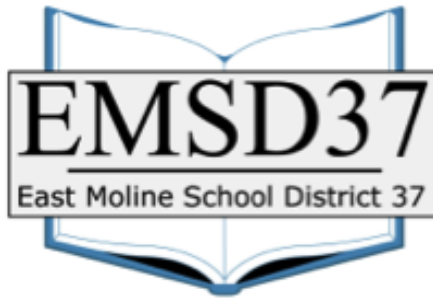




Student – Parent Handbook

Bowlesburg Elementary School
Hillcrest Elementary School
Ridgewood Elementary School
Wells Elementary School
Glenview Middle School
East Moline Early Learning Center

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SECTION I: INTRODUCTORY INFORMATION

District Mission Statement

The entire East Moline District #37 community will prepare all students to become life-long learners who are productive, responsible members of a global community. We value and strive for:

- A safe and nurturing environment
- Collaborative, fact-driven decision making
- Equitable learning opportunities for all students
- High expectations for all stakeholders
- A strong, community-wide support network

Diversity, Equity and Inclusion Vision Statement

Embracing **diversity** means that we honor the full and individual identities of each member of our school community.

In EMSD this looks like:

- intentional efforts to recruit and support staff whose identities reflect the identities of our students and families.
- all staff members understand their responsibility to actively seek to understand their own biases and build relationships with other members of the school community as individuals.

Ensuring **equity** and **inclusion** means that we consistently review systems and policies to guarantee all members of our school community have the same opportunity to access an outstanding educational experience. In EMSD, this looks like:

- all members of the school community understand their responsibility to co-create a safe and brave space.
- all staff members understand their responsibility to identify and work to address the opportunity gaps in our school system
- all staff members understand their responsibility to proactively identify and remove barriers to access at the district, school and classroom level.

BOARD OF EDUCATION MEETINGS

The Board of Education usually conducts its regular monthly meetings during the third week of every month, typically on Mondays. These meetings are usually held in the District Administration Center, but may be held in schools throughout the District. The Board of Education conducts special meetings as needed. School Board Meeting dates, agendas and minutes are available on the district website at the following link: [District 37 School Board Meeting Dates](#). The Board encourages members of the community to attend its meetings.

Notice of Non-Discrimination

The East Moline School District #37 does not discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy, in its educational programs or employment policies as required by Illinois and federal law. The non-discrimination policy also applies to students' access to courses and programs, athletics and physical education, guidance and counseling, financial assistance, remuneration, and other matters related to students. The following people have been designated to handle inquiries regarding the non-discrimination policies, per EMSD board policy 2:260:

Non-Discrimination Coordinator/Complaints Manager:

Mrs. Tracy Anderson, Director of Human Resources

309-792-2887 Ext. #3

tanderson@emsd37.org

Complaints Managers:

Mr. Paul Southwell, Director of Data, Systems, and Accountability

309-792-2887 Ext. #6

psouthwell@emsd37.org

Dr. Jaylee Swanson, Director of Special Education

309-792-2887 Ext. #5

jswanson@emsd37.org

Title IX Sexual Harassment

A person who wishes to make a report under the Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender. School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. For more information, reference EMSD Board Policy 2:265.

Title IX Coordinator:

Dr. Jaylee Swanson, Director of Special Education

(309)792-2887 Ext. #5

jswanson@emsd37.org

Sexual harassment of students or staff is prohibited. Any person, including a district employee or agent, student, volunteer, or community member engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such 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.

SECTION II: ATTENDANCE & EMERGENCY INSTRUCTION OR CANCELLATION

Attendance/ Truancy

The Illinois compulsory attendance law requires all children ages 6-17 to attend school. Children below the age of 6 years who are enrolled in kindergarten or higher are also required to attend school while in session during the regular school term. It is the responsibility of a parent or guardian to ensure his/her child attends school regularly in order to obtain the maximum benefits from the educational program.

A parent or guardian is to telephone the school office within 30 minutes of the start of school to report a child's absence. Parent(s)/guardian(s) who do not telephone the school will be contacted. Parent(s)/guardian(s) must provide at least one telephone number at which they may be reached by the school regarding absence notification. If attempts to reach the student's parent(s)/guardian(s) are unsuccessful, other emergency contacts for the student will be called. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. (EMSD Board Policy 7:70)

School personnel will monitor attendance. Parents/students will be referred to the Rock Island County Regional Office of Education if absences become excessive.

Tardiness

Elementary School Attendance Hours: 8:30am-3:00pm

Glenview Middle School Attendance Hours: 7:55 am-2:25 pm

A student is considered tardy in the K-4 buildings if he/she is not in his/her classroom by 8:30 a.m. At Glenview, a student is considered tardy if he/she is not in his/her classroom by 7:55 a.m. A student will also be considered tardy if he/she leaves school early. **To be counted in attendance for the full day, students in kindergarten and grade 1 must be present for 4 hours and students in grades 2-8 must be present 5 hours.** Parent(s) or guardian(s) are responsible for making sure students arrive at school on time every day. Students arriving at school after the school start time must be signed in at the office by a parent or guardian. Students arriving late by any method of transportation, other than an EMSD school bus, will be counted tardy. Excessive tardiness is considered to be three or more tardies per semester. For an early release, a parent or guardian must sign out the student.

Emergency Closing of School and E-Learning

The sudden weather changes sometimes make it necessary to close schools because of the hazard of transportation. Although buildings may be closed, students will "attend" school virtually following EMSD37's E-Learning Plan. Should this occur on any day prior to the time for opening schools, the school district will inform the community using Apptegy (email and phone blasts), ClassTag messages, and local newscasts. Whenever possible, the district will make the decision the night before to give families time to prepare.

In the event weather conditions should force the closing of schools during the middle of the day or in the early afternoon, announcements will be made on the radio, TV, Apptegy, and social media. You can "follow" the district on Facebook (Facebook.com/EMSD37) and Twitter (@EMSD37).

Home/Hospital Instruction

Home/hospital instruction may be available if the student is anticipated to be absent from school for 10 or more school days, or if the student has a chronic medical condition which necessitates recurrent periods of absence of 10 or more school days. Home/hospital instruction consists of tutoring provided free of charge by District 37 for no less than five hours of individual instruction per week, depending upon the student's ability to participate. A licensed physician must complete a medical form before such services may be initiated. The medical form should note the health condition warranting absence: a statement indicating home/hospital instruction is medically necessary, and the anticipated duration of the need for services. If home/hospital instruction is desired, the parent/guardian should notify the school nurse so a bedside tutor can be arranged. For more information, please contact the Exceptional Programs Office at (309) 792-2887 Extension 3.

Release Time for Religious Instruction and Observance

A student may be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

(EMSD Board Policy 7:80)

Picking Up Child During School Hours

Elementary School Attendance Hours: 8:30am-3:00pm

Glenview Middle School Attendance Hours: 7:55am-2:25pm

Early Childhood AM Session: 9:00-11:30 am

Early Childhood PM Session: 1:00-3:30 pm

Early Childhood All Day Session: 1:00-3:30 pm

If a child must leave early, please send a note stating the reason and the time the child will be picked up. For the safety of your child(ren) please report to the office and we will call the child(ren) to the office for you.

At Glenview, please allow at least twenty minutes for your child to be called down, visit their locker, and meet you at the main office.

Students will only be released to persons identified as guardians or emergency contacts in Skyward or those persons identified by parent note or phone call per occasion.

Picking Up Child After Extra Curricular Activities

If students are involved in after-school activities such as S.T.A.R.S., clubs, sporting events, dances, etc. their ride should be at school no later than fifteen (15) minutes after the activity concludes. Failure to pick up your child in a timely manner may result in exclusion from future activities.

SECTION III: GRADING & PROMOTION

Makeup Work

- Absence or Suspension – Homework will be posted in Google Classroom (middle school) or available in the school office (elementary) by 3 pm the day following notification of absence of 3 days or longer
- TEP (In-school suspension) – When a student is assigned to TEP, the TEP supervisor will communicate with classroom teachers to obtain work for the student to complete that day.
- When a student is absent, they will have 2 days for each day missed to turn in any missed homework/daily work assignments for full credit.

Late Work & Retake Policy

Elementary

All students who did not meet all or a portion of the standards on an assessment may have the opportunity to retake the assessment.

Middle School

All summative and formative assessments must be turned in by the last day of the unit. After the end of the unit, any assessments that are not turned in will be counted as an insufficient evidence grade. Homework that has not been turned in would be reflected under Work Habits.

Following posting of the grade for a summative (end of unit) assessment, students will have one week to request a retake of the summative assessment and two weeks to complete the retake. Content teams can create their own procedures for retakes, including requiring evidence of new practice and the format of the retake.

Standards-Based Grading

The East Moline School District began transitioning to standards-based grading in the 2022-2023 school year, with full district wide implementation planned for the 2024-2025 school year. More details regarding procedures for standards-based grading are available in the district standards-based grading [handbook](#).

Promotion Standards

East Moline District 37 schools attempt to identify students who are at risk of academic failure and offer those students appropriate remedial interventions during the school year. However, in spite of interventions, some students may not successfully meet standards for promotion to the next grade.

Grades	Academic Standards	Attendance Standards
K-4	Achieve a grade of “below expectations” for no more than 4 ELA standards by the end of the year. Achieve a grade of “below expectations” for no more than 4 Math standards by the end of the year.	Attend at least 90% of the school days in which the student has been enrolled.
5-8	Achieve a grade of “below expectations” for no more than 2 reporting standards in at least 3 core classes by the end of the year.	

District 37 School Board policy 6:280 states that, “no student shall be promoted to the next grade level based upon age or any other social reason unrelated to academic performance.” A student who does not meet promotion criteria at the end of the school year, may be given the option of attending a District-sponsored summer school program if one is conducted. Should the student successfully complete the summer school program, he/she may be promoted to the next grade level in the fall.

To be promoted, students must meet standards regarding grades and attendance. The promotion standards and criteria apply to all regular education students. For students with an IEP, 504 plan, or students who are English Learners, alternative promotion criteria may be established by their instructional team in consultation with the building principal. The building principal shall make the final determination regarding the promotion of students in accordance with District 37 policies.

It is the intent of District 37 schools to provide parents with timely information when a student does not meet promotion criteria. Communication will be as follows:

- During the entire school year, students at risk of failure are identified through such means as: teacher referral, report card grades, special reports, and attendance. Parents will be notified of the difficulties their child is experiencing through conferences, phone conversations, and/or written notices (such as report cards, special reports, etc.). Appropriate remedial interventions will be implemented to assist and support these students.
- Regular Parent/Teacher conferences are scheduled for the fall and winter. Additionally, parents or teachers may request a conference at any time to discuss student progress.
- If a student does not meet criteria for promotion, a letter will be sent to parents at the end of the fourth

grading period. Included in the letter will be information regarding the summer school option.

- Parents of students who attended summer school will be notified by the building principal as to whether or not their child has successfully completed the summer program and if he / she will be promoted to the next grade in the fall.

Grading and Report Cards

Grading is an important part of monitoring each student's development and is intended to provide parents with an evaluation of the student's progress. The district's focus is on meeting State Standards and grade level Expectations while taking into account the student's individual needs; evaluation and grading reflect that philosophy.

Information about each student's progress is shared with parents through phone calls, written notes, special reports, report cards, conferences, e-mail. Report cards are issued four times per year (at approximately nine-week intervals) except at kindergarten where they are issued twice per year (at approximately eighteen-week intervals). Parent/Teacher Conferences are held twice during the school year with the second conference by teacher invitation or parent request only.

Note: The district is transitioning to a new grading platform called OTUS during the 2022-23 school year. Middle school grades 5 and 6 will begin using standards-based grading. Grades 7 and 8 will continue to utilize traditional grades. All middle school grades will be found in OTUS. For elementary, all grades except for mathematics and social studies will be found in OTUS. Beginning in the 2024-25 school year, all grades and all subjects will utilize standards-based grading, and only OTUS will be utilized. Parents will have access to both platforms.

SECTION IV: HEALTH

Physical Examination & Immunization Requirements

All children (upon initial enrollment in any grade) who have not previously been enrolled in an Illinois school district must have a current physical examination documented on the required form and signed by a licensed physician. An examination by a chiropractor is not acceptable. "Current" physical examination is defined as one which has been received within the past year. This will be required for all students when they enroll in early childhood, kindergarten, or the first grade when entering school for the first time, or sixth grade, or when first enrolling in an EMSD school, regardless of grade level. During this examination, the following immunizations should be updated:

Diphtheria Pertussis-Tetanus series (DPT)	Rubella vaccine
Polio series	Mumps
Measles vaccine	Hepatitis
Varicella (chicken pox) vaccine (K, 1 st , 2 ⁿ , 3 rd)	Hib
Tdap (6 th , 7 th , 8 th)	Meningococcal Conjugate Vaccine (6 th)

Please Note: early childhood students who do not meet these requirements will not be allowed to register.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

All children entering the East Moline School District early childhood or Kindergarten programs are required by the State of Illinois to show proof of lead screening.

State law requires Diabetes Screening to be completed and documented on all school physicals.

PLEASE NOTE:

The previously mentioned physical examination and immunizations are required by the Illinois School Code. Exemptions to this requirement are outlined in the EMSD District School Board Policy 7:100.

Dental Requirements

State law requires students entering Kindergarten, Second and Sixth grades provide proof of having been examined by a dentist, documented on the required form, before May 15. If proof of a dental exam is not provided by this date, the student's report card may be held. For students who show an undue burden or lack of access to a dentist, a waiver may be submitted to meet this requirement. Please consult your school nurse.

Vision Exam Requirements

State law requires an eye/vision exam within one year prior to Kindergarten starting school and for all students who are entering an Illinois school for the first time. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. For students who show an undue burden or a lack of access to an optometrist or to a physician who provides eye examinations, a waiver may be submitted. Please consult your school nurse.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

- Religious reasons if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee signed by both parent and physician detailing the grounds for objection and the specific immunization and/or examination to which they object;
- Medical reasons if a physician provides written verification;
- Eye examination requirement if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Health & Vision Screening by School Nurses

Vision screening services are provided annually to: all early childhood children who are 3 years old; all children who are in special education classes; students in kindergarten, second and eighth grades; transfer students; and by referral. Parents may object to vision screening on religious grounds. Note: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this screening if an optometrist or ophthalmologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

Each student is screened for hearing problems: annually in Special Education, early childhood, kindergarten, first, second and third; upon enrollment for new students; and by referral. Parents may object to a hearing screening on religious grounds. Note: A screening for hearing is not a substitute for a complete hearing evaluation by a physician. Your child is not required to undergo this screening if a physician or audiologist has completed and signed a report indicating that an examination has been administered within the previous 12 months.

Deviations from normal in vision and hearing are rechecked personally by the nurse. A written referral is sent to the parents when follow-up is indicated.

Illness

When a student or employee is suspected of having a viral illness causing vomiting, such as norovirus, the ill person should stay home for 24 hours after the last vomiting episode to reduce exposure to others. Students may “vomit” for reasons that are not contagious. It is the school nurse’s assessment that determines whether a student can return before 24 hours or stay in school.

Students and Employees should remain home for 24 hours until fever free without fever-reducing medications (ibuprofen, acetaminophen). Students/employees should remain home until free of diarrhea for 24 hours.

For the protection of other children, all communicable diseases should be reported to the school at once. Illness or conditions that fall within the guidelines of the Department of Public Health as a reportable communicable disease will be reported as mandated by law.

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Administering Medication

The administration of medication is not normally a function of education. However, some students may require prescription medication during the school day. Only in cases where failure to take prescribed medication would jeopardize the student’s health and/or education will medication be administered in school. Medication shall only be administered to students by authorized school officials, unless student self-medicating has been specifically authorized by the prescribing physician.

Children are not allowed to bring Tylenol, aspirin, ibuprofen, or other over-the-counter medications unless authorization is received from a physician. Administration of such medication shall be by the nurse, administrator or designee.

Medication shall be delivered to school by a parent/guardian. Medication must be in a container appropriately labeled by a pharmacist/physician. Written orders must be received from the physician. Written permission must be received from the parent/guardian. Notification shall be received when the drug is to be discontinued. Medication orders shall be renewed annually.

The school has a form to be completed by the parent and doctor authorizing the school to administer medication. Medication will not be given without this form.

The medication authorization form can be found at this link: [Medication Authorization Form](#)

All left-over medications shall be picked up by the parent at the end of the school year, or medication will be discarded.

Self-Administration of Medication

Self-Administration of Medication: A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an SMA Form with the school nurse. (EMSD Board policy 7:270)

Standard Operating Procedure in the Treatment of Head Lice

Lice are a nuisance, not a disease or illness. The goal is to keep students in school. With this in mind, the following is the practice of East Moline School District 37.

1. Any student suspected of having head lice will be examined by the nurse (or a trained staff member if the nurse is not available) to identify the lice and inform parents regarding the need for treatment.
2. For any student found to have live lice or nits:
 - a. The parent will be notified.
 - b. Students who were found to have live lice or nits will take home a parental responsibility checklist and treatment information. The child's parent must complete treatment. They must also complete and sign the parental responsibility checklist and return it with the student upon his/her readmission to school.
 - c. When the parent is notified, the nurse will explain to the parent what lice and nits are and what procedures must be followed for treatment. The nurse may show the parents the nits and how to remove them. The nurse will recommend that all family members be checked for nits or lice.
3. If a parent calls to report that a student is home because of head lice, the nurse will explain to the parent the necessary treatment procedures that must be completed.
4. Students who have had lice or nits must be rechecked by the nurse or trained staff before being readmitted to class to ensure that treatment has been successfully completed.
 - a. The returned checklist will be reviewed to determine the action taken by the parent.
 - b. If the student is clear of live lice, the student will be readmitted to class.
 - c. If the student still has live lice, the parent will be contacted again.
 - d. If the student has nits only, the parent will again be contacted and the student will be readmitted to class.
 - e. At the nurse's discretion, those students who were found to still have live lice or nits will take home a parental responsibility checklist, treatment information, and the parent may be required to accompany the student in order to be readmitted to school.
5. The school nurse may contact the parent to assess the progress being made and to offer further advice on treatment procedures.

6. For ongoing concerns, individual mitigation plans may be created which may include changing and washing clothes upon arrival to school.

Physical Education Exemption

Limited participation in the physical education program may be provided for those who are recovering from a serious illness or injury. An excuse from a medical doctor requesting exemption from all or part of the physical education program should be sent to the school nurse. This excuse should detail the duration of the request and the specific reasons for the exemption; and, if appropriate, the type of activities from which the student is exempted. Students excused from physical education will also be inside for recess. A one to two day temporary exclusion from P.E. will be honored with a note from the parent. The school nurse may write a note for one day's exclusion.

Exemption from Recess (Elementary Schools)

Students are expected to participate in all recess periods. If a student is not well enough to be outside with the other students, parents should carefully consider whether or not to send the student to school in the first place. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Always make sure your child is dressed appropriately for outside recess.

In certain special cases parents may feel that the student can attend school, but due to serious recent illness or injury, should stay indoors for recess. In such instances, a note must be sent detailing reasons for the request. A letter from parents is sufficient to keep the student indoors for one day. For more than one day, a doctor's excuse detailing the duration of the request and the specific reasons is necessary. The principal and/or school nurse will review the letter. These students will remain indoors. Parents are asked to please use this procedure only when absolutely necessary.

Emergency Care of District Students

Should a student be injured while being transported by or in attendance at a District 37 school, the District will act in the best interest of the student. First aid for minor injuries which occur at school will be provided in the health office. Paramedics will be called in an emergency. The parent/guardian shall assume any expenses for the emergency transportation or treatment initiated by school personnel while acting in the best interest of the child.

Wellness Policy

In accordance with the Wellness Policy:

The district recommends that celebrations and rewards are consistent with their nutrition policies. All foods and beverages served and offered on the school campus outside of the school meal programs during the school day are encouraged to meet [Smart Snack Standards](#). All snacks/treats must be pre-packaged (no homemade) and contain a food label to prevent students with food allergies from having a reaction. Exceptions to this rule are fresh fruits, fresh vegetables, and water.

This includes foods and beverages offered during celebrations and parties, for classroom snacks and as rewards and incentives. The district recommends utilizing rewards that promote physical activity and/or promote educational messages.

Healthy snacks can also be purchased through the Food Service Department. Please see our website for more information on how to purchase these healthy snacks.

SECTION V: SOCIAL EMOTIONAL & MENTAL HEALTH SUPPORTS

Social Emotional Learning

District Social-Emotional Learning Vision:

East Moline School District 37 will provide *all* students with social-emotional learning opportunities to build strong relationships with members of their school, family, and community.

Goals:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.
4. Provide opportunities for all staff members to engage in SEL professional learning and cultural competence.
5. Educate our school community on social-emotional needs and strategies to meet the unique needs of our students.

School Counseling

School counselors are employed in each elementary school building, and at each grade at Glenview. School counselors provide individual and small group interventions and coordinate referrals to community agencies for mental health support in or out of school.

SECTION VI: SCHOOL SAFETY

Emergency Drills

Emergency drills related to fire, severe weather, and crisis situations are planned and regularly practiced. This is in accordance with Illinois law and recommendations of officials of the Civil Defense Program, Fire Department, Police Department, and the Regional Office of Education.

Surveillance Cameras

East Moline District 37 employs the use of video surveillance cameras in school district buildings and on school district property (including buses) for the protection of our students and staff.

These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, Staff, and visitors.
2. For the detection, reduction and/or prevention of occurrences of vandalism or theft.

All East Moline School District 37 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.

Visitor Management

Beginning in the 2022-2023 school year, East Moline School District will utilize a visitor management system requiring visitors to the school to check in with a state-issued ID upon entering the building.

If a parent or guardian wishes to visit the school, they are welcome. You are required to contact the teacher or principal the day before your visit. Upon your arrival at school, you will be required to check in at the front office.

SECTION VII: STUDENT CONDUCT

Building Conduct Rules

Each school building will develop building conduct rules and behavioral expectations and share this with parents and students at the beginning of each school year.

School Dress Code & Student Appearance

Students are expected to come to school and school functions dressed in clothing that is appropriate for the school setting and function. Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency. Administrative discretion will be used to determine the appropriateness of clothing items worn by students if in question. In the event that a student's parents object to the student's compliance with this dress code policy on religious grounds, such compliance may be excused after the parents present a signed statement of objection detailing the grounds for the objection.

Examples of inappropriate clothing items, or dressing modes, may include, but are not limited to:

1. Clothing which advertises a product or service that is illegal for students.
2. Clothing containing profanity or inappropriate language.
3. Clothing with sexual, vulgar, lewd, or indecent graphics or pictures.
4. Clothing worn to represent gang affiliation.
5. Clothing which is considered too revealing or deemed to be unsafe.
6. Clothing which displays messages that are demeaning of other individuals or groups of people, or depict violence or death
7. Exposed undergarments other than undershirts.
8. Wearing pants with the beltline pulled down over buttocks.

Students are not permitted to wear hats, caps, gloves, or sunglasses in class or school during the school day, or at school-sponsored activities. Personal pouches, bags, or backpacks cannot be carried into classrooms at Glenview, nor may outdoor coats be worn in class (as long as the temperature within the school building is judged to be within a reasonable range).

Head coverings or clothing required by a student's religious affiliation are allowed.

Building administrators will be responsible for addressing the implementation of student clothing and appearance standards and dealing with any violations by students.

Bike Rules

For the safety of the children, riding bikes to school is not allowed for students in grades K - 4. Bike riding is allowed at Glenview. Bike racks are located behind the building. Please lock up your bike. The District is not responsible for stolen or damaged bikes. Again for safety, while on school property, sidewalks, and driveways, please walk your bike.

Electronic Devices

Cell Phones and Other Electronic Devices The possession and use of cell phones and other electronic devices, other than District issued Chromebooks and/or iPads, are subject to the following rules:

- 1) they must be kept in the student's backpack (elementary) or locker (middle school)
- 2) they must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency; and
- 3) they may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- 4) electronic devices, personal or otherwise are NOT to be carried into or used in any school restroom for any reason.

The school district is not responsible for the loss or theft of any electronic device brought to school.

Note: Rules regarding use of district provided devices and software can be found in the [district's acceptable use policy](#).

Cell phones and electronic devices being used in violation of this policy may be required to be turned in to an administrator's office and retrieved from school by a parent or guardian.

Student Code of Conduct

The maintenance of good discipline is essential to the educational process and is the dual responsibility of the home and school. The adjustment of the individual to an appropriate pattern of behavior must be achieved in a manner that will not jeopardize the education of others.

In order to ensure the best possible environment for all students, unacceptable behavior as described in the following section shall be prohibited and subject to disciplinary action if such actions occur while the student is in attendance at school or at school activities (whether as a participant or spectator).

Unacceptable Behavior

Students who demonstrate unacceptable behavior will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the consequences to be used in enforcing established rules. Continued violation of school rules may result in more stringent disciplinary actions. Those situations requiring more stringent disciplinary action shall be referred to the principal or to the person to whom he/she has delegated authority to handle problems of this nature. The teacher shall be notified of the action taken or to be taken prior to or as soon as possible following the student's return to the classroom (written or oral). It is important that parents be apprised of the problem, and the necessity for supporting and cooperating with the school to prevent their child from becoming involved in other incidents.

Unacceptable behavior shall be defined as gross disobedience or misconduct and shall be further described as follows:

- 1) Open defiance or willful disobedience of rules/regulations of the classroom or school.
- 2) Loud or disruptive conduct which interferes with the orderly operation of the classroom or school.
- 3) Refusal to abide by requests or instructions of staff members, including insubordinate or disrespectful behavior.
- 4) Threats, bullying (see district bullying policy in the following section) and/or physical abuse aimed at students, teachers, administrators, or other staff members.
- 5) Obscene, vulgar, or profane language or gestures.
- 6) Gang-related behavior.
- 7) Disregard for, or destruction of, school property or the property of others.
- 8) Possession/use of tobacco, alcohol, drugs, weapons or their look-alikes.
- 9) Sexual harassment aimed at students, administrators, teachers or other staff members.
- 10) Other such behavior that might jeopardize the safety and security of the school, and/or its students, teachers, administrators and other staff members.

District Bullying Policy

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any nonschool-related activity, function, or program.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a 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 any staff member. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

The full EMSD School Board Policy regarding bullying (7:180) can be found in the [EMSD Board Policy Manual](#).

Consequences for Unacceptable Behavior

The principal is delegated by the Board of Education with the responsibility for the maintenance of acceptable student conduct within the school to which he/she is assigned. The principal and/or designee shall communicate and delegate to the staff the necessary authority for the enforcement of building rules and regulations regarding conduct of the students - such authority relates not only to the immediate classroom situation but to the general building premises and during all school sponsored activities.

Following are a list of possible options available to teachers and principals that may be used singularly or in combination to enforce district and school rules:

- 1) Conferences (which may include students and/or parents and/or other school personnel and/or outside agency representatives).
- 2) Referral to outside agencies.
- 3) Denial of privileges (which may include attendance at school activities).
- 4) Behavior contracts.
- 5) Probationary status (student's behavior will be closely monitored and periodically evaluated).
- 6) Temporary education environment (students are temporarily isolated from their peers and allowed to progress with schoolwork).
- 7) Detention before or after school.
- 8) Notification of police.
- 9) In-school suspension.
- 10) Alternative to suspension at another district location.
- 11) Out-of-school suspension.
- 12) Expulsion (Note: a student may be expelled for up to two (2) calendar years according to Board of Education Policy 7:210).

District 37 does not believe corporal punishment is an effective means of enforcing or maintaining proper student behavior; therefore, corporal punishment is prohibited.

Detentions

Parent(s)/legal guardian(s) will receive notification 24 hours prior to a detention. Parent(s)/legal guardian(s) are responsible for furnishing transportation when a detention is served. At Glenview, it is the student's responsibility to take detention notices home so parents are aware of the detention. Failure to serve detentions will result in further disciplinary action.

Suspension and Expulsion

Suspension is defined as the "temporary removal from school and all school-related activities by the Superintendent or Principal for a period not to exceed ten (10) school days."

Expulsion is defined as the "removal from school and all school-related activities by Board of Education action for a period longer than ten (10) school days and up to the remainder of the school year or longer as dictated by current legislation."

A student may be suspended or expelled under the following conditions based upon EMSD 37 School Board Policies 7:200 and 7:210 as below:

- 1) To suspend or by regulation to authorize the Superintendent of the district or the principal or dean of students of any school to suspend pupils guilty of gross disobedience or misconduct and no action shall lie against them for such suspension. The Board may by "regulation" authorize the Superintendent of the district or the Principal of any school, to suspend pupils guilty of such acts for a period not to exceed 10 school days. Any such suspension shall be reported immediately to the parents or guardian of such pupil, along with a full statement of the reasons for such suspension and a notice of their right to a review, a copy of which shall be made available to the school board. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall make available to the Board a written summary of the evidence heard at the meeting. After its hearing or upon review of the written report of its hearing officer, the Board may take such action as it finds appropriate.
- 2) To suspend or by regulation to authorize the Superintendent of the district or the Principal of any school to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus and no action shall lie against them for such suspension. Upon request of the parents or guardian, the school board or a hearing officer appointed by it shall review such action of the Superintendent or Principal. At such review, the parents or guardian of the child may appear and discuss such suspension with the Board or its hearing officer and may be represented by counsel. If the Board appoints a hearing officer, he/she shall report to the Board a written summary of the evidence heard at the meeting. The Board may take such action thereon as it finds appropriate upon the Board's hearing or the written report of its hearing officer.
- 3) To expel pupils guilty of gross disobedience or misconduct and no action shall lie against them for such expulsion. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a hearing officer appointed by it, to discuss their child's behavior. Such request shall be made by registered or certified mail and shall state the time, place and purpose of the meeting. The Board or a hearing officer appointed by it, at such a meeting shall state the reasons for dismissal and the date on which the expulsion is to become effective. If the Board appoints a hearing officer, he shall report to the Board, a written summary of the evidence heard at the meeting and the Board may take such action thereon, as it finds appropriate.
- 4) The Department of Human Services Division of Mental Health may be invited to send a representative to consult with the Board at such a meeting whenever there is evidence that mental illness may be the cause for expulsion or suspension.
- 5) Special education students may be removed to an alternative education setting for up to 45 days in addition to suspension or instead of suspension or recommendation for expulsion in situations dealing with alcohol/drug offenses, weapons offenses, or offenses resulting in serious bodily harm/injury.

Procedures for suspending a student for one day or more (up to 10) days from school:

- 1) In each case where a child is suspended from school for a period of ten days or less, the parents will be notified in writing of the reasons for the suspension and their rights to a hearing with the Board of Education or a hearing officer as appointed by the Board of Education. The parents will be given three school days in which to request such a hearing. If there is no response from them in this time, it will be deemed that they have waived their rights to a hearing.
- 2) In each such suspension, the Principal of the school will submit a copy of the above to the Administrative Offices.

Procedures for expelling a student for gross misconduct or disobedience shall be as follows:

- 1) Principal recommendation submitted to the Superintendent of Schools in writing (stating background of case - citing previous disciplinary problems, if any, and previous disciplinary action taken - stating the Principal's recommendation as to length of expulsion and conditions of expulsion, if any).
- 2) The Superintendent's Office will notify the parents of the child by registered or certified mail of the proposed expulsion and notification of the right to a hearing on the proposed expulsion before the Board of Education.

Suspension and Expulsion in Early Childhood

Position Statement on Preventing Expulsion of Children Birth to Five

In accordance with Public Act 100-0105, EMSD#37 Early Childhood Program **does not** support suspension and/or expulsion in early childhood.

When a child shows consistently challenging behaviors, the following steps are followed to address the child's needs and keep him/her in the program:

- Initial observations of challenging behaviors
- Consultation with Behavior Interventionist, School Social Worker, School Psychologist, and early childhood special education team
- Communication with the family, family input in any intervention, and/or referral for MTSS with early childhood team
- Via MTSS problem-solving, the team may develop a plan to be implemented by school personnel, family, and/or referral to outside resources
- A referral may be warranted to conduct a comprehensive multi-disciplinary case study evaluation (Child Find, IDEA). If so, the early childhood team will provide parental notification of meeting, obtain parental permission for evaluation, and determine eligibility for special education services.
- Additionally, professional development trainings and resources related to behavior management, crisis prevention, and social-emotional learning (i.e. CPI, Conscious Discipline) are provided to all early childhood staff.

Should a situation arise where there is documented evidence that all possible interventions and supports recommended by qualified professionals have been exhausted, and it is unanimously determined by the family, teacher, program coordinator, and other service providers that another setting is more appropriate for the well-being of the child, all parties will work together to develop a seamless transition plan and use that plan to implement a smooth transition.

Police Questioning of Students

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.

Searching of Student Lockers/Desks

Search and Seizure

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

Students Searches

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

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

Seizure of Property

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

Access to Student Phones, 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.

SECTION VIII: SPECIAL SERVICES

Section 504 Plans

Section 504 of the Rehabilitation Act of 1973 was designed as civil rights legislation for individuals with disabilities. The section reads:

No otherwise qualified individual with a disability...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under any program or activity receiving federal assistance.

Section 504 eligibility results in the provision of free appropriate public education to students and qualified adults with disabilities who may not be covered under the Individual with Disabilities Education Act. The Section 504 definition of a disability includes any physical or mental impairment that substantially limits one or more major life activities. Section 504 covers all students who meet this definition, even if they do not fall within a special education category of disability and do not need special education services.

East Moline School District #37 will conduct child find activities for the purpose of locating, evaluating, and identifying all potential Section 504 students who are enrolled.

For all Section 504 students an appropriate education will include:

1. Nondiscriminatory evaluation and placement procedures established to guard against misclassification or inappropriate placement of students, periodic reevaluations of eligible students, accommodations and modifications, and periodic reassessment of eligible student services.
2. Educational services designed to meet the individual educational needs of disabled students as appropriately as the needs of non-disabled students are met.
3. The education of and provision of nonacademic and extracurricular services and activities to a disabled student with non-disabled students, to the maximum extent appropriate. Section 504 students will be placed in the same academic setting as non-disabled students unless it is determined that the education of the student in the regular environment cannot be achieved satisfactorily with supplemental aids and services.
4. A system of procedural safeguards with respect to actions regarding identification, evaluation, services, and educational placement.

Parents desiring that their child be evaluated for Section 504 services should contact their building principal to discuss the request. For further information regarding Section 504 evaluations, procedures, or parents' rights, please contact Dr. Jaylee Swanson, Director of Special Education, 792-2887 ext. #3.

Special Education Services

Article XIV of the School Code of Illinois places responsibility on local school districts to provide and maintain appropriate and effective educational programs for all exceptional children who are residents of the district. A child is eligible for services if he/she needs special education and/or related services as a result of having one or more of the following characteristics or conditions: specific learning disability, emotional disability, intellectual disability, speech and/or language impairment, visual impairment, hearing impairment, orthopedic impairment, multiple impairments, autism or traumatic brain injury. The need for special education and related services must be determined at an individualized education conference following a documented series of unsuccessful regular education intervention attempts and a comprehensive evaluation.

Special education instructional programs and related services are available to children with disabilities ages three through twenty-one and who are enrolled in the local school district. Depending on the nature and the severity of the educational need, programs are either provided at the local level or through an inter-district program such as Black Hawk Area Special Education District (BHASED) or High Road of the Quad Cities. East Moline School District 37 is a member of the Black Hawk Area Special Education District.

East Moline District 37 provides the following special education programs and services for eligible students within the local district:

- 1) Screening by teachers and other professional personnel to identify students with potential hearing, vision, speech/language, executive functioning, learning or social/emotional needs
- 2) Speech and language therapy for early childhood through middle school age.
- 3) Evaluations and consultation by a certified school psychologist.
- 4) Parent and student counseling by a certified school social worker or school counselor.
- 5) Specialized instruction and related services for students with various disabilities including, but not limited to: mild and moderate intellectual disability (ID), emotional disability (ED), autism (AUT), and learning disability (LD).
- 6) Specialized services for early childhood children with significant development delays or disabilities.

Special education services for students with extensive support needs may be provided through an inter-district program such as Black Hawk Area Special Education District or High Road of the Quad Cities. These settings can provide programming for students with extensive support needs in the areas of hearing impairment, intellectual disabilities, emotional disabilities, and multiple disabilities.

Homebound tutoring services are available for those requiring special placement at home or in a hospital because of a "temporary health impairment" certified by a medical provider.

For some students, services may be provided by staff members employed by BHASED. The special education services that BHASED provides include vision, hearing, orthopedic, adaptive PE, occupational therapy and physical therapy services.

Special education eligible students have available to them consultation, resource and instructional services at all of our district schools, as well as the various itinerant and inter-district services available through Black Hawk Area Special Education District. East Moline School District believes in providing the most inclusive environment and supports for all of our students who are eligible for special education.

Limited special education services are also made available to private/parochial and home school students with disabilities. Which services will be available and where they will be provided is determined annually through consultation meetings with those private schools.

Parents desiring that their child be evaluated for special education services should contact their building principal to discuss the request. For further information regarding special education programs, procedures, or parents' rights, please contact Dr. Jaylee Swanson, Director of Special Education, 792-2887 ext. #3.

Early Childhood Screening

Children ages 3-5 years are encouraged to undergo a developmental screening in the areas of hearing, vision, speech and language and general development. If screening results indicate the need for further assessment, parents/guardians will be notified and written consent will be requested. The early childhood screening is a service provided at no charge to residents of District 37. Questions about screening procedures or dates may be directed to Mrs. Melissa McCullough, Director of Early Childhood, at 309-865-6900.

Screening of children ages zero to three is also available through District 37 in conjunction with other community agencies. Questions about 0-3 screening may be directed to Mrs. Melissa McCullough, Director of Early Childhood, at 309-865-6900.

Medicaid Data Release-Special Education Students Only

If your child receives special education services and is also Medicaid eligible, East Moline School District can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP.) Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, **do nothing**.

If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to Dr. Jaylee Swanson, Director of Special Education, 3451 Morton Drive, East Moline, Illinois 61244.

Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

The program has **no impact** on your child's or your family's current or future Medicaid benefits. Under federal law, your decision to participate in this program CANNOT:

- a) Decrease lifetime coverage of any other public service benefit.
- b) Result in your family paying for services that would otherwise be covered by Medicaid
- c) Increase your premiums or lead to discontinuation of benefits or insurance or
- d) Result in the loss of eligibility for home and community-based waivers.

Your continued consent allows us to recover a portion of the costs associated with providing health services to your child.

Parent Request for Special Education Evaluation

A parent request for a Special Education evaluation may be made to any staff member. Upon such a request, the school IEP team is obligated to meet within 14 school days to review the request.

Homeless Children/Families

East Moline School District offers immediate enrollment, referral and support services for homeless children/families. A homeless child is one who, out of necessity because of lack of housing, must reside in a shelter, motel, vehicle, campground, train or bus station, or on the street, doubled up with relatives or friends. (Out of necessity" means not by choice, just to save money or awaiting a move to other housing that has already been secured.) If you believe your child or another child you know fits this definition and you are interested in pursuing available services, please contact the District's Homeless Liaison, Brian Stombaugh, at 309-865-6914.

SECTION IX: REGISTRATION & ENROLLMENT

Registration

Registration will be offered online, through Skyward Student. During registration, families will be required to provide proof of residency. More information regarding registration can be found on the district website at this link:

[Registration](#)

Admissions

Children entering East Moline Schools for the first time must present a certified birth certificate or other reliable proof, as determined by the State Police, of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. The District will notify police if a person enrolling a student fails to comply with the requirement within 30 days of enrollment or submits an affidavit that appears inaccurate or suspicious in form or content. The school shall promptly make a copy of the certified copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. Student social security numbers are requested, but not required upon enrollment in the district. Students transferring in from another Illinois School should present the Illinois State Board of Education Student Transfer Form. Verification of Address is required for all students on an annual basis at registration, or when transferring into the East Moline School District 37.

Children who have been determined eligible for the district's At-Risk Early Childhood programming may enter prior to their 5th birthday but no earlier than their 3rd birthday. Only children who have reached their 5th birthday on or before September 1 of the current year are eligible for admission to kindergarten. Information about applying for early kindergarten admission is available on the district website at this link: [Early Kindergarten Entry](#)

Admission of Transfer Students

The "Illinois School Student Records Act", Act 10, prohibits public schools from denying admission to students who do not present records from a school previously attended, and further, requires that such schools must furnish requested records to the receiving school within 10 days of request. The responsibility for securing and providing school records rests with the schools rather than with the student. The section reads as follows:

Act 10, Section 10/8.1

Sec. 8.1. (a) No school may refuse to admit or enroll a student because of that student's failure to present his student permanent or temporary record from a school previously attended. (b) When a new student applies for admission to a school and does not present his school student record, such school may notify the school or school district last attended by such student, requesting that the student's school student record be copied and sent to it; such request shall be honored within 15 days after it is received.

Sec. 8.1. (b) Within 10 days after receiving a request from the Department of Children and Family Services, the school district last attended by the student shall send the student's school records to the receiving school district.

Sec. 8.1. (c) In the case of a transfer between school districts of a student who is eligible for special education and related services: when the parent or guardian of the student presents a copy of the student's then current individualized education program (IEP) to the new school, the student shall be placed in a special education program in accordance with that described in the student's IEP*.

Sec. 2.3. 13 (a) The Illinois School Code, also requires that all public school districts provide a student transfer form to any student who is moving out of the school district to verify whether or not the student is "in good standing" and,

whether or not his or her medical records are up-to-date and complete as defined in Section 2-3.13(a). "In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion, and is entitled to attend classes, as of the date of this form. No public school district is required to admit a new student unless he or she can produce this form from the student's previous public Illinois school district enrollment.

*In accordance with the 23 Illinois Administrative code, if the IEP cannot be fully implemented, a note identifying services to be provided and a plan for future action will be incorporated into the IEP and it will be implemented in its modified form.

SECTION X: Services for Children and Families who Speak Languages Other Than English

Bilingual Education

East Moline School District 37 offers a Transitional Program of Instruction (TPI, also known as English as a Second Language [ESL], instruction with supports provided only in English) and Bilingual Education Programming (services provided in both English and the child's home language) to serve our English Learner (EL) population. Bilingual programming is offered when we have at least 20 English Learners in a school who speak the same home language, and is typically not offered when we have fewer than 20 students. Bilingual programming is currently offered for the following languages at the following grades:

- Arabic - Kindergarten through 8th grade
- Chin - Kindergarten through 4th grade
- Ewe - 5th - 8th grade
- French - 5th - 8th grade
- Spanish - Preschool through 8th grade

Every family that registers for school completes a Home Language Survey (HLS). If the HLS indicates that the child or a family member speaks a language other than English or American Sign Language, the child is given an academic English language screener. If a child does not pass the screener, they qualify for services as an English Learner. Students who speak languages other than those we support with bilingual education receive TPI instruction from an ESL teacher within their regular classroom and at times through supports provided in a small group setting outside of their regular classroom. Bilingual program students receive instruction in core subjects and in the history and culture of the country or territory of origin of their family or ancestors in both English and their home language throughout the entire day in their bilingual classroom.

The district provides transportation to all English Learners if the program they participate in is not offered at their home school. Please contact Blanca Leal at 792-2887 if you have any questions or would like more information about our EL programming.

Interpretation Services

East Moline School District 37 will try to always provide an interpreter for parents / guardians who speak a language other than English for meetings with your child's teacher, principal, and for special education meetings. If a face to face interpreter is not available, the school district will provide an interpreter by telephone when possible. If you desire interpretation services for another school activity you may request an interpreter through the principal's office of your child's attendance center. Except for emergency situations, requests for interpretation services should be made to the principal's office no later than four (4) days in advance of the scheduled event for which the interpreter

is needed. Interpreter services scheduled by East Moline School District 37 will be paid for by the school district. Interpreters are scheduled based upon their availability and we cannot guarantee availability of a specific interpreter. Individuals requiring interpreter services are always free to arrange their own interpreter services with individuals of their choice at their own expense.

SECTION XI: FOOD SERVICE

The East Moline School District participates in the federally sponsored Child Nutrition Lunch and Breakfast Program. Our nutritionally balanced meals meet all USDA nutrition requirements. Menus for breakfast and lunch may be viewed on the district web site or download the Nutrislice app on your phone and access our menus anywhere.

Community Eligibility Provision (CEP):

The East Moline School District #37 participates in the Community Eligibility Provision (CEP). Under the CEP program, our district provides healthy breakfasts and lunches, **at no charge**, for **ALL** students, kindergarten through 8th grade. This means parents/guardians are not required to apply for free/reduced meals. The only food items your child(ren) would be required to pay for are, milk (if they bring a sack lunch) and any a la carte items. Your child(ren) must have money in their meal account in order to purchase the separate milk or a la carte items. These items are NOT INCLUDED under the CEP program.

STUDENTS MUST TAKE THE ENTIRE MEAL. They are not allowed to take just the milk and not the rest of the meal. Milk can be purchased as an a la carte item for 50¢.

Monthly menus and nutritional information are available on the district website.

Meal Account Deposits for A La Carte:

For students who wish to purchase a la carte items, **you must deposit money into their meal accounts.** Students are **NOT ALLOWED TO CHARGE A LA CARTE ITEMS.**

You have two ways to deposit money into their accounts. One is to send cash or a check (made out to East Moline School District) with your child(ren) to school OR you can use our Skyward online payment system which is located on the District website in your Skyward Family Access account. For parent/guardian access to submit payments on the Skyward link, you must contact the secretary at your child's school to receive your online login and password.

All students are issued a 4 digit PIN number that they will continue to use during the entire time they are attending the East Moline school district. This system is a secure and confidential means of providing secure student depositing. Students purchasing **a la carte items** will use this 4 digit pin number to log in to their account.

Food Allergies:

Food substitutions will be made for children who are diagnosed with food allergies that may result in severe life threatening reactions (7CFR Part 156). A dietary request regarding food allergy substitutions **MUST BE** supported by a statement from a licensed physician that must include the following:

- identification of the medical allergy.
- the food or foods to be omitted from the child's diet.
- the food or choices of foods to be substituted.

Juice may be substituted for milk at mealtime if a child is documented as lactose intolerant.

The above information must be submitted to the school nurse.

SECTION XII: STUDENTS RECORDS, RIGHTS & PRIVACY

Rules and Regulations to Govern School Student Records

Citizens of District 37 should be aware of the following information regarding student record keeping. This is in compliance with the mandated Illinois Office of Education Student Records Act. The following information is a summary of some of the salient points of the Act:

A. **STUDENT PERMANENT RECORD** (It is kept for 60 years after graduation).

- 1) Basic Identifying Information
- 2) Academic Transcript
- 3) Health Record
- 4) Attendance Record
- 5) Accident Reports
- 6) Other Basic Information

B. **STUDENT TEMPORARY RECORDS CAN INCLUDE:**

- 1) Family History
- 2) Intelligence & Aptitude Tests
- 3) Reports of Evaluations by Staff Specialists
- 4) Group Achievement Test Results
- 5) Extracurricular Activities & Honors or Awards
- 6) Teacher Anecdotal Records
- 7) Disciplinary Records
- 8) Reports from Private Agencies and Non-Educational
- 9) Special Education Reports
- 10) Other Information of Clear Relevance to the Child's Education
- 11) Releases of Information

Temporary student records are shared between school districts upon request from school authorities. Parents have the right to examine and copy information. School records will not be shared with other individuals or agencies, except as indicated in D. below, without first having written consent from the parent or guardian.

Copies of student temporary records will be maintained for five years after the student leaves the district. After the five year anniversary of the student's leaving the district, the records will be destroyed unless the parent or student of age 18 or older requests the copies. To make such a request, contact the District Student Records Custodian, Julie Moreno, in the Office of Exceptional Programs, 3451 Morton Drive, East Moline, 309-792-2887, Ext. #3.

C. **PARENTS HAVE THE RIGHT TO:**

- 1) Inspect and copy any and all information
- 2) Challenge the contents of the records (by notifying the principal)
- 3) Receive copies of records proposed to be destroyed
- 4) Inspect and challenge information proposed to be transferred to another school district.

D. **LOCAL, STATE AND FEDERAL EDUCATIONAL OFFICIALS**

- 1) Have access to student records for educational and administrative purposes without parental consent.

- 2) To a court order or subpoena
- 3) All other releases of information require the written consent of the parent or eligible student (18 years of age)

E. A PARENT OR STUDENT MAY NOT BE FORCED TO RELEASE INFORMATION

- 1) As indicated, this information is open to students and parents within the framework of the document.
- 2) Each school principal shall serve as student record custodian for their building.
- 3) Any persons interested in their child's records should contact the building principal.
- 4) All student records, as mandated by law, have recently been cleared of information not felt to be relevant to your child's education.
- 5) A copy of this Record Act Document is available for review in each school building upon proper request to the building principal.

SECTION XIII: INTERNET, TECHNOLOGY & PUBLICATIONS

EMSD Internet Access Acceptable Use Policy

Internet access is available in all District 37 classrooms and libraries. We believe that the Internet offers vast, diverse and unique resources to students. Our goal in providing this service to students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges.

Acceptable Use – Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of District 37.

Unacceptable Use – Some examples of uses are . . .

- using the network for any illegal activity, including violation of copyright or other contracts.
- unauthorized downloading of software.
- using the network for private financial or commercial gain.
- wastefully using resources, such as file space.
- gaining unauthorized access to resources or entities.
- invading the privacy of individuals.
- using another user's account or password.
- posting material authored by another without his/her consent or posting anonymous messages.
- accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.

While the district uses a filter to block access to inappropriate websites, it is not considered to be a "fool proof" system.

All EMSD students who violate acceptable use policy could have internet privileges revoked and/or face disciplinary action.

Vandalism

Vandalism may result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy physical hardware, data of another user, the Internet, or any other network.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- be polite
- do not swear or use vulgar language.
- do not reveal any personal information.

Artificial Intelligence

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

SECTION XIV: SCHOOL MATERIALS & SUPPLIES

Library Policy/Program Information

A full statement of our Library/Media Policy can be found on our website.

The student check out policy is as follows:

- a. When library materials are overdue, a reminder is sent to the student. Multiple reminders may be used at the discretion of the library staff.
- b. A note addressed to the parent is sent home with the student or via U.S. Mail.
- c. If at this point the student indicates that the material is lost, or if the material is returned damaged beyond repair, a letter is sent to the parent via U.S. Mail, indicating the problem and requesting payment for replacement of the material. **(At this stage, checkout privileges are restricted either for one month, or until payment is made.)**

LOST/STOLEN/DAMAGED BOOK REPLACEMENT COSTS

Library Books

Full replacement cost is charged within three years of the first circulation. After the material has been in circulation for at least three years, one half of the replacement cost will be assessed.

Textbooks/Textbook Replacement Fees

Textbooks are purchased as curriculum is adopted by the District. Therefore, textbook replacement costs differ from library book replacement costs in that the full value of a lost/stolen/damaged textbook is charged. A full replacement value will be required during the time the textbook is in use by the District.

Student Supplies

Students in K-4 must supply such items as pencils, erasers, rulers, scissors, paints and crayons, gym shoes, and other material as deemed necessary by the teacher. At Glenview, students must supply such items as lined paper, pencils, erasers, black or blue pens, folders, P.E. uniform and gym shoes. There are no required school supplies for early childhood students, with the exception of a change of clothing and any necessary toileting supplies (i.e. diapers/pull ups, etc).

Specific grade-level supply lists are developed by each school and are available at the school's office, on the District website (www.emsd37.org), and at registration.

SECTION XV: TRANSPORTATION

Transportation Service

It is the intention of the Board of Education to maintain a transportation system based on the following guidelines:

- a) Students in grades K-8, whose residence is one and one-half miles or more as measured by the customary route of travel from the school attended, will be transported. All pick-up points will be one and one-half miles or more from the school attendance center.
- b) Students who are unable to walk to school as determined by a certified physician or students who are enrolled in special education programs which are not available in the school of the attendance center where they reside, will be transported. Other students with health impairments or special education needs may be determined eligible to receive transportation on a case-by-case basis.
- c) Transportation service for students who may experience a traffic hazard as determined by criteria established according to state guidelines will be considered.
- d) Door-to-Door transportation is provided at no cost to all early childhood students that are enrolled and attending a classroom-based program.

It shall be the responsibility of the Superintendent and/or his designee to develop a transportation schedule and to insure that this schedule is made available to parents on an annual basis.

It shall be the responsibility of the Superintendent and/or his designee to inform students who utilize free transportation service that they are under the jurisdiction of the School District while riding transportation vehicles.

School Bus Rules to Insure Safety

The rules for bus riders are posted on each bus. Failure to abide by these rules will be reported to the school principal by the bus driver on a form provided for this purpose. Following are the most serious but not an all-inclusive list of types of misconduct, which will result in some type of disciplinary action as indicated below. The following rules apply for all school related activities:

Disrespect to driver	Refuse to obey driver
Fighting	Failure to remain seated
Profanity	Lighting matches
Smoking	Eating, drinking or chewing gum
Vandalism	Throwing objects out of the bus
Throwing objects inside the bus	Sticking part of body out window
Throwing objects at the bus	
No electronic devices – including cell phones and ear pieces	
Inappropriate use of sharp objects (such as poking holes in the seats)	

Before a written warning is sent to the principals, the bus driver will try to contact you by phone about the behavior of your child. If your child is reported for any of the mentioned types of misconduct, the following disciplinary actions may be taken:

First Offense: After receiving notice of the misconduct from the driver, the principal contacts the child, parents, or others as necessary regarding the incident.

Second Offense: The student may be denied transportation for up to 5 school days.

Third Offense: The student may be denied transportation for up to 10 school days.

Additional Offenses: The student may be suspended from the bus for the rest of the semester or year by the Board of Education.

The school principal will determine the seriousness of an incident. The principal may suspend or revoke bus privileges on first offenses if the misbehavior is willful and major.

In regard to musical instruments, those instruments that are small enough to be held on the student's lap may be brought on to the bus. Drums and tubas and the like that cannot be held on the student's lap cannot be transported by the school bus. If you have any questions about the type of instruments allowed, contact the band director or transportation director. In addition, no animals are to be carried onto the bus by students.

Since there is to be no eating on the bus, treats and other food are to be eaten at school. However, if it is necessary to take such treats home, they, as well as leftovers from school lunches, are not to be eaten on the bus.

In regard to cell phones, your student must keep his/her cell phone out of sight. In the event that a cell phone is taken away from your student, a parent or guardian must come to the Transportation Center at 3451 Morton Drive, East Moline, IL. Phone 309-752-2572.

Field Trips

Field trips are scheduled periodically throughout the school year as part of the learning experience provided to students. In many cases, school buses are used to transport students to and from the field trip site. Schools will make every effort to notify parents/guardians prior to a field trip.

SECTION XVI: COMMUNICATION

Address/Phone Number Changes

It is important that schools have a **current** address, home/work phone numbers, and an emergency phone number at all times, especially in case of emergency. **Please notify the school secretary immediately or update your information in Skyward Family Access upon changing your address and/or telephone number(s).**

Information Provided to Divorced Parents

Unless the District has actual notice of a court order, order of protection, or other legal document (e.g., parenting plan) prohibiting access to a student's school student records, divorced or separated parents/guardians are both permitted to inspect and copy their student's school student records. Upon the request of either parent of a pupil whose parents are divorced, copies of the following shall be provided: reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conference, notices of major school-sponsored events, such as open houses, which involve pupil-parent interaction, and copies of the school calendar regarding the child which are furnished by the school district to one parent be furnished by mail to the other parent.

School to Family Contact

EMSD37 uses a software platform called Apptegy to contact parents and staff for announcements and emergencies. Apptegy uses a combination of phone numbers, emails, and text messages to communicate with as many individuals as possible in the event of an emergency or for school announcements. Apptegy works with Skyward, the district's student information system, to get updated contact information for every student in the district.

EMSD37 teachers use a software platform called ClassTag for classroom to family communication. This platform allows for two way communication between parents and their child's teacher. The phone numbers and email information also come from Skyward to offer seamless contact.

Please remember to keep your contact information up to date using Skyward Family Access online or in the EMSD37 App. Please contact the EMSD37 technology department for any questions regarding this process. Our email address is tech@emsd37.org.

Skyward Student

Skyward Student is the District's program for tracking student demographic information and grades. The program also gives parents the ability to view their students' progress via the internet. Each student and family is provided with a password to give them access to only their information. These passwords will be either given to parents in person, or mailed to the home address, **but will not be given out over the phone.**

To access the service:

1. Connect to the Internet and go to: www.emsd37.org
2. Near the top of the page are the menu tabs. Position the mouse pointer over the tab *Parents..*
3. In the list that appears click on *Family Access*.
4. Enter your assigned login ID and password.
5. Click on *Sign In*.

Your browser's pop-up blocker may ask you to allow pop-ups for Skyward Student. It is safe to allow pop-ups for Skyward Student.

How to logout from Skyward Student

You may logout of Skyward Student from any section of the website. Just click on the **Exit** button in the upper right corner of the window.

Otus

EMSD 37 has been transitioning to standards based grading across the district. With this shift, the district also uses a program called Otus to track student progress. Parents are able to create an Otus account to see the grades of their student(s). To create an account, follow the following [steps](#). To link your student, please follow the next steps [here](#).

SECTION XVII: PARENTAL RIGHT NOTIFICATIONS

Achievement, Ability, and State Testing

District 37 administers the Measure of Academic Progress (MAP) assessment. The MAP is a computerized adaptive test that accurately reflects the instructional level of each student and measures growth over time. The MAP is administered Fall and Spring for all students and may be administered in January to monitor growth. This test is used to determine students' strengths and weakness (to assist in planning for instruction), monitor growth in achievement, and to identify student eligibility for special programs.

Each spring, students are administered the Illinois Assessment of Readiness in the following grades: reading and math in grades 3 - 8. These tests are used to determine the extent to which students and schools are meeting the Illinois Learning Standards. In addition, grades 5 and 8 take the Illinois Science Assessment to determine the extent to which students are meeting the Illinois Learning Standards for Science which are aligned with the Next Generation Science Standards (NGSS).

Sex Offender Registration

Notice Regarding Public Act 94-994

The purpose of this notice is to help the school and district comply with the state law placing restrictions on child sex offenders' access to school property. State law prohibits a child sex offender from being present on school property or loitering within 500 feet of a school property when persons under 18 are present. Detailed information can be found at www.isp.state.il.us/sor.

Any known sex offender shall be prohibited from being present in any school building, on any real property comprising any school in the East Moline School District, loitering on a public way within 500 feet of school property when persons under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender:

- 1) is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- 2) has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, enters onto school property, he or she must first come to the appropriate Building Office or District Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent.

No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

If a child sex offender violates this procedure, school officials shall immediately contact law enforcement.

Asbestos Management Plan

This is to notify you that East Moline Elementary District #37 has submitted its Management Plan prepared pursuant to the requirements of the asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facilities. Copies of the Management Plan are available in the Administrative Office of the school building. These Plans are available for your inspection during normal business hours of the office (Mon thru Friday; 8:30 a.m. to 3:30 p.m.) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact: Bob Schultz, Director of Maintenance and Operations at 309-792-2887 Ext. 5.

Integrated Pest Management Plan

This is to notify you that according to State law, Public Act 095-0058 the East Moline School District has implemented policies and procedures to be in compliance with this act.

Chemical treatment for pests will only occur when other methods have failed. Chemical treatments will only take place "after hours". As per the law, parents and staff members will be notified prior to the application of chemical treatment. All monitoring and treatment records of our pest control are kept in a log book in all District building offices.

The District requests an appointment be made if you are interested in reviewing these logs. To make arrangements or for any questions, please contact: Bob Schultz, Director of Maintenance and Operations at 309-792-2887 ext. 5.