff and between the administration and the teaching staff.
- G. Endeavors to involve the entire community in order to improve the quality of life in that community.

## **STUDENT BEHAVIOR**

The O'Fallon Elementary Schools are totally committed to the development of a school climate that will enable all students to function in a secure environment in their efforts to obtain a quality education. To this end, good self-discipline is of extreme importance. No student shall follow such actions that may violate the rights or freedom of others by either physically endangering them, or hampering their chances of receiving the educational opportunities to which they are entitled. There are, however, certain school rules and behavior expectations that are of extreme importance to all students.

### **ADDITIONAL REGULATIONS IN REFERENCE TO DISCIPLINE AS SET FORTH IN THE ILLINOIS SCHOOL CODE**

Chapter 122; Paragraph 34-83; Illinois School Code - Discipline

Teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the school and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

### **PBIS – Positive Behavior Interventions and Supports**

Added June 2011

Positive Behavior Interventions and Supports is a program supported by the Illinois State Board of Education and St. Clair County Schools to promote and maximize academic achievement and behavioral competence. It is school-wide strategies for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. As part of the P.B.I.S. program, we will establish several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently for their great behavior. The expectations for all students will be clear throughout our buildings, hallway, classroom, cafeteria, playground, and gymnasium. Our school rules will specifically address bullying behaviors, provide for a safe and respectful school environment, and allow more instruction time. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching it to students in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff, and our paraprofessionals.

### **Discipline of Students with Disabilities**

Added June 2011

#### **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.

Cross Reference:

PRESS 7:230, *Misconduct by Students with Disabilities*

## **SPECIAL EMPHASIS**

School Board Policy 7: 190 - Using, possessing, controlling, or transferring a weapon, or any part of a weapon or ammunition, real or look-alike, or disarmed, (ex.: an empty bullet casing) is in violation of the “weapons” section of this policy.

District No. 90 schools have been declared “Drug Free, Gun Free School Zones”. Any illegal possession of drugs or guns within 1000 feet of the schools will result in prosecution under Federal and/or State statutes.

## STUDENTS' RIGHTS AND RESPONSIBILITIES

<b>RIGHTS</b>	<b>RESPONSIBILITIES</b>
1. Each student has the right to pursue an education.	1. Each student must not hamper any other students from pursuing and education.
2. Each student has the right to express opinions verbally and in writing.	2. Express opinions and ideas in a respectful manner so as to not offend or slander others.
3. Each student has the right to dress in such a way as to express the student's personality.	3. Pupil dress shall be in good taste, not disruptive to classroom routine, well fitted, neat, clean, and not likely to cause a hazardous condition. The interpretation of this policy shall rest with the building principal acting with the advice and consent of the superintendent.
4. Each student has the right to expect that the school will be a safe place for all students to gain an education.	4. Be aware of all the rules and expectations regulating student behavior and conduct and follow the guidelines established in this code.
5. In cases of suspensions and expulsions, the student who is disciplined has the rights provided by the Illinois School Code and Constitutional due process. If student witnesses testify in a disciplinary case, student witnesses' names shall not be made public.	5. Be willing to volunteer information in disciplinary cases should the student have knowledge of importance in such cases.

## ENFORCEMENT OF RULES AND REGULATIONS

When self-discipline fails, regulations for management of school behavior, including those adopted by the Board for each individual school, must be enforced by those directly responsible for the operation of the schools. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards. The School Board of District No. 90 has this legal responsibility according to the Illinois School Code. Rules are enforced during school, District No. 90 sponsored functions, and on school buses.

It is the philosophy of the Board of Education "to be effective, a punishment (control measure) should be a logical consequence of the offense. It should be prompt. It should be applied consistently."

1. **RESTRAINT OF STUDENTS:** Teachers and administrators may restrain students by means of reasonable force to protect other persons, for self defense, or to protect property in accordance with Illinois Public Law 88-0346.

### **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.

2. **REMEDIES:** The superintendent, building principal, any administrative personnel or any teacher of the school corporation shall be authorized to take action in connection with student discipline.

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. 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.
8. Community service.
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges.
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. 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.
12. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
13. 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.

3. **REMOVAL FROM CLASS:** A teacher may remove a student from class when the seriousness of the offense, the persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the education process of the other students in the classroom, or has been disrespectful and defiant to the teacher.

If the seriousness of the situation warrants, the teacher will accompany the student(s) to the proper administrator, or, in less serious circumstances, the teacher will send the student(s) to the appropriate administrator with a note or statement that a student should be removed from their class. At the elementary schools, the decision to remove a student from class shall be made by the building principal.

The teacher, as soon as possible or no later than the end of the school day, will report, in writing to the building principal or his duly authorized agent, the circumstances leading to the student's removal from class.

In cases when a student is sent to the building principal or his duly authorized agent from class for extended disrespect or defiance of teacher authority, accompanied by a note saying such, said student shall not be readmitted without consultation between the administrator and the teacher.

Additional conferences may be scheduled by the administrator and may include student, parent, teacher, or his duly authorized agent.

The conference will be scheduled by the appropriate administrator and may be held during regular school hours or at a time mutually agreeable to all parties.

4. **SUSPENSION:** The term “suspension” means any disciplinary action whereby a student is separated from school for a period of not less than one day nor more than ten days and which does not constitute an expulsion under No. 5 of this section. The superintendent and building principals are authorized to suspend students from school as provided in Chapter 122, Article 10, Section 22.6 of the Illinois School Code.
  - A. While a student is serving an out-of-school suspension, that student shall not attend school and/or any District No. 90 sanctioned extracurricular activities.
  - B. **While students are suspended, they may make up assignments assigned or tests taken during the suspension period, and will receive academic credit for the work made up. It is the responsibility of the student to study the missed material and be prepared to turn in missed work, assignments, tests, etc.**
  - C. Following, or prior to, an out-of-school suspension, a conference between the principal and the student’s parents/guardians is **MANDATORY** before the student’s re-entry to school.
  
5. **EXPULSION:** The term “expulsion” means disciplinary action taken by the Board of Education whereby a student:
  - A. is separated from school attendance for a period in excess of ten days.
  - B. is separated for the balance of the then current semester or current year. Such student may be permitted to complete required examinations in order to receive credit for courses taken in the then current semester or current year.

### **GUIDELINES FOR DETERMINING PENALTY**

The Board of Education approves the following guidelines for determining the length of penalty time for various infractions. When unusual circumstances are present, it may be advisable to reduce or exceed these suggested guidelines. In addition, any violation of state or local law will be promptly reported to the appropriate law enforcement authorities. **Repeated occurrences of any behavior or incidents involving multiple infractions will increase the level of its consequences.**

For students with special needs, the discipline policy will be implemented as stated in this policy, unless otherwise indicated through a 504 plan or an IEP. Removal from programs, suspensions, and/or expulsion will be reviewed in accordance with laws governing students with special needs.

**In addition, “Intent” will be considered as well when determining consequences.**

**Intent-** *A determination to perform a particular act or to act in a particular manner for a specific reason; by aim or design; a resolution to use a certain means to reach an end.*

#### **Level One** (Teacher Responsibility)

Student-Teacher Conference  
 Parent Contact  
 Time for Time  
 Related and Logical Consequence  
 Parent-Teacher Conference

#### **Level Two** (Teacher and/or Administrator Responsibility)

Parent Contact  
 Time for Time  
 Related and Logical Consequence  
 Parent-Teacher Conference  
 In-School Service and Study

**Level Three** (Administrator Responsibility)

Related and Logical Consequences

Parent-Administrator Conference

Social Intervention Strategy

In-School Service and Study

Suspension 1-3 Days

Police Notification

**Level Four** (Administrator Responsibility)

Suspension 3-10 Days

Alternative Placement

Expulsion Hearing

Police Notification

**Level Five** (Administrator Responsibility)

Alternative Placement

Expulsion Hearing

Police Notification

**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:

On, or within sight of, school grounds before, during or after school hours or at any time;

Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

Traveling to or from school or a school activity, function, or event; or

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



## **DEFINITIONS FOR POSSIBLE CONSEQUENCES**

1. **Student-Teacher Conference**  
The student is informed that a behavior is inappropriate.
2. **Parent Contact**  
The teacher notifies the parent of the student's inappropriate behavior.
3. **Time for Time**  
The student is required to spend non-class time in a school-designated area within three school days following the infraction and assigning of time. Any missed assignments are eligible for credit.
4. **Related and Logical Consequence**  
The student is assigned consequences, which have a relationship to the behavior infraction and are intended to teach appropriate decision-making. Consequences may include, but are not limited to, assignment of school-related tasks to be completed during non-class time, assessment of monetary damages, or loss of credit on assignments.
5. **Parent-Teacher Conference**  
The teacher and parent meet to discuss the student's behavior. The student is included at the discretion of the teacher and parent.
6. **Parent-Administrator Contact / Conference**  
The principal discusses the student's behavior with the parent.
7. **Parent-Administrator Conference**  
The principal and parent meet to discuss the student's behavior. Teachers and the student are included at the discretion of the principal and parent.
8. **In-School Service and Study**  
The student is assigned for a specified time to a supervised, designated area of the school or school property. The parent will be notified.
9. **Social Intervention Strategy**  
The student is not permitted to attend any extra-curricular activities. The parent will be notified.
10. **Alternative Placement**  
The student is assigned to a supervised alternative site for instruction.
11. **Police Notification**  
An administrator notifies the police when a student engages in a behavior that is illegal, endangers the welfare of students or staff, or threatens serious disruption of the educational environment.

## GUIDELINES FOR LEVELED INFRACTIONS

Example of Infraction	Possible Leveled Consequence	Infraction Definition
1. Aerosol paint or Toxic Glue - or other inhalants	Levels 3, 4 or 5	The act of possessing, being under the influence of, or attempting to use, or consume on school property, or at any school sponsored events.
2. Alcohol or any substance the student believes to be alcohol	Levels 3, 4 or 5	The act of possessing, procuring, purchasing, or attempting to procure or purchase, to be under the influence of (legal intoxication <u>not</u> required), or to use, consume, or attempt to use or consume on school property or at any school sponsored event (see teacher handbook for procedures to be followed in case of detection).
3. Arson	Levels 4 or 5	The willful and malicious burning of or attempt to burn any part of any building or any property of O'Fallon School District No. 90.
4. Closed Campus	Levels 1, 2, 3 or 4	Leaving the school premises without authorization during the student' scheduled class hours or lunch hour.
5. Continued Class Disruption	Levels 1, 2, 3 or 4	To be repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
6. Disrespect	Levels 1, 2, 3 or 4	To insult, call derogatory names, dishonor, or in any other manner abuse verbally or in writing any member of the school staff or student body.
7. False Alarms	Levels 1, 2, 3 or 4	The act of initiating a fire alarm, or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause. This includes the dialing of 911 when an emergency does not exist.
8. False Reports	Levels 1, 2, 3 or 4	The act of falsely reporting incidents, or making false accusations, or giving false testimony to school personnel, which would affect the welfare of others.
9. Fighting	Levels 1, 2, 3 or 4	The act of involving hostile bodily contact in or on school property, or within a one-block radius of the school, including any activity under school sponsorship (i.e., dance, athletic event, etc.). The student will have the <u>right of due process</u> .
10. Fireworks or Explosives	Levels 2, 3,4, or 5	The act of possession, using or threatening to use fireworks, explosives, or other such instruments capable of inflicting bodily harm.
11. Forgery	Levels 1, 2 or 3	The act of falsely using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
12. Gambling	Levels 1, 2, or 3	The act of gambling for money or valuables.
13. Indecency in Behavior	Levels 1, 2 or 3	The act of offending against commonly recognized standards of propriety.

14. Inciting Others to Violence or Disobedience	Levels 2, 3, or 4	By words, acts, or deeds giving encouragement to demonstrates or protests which disrupt the normal education process of the school.
15. Insubordination	Levels 1, 2, 3 or 4	The willful failure to carry out a responsible request by authorized school personnel.
16. Obscenity	Levels 1, 2 or 3	The act of using obscene or profane language in verbal or written form or in pictures, caricatures or obscene gestures on any school property in the presence of faculty or staff.
17. Physical Attack	Levels 3, 4 or 5	The act of physically assaulting any person on school property or going to or from school, including any activity under school sponsorship.
18. Tobacco products	Levels 2, 3, or 4	The possession or act of using tobacco products on or within a one-block radius of school property or on school buses. This includes e-cigarettes.
19. Theft	Levels 1, 2, 3, or 4	The act of taking or acquiring the property of others without their consent.
20. Truancy and Tardiness	Levels 1 or 2	The act of unauthorized absence or lateness to school or classes for any period of time.
21. Threatening or Intimidating Acts, including sexual harassment and bullying	Levels 1, 2, 3, 4, or 5	The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or enroute to or from school.
22. Unauthorized Sale or Distribution	Levels 1, 2, 3, 4, or 5	The act of selling or distributing or attempting to sell or distribute any object or substance which has not been authorized for sale by the building principal to any person on school property.
23. Disruptive Student Protest	Levels 1, 2, 3 or 4	The act of protesting which results in the disruption of the normal educational process.
24. Unlawful Drugs, Behavior Altering Substances and Paraphernalia	Levels 3, 4 or 5	Possession, use, or transfer of any stimulating, depressing, or behavior altering substance without a medical prescription, including, but not limited to, any form of hallucinogenic drug, drug "look-alikes", marijuana, alcohol, any associated paraphernalia.
25. Vandalism	Levels 2, 3, 4 or 5	The act of willful destruction of property belonging to others.
26. Behavior not in the best interest of the school environment	Levels 1, 2, 3, 4, or 5	The act of disrupting the educational process through actions, dress, or any thing that distracts from the primary purpose of the schools -- education.
27. Bus Conduct	Levels 1, 2, 3, 4, or 5	All aspects of bus behavior, conduct and discipline
28. Cheating and Plagiarism	Levels 1, 2, or 3	Misrepresenting others' work as one's own, violating assessment security, allowing one's work to be misrepresented. Knowingly misrepresenting words or ideas of others as one's own work
29. Dishonesty	Levels 1, 2, or 3	Intentionally conveying untruths

30. Possession, using or threatening to use weapons	Levels 1, 2, 3, 4, or 5	The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury. See below*
31. 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.	Levels 1, 2, 3, 4, or 5	Making an explicit threat on an Internet website.

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

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

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

### **Student Use of Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, smart watches, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, electronic devices (including smart watches) must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student’s individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; or (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

1. **First offense** – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.
2. **Second offense** – The device will be confiscated. The student’s parent/guardian will be notified and required to pick up the device in the school office.
3. **Third offense** – The device will be confiscated. The student’s parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student may also face consequences for insubordination.
4. **Fourth and subsequent offenses** – The device will be confiscated and the student will be prohibited from bringing the device to school for the remainder of the school year. The student’s parent/guardian will be notified and required to pick up the device in the school office. The student may also face consequences for insubordination.

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.

Cross-references:

PRESS 7:190-AP5, *Student Handbook, Electronic Devices*

### **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 may 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.**

## PROCEDURES GOVERNING STUDENT SUSPENSIONS

1. The purpose of these procedures shall be to assure compliance with the School Code of Illinois and provide for the fair and equitable treatment of all suspension cases in School District No. 90.

### **EXPLANATION OF DUE PROCESS**

Due process requires, in connection with a suspension of up to ten school days, that the student be given immediate oral or written notice of the charges against him and if he denies them, an explanation of the evidence the authorities have, and an opportunity to present his version. Generally, notice and hearing should precede the student's removal from school. The hearing may immediately follow the misconduct. But, if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice and hearing should follow as soon as practicable.

- A. The Superintendent of Schools shall be notified of any and all suspensions. Report of suspensions shall be in writing, stating complete details such as description of conduct and communications with parents. The Superintendent shall receive the report as quickly as practicable.
- B. Parents or guardians of suspended pupils shall be notified immediately of each suspension. Parents or guardians shall also be advised that they have the right to a review hearing of the charges at which time they will be represented by counsel at their own expense. Formal review hearings will be held upon request of either the said parents or guardians or students or the school administration.

### **2. FORMAL REVIEW PROCEDURES**

- A. The Hearing Officer

The Hearing Officer shall be an impartial party appointed by the Board of Education.

- B. Statement of Reason

As soon as practicable, a statement of the reasons for the suspension and the rules and regulations violated by the student's conduct shall be sent to the student and his guardians by certified mail.

If a formal review hearing is requested by the parents, guardians, students, or school administration, the Hearing Officer shall establish a date, time, and place of the review and a statement of the procedure to be followed shall be given to the student and his parents at least 48 hours prior to the hearing.

- C. The Review Hearing

- (1) Shall be held at a time and location to be set by the school administration. In no case shall this hearing be held later than ten school days following initial suspension. The suspension begins on the first school day after the student is sent home.
- (2) The school administration shall proceed first and the student may then respond.
- (3) All witnesses shall be subject to inquiry by both parties.
- (4) The review proceeding must be held in executive session at the request of either party.
- (5) The rules of evidence shall not apply to review proceedings.

- (6) A record of the hearing shall be kept by such means as the Board of Education has prescribed. The parents or student may have an additional record made at their own expense, if they so desire.

### **3. REPORT OF HEARING OFFICER AND BOARD DISPOSITION**

- A. A written report shall be issued by the Hearing Officer to the pupil, his parents, and the Board of Education as soon as practicable after the review hearing. This report shall be sent by certified mail and include: (1) the student's name, (2) reason and date of suspension, (3) those present at the hearing, and (4) witnesses and brief account of the evidence.
- B. The Board of Education will review each of the findings of the Hearing Officer at a duly called meeting. If the Board of Education concurs with the findings of the Hearing Officer, the minutes of the meeting shall reflect that concurrence. The names of the suspended students will not be made public.

In the event that the suspension is disallowed:

- (1) The student's record shall be expunged of all notations or remarks regarding the matter.
- (2) The student's absence will be excused.
- (3) All educational opportunities missed by the student, shall, if possible, be afforded him, including the making up of any test.

### **EXPULSION**

1. Expulsion can only be given by the Board of Education.
2. At the time of initial suspension by the Superintendent or the building principal, the suspending officer should know whether, in his opinion, the behavior justifies expulsion. If, in his opinion, it does justify expulsion, the Report to the parents of the suspension, including a statement of the reasons for the suspension, should also request the parents to appear at a meeting with the Hearing Officer to discuss their child's behavior, which may lead to expulsion.
3. Expulsion shall take place only after the parents have been requested to appear at a meeting with a Hearing Officer appointed by the Board of Education to discuss their child's behavior. Such request shall be made by certified mail sent at least 72 hours prior to the hearing and shall state the time, place, and purpose of the hearing. Parents or guardians shall also be advised that they have the right to present evidence on behalf of the student and to be represented by counsel at their own expense. The Hearing Officer, at such meeting, shall state the reasons for dismissal and the date on which the expulsion is to become effective. Parents may waive notice of hearing.
4. Expulsion Review Hearing
  - A. Shall be held at a time and location to be set by the school administration. In no case shall this hearing be held later than ten school days following initial suspension.
  - B. The school administration shall proceed first and the student may then respond.
  - C. All witnesses shall be subject to inquiries by both parties.
  - D. The review proceedings must be held in executive session at the request of either party.
  - E. The rules of evidence shall not apply to review proceedings.
  - F. At the hearing the Hearing Officer must state the reasons, if he informs the parents and pupil, that he is going to recommend expulsion to the Board of Education. He must also tell them the

effective date that he will recommend to the Board of Education for the beginning of the expulsion and the end of the expulsion, which can be no more than the existing school year.

- G. A record of the hearing shall be kept by such means as the Board of Education has prescribed. The parents or student may have an additional record made at their own expense, if they so desire.
- H. After the hearing, the Hearing Officer shall make a written report to the Board of Education containing a summary of the evidence heard at the meeting and make his recommendation.
- I. The Board of Education shall take such action on the Hearing Officer's Report as it finds appropriate.
- J. The decision of the Board of Education should be forwarded by certified mail to the parents.
- K. THE DECISION OF THE BOARD SHALL BE FINAL.

### 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.

Bus drivers have complete authority over students when they are on the bus. Students who do not normally ride a bus may not ride a bus to go home with another child. Students who are assigned to a particular bus are not to change to another bus without permission, as most buses run very close to capacity. **Children who normally ride a bus to school will be required to ride the bus home on a daily basis, unless a written note is provided to the classroom teacher stating that the parent will provide transportation on a specific day.** Riding the bus is a privilege, not a right. Any student abusing this privilege will forfeit the privilege.

For the safe transportation of students on school buses, appropriate behavior is necessary. Inappropriate behavior will be addressed through the use of bus misconduct notices issued by the bus driver. Duplicate copies are sent to the building principal for disciplinary consequences. Consequences include:

- First Notice: Conference with student
- Second Notice: Conference with student/parent notified
- Third Notice: Suspension from bus riding privilege

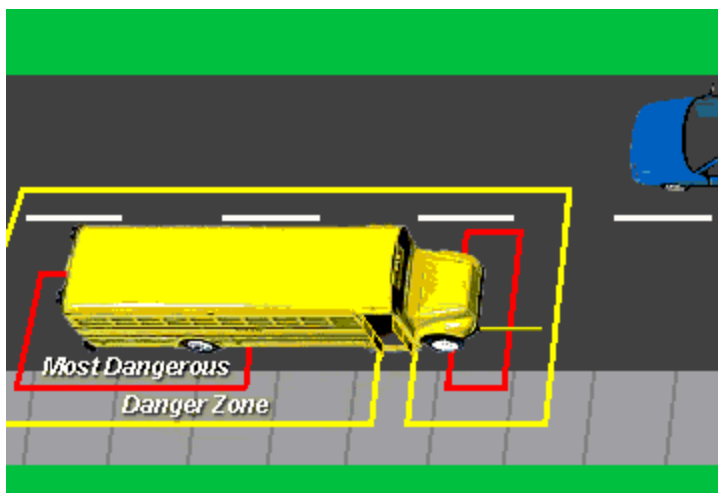
While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. Students are expected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

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

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.



4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact: Mr. Ryan Keller at [rkeller@of90.net](mailto:rkeller@of90.net)

Cross-references:

PRESS 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 Buses*

# **STUDENT RECORDS POLICY**

## **GENERAL STATEMENT**

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 that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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 15 school 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. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected..

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

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); 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.

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; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

#### **5. The right to prohibit the release of directory information.**

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

- Name
- Grade level
- Birth date
- Parent/guardian name and electronic mail addresses
- 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

***The school will release the above information to other parents unless the parent gives a written request to not release the information. If the parent does not submit a written request, within 30 days of this notice, then it will be taken as permission to release.***

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

**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:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

Cross-reference:  
PRESS 7:340, *Student Records*

The Board of Education maintains educational records to assist in the planning, development and continuation of programs to meet the individual needs of the students. Additionally, the Illinois School Code requires certain kinds of school records. While the educational records are the property of the District, the Board of Education holds strongly to its obligation to protect the individual privacy of all students and to protect their civil liberties. Such confidentiality is for the sole protection of the student and/or his parents or guardian. (FERPA)

## **DEFINITION OF RECORDS**

"School Student Record" means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school, regardless of how or where the information is stored. The following shall not be deemed school student records: writings or other recorded information maintained by an employee of a school or other person at the direction for his or her exclusive use; no such records or recorded information may be released or disclosed to any person except a person designated by the school as a substitute.

## **CATEGORIES OF STUDENT RECORDS**

1. **Student Permanent Records** contain the following information and are separated from temporary records:
  - A. Identifying information such as photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs.
  - B. Attendance record.
  - C. Academic record - grades, grade level achieved, class rank (if available), graduation date, and scores on college entrance examinations.
  - D. Accident reports and health records.
  - E. Record of release of permanent record information.
  - F. May also include information concerning participation in school-sponsored activities or offices held in school-sponsored organizations.
  - G. Such other records or entries as the State Board may require or authorize.
2. **Student Temporary Records** consist of all information contained in school student records but not contained in the student permanent record, and may include the following:
  - A. Family background information.
  - B. Elementary and secondary intelligence, aptitude and achievement test results.
  - C. Reports of psychological evaluations obtained through test administration, observation, or interviews.
  - D. Participation in extracurricular activities.
  - E. Honors and awards received.
  - F. Teacher anecdotal records.
  - G. Disciplinary information.
  - H. Special Education files including the report of the multi-disciplinary staffing.
  - I. Any verified reports or information from non-educational persons, agencies or organizations.
  - J. Other verified information of clear relevance to the education of the student.

- K. Record of release of temporary record information.
  - L. Other information of clear relevance to the student, subject to regulations of the State Board.
3. Directory Information may be released to the general public, unless a parent submits a written request that any or all such information not be released on his/her child. It shall be limited to the following:
- A. Identifying information such as photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs..
  - B. Academic awards.
  - C. Information related to school-sponsored activities, organizations and athletics.
  - D. Major field of study.
  - E. Period of attendance in the school

### **MAINTENANCE OF RECORDS**

1. While enrolled, the student's permanent and temporary records shall be kept in a designated location within each individual attendance center. They shall be secure from general use and observation and under the supervision of the building principal or his designee.
2. Information added to a student's temporary record shall include the signature and position of the person who has added such information and the date of its entry.
3. Psychological reports and staffing reports shall be maintained in the records housed in the office of the Director of Special Education, a notation of which should be included in those temporary records housed in the attendance center.
4. Destruction of temporary records - Within five years after graduation or withdrawal from the school and when the records are no longer deemed useful, all temporary student records shall be destroyed. Parents and/or the students may make a written request for a copy of such records any time prior to their destruction.
5. Every four years or upon a student's change of attendance centers, the building principal of the school the student is leaving, or his designee, shall review each student temporary record for verification of entries and elimination or correction of all inaccurate, misleading, unnecessary or irrelevant information.
6. Upon graduation or permanent withdrawal of a special education student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student, may after five years be transferred to the parent or the student where applicable. The school shall explain the future usefulness of these records.

## **ACCESS AND RELEASE OF RECORDS**

All School records pertaining to students are confidential.

School officials may not divulge, in any form, to any person, any data contained in a student's records except under the following circumstances:

1. Upon the submission of a written request to the building principal or superintendent, a parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent's child. A student shall have the right to inspect and copy his/her school temporary record.

Whenever access is granted, at the option of either the parent or the school, a qualified professional (psychologist, counselor or other advisor) who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student temporary record.

All rights and privileges according to the parent shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service.

2. To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current demonstrable educational interest in the student and the records are in furtherance of this interest.
3. To persons authorized or required by State or Federal law to gain such access. (Such persons must provide appropriate identification and a copy of the statute authorizing such access. Parents must be informed prior to the release and given an opportunity to inspect, copy and/or challenge such information.)
4. To the records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information and an opportunity to inspect, copy and challenge such information.
5. Pursuant to a court order, provided that the parent shall be given prompt notice upon receipt of such orders to the nature of the information requested and an opportunity to inspect, copy and challenge such information.
6. To any person for the purpose of research, statistical reporting or planning provided that such person has permission of the State Board of Education or authorized officer of such Board, and no student or parent can be identified from the information released.
7. Subject to the regulations of the State Board, to appropriate persons if knowledge of such information is necessary to protect the health and safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of the release, the person, agency or organization receiving the information, and the purpose of the release.
8. Any release of information other than specified in "A" through "G" above requires the prior, specific, dated, written consent of the parent and/or student, if applicable, designating the person to whom such records may be released. Parents shall understand that they have the right at such time to inspect and copy such records; to challenge the contents of such records; to limit any such consent to designated records or portions of information within the records.

A record of any release of information must be made and kept as a part of the school student record. Such record of release shall be maintained for the life of the school student records and shall be available only to the parent and the official records custodian. Each record of release shall also include:

- A. The nature and substance of the information released;
- B. The name and signature of the official records custodian releasing such information;
- C. The name of the person requesting such information, the capacity in which such a request has been made, and the purpose of such request;
- D. The date of the release;
- E. A copy of any consent to such release.

## **CHALLENGE PROCEDURES**

Parents shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of (1) accuracy, (2) relevance, and/or (3) propriety.

Students and/or parents or guardians shall have the right to appeal for removal of any item in the student's records, or to insert in the record a rebuttal of specific information contained in the record.

Challenge procedures shall be as follows:

**First Step** -- The parents shall request, in writing, a conference with the building principal to discuss the appeal for removal of information or to request that a rebuttal be placed in the record. This initial informal conference must be held within 15 school days of receipt of the request.

**Second Step** -- If the challenge is not resolved by the informal conference a time (within 15 school days) and place shall be established for a formal hearing to be held before the District's Hearing Officer.

Procedures at the hearing shall include:

- 1. The right to present evidence and call witnesses.
  - 2. The right to cross-examine witnesses.
  - 3. The right to counsel.
  - 4. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the Hearing Officer's decision. However, a type written transcript is not required in an appeal.
6. The decision of the Hearing Officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted immediately to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
- a. To retain the challenged contents of the student record;
  - b. To remove the challenged contents of the student record; or,
  - c. To change, clarify or add to the challenged contents of the student record.

Any party shall have the right to appeal the decision to the local Hearing Officer of the Regional Superintendent of Schools within 20 school days after such a decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward the transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. The school may initiate an appeal on its own behalf by the same procedures. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy,

relevance or propriety of any entry in Special Education Records, the Regional Superintendent of Schools should seek advice from appropriate Special Education personnel who were not authors of the entry.

The school shall be responsible for implementing the decision of the Regional Superintendent of Schools.

## **PARENT NOTICES REQUIRED BY ESSA**

Added July 2018 thru IPA

### **I. Teacher Qualifications**

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

The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

The teacher is teaching under emergency or other provisional status.

The teacher is teaching in the field of discipline of the certification of the teacher.

Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, contact the building Principal.

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

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

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.of90.net](http://www.of90.net).

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

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

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

### **VI. Student Privacy**

Students have certain privacy protections under federal law

### **VII. English Learners**

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

### **VIII. Homeless Students**

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



## **STANDARDIZED TESTING**

Added July 2018 thru IPA

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests.

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

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

## **BEFORE - AFTER SCHOOL**

The district provides a tuition-based childcare program both before and after school on days when school is in session. Hours are from 7:00 A.M. until school begins and after school until 6:00 P.M.

## **STUDENT INSURANCE**

Student insurance policies are available through a private insurance company. The school distributes to all students the necessary enrollment forms at the beginning of the school year. Participation in the school insurance program is completely voluntary. If you do not receive information concerning student insurance, please contact the school office. Questions concerning claims should be handled directly with the insurance company.

## **EMERGENCY FORM**

At the beginning of the school year, or when you enroll your child in school, you are asked to fill out emergency forms which give us valuable information regarding what to do about contacting you or getting your child to a doctor or hospital for emergency medical attention. Please make sure this is completed accurately and kept up to date. If you have any changes in emergency or home phone numbers be sure to notify the school office. We cannot impress upon you strongly enough the importance of providing this information.

## **PARENT TEACHER ORGANIZATION**

Each school is very fortunate to have an active Parent-Teacher Organization. Information concerning PTO activities can be secured from the school office or the school website ([www.of90web.net](http://www.of90web.net)).

## **FUNDRAISING**

Occasionally organizations and groups within the school district use fundraisers to help finance supplemental projects. The fundraising activities are strictly voluntary on the part of students and parents.

### **MEDIA CENTER INFORMATION**

District 90 K-5 media centers contain a collection of books and other resources, print and non-print for students, teachers, and staff to use and enjoy. Students come to the media center regularly during library time to check out books. Materials are checked out to students for a three week period. If material is not returned when due, students will not be able to check out any additional items. If a student loses an item or if it is badly damaged (to include food, liquid, or other unfixable damages), the student will be billed accordingly and will be expected to pay the replacement cost of the item. Refunds may be made if the student returns the item in satisfactory condition within 60 days of payment. We highly recommend a large plastic (15x15) bag for transporting library books to and from school to reduce the possibility of damages.

### **STUDENT LIBRARY OVERDUES AND BILLS**

Notices for students regarding overdue library materials will be sent via e-mail to the parent or guardian e-mail on file for each student. If an e-mail address is not available, a printed notice will be sent home with the student. Students will receive up to two (2) over due notices to remind them to return borrowed items before a bill is generated. Items not returned will be billed 3 weeks after the due date for that item. Bill notices will be mailed to the parent / guardian address on file for the student or sent home as a paper copy if no email address is on file. The bill will be removed if the book is returned in satisfactory condition.

### **BREAKFAST / LUNCH PROGRAM**

Breakfast is served daily starting at 8:15 and ending at 8:30. If your child regularly participates in the school breakfast program, and your child is late to school as the direct result of a bussing issue, your child will still be served a breakfast, regardless of their arrival time at school. A hot lunch program is available. Lunches are served daily and a menu is distributed monthly. Milk is available for students who bring their lunches. Lunches are available free and at reduced prices for families with limited incomes. Guidelines for both of these programs are available in the school office. Parents are encouraged to deposit money into the individual student lunch accounts. Questions regarding your child's lunch account should be directed to Sodexo Food Services (618) 624-3799.

Foods from outside businesses are not allowed to be ordered for delivery to elementary students during the school day (Door Dash, Grub Hub, Restaurant Delivery, etc.). Parents may bring outside food for their student to the office.

### **NEGATIVE LUNCH POLICY**

Students with a negative \$50.00 balance will receive a phone call from the building principal. Unresolved accounts with a negative \$100.00 balance will be sent to a collection agency, and the parent will be responsible for the accompanying fees.

### **LOST AND FOUND**

A lost and found box is kept in the school office or designated area. If a student is missing some item of clothing or other possession, the lost and found box is the first place that should be checked. Please label all clothing and personal items so we can do our best to return lost items to their rightful owners. You are free to inspect the box during school hours in order to search for lost articles. Valuables and large sums of money should not be brought to school.

### **PARTY INVITATIONS**

Added June 2011

If passing out party invitations at school, parents are expected to have a party invitation for every student in the classroom. If parents choose to not invite every student, then the invitations need to be distributed outside of school time.

### **TELEPHONE USAGE**

School telephone usage by students is permitted when a legitimate need arises, specifically the health and safety of the child in question.

## **U. S. ENVIRONMENTAL PROTECTION AGENCY**

As you may be aware, the U.S. Environmental protection Agency (U.S. EPA) has regulations regarding asbestos-containing materials in schools. These regulations require that all schools conduct surveys to identify the presence of asbestos in their buildings and to implement appropriate response actions as necessary.

Also under these regulations, we are to inform annually all parents, guardians, faculty and staff of the presence of asbestos-containing building materials (ACBM) at our facility.

An inspection was performed at all schools located within O'Fallon CCSD#90. Furthermore, a site-specific asbestos management plan was developed, reviewed by the Principal and the Designated Person, and has been implemented. This plan describes in detail how any asbestos exposures will be minimized.

All parents, guardians, faculty and staff or others are invited to review this plan, which is available at the School Administrative Office. Should you have any questions or desire further information, please contact the Superintendent's Office.

## **VIDEO AND 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.

## **EMERGENCY DRILLS**

Emergency drills are an essential part of the school's crisis plans. These drills will prepare the students if a major crisis should occur within the school year. The following guidelines are critical and must be understood by the students in order to avoid confusion and possible harm.

- Classroom teachers will give detailed instructions.
- Students must walk, not run.
- Students must listen, not talk.
- Students must follow instructions without hesitation.
- Students must keep calm at all times.
- Students must move in a single file to avoid confusion.
- Exit routes will be posted.

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.

Schools must provide sufficient information and notification to parents and guardians in advance of any walk-through lockdown drill that involves the participation of students. Schools must also provide parents and guardians an opportunity to exempt their child for any reason from participating in the walk-through lockdown drill.

Schools must provide alternative safety education and instruction related to an active threat or active shooter event to students who do not participate in a walk-through lockdown drill to provide them with essential information, training, and instruction through less sensorial safety training methods.

## **CHILD ABUSE**

According to Illinois law, a staff member who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Department of Children and Family Services. In such a situation, the staff member shall notify the Principal and/or Superintendent that a report has been made. Traditional considerations of confidentiality shall not constitute grounds for failure to report such cases.

Abuse and neglect are defined by Illinois law but may generally be understood as follows:

**Abuse** is any physical or mental injury or sexual abuse inflicted on a child other than by accidental means by a person who is responsible for the child's health and welfare.

**Neglect** is abandoning a child, subjecting a child to an environment injurious to his welfare, or failing to provide the proper support, education, or remedial care required by law by one who is responsible for the child's welfare.

## **SUICIDE AND DEPRESSEION AWARENESS AND PREVENTION**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference:

PRESS 7:290, *Suicide and Depression Awareness and Prevention*

## **BICYCLES**

Students wishing to ride bicycles to school are expected to follow all traffic and safety laws. Students riding bicycles should get off the bike when entering the parking lot. Bicycles should be left in the bike racks until school is dismissed. Students should also respect other bicycles by staying away from the bicycle racks at all times. Students not following bicycle safety rules at school may forfeit the right to ride their bicycles to school for a specified period of time. The school cannot be responsible for your child's bike while at school. Please provide your child with a lock.

## **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

All parents and/or guardians, who attend a school-sponsored field trip as a chaperone, must ride the bus to and from the field trip. While chaperoning, all parents must abide by the school policies.

## AFTER SCHOOL ACTIVITIES

Throughout the school year a variety of school-sponsored activities may be held after school has been dismissed, i.e. skating parties, fun festivals and music programs. Students must be in attendance a minimum of 1/2 day in order to participate in all after school activities. Please cross-reference the school calendar prior to scheduling appointments.

### Volunteer Form:

#### Exhibit - Volunteer Information Form and Waiver of Liability <sup>1</sup>

*Only one form needs to be completed by a volunteer each school year. Please print clearly in ink:*

Name \_\_\_\_\_  
Last First Middle Telephone

Address \_\_\_\_\_  
Street City Zip code

Personal physician \_\_\_\_\_ Telephone \_\_\_\_\_

Emergency adult contact \_\_\_\_\_ Telephone \_\_\_\_\_

Are you now or have you ever been a school volunteer?  Yes  No

If yes, at which school? \_\_\_\_\_ Year? \_\_\_\_\_

The name of any child or ward attending this school \_\_\_\_\_

Criminal Conviction Information: Are you a child sex offender?  Yes  No

Have you ever been convicted of a felony?  Yes  No If Yes, list all offenses.

Offense	Date	Location
_____	_____	_____
_____	_____	_____

If requested, are you willing to consent to a criminal history records check?  Yes  No

### **Waiver of Liability**

The School District does not provide insurance coverage to non-District personnel serving as volunteers for the School District. The purpose of this waiver is to provide notice to prospective volunteers that they do not have insurance coverage by the School District and to document the volunteer's acknowledgment that they are providing volunteer service at their own risk.

### **By your signature below:**

You acknowledge that the School District does not provide insurance coverage for the volunteer for any loss, injuries, illness, or death resulting from the volunteer's unpaid service to the School District.

You agree to assume all risk for death or any loss, injury, illness, or damage of any nature or kind, arising out of the volunteer's supervised or unsupervised service to the School District. You also agree to waive any and all claims against the School District, or its officers, School Board Members, employees, agents or assigns, for loss due to death, injury, illness or damage of any kind arising out of the volunteer's supervised or unsupervised service to the School District.

<sup>1</sup> This exhibit should not be placed in your student handbook. It is provided courtesy of the Illinois Association of School Board's PRESS Service to assist school administrators in implementing district policy.

Volunteer name *(please print)* \_\_\_\_\_

Volunteer signature \_\_\_\_\_

Date \_\_\_\_\_

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**For School Use Only**

General description of assignment(s):

- Supervising students as needed by a teacher
- Supervising students during a regularly scheduled activity
- Assisting with academic programs
- Assisting at the resource center or main office
- Other \_\_\_\_\_

Name of supervising staff member \_\_\_\_\_

Child Sex Offender List checked by \_\_\_\_\_ on \_\_\_\_\_ *(mandatory)*

Statewide Sex Offender Database checked by \_\_\_\_\_ on \_\_\_\_\_ *(mandatory)*

**To be completed by the building principal:**

Will the individual be working over a long period of time in direct contact with students where no staff member is continuously present or in other situations where a criminal history records check would be prudent?

- Yes    No

If "yes," and provided the individual authorized the criminal history records check, please provide the following:

Date that the check was requested \_\_\_\_\_

Date that the check was received and reviewed \_\_\_\_\_

Check reviewed by *(please print)* \_\_\_\_\_

Signature of reviewer \_\_\_\_\_

Date \_\_\_\_\_

Cross Reference: PRESS 6:250, <i>Volunteer Information Form &amp; Waiver of Liability</i>
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