RICHLAND COUNTY CUSD #1
EARLY LEARNING CENTER
STUDENT HANDBOOK
2026-2027

Richland County Early Learning Center
2107 East Hall Street
Olney, IL 62450
(618) 395-7258

**** Session 1: 8:00 - 10:30***
**** Session 2: 12:30 - 3:00***

www.rccu1.net

Richland County Community Unit School District No. 1

Administrative Office
Jason Fox, Superintendent
1100 East Laurel Street, Olney, IL 62450
(618) 395-2324

Richland County Early Learning Center
Rachel Kinkade, Director
Jennifer Fancher, Secretary
2107 East Hall Street, Olney, IL 62450
(618) 395-7258

RC ELC Prekindergarten Classroom
Shanna Adkins, Teacher and Gena Bunting, Aide
Kara Davis, Teacher and Bailey Buerster, Aide
Kelsey Gardner, Teacher, Bridgett Field, Aide, and Megan Taylor, Aide
Madilyn Brinkley, Teacher and Amanda Brinkley, Aide
Heather Wheeler, Teacher and Brandy White, Aide

RC ELC Parent Educators (Birth to Three)
Melissa Erwin
Brenda Hendrickson
Britt Kocher

RC ELC School Nurse
Miranda Harmon

Parent Center - Located at RC ELC
Jennifer Weidner, Parent Coordinator & B-3 Reflective Supervisor
(618) 395-7258

Bus Barn
Brent Inyart
Brandi Lutz, Secretary
5251 E IL 250, Olney, IL 62450
(618) 393-7771

(Updated 6/18/26)

Preschool Philosophy:

The preschool philosophy is to provide each child with the opportunity to develop at his or her own pace. This will be done through exploring, discovering, and initiating his or her own interests using a hands-on approach.

RC ELC Preschool Vision:

Creating a community in which every child has access to a rich and safe learning environment that fosters happy, healthy learners and leaders.

RC ELC Preschool Mission:

To provide the educational foundations for the learners and leaders of tomorrow.

RC ELC Goals:

1. To encourage language through developmentally appropriate activities.
2. To encourage discovery and learning at individual levels and interests.
3. To promote independence and self-esteem by allowing children to make choices and achieve success.
4. To encourage children to respect others.
5. To encourage appropriate pre-academic skills based on the Illinois Early Learning Standards.
6. To encourage parents to be supportive in developing and enhancing environments that are accepting and nurturing to children.

What do children need?

1. **Children need to feel loved and secure.**
   Parents can help their children feel loved and secure by spending time with them. Parents also need to remember to show their love with warmth and affection.

2. **Children need support and recognition from their parents.**
   Children need to know that their parents are behind them and will give them support when they try something new and different.

3. **Children need a variety of experiences to encourage their use of body, senses, and their mind.**
   By doing this, children are more likely to develop to their full potential.

Information about the Richland County Early Learning Center Preschool Program - Preschool For All (PFA)

The Richland County Community Unit School District #1 receives a grant from the Illinois State Board of Education to fund the preschool program. Important information regarding the program is as follows:

1. The name of the program is Richland County CUSD #1 Preschool For All Program (PFA) in Olney.

2. The program is for preschool children ages three, four, and five who have not reached their fifth birthday on or before September 1, of the current school year.

3. Children are screened using the Dial 4, and the ASQ: SE-2 by the preschool staff to determine eligibility for the program.

4. Completion of a preschool screening, registration forms, a copy of a certified birth certificate, a completed Home Language Survey, and Homeless verification form are required for enrollment in the program.

5. Income verification documentation is required PRIOR to enrollment.

6. Children identified by the Home Language Survey as possible English Language Learners will be screened in accordance with state requirements by trained school personnel using the Pre-IPT.

7. The program is not a special education program.

8. The purpose of this program is to provide experiences that are beneficial to children before their entrance into kindergarten.

9. A snack, including milk, is offered each day at **NO** cost.

10. Instruction and activities are aligned with the **Illinois Early Learning and Development Standards** (IELDS). These standards can be accessed at http://illinoisearlylearning.org/ields/index.htm

11. Individual student portfolios and teacher narratives are utilized in the classroom to show growth throughout the school year. Progress notes will be sent home at the end of each trimester.

12. There are five PFA morning sessions and five PFA afternoon sessions which operate within the district. Classes start on Wednesday, August 12, 2026 and then follow the regular school calendar of the Richland County Community Unit School District No. 1 unless otherwise

communicated. Classes meet Monday - Friday when Richland County CUSD #1 is in session.

13. School supplies are included in the program. There are **NO** fees or school supply list.

14. A major component of the Preschool For All program is **parental involvement.** The program is designed to work with children and their parent(s) for optimal success. Conferences and workshops will be held throughout the school year. The goal of this program is to provide learning through positive and rewarding experiences for both the child and the parent(s).

Disclaimer

This handbook is not intended to create a contractual relationship with the student/parents; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school - sanctioned activity is a privilege and not a property right.

Attendance Policy

Regular attendance is important and expected. Your child should form the habit of coming to school each day. Routines are very important for young children. When a child is not in attendance regularly, he/she does not become comfortable with the classroom routines. This is a great time to establish attendance routines as your child prepares to transition to older grades. In Kindergarten the district attendance policy for students K-12 is, " Students will be allowed 8 excused absences via parent call in including up to 5 absences for mental or behavioral health illness of the student, from school. Once a student has reached 8 days absent (excused), all other absences will be considered unexcused unless a note from a medical professional is provided or the student is checked by the school nurse. Nothing other than a documented illness will be considered excused once a student has reached parent call in absences." Parents or doctors may send excusal notices to the Early Learning Center office via email at jfancher@rccu1.net or via fax at (217)-717-3539.

A typical school day is filled with learning! Preschool children are not able to "make up" the learning missed when they are absent from school. The children learn much from their experiences and discussions in class. For your child to benefit from the prekindergarten program, he or she must be present on a regular basis.

A sick child should not be sent to school. Please be considerate of others. Do not send your child if he or she is ill.

Children need to be well to participate actively in the program. Often, children may ask to come to school even though they are ill. Although your child may be disappointed, please keep him/her home if they are sick. The school will follow the Illinois Department of Public Health (IDPH) and Illinois State Board of Education (ISBE) guidelines for returning to school after an illness. We will call you if your child becomes ill while at school. Your cooperation to pick up your child promptly is appreciated.

If your child is going to be absent from school for any reason, it is important that you call or email the school. You may give the information to a secretary or leave a message.

We are required by school law to make an effort to contact you if your child is not here and you have not called the school.

If no phone, email or personal contact has been made with a child's parent, then the student is required to bring a written note from their parent or guardian when he or she returns. The note must state the reason for the absence.

Report absences to Richland County Early Learning Center at (618) 395-7258 or www.elcabsent@rccu1.net

Arrival and Dismissal Policy

The ELC will be open for student drop off for the morning session starting at 7:45 a.m. Parents picking up students after session 1 at 10:30 a.m. will need to park and come to the front doors to meet their student.

Arrival time for session 2 students is 12:30 p.m. Please bring your child to the front doors of the ELC. Be sure your child is with a Pre-K staff member before leaving them. If you bring or pick up your child from school, please arrive as close to the scheduled time as possible. Do not bring your child any earlier than five (5) minutes before the session begins or pick him/her up any later than five (5) minutes after the session ends. Teachers are not able to care for the children before or past the class time due to conferences, meetings, or preparing for the next class.

If your child is being picked up from school by someone other than a parent/guardian, please inform the teacher by sending a note or phoning the school (618-395-7258 ext. 6100). If someone arrives to get your child and we have not been notified, we will not allow your child to leave with them. **Only persons on the emergency contact list are able to pick up students without prior notification from you**.

We ask that parents limit early pick-ups unless absolutely necessary, because of the disruption to the classroom. Normally, children will be expected to stay until the class is dismissed. Children will only be released at the front doors.

Asbestos Compliance

Richland County Community Unit School District No. 1 is in full compliance with state and federal regulations regarding asbestos management in all district buildings. The public is invited to inspect those plans at any time during regular business hours at the Administrative Offices located at 1100 East Laurel Street, Olney, Illinois. In addition, each building has its management plan located in the Principal's Office.

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

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

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

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

Behavioral signs:

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

Emotional signs:

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

Warning Signs of Grooming Behaviors

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

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

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

Warning Signs of Boundary Violations

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

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student

- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

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

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

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

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's

advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Faith's Law - Employee Conduct Standards

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office RCCU#1 Employee Code of Conduct: https://boardpolicyonline.com/?b=east_richland&s=99424

Birthday Celebrations - No Treats Please

For birthday celebrations please do not send treats to school. Birthdays are celebrated with stickers, wearing a birthday hat or vest, name on announcements, etc. Your cooperation is appreciated.

Child Abuse

It is the responsibility of any school personnel to report instances of suspected child abuse to the Illinois Department of Children and Family Services. This is for the safety of all children.

There are many community resources available for parents and families who may need assistance in domestic matters. Please talk with your child's teacher if they can be of any help to your family.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Complaints About Curriculum, Instructional Materials, and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or program by completing a Curriculum Objection Form.

Custody of Children

Custody of any child is a very serious legal matter that requires good understanding, communication, and cooperation between staff and parents. For any child attending preschool classes that have been placed in our care, written permission must be given in order for your child to be released to someone else (example: a neighbor, a relative, a friend, or baby-sitter). Please provide a copy of court documentation regarding a child's custody. The school follows the court documentation.

Deliveries (Gifts) For Students

Students are not allowed to receive deliveries such as gifts, flowers, candy, etc. Anything that is delivered to school for a student will be left at the front desk until a parent/guardian can come in to pick it up. The local shops are aware of this policy and will remind patrons of this if asked to deliver here.

Dress Policy & Outdoor Play

Please dress your child in comfortable clothing. Shorts, jeans, slacks, jogging suits, tee shirts, etc. are acceptable. If your child is unable to snap or button his or her pants, we encourage elastic waist. Please make sure your child's clothing fits loosely so that he or she may care for his or her own toileting needs. Be sure to label coats and jackets with your child's name.

Children will be going outside each day even during cold weather. **Students will only remain inside if the temperatures are below 25 degrees (including wind chill) or above 90 degrees (including the heat index). Students will also remain inside in the event of active precipitation.** Please be sure children have hats and mittens. For play in the gym, children are to wear some type of tennis shoes on the gym floor. It is best if children wear tennis shoes each day.

Children use paint, markers, glue, etc., so please do not allow them to wear their very best clothes. Even though paint smocks are used, clothing sometimes becomes soiled. Washable paints and markers are used whenever possible.

Education of Children with Disabilities

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

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

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

For further information, please contact:

Kristen Jurgilanis,
Special Education Coordinator
2107 E Hall St
Olney, IL 62450
(618) 392-3143

PUNS Database:

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database

is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

For further information, please contact:

Kristen Jurgilanis,
Special Education Coordinator
2107 E Hall St
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Electronic Devices

Electronic devices should not be brought to school. Any electronic device, including cell phones, that are brought to school are to be kept stored away and turned off in student cubbies or lockers during the school day. Such devices are brought at the parent/student's own risk as the school assumes no liability for these items. Electronic devices deemed inappropriate by administration are not to be brought into the building. Electronic devices will be confiscated by administration if the policy is abused and only the parents/guardians may pick them up in the office.

Emergencies:Tornado, Fire, and Earthquake

In the Event of a School Emergency

- No student will be dismissed from school unless a parent/guardian or individual designated by a parent/guardian comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission. Therefore, it is important to keep your child's **Emergency Form up-to-date**. Please contact the school office when revisions need to be made.
- All parents or designated parties who come for students must have them signed out at the office. Signs will be posted at the main building entrance if an alternate location is required.
- School personnel will be in communication with various local emergency services. Your help is asked for in the following areas:

1. Please do not call the school. Phone lines must be kept open for emergency calls.
2. Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to the school may be cluttered with debris. The school access route and street entrance areas must remain clear for emergency vehicles.
3. Do listen to the radio. Information and directions will be given over the radio.

Safety Drill Procedures and Conduct

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

Emergency Form

At the beginning of the school year, the parent/guardian of each student fills out an emergency form. Should your child be injured or some emergency occurs, the school would use this form to notify the parent/guardian or one of the two emergency alternate persons will be called.

Please keep this information current by notifying the office of any changes in work situation, name, address, or telephone. It is important that these forms be current.

Emergency Illness or Accident

If a child becomes ill or is injured during school hours, the school will make every effort to contact the parent/guardian at home or work. If a parent/guardian cannot be reached, one of the two alternate persons will be called. These people should be local people with telephones. In case of an emergency, parents will authorize the school authorities to send the child properly accompanied to the hospital or doctor most easily accessible. This will occur only if the parents, authorized physician, or alternates named on the Emergency Form cannot be reached, and the school authorities determine that immediate observation or treatment is needed.

English Learners

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

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging

State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee (if applicable).

For questions related to this program or to express input in the school's English Learners program, contact ___**Jennifer Tedford**___at _**(618)_395-4372**_____.

Fines, Fees, and Charges; Waiver of Student Fees

The preschool program is provided through the Early Childhood Block Grant through the Illinois State Board of Education. **NO FEES** will be charged for participation in the program. A nutritional snack will be served daily at **NO COST** to all students.

The school establishes fees and charges to fund certain school activities. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver applies to all fees related to school, instruction, and extracurricular activities.

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

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

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

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

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

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

Health/Medical Information

Communicable Diseases

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.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be cleared for school. Infested children are prohibited from riding the bus to school to be checked for head lice.

Health-Care of Students With Diabetes

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

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the diabetes care plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan. The Diabetes Care Plan will then be included in a 504 Plan that is written to provide for the specific needs of the student. For further information, please contact the Building Principal or nurse.

Health-Care of Students With Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations 14 and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (618) 395-7258.

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

Health Requirements

Health examinations are required for students entering preschool. Exams must be completed within one year prior to the date of entering school. Health examinations and proof of immunizations are due at the time of school registration.

A transfer student will be given a period of thirty calendar days to meet this requirement, beginning with the first day of enrollment in the district.

New students need to meet health requirements within 30 days of entering school. Physicals and immunization records from previous Illinois schools will be reviewed by the school nurse for compliance. Out-of-state students will require an Illinois school physical. Immunizations must meet Illinois guidelines. Again, all records are due within 30 days of entering school.

Inhalers

According to HB 5836, rescue inhalers may be carried with the student at all times. However, this law states that parents must provide a copy of the students' prescription (usually found on the inhaler box) and a note from the parent or guardian. According to RCCU #1 policy, the parent or guardian must complete the appropriate forms along with providing the labeled inhaler box: policy statement of asthma medication, parent/student agreement to carry asthma medications, an asthma action plan from your healthcare provider, and the release of information.

Medication Procedure

In order to comply with the recommended guidelines for medication administration in schools by the Illinois Department of Public Health, the Illinois State Board of Education, and the Illinois Association of School Nurses, the school must have written order for prescription and nonprescription medications from the child's licensed prescriber and a written request from the parent/guardian requesting the medication be given during school hours.

Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
The form for the written order must be obtained from the child's school. It must be completed by the child's licensed prescriber, and the parent/guardian must complete the parent/guardian section.

Any changes in medication orders must have written authorization from the licensed prescriber. The written medication orders must be renewed annually for long-term medications.

To provide the best health care for your child, it may be necessary for your child's school nurse to consult with the prescribing physician regarding your child's medication. To allow the school nurse and prescribing physician to exchange information, an authorization for release of information must be signed by the parent or guardian.

It is the parent/guardian's responsibility to assure that the licensed prescriber order, parent/guardian written request, release of information, and medication are brought to the school.

Prescription medications must be brought to school in a container appropriately labeled by the pharmacy or physician. Non-prescription medications ordered by the physician shall be brought with the manufacturer's original label and child's name affixed to the container.

The medication shall be left in a school office, where it will be kept in a locked drawer or cabinet. Medications requiring refrigeration shall be refrigerated in a secure area.

The medication shall be administered by the certified school nurse. In the absence of the certified school nurse, the school administrator or his/her certified school designee may supervise self-administration of medication or have the parent/guardian come to the school to administer the medication.

When a medication is given at school, it shall be documented by the certified school nurse or the school administrator or his/her certified school designee.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, the certified school nurse will dispose of the medication in the presence of a witness.

School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date: _____

Address:_____

Home Phone: _____ Emergency Phone:_____

School: _____ Grade: _____ Teacher: _____

To be completed by the student's physician, physician assistant, or advanced practice RN.

NOTE: A Doctor's order is no longer needed for inhalers. For inhalers, parents use the "Asthma Inhalers" section below and complete top and bottom of second page:

Physician's Printed Name:_____

Office Address: _____

Office Phone: _____Emergency Phone: _____

Medication name: _____

Purpose:_____

Dosage: _____Frequency: _____

Time medication is to be administered or under what circumstances: _____

Prescription date: _____Order date:_____ Discontinuation date:_____

Diagnosis requiring medication: _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

_____

Physician's signature Date

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label from the inhaler box here:

All parents please complete second page:

For only parents/guardians of students who need to carry asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to carry and self-administer his or her asthma inhaler and/or use his or her epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). *If you agree please initial:*

_____
Parent/Guardian

For all parents/guardians:
By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child's self-administration of medication.

_____
Parent/Guardian printed name

Address (if different from Student's above): _____

Phone: _____ Emergency Phone: _____

_____
Parent/Guardian signature Date

Richland County Community Unit District #1
Authorization For Release of Information

I authorize the Richland County School District #1 to release/obtain:

_____ 1. Health records (physical and/or dental examinations, immunizations, etc.)

_____ 2. Psychological and/or social work reports and information.

_____ 3. Special Education records (case study evaluation results, IEP's, conference and/or teacher reports, etc.)

_____ 4. Other information _____

Regarding _____
Student's Name Date of Birth

to/from _____
Physician/Facility/Agency

_____
Address

for the purpose of facilitating health services. Consent is valid until calendar date

_____. Failure to provide consent to release information may result in the following:

_____

_____

_____

I understand that the above named Physician/Facility/Agency authorized to receive this information has the right to inspect and copy the information to be disclosed. I understand this consent is valid for one year from the date of signature below if not otherwise noted. I understand that I may revoke this consent at any time (revocation must be in writing). I understand that no revocation of this consent shall be effective to prevent disclosure of records and communications that has already been acted upon.

_____ _____
Recipient (age 12 or older) Date

_____ _____
Parent/Guardian of minor or legally disabled recipient Date

_____ _____
Witness Date

NOTICE TO RECEIVING PHYSICIAN/FACILITY/AGENCY: You may not disclose any of this information unless the person who consented to this disclosure specifically consents to such redisclosure. As under the provisions of the Illinois Mental Health and Developmental Disabilities Confidentiality Act (II. Rev. Stat., ch. 91 ½, par. 901 et seq.)

Rev. 11/03

Vision and Hearing Screenings

The Illinois Department of Public Health works to prevent the detrimental effects of hearing and vision loss in children by implementing the Illinois **Child Vision and Hearing Test Act (410 ILCS 205)**, which mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be done by technicians/nurses trained and certified by the Department. These screenings result in approximately 1 million children screened annually for both vision and hearing.

Vision and hearing screenings must be provided annually for **preschool children** 3 years of age or older in any public or private educational program or licensed child care facility, and for all **school age children** grades kindergarten, first, second, third (hearing only) and eighth (vision only); are in special education class; have been referred by a teacher; or are transfer students. These screening services shall be provided in all public, private, and parochial schools. In lieu of the hearing screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable. In lieu of the vision screening services required, a completed and signed report form indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Screening instruments, test procedures and referral criteria are defined in the Illinois Administrative Code. Children whose test results meet referral criteria are referred to an eye doctor or family physician for further evaluation.

Inclement/Bad Weather

In case of bad weather, please tune to the Olney radio station WVLN located at 92.9 FM for school closings. Please do not call the school or the radio station. Closings are usually given at 6:00 and 7:00 a.m. on the radio. In addition, the school will post information on the RCCU 1 website (www.rccu1.net) and has a notification system that calls and leaves a message. Be sure to keep your contact number current.

Integrated Pest Management (IPM)

The school practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

An appropriate staff member will be designated as the IPM Coordinator. This person will be responsible for the overseeing of pest control for the district.
If you are not on the IPM notification list then you may request to be notified two days before the use of pesticides at the school. Parents on the IPM notification list and staff members will be notified in writing two business days prior to the pesticide application. Antimicrobial agents such as disinfectants, sanitizers, deodorizers, insecticide baits, and rodenticide baits, are exempt materials and not subject to the notification requirement.

Any contractor hired by the school district to provide pest control or other services must comply with the district's IPM and notification policy

Library Opportunities

There will be opportunities for your child to check out a book from the school on a weekly basis. These books must be treated with care and returned in good condition. Books should be returned weekly. Additional books cannot be checked out until the book has been returned or with approval from administration.

There will also be books for children, books for adults, puzzles, toys, videos, DVD's, etc. for parents to check out from the Parent Center, located at the RCELC room 102 at the school.

McKinney-Vento Assistance Act

The McKinney-Vento Assistance Act ensures that homeless children and youth are afforded the same opportunities to be successful learners as other children and youth. The District works with families to provide support and awareness of school and community programs. Homeless students have immediate school enrollment given the program has availability. If not, the homeless students will be placed on the waiting list as a priority. Guidelines for homeless students are followed as outlined in Board Policy. Please contact Kerrie Weidner, Homeless Liaison, at Richland County Elementary School (618) 395-8540 for additional information and/or assistance.

Non-Discrimination and Equal Opportunities

The Richland County Community Unit District # 1 will comply with all Federal and State non-discrimination and equal opportunity laws, orders, and regulations and will not discriminate against any person because of race, color, sex, religion or national origin in any of its educational programs and activities. Title IX of the Education Amendments of 1972 and regulations issued there under require Unit District # 1 not to discriminate on the basis of sex in its educational programs and activities. **Superintendent, Jason Fox**, has been designated as Unit # 1's Equal Opportunity Officer. Any questions or complaints concerning the above should be directed to him at (618) 395-2324.

Notification System

Thrillshare/Apptegy/Rooms is a tool to improve parent communication to deliver real time information to you and provide awareness of events that take place within the school. Keeping you informed is a top priority at Richland County Community Unit School District No. 1. The Thrillshare Notification Service allows us to send a telephone message to you providing important information about school events or emergencies. These alerts notify you of school delays or cancellations due to inclement weather, as well as to remind you about various events, including report card distribution, open house, field trips, and more. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone. Parents - Please make sure to keep phone numbers and email addresses up to date in Skyward. The alert system is only effective if valid contact information is available.

Parental Involvement

Parent Center

The Parent Center (395-7258, ext. 6115) is located at the RCELC. Parenting books and videos on different topics such as discipline, attention deficit, 1-2-3 Magic, sibling rivalry, etc. are available for parents at either program location to check out. Also, books, videos and toys are available for you to check out to enjoy with your child. Please contact the Parent Center or your child's classroom teacher to access these educational resources.

Parent/Child Interactive Events

These are held several times throughout the year for students and their families. Activities are planned so you and your preschool students can have a day or night of fun together.

Parent Orientation/Preschool Prelude/Back to School Night

This provides the parents an opportunity to meet the teacher and be introduced to the RCELC Prekindergarten Program. This is an excellent time to see a preview of the daily schedule and various activities for your child. Teachers may share expectations and other important information regarding the program. It is highly recommended that you attend this event before your child starts school.

Parent/Teacher Conferences

Conferences are an important part of the school program. Parent/Teacher Conferences are typically scheduled at the school in November and February each school year. Additional conferences are available on request from the parent and should be arranged in advance to the greatest extent possible.

Parent Volunteer

Parent participation is encouraged by volunteering in the classroom. Contact your child's classroom teacher if you are interested in volunteering. Board policy requires volunteers to complete a police and DCFS background check.

Parent Workshops
Parent workshops are held periodically throughout the school year. Your suggestions for topics are encouraged.

Policies on Access to Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

1. **The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**
   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges $.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**
   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
3. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**
   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an

administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, educational technology, or technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. **The right to a copy of any school student record proposed to be destroyed or deleted.**
   The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. **The right to prohibit the release of directory information.**
   Throughout the school year, the District may release directory information regarding students, limited to:
   - Name
   - Address
   - Gender
   - Grade level
   - Birth date and place

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

6. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.
7. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
8. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:
   U.S. Department of Education
   Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington DC 20202-8520

Procedure–Civil Rights Grievance

This grievance procedure along with explanations, due process and directions are available for inspection in the Assistant Superintendent's Office for Title VI, Title IX, and Section 504 and for the elimination of discrimination and denial of services on the basis of race, color, national origin, sex, and handicapped grievances.

EXPLANATION
A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) the difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

DUE PROCESS

1. Right to Representation
A grievant(s) may choose to be represented by an attorney or other person of his/her choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.

2. Right to Present Witnesses and Evidence
Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning witnesses.

3. Time Limits
All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

4. Right to Information
Unless state laws and right-to-privacy laws are violated, all relevant records with names and identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

5. Privacy
During the grievance procedure, except at Step IV, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

6. Reprisals-Retaliation
Participants in a grievance submitted in this district shall not be subjected to reprisals, retaliation or different treatment because of such participation. Participation shall not be recorded in the student file(s) or used to affect equal opportunity for access and equity in educational programs and services.

DIRECTIONS

Each step of authority shall acknowledge in writing the date of receipt of the written grievance with the statement that the issue will be considered promptly.

By Step III the grievance must be submitted in writing, dated, and signed with the name of the attendance center and the grade level of the grievant(s). The issue should be described as specifically and completely as possible. Include the name of anyone who will represent the grievant(s). A statement of possible relief necessary to resolve the issue should be offered.

If the issue is of the type that would require a decision from higher authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through appropriate channels. All levels of authority shall give immediate attention to the grievance issue, being aware of the specified timeline. Copies of the written answers to the grievant(s) shall be submitted to the superintendent, assistant superintendent, and/or building principal. This response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons, and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

STEP I

The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days. (Days mean days when school is in session.)

STEP II

If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days. 28

STEP III

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Assistant Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

STEP IV

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the Office of the Superintendent or designee within ten (10) days from the receipt of the response in Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

STEP V
If the issue is not satisfactorily resolved in Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from receipt of the written response. The Board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

STEP VI
If the issue is not satisfactorily resolved in Step V, the grievant(s) may appeal the grievance in writing to the Superintendent of the Educational Service Region and, thereafter, to the State Superintendent of Education pursuant to Section 3-10 and Section 2-3.8 of the School Code. It is the policy of this district that all grievances be resolved quickly and at the lowest step possible.

Professional Qualifications of Classroom Teachers

As a parent of a student at Richland County Early Learning Center, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires the school district to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of the information, please call the school to talk with the building administrator.

Registration

Attendance in school is governed by the Illinois State School Code. In keeping with these guidelines the following policies are adhered to in this school district. **Registration:** Students new to the school district will not be allowed to register and enroll unless a parent/legal guardian accompanies them. **The parent/legal guardian must be a legal resident of this school district.**

Specific records, which will be needed for enrollment, are:

1. **Birth Certificate** - Upon enrollment of a student for the first time, the parent(s) of students shall present a copy of a certified birth certificate for that student or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the birth certificate. Other reliable proof of the child's identity shall include a passport, visa, or other governmental documentation of the student's identity. Upon the failure of the parent(s)/guardians(s) to comply with the birth certificate

requirement, the school principal will within 10 school days notify the Illinois State Police. The parent(s)/guardian(s) will have 10 additional school days to comply with the birth certificate regulation at which time the student will be excluded from school and the Illinois State Police and the Illinois Department of missing children will be notified by the school principal.

2. **Health Records**
    a. Immunizations – A written record of all shots and immunizations showing month and year must be provided.
    b. Physical Examination. A copy of a recent physical exam must be provided.
3. **Provide a copy of the following papers, if applicable:**
    a. Legal guardianship or custody papers.
    b. Adoption document.
    c. Legal name-change documents.

Progress Reporting

Progress reports are utilized to keep parents informed of their child's development throughout the school year. Progress reports are shared with parents three times per year (Fall/Winter/Spring) and generally align with the trimesters utilized by the elementary school.

Child portfolios with work samples, teacher observations, and assessment data is utilized to document a child's progress over time.

Related Service Logs

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

Responsibilities and Rights - Parents

What Parents Should Do:

- See that your child attends school regularly and is not tardy.
- Understand the responsibilities of the teacher, who takes the place of the parents during the school day.
- Support the rules of the school, the district, and the community.
- Safeguard your child's health by making sure that he/she goes to the doctor and dentist regularly.
- Attend school conferences and other activities, when possible.
- Plan a time and place with supervision for the student to do homework.
- Talk with your child and the teacher about school and report cards.
- Cooperate with the school regarding the discipline code.

Parents Have The Right To:

- Expect a classroom atmosphere that allows good education to take place.
- See the child's school records.
- Be informed of the child's attendance, learning, or behavior problems.
- Share with the student's right in being told why he/she is being disciplined.
- Share in the Parent/Teacher Organization and other school activities.
- Receive regular reports on the student's progress in learning.
- Notify the school in writing that their child should not be required to take part in certain curricular topics/activities that the parent may find objectionable.

Responsibilities and Rights - Students

What Students Should Do:

- Come to school every day and be on time.
- Go to all classes and do your work.
- Ask your teachers for help.
- Help care for books, supplies, and all school property.
- Obey all school rules. Obey all teachers and staff.
- Be polite to all teachers and staff.
- Do not use bad words.
- Make sure you are neat and clean.
- Be fair and kind to other students.
- Do not fight or hurt other students.
- Do not run in the building.
- Keep hands to yourself.

Students Have The Right To:

- Learn.
- Be protected from physical or verbal abuse.
- Receive help with their studies.
- Give their point of view as long as it does not hurt the rights of others.
- Learn to make decisions.
- Be disciplined.
- Be informed of the School Disciplinary Code.
- Act in a way that will help you and other students to learn.
- Observe a religious holiday.
- Due Process.

Responsibilities and Rights - Teachers

Teachers Should:

- Provide the best possible education through a good classroom climate, which allows for learning to take place.
- Respect all students and parents.

- Be available to talk with staff, parents, and students, especially about class work and discipline.
- Enforce the rules of the school courteously, consistently, and fairly.
- Deal with disciplinary problems quickly, firmly, and impartially.
- Help with discipline outside the classroom--in the halls, the restrooms, and on school grounds.
- Teach respect for community property and good citizenship.

Teachers Have The Right To:

- Expect students to behave properly.
- Be respected by students, parents, and other staff.
- Be protected from physical assault and from harm or theft of personal property.
- Call a parent/teacher conference when a student violates the discipline code.

School Bus - Basics (Transportation)

Busing is available for the program. Busing information is not available until the beginning of each school year. A responsible person must see that the child gets on and off the bus. A preschool student will not be allowed off the bus if no responsible adult is at the bus stop for them.

If your child is not going to be riding the bus, please call the Bus Barn at (618) 393-7771 to notify the driver. Any permanent changes for busing should be made by the parent with personnel at the Bus Barn and your child's teacher. Please keep the school informed of address and/or phone changes.

Please remember that busing only allows for ONE address for pick up and ONE address for drop off.

NO changes to busing will be allowed unless a permanent change is needed. In the event that you will be picking up your child, you must contact the RCELC preschool secretary at (618) 395-7258 ext. 6100 by 9:30 a.m. for session 1 students and by 1:30 p.m. for students enrolled in session 2.

School Bus - Rules for Students

<u>Be respectful of the bus driver and others</u>

- Listen and follow the directions of the driver.
- Keep hands, feet, and belongings to yourself.
- Speak quietly with appropriate language and gestures.
- Get the bus driver's permission to eat, chew gum, or drink on the bus.
- Using tobacco, alcohol, drugs or having weapons is prohibited.

Be respectful of the bus

- Take care of the bus by not writing on or causing damage to seats or walls.
- Keep the bus neat and clean by throwing away all trash as you exit the bus.

Be responsible and safe on the bus and at the bus stop

Bus Stop

- Be on time at your bus stop.
- Wait for the bus by standing back away from the curb or road edge.
- Keep hands, feet, and belongings to yourself.
- Exit the bus at your designated stop and continue walking away from the bus. Be sure to never crawl, reach under, or return to the bus after exiting.

Bus Ride

- Report unsafe actions or bullying to the bus driver or an appropriate adult.
- Sit in your seat facing forward. Sit back to back and seat to seat. Sitting on the floor or crawling under seats is a safety concern.
- Stay seated until the bus comes to a complete stop before standing.
- Remain quiet at all railroad crossings.
- Put window at or above the designated line.
- Keep head, hands, and feet inside the bus window at all times.
- Place cell phones on silent and using other electronic devices is ok as long as they do not cause a disturbance.
- Carry no animals and no glass containers on the bus.

School Bus Rules - Violations

The school bus driver has the responsibility for supervising and controlling students on the route If the driver is unable to control students through his/her efforts, then a School Bus Incident Report is to be filled out by the driver. On the same day, if possible, or as soon as practical, this report is to be taken by the bus driver to the building administrator for disciplinary action. The building principal will take appropriate disciplinary action. The following procedure will apply to incident reports involving "gross misconduct or a serious safety hazard to other students."

First Incident Report

The administrator will notify the parent/guardian of violation(s). If the first incident report is of a severe nature, the administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. The building administrator may require a meeting with the parent/guardian and bus driver.

Second Incident Report

The administrator may suspend the student from the bus for a period of time not to exceed ten (10) school days or until a meeting has occurred with parent/guardian and bus driver. Suspension

shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. Prior to the student being permitted to ride the bus again, a meeting must occur between the parent/guardian, building administrator and bus driver.

Third Incident Report

The administrator may suspend the student from the bus for the remainder of the school year. Suspension shall be reported to the parent/guardian of such pupil along with a full statement of the reasons for such suspension and a notice of their right to a review before the superintendent. Note: Nothing in this section shall prohibit the building administrator from taking further disciplinary action in accordance with the student handbook.

Search & 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.

Secure Entrance (Pick-Up and Drop-Off)

During the school day access to the school may be gained by using the camera/buzz in system located at the primary entrance to the Early Learning Center. All other doors are locked and secured during the school day. Parents/guardians who drive their children to school are not permitted to walk students to class. Students should be dropped at the front door and walk to class on their own or with assistance from a building staff member. Special circumstances such as the first week of school for Preschool may be permitted.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Student Conduct (General)

Developing self-discipline in children is our primary goal. Honesty, respect for others, respect for property, and sharing are the goals we hope to teach through play.

Often, talking with the child and explaining the problem is all that is necessary for discipline. Communication from the teacher to parents will keep them informed of any concerns.

The ELC uses a proactive approach to behavior management teaching students about "Green Choice" and "Red Choice" behaviors. Students in the classroom receive whole group direct instruction on "Choices" and the classroom behavioral expectations. Visuals are posted in the classroom to help students connect and remember the expectations.

In the event that a disciplinary response is needed these response options will be utilized in the classroom setting.

- Disciplinary Procedures:

1. There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior (red choice).
2. If the behavior occurs in the classroom setting, teachers will initiate their management plan.
3. If the behavior continues or occurs regularly, a parent/teacher conference or a parent conference with the building principal/administrator will be scheduled.
4. In the event of continued inappropriate behavior or a safety concern due to behavior, the building principal/administrator will be called to come to the classroom.

- Disciplinary Action Options:

1. Conference with student (teacher)
2. Consequences as stipulated in the classroom management plan (e.g. sitting in the "calm down" center)
3. Student will take a "break" to take a calm down walk with a staff member
4. Conference with student in the classroom (principal)
5. Conference with parents by phone or in person (teacher and/or principal)
6. Referral to principal out of classroom (conference with student)
   *During conferences with students, staff is engaged in reteaching classroom expectations using consistent language related to red and green choices and helping students' determine more appropriate responses the next time they become frustrated or upset

Bullying/Aggressive Behavior

The Board of Education has determined that a safe school environment facilitates learning. Accordingly, it is the policy of this Board of Education that aggressive behavior of students of the District shall not be permitted.

Aggressive behavior is defined as:
Any behavior that may cause physical or emotional harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

The main types of aggressive behaviors are:

- Physical (hitting, kicking, grabbing, spitting, etc.)
- Verbal (name calling, racist remarks, etc.)
- Indirect (spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including, but not limited to:

1. On school grounds before, during, or after school hours or at any other time when the school is being used by a school group;
2. Off school grounds at a school-sponsored activity, or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, visitor, or staff member or an interference with school purposes or an educational function.

Students who are the victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a Building Administrator.

When there is substantial evidence of violation of this policy, the administration and/or Board shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning, and/or such other disciplinary action as may be warranted.

Discipline of Students with Disabilities

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

Gang & Gang Activity Prohibited

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

Isolated Time Out, Time Out, and Physical Restraint

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

Non-Use of Corporal Punishment

Richland County Early Learning Center's policy does not permit slapping, paddling, prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm.

Preventing Bullying, Intimidation and Harassment

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

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

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

Rule Jurisdiction

The jurisdiction of the school for student conduct includes all of the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; the presence and actions of students on campus during the school day and after-school activities; and the school sanctioned activities that occur on campus. The school administration and staff will diligently manage and supervise students' conduct in all programs, maintaining the confidence of students, parents, and the community.

Threats

Threats will not be tolerated in the Richland County School District. Any student found guilty of making bodily harm or property damage threats will receive appropriate discipline. The local law enforcement agencies may be contacted if the situation warrants this.

When and Where Conduct Rules Apply

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

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

Student Directory Information

Directory information may be released to the general public at the discretion of the principal unless a parent requests in writing that any or all such information not be released. Information that may be designated as directory information shall be limited to: 1. Identifying information: name, address, phone number, gender, grade level, birth date and place, and parents' name and address. 2. Academic awards. 3. Information in relation to school-sponsored activities, and 4. Period of attendance.

Surveillance Cameras

Due to the increased need for security in, on and around the District's schools and buses, the District's Safety Committee has recommended the installation and use of video surveillance cameras. The cameras will be located in public areas such as the school buses, and in the building interior and exterior.

Transition Into and Out of Preschool and Into Kindergarten

The RCELC preschool program works throughout the year to help parents and students in transitioning into and out of the preschool program. Collaborative efforts are coordinated with local Birth to Three and Early Intervention Providers, other preschool programs both in and outside the community, and with the district kindergarten teachers and administration. Classroom teachers have copies of the program transition plan for distribution to parents.

Technology Acceptable Use Policy (TAUP)

Please Read

Please read this document carefully before signing. The signatures at the end of this document are legally binding and indicate that you have read this Technology Acceptable Use Policy (TAUP) and understand its significance. The failure of any user to follow the terms of the TAUP may result in the loss of privileges, disciplinary action, and/or appropriate legal action. All faculty and staff, and each student and his or her parent(s)/guardian(s) must sign the TAUP before being allowed to utilize the school's technology resources. The TAUP need only be submitted once while enrolled at (enter school name here).

It's a Guide to Acceptable Technology Usage

The TAUP is intended to be a usable guide to the proper use of technology in the district. It is not intended, nor can it be, a comprehensive guide. However, some specific examples are provided to illustrate acceptable use. In summary, students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and State law.

All District, Personal, Current and Future Technology Services and Equipment in the School

The TAUP will apply to both school equipment and personal technology equipment used in the school building. This will include computers, notebook computers, personal data assistants (PDA), USB devices such as flash drives or external hard drives, memory cards, digital cameras, cellular telephones, cell cameras, MP3 players, and any wireless access devices. Any new technologies not mentioned by name in this document will also be covered by these policies.

Purpose

Richland County Community School District #1 supports the acceptable and beneficial use of technology, the Internet and other computer networks in the district's instructional program in order to facilitate teaching and learning consistent with the curriculum adopted by the board. In these contexts, the board recognizes the pedagogical benefits associated with technology applications related to interpersonal communications, access to information, research, collaboration, and the need to address varied instructional methods, learning styles, abilities, and developmental levels of students.

General Concepts

1. Students are to treat all equipment with care and are to report instances of abuse or misuse to a teacher or staff member as soon as the student becomes aware of the issue.
2. The school's equipment, computer network and access to the Internet are the property of the School District, and utilization of these resources is a privilege, not a right.
3. In furtherance of the purposes outlined, the district reserves the right to implement appropriate action that includes, but is not limited to, the following:
    a. Limitation or cancellation of these privileges
    b. Disciplinary action and/or legal action
    c. Routine inspection of the contents of any transmissions that utilize these resources within current legal parameters

d. Log network use and to monitor file server space utilization by district users.
e. Other restrictions or sanctions as necessary

4. The Building Principal, and/or his designee will make all decisions regarding whether or not a user has violated the TAUP and may deny, revoke, or suspend access at any time.
5. The Superintendent and/or his/her designee will make all decisions regarding whether or not a staff member has violated the TAUP and may deny, revoke, or suspend access at any time.
6. The district shall not be responsible for any information that may be lost, damaged or unavailable when using technology resources or for any information that is retrieved via the Internet.
7. The school district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Privacy and Access Guidelines

1. Network accounts will be used only by the authorized owner of the account for its authorized purpose.
2. Unless otherwise noted, all communications and information that are accessible via technology resources should be assumed to be private property of the district and shall not be disclosed to anyone without the written permission of the district.
3. Network users shall respect the privacy of other users on the system.

No Expectation of Privacy with Respect to School email or Technology Resource Usage

1. Electronic mail (e-mail) that is processed via the school's technology resources is not private. The district technology staff has access to all email, and they are authorized to periodically monitor Internet and school email usage.
2. Teachers, students and staff possess no expectation of privacy with respect to their email or internet usage processed through the school network.
3. In addition to previously mentioned access, the district reserves the right to search otherwise private electronic records in those instances when they have reasonable suspicion that a violation of the law or school rules has occurred or where the safety of the school community is in question consistent with current legal precedents.

Expected Behaviors--Responsible Technology Use

1. Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of technology etiquette, and federal and State law.
2. The school community has a responsibility to help students to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.
3. Any person who has knowledge of technology abuse or misuse has a responsibility to report it to the appropriate school personnel.
4. Any technology user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.
5. Technology users should never reveal personal addresses, telephone numbers or other identifying information to people they do not know.

Examples of Prohibited Behaviors

This TAUP prohibits the use of technology resources:

1. To facilitate activities that are illegal or contrary to school rules or policies.
2. For commercial or for-profit purposes.
3. For non-work or non-school related work.
4. For product advertisement or political lobbying.
5. For searching for, accessing, submitting, posting, publishing, downloading or displaying inappropriate materials by means of the Internet and/or e-mail, blogs, web pages and social sites. This would include discriminatory remarks, and offensive or inflammatory communication including inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. In addition, users may not search for, access, submit, post, publish download or display information by means of the Internet and/or email containing any of the following topics (unless the topic is an appropriate research assignment authorized by or conducted by a teacher):

   *Alcohol
   *Bomb making
   *Deviant social behavior
   *Gambling
   *Gangs
   *Human or animal mutilation
   *Illegal activity
   *Illegal drugs
   *Libelous or slanderous material
   *Militants and/or extremist students or groups
   *Pornography and/or sexually oriented material
   *Profanity
   *Racism
   *Satanic themes and/or cults
   *Violence or weapons
6. To transmit material likely to be offensive or objectionable to recipients.
7. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. To intentionally obtain or modify files, passwords, and data belonging to other users.
9. To impersonate or represent another user. This includes the use of pseudonyms.
10. To load or use unauthorized games, programs, files, or other media.
11. To disrupt the work of other users.
12. To destroy, modify or abuse hardware and software.
13. To quote personal communications in a public forum without the original author's prior consent.
14. To waste resources, such as disk space or printer supplies.
15. To gain unauthorized access to resources or entities.
16. To use technology resources while access privileges are suspended or revoked.
17. To attempt to bypass technology resource security, filters, and firewalls including the use of a proxy server.
18. Failing to exit the Internet, shutdown, or log off a computer after being instructed to do so by school personnel.
19. To harass or stalk another person by means of the Internet or email.
20. Transmitting personal information to an Internet “stranger.”
21. Posting or transmitting anonymous messages.
22. To post or transmit material created by another person without authorization.

This is not all-inclusive. Any other misuse of the Internet or the district's electronic network system or other electronic mediums, deemed inappropriate by school personnel, may result in disciplinary action and/or appropriate legal action.

Password Security

The system's security is protected through the use of passwords and monitoring software. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. In addition, the district employs security and monitoring software to track network usage, troubleshoot problems, monitor appropriate use of technology, and restrict Internet access when needed. In addition to these efforts, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in another student's or teacher's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to technology resources.
4. Any user who identifies a security issue on the Internet or Network must notify the Building Principal or System Administrator immediately. Users may not demonstrate the problem to other users.
5. Attempts to log on to technology resources as a system administrator will result in cancellation of user privileges.

Possible Consequences for Inappropriate Use

1. The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts.
2. Illegal use of technology resources; intentional deletion or damage to files of data belonging to others; copyright violations or theft of services will be reported to the appropriate legal authorities for possible prosecution.
3. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.
4. Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks. This 25 includes but is not limited to the uploading or creation of computer viruses.
5. In the event that the student vandalizes any district computer hardware or software, he/she or the legal parent/guardian, if the student is a minor, will be responsible to pay all repair and/ /or replacement costs. By signing this agreement, the parent/guardian expressly agrees to be responsible for payment of costs incurred.
6. Any student who damages, destroys, or copies another person's data will be referred to the building principal for appropriate discipline and may be suspended from or denied access to all computers. Incidents in which a student copies another student's data will be treated as cheating.
7. Any student who tampers with or attempts to gain access to computer data to which he/she has no security authorization is in violation of district policy. It will be considered equivalent to tampering with a teacher's written records or attempted to gain access to confidential student information.

8. Any student who loses his/her computer use privileges due to a violation of this policy may be removed from courses that require extensive use of computers and given an F for those courses.
9. The user expressly agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this TAUP.

Student Acknowledgement (Required for Students in Grades 4-12)
I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy.* I further understand that should I commit any violation, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken. I understand that access to technology is for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources.

_____ _____
Student Printed Name Student Signature

_____
Date

Parents
I have read, understand and agree to abide by the rules set forth in the above *Technology Acceptable Use Policy.* I have discussed the terms of the agreement with my son/daughter. I understand that access to technology is for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to fully restrict access to all controversial and inappropriate materials and maintain a beneficial learning tool. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by technology resources. I further accept full responsibility for the supervision of my child's technology use outside the school setting. I have discussed the terms of this *Technology Acceptable Use Policy* with my child, and I hereby request that my child be allowed access to the district's technology resources.

_____ _____
Parent/Guardian Printed Name Parent/Guardian Signature

_____
Date

Visiting School Visitation Rights Act

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

Procedures

Safety of our school children is one of our major priorities. As a result of our concern for the safety of all students, we ask that you follow the procedure below when visiting our schools:

1. All parents and visitors entering a school **must** first report to the office and sign the visitors' book.
2. A "Visitor" pass will be issued and must be worn to indicate to the staff that the person has first gone to the office and gained permission to be in the building.
3. Upon completion of the visit, the visitor will return the pass to the building office.

Visitors

Parents should make prior arrangements with the principal and teacher before any classroom visits. Visitors should always report to the office upon entering the building. Visitors are required to wear a visitor's badge so the faculty/staff are aware their presence has been cleared by administration. Any person wishing to confer with a staff member should contact that staff member or the office to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

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

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.